



AGENDA

Ordinary Council Meeting Wednesday, 11 August 2021

Date: Wednesday, 11 August 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, 11 August 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

2 PUBLIC FORUM

Brent Nicolson – Rural Networks South Island Ltd

3 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 30 June 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, 30 JUNE 2021 COMMENCING AT 10.31 AM**

PRESENT: His Worship the Mayor T Cadogan (Chairperson), Cr N Gillespie (via Microsoft Teams), 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), G Bayley (Parks and Recreation Manager), N Aaron (Community Development Advisor), P Penno (Community Engagement Manager), A Crosbie (Senior Strategy Advisor), Q Penniall (Environmental Engineering Manager), L Stronach (Property Officer – Statutory), A Rodgers (Principal Policy Planner), D Shaw (Property and Facilities Officer – Cromwell), T Bates (Property Officer), G McFarlane (Business Risk and Procurement Manager), A McDowall (Finance Manager), K McCulloch (Corporate Accountant), M De Cort (Communications Coordinator), R Williams (Governance Manager)

1 APOLOGIES

Nil

2 PUBLIC FORUM

There was no public forum.

3 CONFIRMATION OF MINUTES

RESOLUTION

Moved: McPherson
Seconded: Calvert

That the public minutes of the Ordinary Council Meeting held on 1 and 2 June 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

21.5.2 ADOPTION OF THE 2021-31 LONG-TERM PLAN AND THE 2021/22 RATES RESOLUTION

To adopt the 2021-31 Long-term Plan and resolve the setting of the rates, due dates and penalties for rates during the 2021-22 financial year.

It was noted that the late change in subsidy level from Waka Kotahi had resulted in the Office of the Auditor General recommending that the new levels be reflected in Long-term Plan. Subsequently the following changes had been made to the draft, since it had been included with the agenda:

- Page 90 – the Executive Manager Infrastructure Services explains the changes to the subsidy and why
- Page 92 – the Waka Kotahi subsidy changes from 28% to 27%
- Page 264 – the Waka Kotahi subsidy decreased from \$2,670,000 to \$2,233,000 for years two and three
- Changes to the roading funding impact statement on page 237
- Changes to the benchmarks on page 232 from 7.2% to 7.8% (year two) and 7.7% down to 7.6% (year three)

The Executive Manager Corporate Services noted that the Central Otago District Council had received an unmodified audit opinion, which reflected two emphasis of matter, which were typical for most councils across New Zealand. They were;

- Three Waters uncertainty
- Delivery of Capital programme uncertainty

She then responded to questions.

The Mayor congratulated and thanked both staff and elected members for their contribution to the Long-term Plan.

RESOLUTION

Moved: Cadogan
Seconded: Gillespie

That the Council:

- A. Receives the report and accepts the level of significance.
- B. Accepts the decisions recommended as part of the submissions and deliberations process.
- C. Adopts the following policies and strategies to be included in the 2021-31 Long-term Plan;
 - Infrastructure Strategy
 - Financial Strategy
 - Revenue and Financing Policy
 - Rating Policy
 - Investment Policy
 - Liability Management Policy
 - Significance and Engagement Policy
 - Significant Forecasting Assumptions and Risks

-
- Development and Financial Contributions Policy
- D. Sets the 2021-22 Fees and Charges as detailed in Appendix 1.
 - E. Adopts the 2021-31 Long-term Plan in accordance with Section 93 of the Local Government Act 2002, as detailed in Appendix 2.
 - F. Requests the Chief Executive Officer prepare the final 2021-31 Long-term Plan for publication.
 - G. Requests the Chief Executive Officer to formally advise submitters of its decisions.

For the setting of rates, the Council:

- H. Acknowledges that the rates, the subject of this report, relate to the financial year 1 July 2021 to 30 June 2022, and are all GST inclusive.
 - I. Sets the rates for 2021-22, for the year commencing 1 July 2021, as detailed in Appendix 3 - Schedule of Rates, as included in the 2021-31 Long-term Plan in accordance with section 23 of the Local Government (Rating) Act 2002.
 - J. Resolves that the rates for 2021-22 (other than for metered water) be payable in four equal instalments on the dates as detailed below:
 - 20 August 2021
 - 22 November 2021
 - 21 February 2022
 - 20 May 2022.
 - K. Resolves that Council charge postponement fees on postponed rates in accordance with Council's postponement of rates policy and sections 87 and 88 of the Local Government (Rating) Act 2002.
 - L. Resolves that Council set penalties for 2021-22 on unpaid rates (other than for metered water) under sections 24, 57 and 58 of the Local Government (Rating) Act 2002 on unpaid rates as follows:
 - 10% on any outstanding amount of any instalment not paid by the due date. The penalty will be applied on 27 August 2021, 26 November 2021, 28 February 2022 and 27 May 2022 respectively for each instalment;
 - 10% on amounts outstanding from earlier years, such penalty being applied on 1 October 2021 and 1 April 2022.
 - Requests for waiver of penalties, should be sent, in writing, to the Rates Officer, in accordance with the Council's Remission of Penalties Policy;
 - M. Sets the due dates for 2021-22, for the year commencing 1 July 2021 for metered water billing as follows:

Bannockburn, Ranfurly, Naseby, Patearoa, Omakau, Clyde and Roxburgh:

 - i. 21 October 2021, reading taken in September 2021
 - ii. 21 April 2022, reading taken in March 2022

Cromwell and Pisa:

 - iii. 23 December 2021, reading taken in November 2021
-

iv. 23 June 2022, reading taken in May 2022

Alexandra:

v. 25 November 2021, reading taken in October 2021

vi. 26 May 2022, reading taken in April 2022

N. Resolves set penalties for 2021-22 under sections 57 and 58 of the Local Government (Rating) Act 2002 on unpaid metered water rates as follows:

O. Sets a charge 10% on any metered water rates unpaid after the due date. The penalty will be applied on the date below for the respective instalments:

Bannockburn, Ranfurly, Naseby, Patearoa, Omakau, Clyde and Roxburgh

i. 29 October 2021 and 29 April 2022

Cromwell and Pisa Moorings

ii. 21 January 2022 and 30 June 2022

Alexandra

iii. 03 December 2021 and 03 June 2022

CARRIED

Note: Cr Jefferies assumed the Chair as Economic Development and Community Facilities Portfolio Lead.

Note: For item 21.5.3, Steve Ashwood (Harbour Master, Otago Regional Council) joined the meeting, Rose Quirk from Colliers and Brittany Ables from LINZ joined the meeting via Microsoft Teams.

21.5.3 LAKE DUNSTAN MANAGEMENT REPORT

To inform members on matters relating to Lake Dunstan. Mr Ashwood, Ms Quirk and Ms Ables all provided updates before responding to questions.

RESOLUTION

Moved: Alley
Seconded: Duncan

That the report be received.

CARRIED

21.5.4 REVOCATION OF PART OF GREENWAY RESERVE OFF WAENGA DRIVE

To revoke the Local Purpose (Amenity) Reserve classification for 619m² (subject to survey) from Lot 201 DP 359519, which is part of Waenga Drive Greenway Reserve.

RESOLUTION

Moved: Alley

Seconded: McKinlay

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to progress the revocation of the Local Purpose (Amenity) Reserve classification from the specified 619m² (subject to survey) area from Lot 201 DP 359519.
- C. Agrees public notification of the proposed revocation in accordance with section 24(2)(b) of the Reserve Act 1977.
- D. Agrees (following the successful completion of the public notification process, and decision) that the Minister of Conservation is notified in writing of the Council decision and request that the specified part of Waenga Drive Greenway Reserve be approved for revocation and notified in the Gazette.
- E. Agrees that if reserve status of the specified Part of Waenga Drive Greenway Reserve is successfully revoked via Gazette notice, that all affected parties are notified and the underlying land is disposed of, subject to subdivision, to the adjoining landowner being Foodstuffs South Island Properties Limited on behalf of Cromwell New World.
- F. Agrees that the remainder of Lot 201 DP 359519 of the Waenga Drive Greenway Reserve (excluding the relevant part of Waenga Drive Greenway Reserve in recommendation B above) remain as Local Purpose (Amenity) Reserve.

CARRIED

21.5.5 HARDSHIP GRANT APPLICATION FOR ALEXANDRA DISTRICT MUSEUM INC.

To consider a hardship grant application from the Alexandra District Museum Inc. It was noted that this item was left to lie on the table at the 5 May 2021 Council meeting (item 21.3.3).

RESOLUTION

Moved: Cooney
Seconded: Cadogan

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.

CARRIED with Crs Claridge and Calvert recording their votes against the motion.

21.5.6 COMMUNITY GRANTS POLICY

To approve minor amendments to the Grants Policy ahead of the next funding round.

RESOLUTION

Moved: Duncan

Seconded: Calvert

That the Council

- A. Approves the updated grants policy.
- B. Agree to a formal review of the policy in late 2021.

CARRIED

Note: The Mayor assumed the Chair as Sustainable Practices Portfolio Lead.

Note: The meeting took a brief recess between 11.26 am and 11.28 am.

Note: Cr Gillespie left the meeting at 11.47 am.

21.5.7 CENTRAL OTAGO DISTRICT COUNCIL EMISSIONS INVENTORY AND MANAGEMENT PLAN

To consider Council's 2019-2020 emissions inventory and emissions management and reduction plan. The Environmental Engineering Manager spoke to a presentation on the inventory and management plan, before responding to questions.

RESOLUTION

Moved: Cadogan

Seconded: McKinlay

That the Council

- A. Receives the report and accepts the level of significance.
- B. Notes council's 2019-2020 emissions inventory report.
- C. Agrees to set a target of reducing gross emissions by 52% over the next 5 years.
- D. Approves council's emissions management and reduction plan.

CARRIED

Note: The meeting took a brief recess between 11.50 am and 11.51 am.

Note: Cr Duncan assumed the Chair as the Roading Portfolio Lead.

Note: Cr McKinlay left the meeting at 11.53 am and returned at 11.55 am.

21.5.8 PROPOSED ROAD STOPPING - UNNAMED ROAD OFF EARNSCLEUGH ROAD

To consider a proposal to stop an unnamed unformed road off Earnsclough Road in accordance with the Local Government Act 1974.

RESOLUTION

Moved: Jeffery

Seconded: Alley

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the proposal to stop the unnamed unformed road off Earnsclough Road, subject to:
- Public notification and advertising in accordance with the Local Government Act 1974.
 - No objections being received within the objection period.
 - Easements (in gross) in favour of (and as approved by) Earnsclough Irrigation Society being registered the areas marked "A", "B", and "C" in figure 5.
 - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over Lot 3 DP 352186 and the area marked "B" as shown in figure 5.
 - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the area marked "C" as shown in figure 6.
 - The Road being surveyed into three parcels ("A", "B", and "C"), and amalgamated in accordance with the plan shown in figure 3.
 - Each applicant paying for their respective parcel of land at valuation.
 - The applicants sharing all other costs associated with the stopping.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

21.5.9 PROPOSED ROAD STOPPING - UNNAMED ROAD OFF MCARTHUR ROAD

To consider a proposal to stop part of an unnamed unformed road off McArthur Road in accordance with the provisions of the Local Government Act 1974.

RESOLUTION

Moved: Alley
Seconded: Cooney

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to approve the proposal to stop the western end of the unnamed unformed road off McArthur Road, (outlined in red, in figure 4), in subject to:
- Public notification and advertising in accordance with the Local Government Act 1974.
 - No objections being received within the objection period.
 - The right of way (new access to Lots 27 and 28) being formed over Lot 4 DP 498411.
 - The Road being surveyed into two parcels ("A" and "B") as shown in figure 3.
 - Parcel "A" being amalgamated with new Lot 27 and parcel "B" being amalgamated with new Lot 28 as shown in figure 3.
 - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the areas marked "A" and "B" as shown in figure 7.
 - An easement (in gross) in favour of (and as approved by) Leaning Rock Services Limited being registered over the areas marked "A" and "B" as shown in figure 7.
 - An easement (in gross) in favour of (and as approved by) Rabbit Developments Limited being registered over the areas marked "A" and "B" as shown in figure 7.
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- An easement (in gross) in favour of (and as approved by) Pioneer Energy Limited being registered over the areas marked "A" and "B" as shown in figure 7.
 - The applicants paying for the land at valuation.
 - The applicants paying all costs associated with the stopping.

C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

21.5.10 PROPOSED ROAD STOPPING AND LEGALISATION - MUTTON TOWN ROAD

To consider a proposal to legalise the existing formation of the northern end of Mutton Town Road and to stop a portion of legal road adjacent to the proposed legalisation.

RESOLUTION

Moved: McPherson
Seconded: Claridge

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to:
 - 1. Legalise the portion of Mutton Town Road that is formed over Section 3 Block LV Town of Clyde by taking the land shown as Section 2 in figure 3, being approximately 3008 square metres, and vesting it as legal road, subject to:
 - Approval of the Minister of Health.
 - Council paying the Southern District Health Board's legal fees.
 - Ngāi Tahu approval.
 - Waka Kotahi New Zealand Transport Agency agreeing to remove the reference to gazette notice 440764 and/or approval to the vesting.
 - 2. Stop approximately 4970 square metres of Mutton Town Road, shown as Section 1 in figure 3, subject to:
 - The legalisation of the portion of Mutton Town Road that is formed over Section 3 Block LV Town of Clyde.
 - Council and the applicants sharing the survey costs, LINZ fees, and the costs of the LINZ Accredited Supplier.
 - Each party to the stopping paying their own legal costs.
 - The applicants paying for the land at valuation (\$300,000 plus GST (if any)).
 - The road to be stopped being amalgamated with Record of Title OT17D/237
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

Note: It was agreed to take items 21.5.13, 21.5.14 and 21.5.21 at this stage of the meeting.

Note: The Mayor assumed the Chair.

21.5.13 REQUEST FOR MINISTER OF CONSERVATION'S CONSENT TO EASEMENT OVER RECREATION RESERVE [PRO 62-2000-00]

To consider granting consent (under delegated authority), on behalf of the Minister of Conservation, to Council granting an easement over Lots 7 and 8 Deposited Plan 492123, being part of the Alexandra Town Belt (recreation reserve).

RESOLUTION

Moved: Claridge
Seconded: Paterson

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 Lots 7 and 8 Deposited Plan 429123 (recreation reserve) in favour of Lot 1 Deposited Plan 27556 being the lease area occupied by Spark Trading New Zealand Limited.

CARRIED

21.5.14 REQUEST FOR MINISTER OF CONSERVATION'S CONSENT TO GRANT EASEMENTS OVER, AND TO RECLASSIFY PART OF, THE CLYDE RECREATION RESERVE [PRO: 63-4066 AND PRO: 63-4068]

To consider granting the consent of the Minister of Conservation (under delegated authority) to the granting of easements over and to the reclassification of part of, the Clyde Recreation Reserve.

RESOLUTION

Moved: McPherson
Seconded: Jeffery

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:
 1. Reclassifying 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. Granting 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

CARRIED

6 MAYOR'S REPORT**21.5.21 JUNE MAYOR'S REPORT**

The Mayor provided an update on issues and events since the previous meeting.

RESOLUTION

Moved: Cadogan

Seconded: Duncan

That the Council receives the report.

CARRIED

Note: The meeting adjourned for lunch at 12.13 pm and reconvened at 12.50 pm.

Note: Cr Cooney assumed the Chair as Planning and Regulatory Portfolio Deputy Lead.

Note: Cr Gillespie returned to the meeting at 12.50 pm.

21.5.11 PLAN CHANGE 17 - OPERATIVE DISTRICT PLAN MAPPING TO GIS

To consider a plan change to enable correction of anomalies in District Plan mapping and enable conversion to electronic format.

RESOLUTION

Moved: Jeffery

Seconded: Duncan

That the Council

- A. Receives the report and accepts the level of significance.
- B. Recommends that Plan Change 17 be notified in accordance with Clause 5 of the First Schedule to the Resource Management Act 1991

CARRIED

Note: The Mayor assumed the Chair.

21.5.12 CROMWELL MENZ SHED - NEW LEASE

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.

RESOLUTION

Moved: Calvert

Seconded: McKinlay

That the Council

- A. Receives the report and accepts the level of significance.
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- B. Agrees to lease the proposed area to the Cromwell Menz Shed
- C. Agrees to a lease 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 DP526140.
- D. Authorise the Chief Executive to do all that is necessary to give effect to this resolution.

CARRIED

21.5.15 CROMWELL AERODROME LICENCE TO OCCUPY

To consider granting of new licence to occupy to the Central Lakes Equestrian Club on the Cromwell Aerodrome Reserve.

RESOLUTION

Moved: Cadogan
Seconded: McPherson

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant a new licence to occupy to the Central Lakes Equestrian Club over a reduced area of 7.3 hectares on the Cromwell Aerodrome Reserve for a period of five 5 years commencing from 1 July 2021.
- C. Approves that the licence will be under the same terms and conditions as the previous licence with the following amendments and additional conditions.
- I. Annual rental of \$525 plus GST
 - II. Remove requirement for the Club to mow Aerodrome runways in lieu of rental.
 - III. Allowance for either party to terminate the licence to occupy with 6 months written notice.
- D. Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolutions.

CARRIED with Crs Calvert, Laws and McKinlay recording their votes against the motion.

21.5.16 ROXBURGH AERODROME - REQUEST FOR HANGAR SITE

To consider a request for hangar site lease at Roxburgh Aerodrome.

RESOLUTION

Moved: Duncan
Seconded: Jeffery

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves a lease for a hangar only site at Roxburgh Aerodrome to Central Heliwork Ltd for 841m² of land described as part of Lot 3 DP 8420 situated at Teviot Road, Roxburgh.
- C. Authorise the Chief Executive Officer to do all that is necessary to give effect to the resolutions.

CARRIED

Note: Cr Gillespie left the meeting at 1.27 pm.

21.5.17 SENSITIVE EXPENDITURE POLICIES

To adopt the Sensitive Expenditure Policy, the Travel Policy and the Credit Card Policy.

RESOLUTION

Moved: Cadogan
Seconded: Alley

That the Council

- A. Receives the report and accepts the level of significance
- B. Adopts the Sensitive Expenditure Policy, the Travel Policy and the Credit Card Policy
- C. Resolves to amend clause 3.3 of the Elected Members Allowances and Reimbursement Policy by adding the words “and the Executive Manager – Corporate Services” to the following statement:

3.3 The process for reimbursement of claims includes the following principles:

- The “one-up” principal must be applied to the maximum extent possible, in the case of the Mayor, approval is required from the Deputy Mayor **and the Executive Manager – Corporate Services**, and in the case of the Deputy Mayor, approval is required from the Chief Executive.

CARRIED

Note: Cr Gillespie returned to the meeting at 1.41 pm.

21.5.18 REGISTER OF DELEGATIONS

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.

In speaking to the report the Business Risk and Procurement Manager suggested an amendment to the third bullet point in recommendation B as follows:

*“... Confidential settlements, other than those which relate to employment matters, may be presented in a separate report to the Audit and Risk Committee **or any other council body as appropriate**”.*

During discussion it was agreed that the wording of that bullet point should also state **shall** rather than may.

RESOLUTION

Moved: Cadogan
Seconded: McPherson

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the following change to the Register of Delegations;
 Replace the current paragraph in section 76 as follows:
-

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- *The Chief Executive Officer may approve all unbudgeted legal claims or other proceedings, such as the authorisation to undertake settling actions and prosecutions taken against Council, where it is in the CEO's opinion that such settlement best protects Council's interest, up to a value of \$500,000. Where claims or other legal proceedings are likely to exceed \$500,000, the CEO is required to communicate with relevant elected members prior to entering into mediation.*
 - *The Chief Executive Officer may delegate to council officers the authority to represent Central Otago District Council in legal claims or other proceedings.*
 - *Confidential settlements, other than those which relate to employment matters, shall be presented in a separate report to the Audit and Risk Committee or any other council body as appropriate.*

C. Approves the following change to the Register of Delegations

Add the following to Part V – Delegations to Committees of Council – Audit and Risk Committee – Scope of Activity:

- *Oversight of unbudgeted legal claims or other proceedings other than those which relate to employment matters.*

CARRIED

21.5.19 FINANCIAL RESERVES POLICY

To adopt the Financial Reserves Policy.

RESOLUTION

Moved: Jeffery
Seconded: Paterson

That the Council

- A. Receives the report and accepts the level of significance
- B. Adopts the Financial Reserves Policy.

CARRIED

7 REPORTS FOR INFORMATION

21.5.20 FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH AND 30 APRIL 2021

To consider the financial performance for the period ending 30 April 2021 and to receive the financial report for the period ending 31 March 2021.

RESOLUTION

Moved: Duncan
Seconded: Alley

That the report be received.

CARRIED

8 STATUS REPORTS**21.5.22 JUNE 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: Calvert
Seconded: Alley

That the Council

- A. Receives the report.
- B. Ratifies the Central Otago District Council's submission on Supporting Sustainable Freedom Camping in Aotearoa New Zealand.
- C. Ratifies support for the Queenstown Lakes District Council's remit to the Local Government New Zealand's Annual General Meeting about a review of the accommodation supplement system zones.
- D. Ratifies the Central Otago District Council's submission on minimum flow scenarios for the Manuherekia catchment to the Otago Regional Council.

CARRIED

9 COMMUNITY BOARD MINUTES**21.5.23 MINUTES OF THE CROMWELL COMMUNITY BOARD MEETING HELD ON 18 MAY 2021****RESOLUTION**

Moved: McPherson
Seconded: Claridge

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 18 May 2021 be noted.

CARRIED

21.5.24 MINUTES OF THE VINCENT COMMUNITY BOARD MEETING HELD ON 19 MAY 2021

RESOLUTION

Moved: McPherson
Seconded: Claridge

That the unconfirmed Minutes of the Vincent Community Board Meeting held on 19 May 2021 be noted.

CARRIED

21.5.25 MINUTES OF THE MANIOTOTO COMMUNITY BOARD MEETING HELD ON 20 MAY 2021

RESOLUTION

Moved: McPherson
Seconded: Claridge

That the unconfirmed Minutes of the Maniototo Community Board Meeting held on 20 May 2021 be noted.

CARRIED

21.5.26 MINUTES OF THE TEVIOT VALLEY COMMUNITY BOARD MEETING HELD ON 20 MAY 2021

RESOLUTION

Moved: McPherson
Seconded: Claridge

That the unconfirmed Minutes of the Teviot Valley Community Board Meeting held on 20 May 2021 be noted.

CARRIED

21.5.27 MINUTES OF THE VINCENT COMMUNITY BOARD MEETING HELD ON 9 JUNE 2021

RESOLUTION

Moved: McPherson
Seconded: Claridge

That the unconfirmed Minutes of the Vincent Community Board Meeting held on 9 June 2021 be noted.

CARRIED

21.5.28 MINUTES OF THE CROMWELL COMMUNITY BOARD MEETING HELD ON 15 JUNE 2021

RESOLUTION

Moved: McPherson
Seconded: Claridge

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 15 June 2021 be noted.

CARRIED

21.5.29 MINUTES OF THE TEVIOT VALLEY COMMUNITY BOARD MEETING HELD ON 17 JUNE 2021

RESOLUTION

Moved: McPherson
Seconded: Claridge

That the unconfirmed Minutes of the Teviot Valley Community Board Meeting held on 17 June 2021 be noted.

CARRIED

10 COMMITTEE MINUTES**21.5.30 5 MAY 2021 EXECUTIVE COMMITTEE PUBLIC MINUTES**

To consider the unconfirmed public minutes of the 5 May 2021 Executive Committee.

RESOLUTION

Moved: Cadogan
Seconded: Jeffery

That the unconfirmed public minutes of the Executive Meeting held on 5 May 2021 be noted.

CARRIED

21.5.31 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 4 JUNE 2021

RESOLUTION

Moved: Cadogan
Seconded: Jeffery

That the unconfirmed Minutes of the Audit and Risk Committee Meeting held on 4 June 2021 be noted.

CARRIED

11 DATE OF NEXT MEETING

The date of the next scheduled meeting is 11 August 2021.

12 RESOLUTION TO EXCLUDE THE PUBLIC**RESOLUTION**

Moved: Cadogan
Seconded: McPherson

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
21.5.32 - Confirmation of Confidential Minutes	<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>	<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</p> <p>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.</p>
21.5.33 - Rates Remission for a Business Development	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</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>	<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</p>

21.5.34 - June 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
21.5.35 - Confidential Minutes of the Vincent Community Board Meeting held on 9 June 2021	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
21.5.36 - Confidential Minutes of the Cromwell Community Board Meeting held on 15 June 2021	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 s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities 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
21.5.37 - 5 May 2021 Executive Committee Meeting Non-Public 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

<p>21.5.38 - Confidential Minutes of the Audit and Risk Committee Meeting held on 4 June 2021</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>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</p>
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CARRIED

The public were excluded at 1.56pm and the meeting closed at 2.19 pm.

4 DECLARATION OF INTEREST

21.6.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 547035

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 - Members' Interests Register [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Tamah Alley	Manuherikia Irrigation Co-operative (shareholder) Cromwell Youth Trust (Trustee) Blue Light Central Lakes (Chair) NZ Police (Sworn Constable) Oamaru Landing Service (OLS) (family connection) Cliff Care Ltd (family connection)	Manuherikia Irrigation Co-operative Society Ltd (shareholder) Emergency Management Otago Group Controller (employee)	
Tim Cadogan	Alexandra Musical Society (member) Otago Chamber of Commerce Central Otago Advisory Group member Dunstan Golf Club (member) Alexandra Squash Club (member)	Two Paddocks (employee) 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	Penvose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penvose Investments - Dairy Farm at Patearoa (shareholder) Fire and Emergency New Zealand (member) JD Pat Ltd (Shareholder and Director)	Penvose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penvose 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 (Specialist - Community Relations and Environment) 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	The Message (Director) Wishart Family Trust (Trustee) Wooving Tree (Assistant Manager - Cellar Door) Daffodil Day Cromwell Coordinator	Otago Regional Council (Deputy Chair) 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

21.6.2 DRAFT VINCENT SPATIAL PLAN ENGAGEMENT DOCUMENT

Doc ID: 545136

1. Purpose of Report

To consider and approve the Vincent Spatial Plan preferred option engagement document for release.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the draft Vincent Spatial Plan preferred option.
 - C. Directs staff to develop a preferred option engagement document for release to stakeholders
-

2. Background

The Vincent Spatial Plan will highlight areas of potential growth and change; guide local, regional and central government investment decisions; and identify key issues for the Vincent Ward and the priorities needed to address these.

The spatial plan is an evidence-based, future-focused strategy outlining a spatial vision and direction for the next 30 years and beyond. It allows us to consider growth before it happens and identify key improvements that could be made.

Creating a spatial plan is a collaboration between Council, the community and key stakeholders. Its development relies on key planning principles relating to our environment, the character of our place, how we manage growth, accessibility, housing choice and infrastructure.

The Vincent Spatial Plan project was initiated by the preparation of an Establishment Report, (attached as **Appendix 1**), and approval given by Council on 11 March 2020 to develop a Spatial Plan for the Alexandra Basin.

Alexandra, Clyde and the surrounding area was identified as experiencing growth resulting in increased high demand for housing, increased prices and affordability issues for some. In the rural area, growth pressures for housing development can compete for productive land resource and result in reverse sensitivity effects. Omakau and Ophir were also identified as experiencing growth pressure with lack of land available for future development.

Planning for future infrastructure capacity is integral to planning for growth. While the provision of infrastructure enables development, it is necessary to ensure growth is accommodated in an integrated and sustainable manner.

An initial survey, public drop-ins and workshops were held to understand what's important to communities/stakeholders and to assist in the development of the shortlisted options for Alexandra, Clyde, Omakau and Ophir.

The shortlisted spatial plan options were released for community feedback from December 2020 until mid-February 2021. Feedback was received on the three possible future planning options for Alexandra and Clyde, and a concept plan for Omakau and Ophir.

Engagement during this period included a static display and drop-in sessions at the Alexandra Library, engagement with students at Dunstan High School, drop ins at the District Club, the Friday Food Market and a stall at the Central Otago A&P Show in Omakau, along with direct engagement with key stakeholders (Aukaha, Public Health South, Waka Kotahi NZ Transport Agency and Otago Regional Council).

The options and feedback from the community were also workshopped with the Vincent Community Board with their feedback incorporated into the preferred option.

3. Discussion

The preferred option was developed based on community feedback, technical expertise and stakeholder engagement/feedback and represents a managed approach to growth over the next 30 years. Implementation of the proposed changes to zoning will be staged rather than a release of all land development opportunities that may result in inefficient development patterns that are difficult to service in terms of infrastructure.

The preferred option has been prepared (refer **Appendix 2**).

The key features of the preferred options are outlined below:

Alexandra-Clyde

The Spatial Plan will see growth managed through the infilling of existing residential zoned land around the town centres; well-defined areas of greenfield expansion along the edges of each town; and infilling of rural-residential land available between Alexandra and Clyde.

Through this growth approach, the Spatial Plan will provide a complementary mix of land uses and carefully manage any potential conflicts between zones. It also provides a diverse range of housing types to meet the housing needs of the future and support the vibrancy of the centres. It does this by creating a transition from medium density residential through to rural lifestyle within clear urban boundaries, while protecting potential productive land around it.

The provision of green and blue networks to facilitate both recreation and commuter non-vehicular options is also identified and opportunities for enhancing this created.

Alexandra

The managed growth of Alexandra progressively consolidates and expands northwards from the town centre at the confluence of the Mata-au / Clutha and Manuhereki Rivers and its Alexandra Bridge gateway. Its existing urban grid structure and relatively flat river terraces are highly adaptable to more intensive infill opportunities. There are also clear urban boundaries that comprehensive greenfield development can occur within, including the two river corridors, Alexandra Golf Course, and the proposed amenity buffer along the steep terrace embankment on the town's eastern edge.

Clyde

The managed growth of Clyde progressively consolidates through the inclusion of medium density residential zoning and expands southwards from the historic town centre near the Clyde Dam and Clyde Bridge gateways. Its existing urban grid structure and relatively flat river terrace are highly adaptable to more intensive infill opportunities near the town centre. There are also clear urban boundaries that comprehensive greenfield development can occur within, including the Mata-au / Clutha River, Waikerekeri Creek and Clyde Town Belt reserve.

Omakau/Ophir

While the spatial plan provides for some population growth in Omakau/Ophir, indications are that there will not be significant growth in these places. Growth in Omakau is focused around existing corridors that already have good road connections and access to infrastructure.

Growth along Racecourse Road supports the existing town centre, integrates with the Otago Rail Trail and links to Omakau School.

Ophir has constraints on expansion such as flooding risk, and thus is not proposed to expand to the same level as Omakau. The Spatial Plan expands the heritage precinct to include the entire residential area to help maintain and protect the town's character.

A network of open spaces along waterways with connecting tracks and pathways would provide opportunities to continue enhancing informal recreational opportunities for both settlements (such as walking and cycling).

4. Options

Option 1 – (Recommended)

Approve the release of the Vincent Spatial Plan preferred option engagement document for community feedback.

Advantages:

- The community will have the opportunity to consider the preferred option and provide feedback prior to the Spatial Plan being adopted by Council.
- Ensures all relevant options are considered and confirmed in development of the Spatial Plan.

Disadvantages:

- Slight delay of the adoption of the Spatial Plan.

Option 2

Approve the release of the Vincent Spatial Plan preferred option engagement document for community feedback, subject to amendments made by Council.

Advantages:

- The community will have the opportunity to consider the preferred option and provide feedback prior to the Spatial Plan being adopted by Council.
- Ensures all relevant options are considered and confirmed in development of the Spatial Plan.

Disadvantages:

- Depending on the extent of any proposed changes, the release of the document and the Spatial Plan will be delayed.

Option 3

Do not approve the release of the Vincent Spatial Plan preferred option engagement document.

Advantages:

- No apparent advantages.

Disadvantages:

- Community disappointment - the expectation is that the preferred option will be released following the engagement on the shortlisted for community feedback.
- Delay to the adoption of the Spatial Plan.

5. Compliance

Local Government Act 2002 Purpose Provisions	<p>This decision enables democratic local decision making and action by, and on behalf of communities by providing the opportunity for the community to provide feedback on the preferred option.</p> <p>This decision promotes the social, cultural, economic and environmental wellbeing of communities, in the present and for the future by providing for future growth in a strategic way.</p>
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	No – engagement on the preferred option is identified in the project plan and budgeted for.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The outcome of the Vincent Spatial Plan will inform a review of the operative District Plan.
Considerations as to sustainability, the environment and climate change impacts	Spatial planning processes promote best practice in terms of sustainable land use development.
Risks Analysis	There are minimal risks associated with the release of the preferred option engagement document. Any feedback received will inform the final option.
Significance, Consultation and Engagement (internal and external)	<p>The Vincent Spatial Plan is a significant piece of work that will inform future District Plan changes and infrastructure planning and provide for the future social, economic, environmental or cultural wellbeing of the community.</p> <p>The decision to release the preferred option developed through extensive engagement with the community and key stakeholders will enable parties to provide further feedback which will in turn result in a better end product.</p>

6. Next Steps

If approved by Council, the preferred option engagement document will be developed and released for feedback to the community and key stakeholders by Monday 16th August 2021.

7. Attachments

Appendix 1 - Vincent Spatial Plan Establishment Report [↓](#)

Appendix 2 - Draft Preferred Option Vincent Spatial Plans [↓](#)

Report author:

Reviewed and authorised by:



Ann Rodgers
Principal Policy Planner
28/07/2021

David Campbell
Acting Executive Manager - Planning and Environment
28/07/2021



Central Otago District Council Vincent Spatial Plan

Establishment Report

March 2020



Document Title:

Vincent Spatial Plan Establishment Report

Prepared for:

CENTRAL OTAGO DISTRICT COUNCIL

Quality Assurance Statement

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Document Control History

Rev No.	Date	Revision Details	Prepared by	Reviewed by	Approved by
1.0	December 2019	First draft	ERG	JS	ERG
1.1	January 2020	Second Draft	JS/ERG	EG	EG
2.0	January 2020	Third Draft	JS/ERG	EG	EG
3.0	February 2020	Final Draft	JS	ERG/CB	EG

Current Version

Rev No.	Date	Revision Details	Prepared by	Reviewed by	Approved by
3.1	February 2020	Final Draft	JS	ERG/CB	EG

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Executive Summary

The Vincent area is a special place to many people. Its spectacular scenery, productive land, rich heritage and abundance of recreational activities attract both residents and visitors in ever-increasing numbers.

The effects of growth are being felt in a number of ways, both positive and negative. The Vincent Spatial Plan looks to address the challenges and opportunities of growth, charting a path that sets the direction for the next 30 years and beyond.

Why are we doing this work?

This Establishment Report sets the foundation for the delivery of the Vincent Spatial Plan.

The Central Otago District Council has the opportunity to ensure potential development can occur in a sustainable, sympathetic manner, which protects the aesthetics, heritage and environment that make this area special. At the same time, the Spatial Plan seeks to balance the needs of existing land users with the demands of a growing community.

It is important that the Spatial Plan is carried out efficiently and effectively to ensure it can keep ahead of development. It will act as a guide that can inform council-led plan changes that set the direction for the area.

Over the last decade, Central Otago District Council has experienced periods of high growth. The effects of this growth have been seen in neighbouring districts and towns, such as Queenstown and Cromwell. The effects are now being felt in Clyde and Alexandra, putting pressure on key infrastructure and existing industries.

Construction of a reticulated wastewater pipeline is underway in Clyde and this may enable subdivision of sections into smaller lots. Higher density could have considerable effects on the township's community, impacting its heritage values and look and feel.

Water and wastewater mains are being constructed between Lake Dunstan/Clyde and Alexandra, potentially driving interest in development in the Vincent area due to wastewater reticulation in Clyde and increased drinking water supply capacity near Alexandra. This work puts pressure on the Spatial Plan programme timeframes, as there is a need to ensure the Plan can be considered by Council before pressure for private development occurs.

Reverse sensitivity is emerging as a key issue related to growth in Central Otago, where residential development is moving into areas adjacent to horticultural land.

What are we going to do?

The Spatial Plan will integrate a significant amount of thinking across a range of workstreams – offering a compelling case for change that brings the community, landowners, stakeholders and partners along for the ride. It will offer a vision for the area and set the direction for the future.

Spatial Plan Objectives

The following objectives have been agreed for the Spatial Plan.

1. We understand what the future holds for the area including the rural and urban land uses.
2. Integration of existing strategies and projects ensuring the outcomes reflect the 'world of difference' values.
3. The work informs/facilitates any necessary changes to the District Plan.
4. Ensure the Vincent area gets ahead of growth, identifies key spatial improvements, then plans for it and gets on with it.
5. The public is engaged throughout the process.

Geographic Scope

The Vincent Spatial Plan encapsulates the urban areas of both Clyde and Alexandra, excluding Alexandra's Town Centre, as well as the urban areas of Omakau and Ophir. The area of focus reaches out into rural areas between Clyde, Alexandra and Springvale Road, and into Earnsclough, Butchers Gully, Galloway and Conroys Gully where new development is already occurring and there is likely to be pressure for it to continue.

Workstreams

There are three key workstreams which the project team will focus on:

1. Growth and Land Use
2. Water Supply and Wastewater
3. Alexandra Airport Masterplan

How are we going to do it?

The Spatial Plan will be developed using workshops, facilitation, optioneering and analysis to evaluate a wide range of information and identify a preferred way forward.

The programme will work through a process and schedule with key milestones and gateways, ensuring decision makers have oversight of the work being done and the ability to approve the work being undertaken at multiple points throughout the process.

Programme

The programme of work has been aligned to the 2020/21 Annual Plan, ensuring that budget can be allowed for in the coming years and to ensure that any required plan changes have been completed before the new wastewater reticulation scheme has been commissioned.

If approved by Council, the Spatial Plan programme is expected to be completed in October 2020.

Community and stakeholder engagement

Keeping the local community at the centre of the Spatial Plan process is critical, community engagement will occur at various points throughout the process and feedback received will act as key pieces of evidence in the process.

Who is responsible?

Programmes of this nature and complexity require a clear and well-structured governance and decision-making arrangement. A proposed structure is outlined later in this document.

A project team will work closely with procured technical specialists. This team will produce material for the Programme Governance Group who will review it before recommending it be considered at the political governance level.

Cost

The cost of the Vincent Spatial Plan is estimated to be in the order of \$219,960 +GST

1 Introduction

Protecting what is important – it is not all about enabling growth, it is about what we want.

1.1 What's the purpose of the Establishment Report?

The purpose of the Establishment Report is to set the direction for the proposed Vincent Spatial Plan. It ensures a complex programme of work can be approached to deliver a truly integrated Spatial Plan for the area.

The Establishment Report ensures:

- Transparency
- Clarity of process
- A programme structure that ensures the project can be delivered effectively and efficiently

The Establishment Report also sets out the process used to arrive at the approach suggested and will act as a key document to assist the procurement of a specialist spatial planning team. It also sets out the decision-making process and governance structure.

1.2 How this report was developed

This report was developed using a combination of early engagement workshops with Council staff and elected members, research and analysis.

An initial workshop was held with council staff to form the Spatial Plan objectives, identify the key stakeholders and partners and understand issues and challenges experienced by council.

Following this workshop, the following key articles were developed:

- Geographic scope
- Workstreams
- Governance and decision-making structure
- Process and schedule
- Stakeholder matrix

The Establishment Report sets the foundation of the Spatial Plan and indicates how the development of such a document can be undertaken.

1.3 Key Issues – why are we doing this project?

There are a number of issues at play in the Vincent area, all of which need to be considered in an integrated way to ensure the best outcomes for the community. These include:

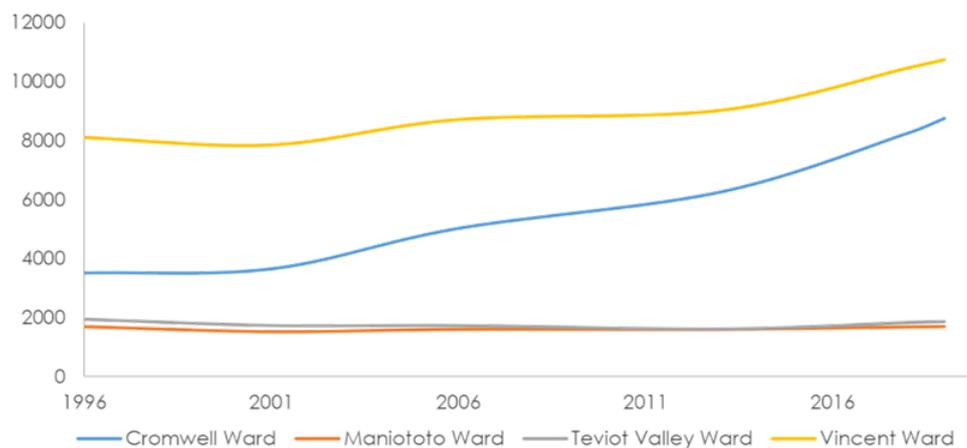
- Pressures around continued growth are having effects in both rural and urban areas.
- Water supply and wastewater servicing.
- The types of land use changes that should be enabled and supported (and where)?
- What types of existing land use should be protected and potentially enhanced?

2 Background

2.1 Population Growth

Over the last decade Central Otago District Council has experienced high growth, the majority of which has been located in Cromwell, however this is now spreading across district, particularly in the Vincent Ward (comprising Alexandra, Clyde and surrounding areas).

Population
Source: Stats NZ



There is evidence of the pressures of growth in the area of study and pressure is likely to increase with the development of key 3 waters infrastructure. These pressures include:

- Increasing property prices and affordability issues.
- Environmental/landscape concerns around population growth.
- Reverse sensitivity effects of residential development in rural areas.
- Lack of land for future development.

2.2 Infrastructure

Clyde wastewater reticulation

Clyde is currently the largest town in Central Otago without a reticulated wastewater network. A reticulated wastewater network is currently being installed in three stages, as consulted in the most recent Long-Term Plan.

The existing minimum lot size in Clyde is restricted by land requirements for a septic tank system, this is constraining growth in Clyde.

A reticulated scheme will allow smaller section sizes as area allowance for discharge fields will not be necessary and higher density living can be accommodated.

It is important that amenity and heritage values in Clyde are not compromised by higher density development in the absence of adequate design guidelines or principles.

Council is keen to understand the community's desires and ambitions for the town and to enable plan changes that accommodate growth, while protecting what makes Clyde such a special place to live and visit.

Water pipeline upgrade

In parallel to the wastewater pipeline, there is also a water main upgrade being undertaken for Alexandra. This will see water taken from a bore at Lake Dunstan and piped along the same corridor through to Alexandra.

The pipeline will initially be used to supply Alexandra's reservoir, with the plan being to develop a newer reservoir next to the existing northern reservoir with increased capacity.

This new reservoir will have the capacity to provide reticulated water for increased development.

Both the water and wastewater upgrades will raise expectation for higher density development in the serviceable area, however development needs to be appropriate and planned to meet the long term objectives of both urban and rural communities.

2.3 Reverse sensitivity and loss of productive land

Continued growth has seen demand increase for residential and lifestyle property in areas that were previously used almost exclusively for productive purposes. At the same time, access to water and returns for export crops is increasing the value of rural productive land. As residential and lifestyle properties move into areas that were traditionally used for productive purposes, there is increasing conflict between land uses and issues of reverse sensitivity.

At the same time, development of smaller sized lifestyle sections is seeing a reduction in the amount of land available for productive purposes. Left unchecked this could have unwanted impacts on the local economy and Central Otago values.

2.4 Alexandra Airport

The Alexandra airport sits on an elevated plateau on the outskirts of town. It is a small regional airport, owned by council, and generally used by the Central Otago Flying Club and various commercial uses.



Figure 1. Alexandra Airport and private precinct. Source: CENTRAL OTAGO DISTRICT COUNCIL.

Interest in the airport has been growing and the first stage of development is complete, which included the construction of 28 leased private hangar or hangar/accommodation sites in the private precinct. Lessees are required to own an aircraft.

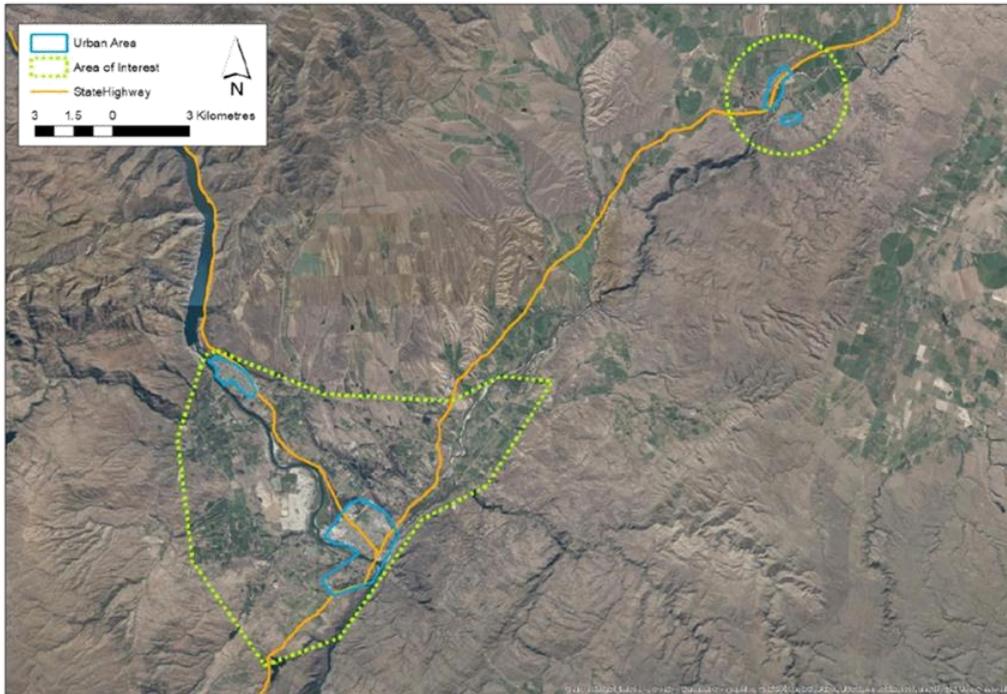
Provision of reticulated water services to Alexandra Airport is necessary for continued development of the airport. How and when development should occur, and the impacts it may have on the functioning of Alexandra Airport need to be understood and planned for.

Vincent Spatial Plan Establishment Report

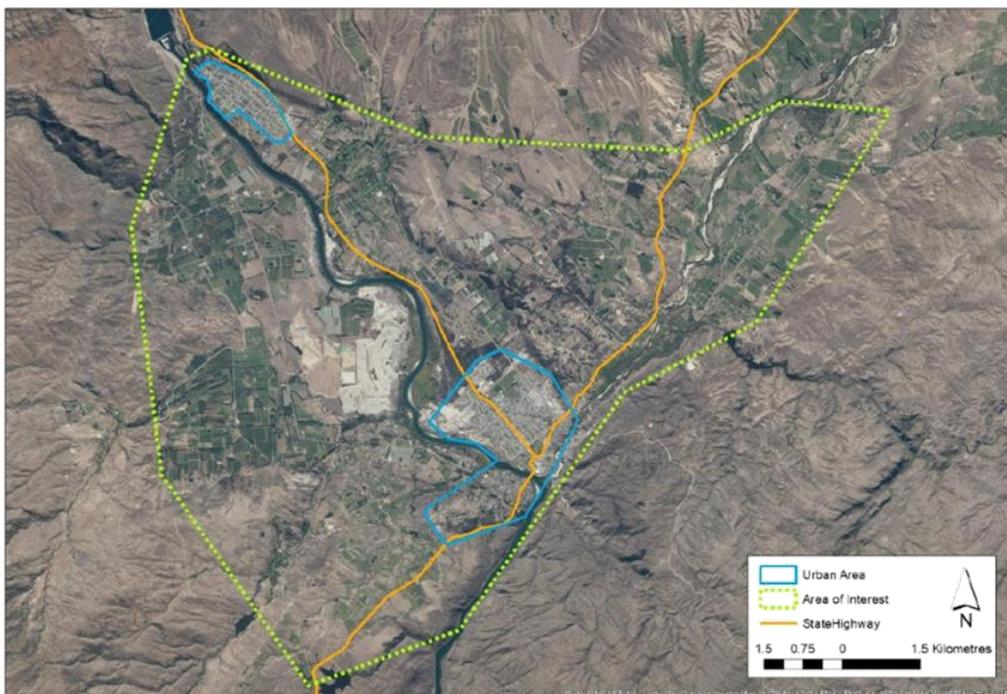
Continued interest in the airport has led to Council now considering how the airport should be developed further.

3 Geographic Scope

3.1 Area of interest



3.2 Alexandra Basin



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3.3 Rural

Clyde/Alexandra/Springvale Road

The land inside the triangle made up by Clyde, Alexandra and Springvale Road has been included. It has high potential for development, at the same time there are considerable reverse sensitivity issues that need to be considered.

Galloway, Butchers Gully, Conroys Gully and Earnscleugh

Galloway, Butchers Gully and Conroys Gully have been included as areas where current development is occurring pressure for subdivision is likely to occur.

3.4 Urban

Further detailed maps are available in Appendix 1-3.

Alexandra

Alexandra's wider urban area has been included in the study area to ensure urban/industrial growth can be accommodated. The town centre is not included. This is largely because issues posed by a town centre are different to those being addressed by the Spatial Plan.

Clyde

Clyde's urban area has been included to ensure urban growth can be accommodated. The Heritage Precinct/Business Zone has been included as there are numerous pressures being placed on this zoning that need to be addresses through the District Plan Review.

Omakau/Ophir

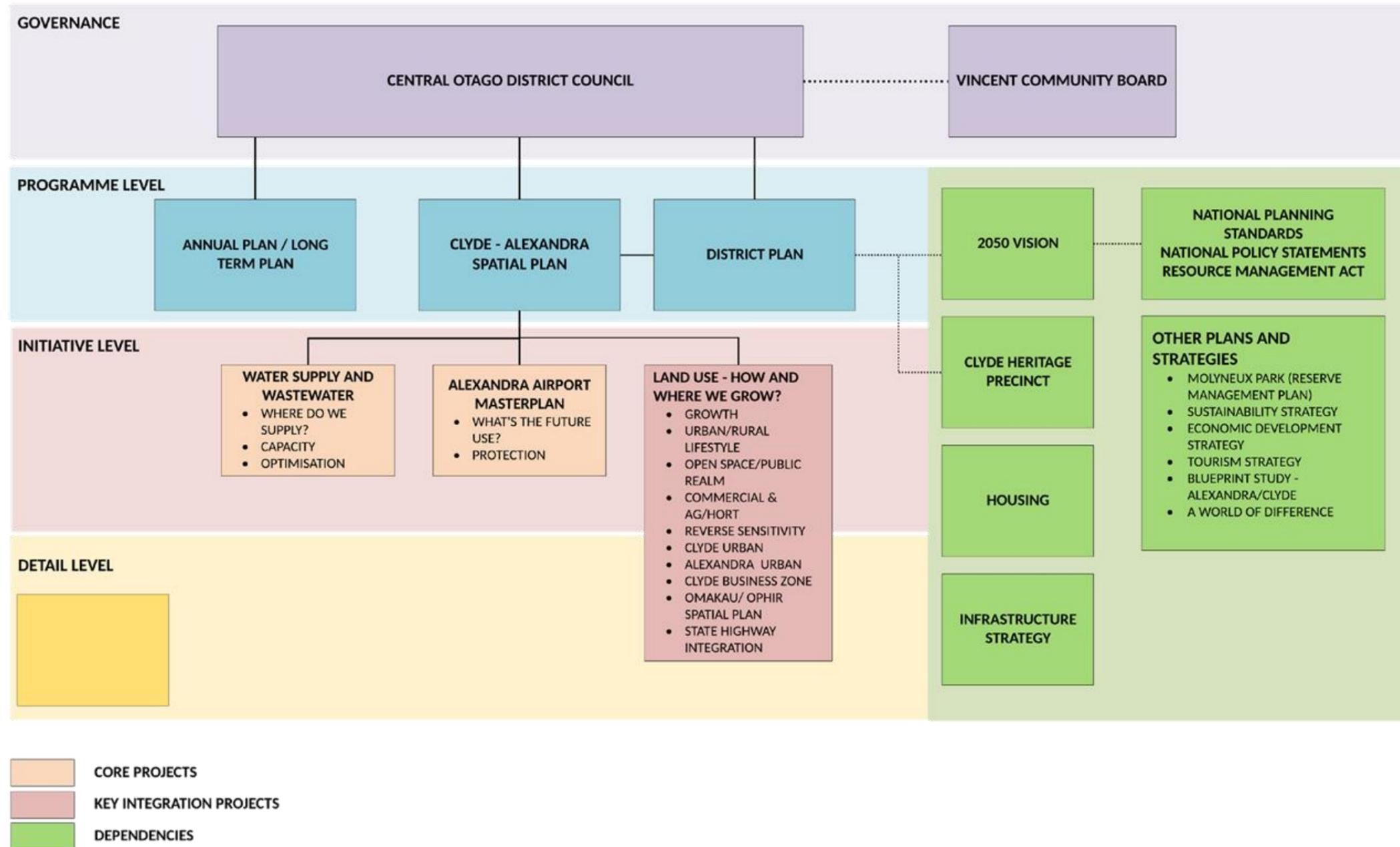
The towns of Omakau and Ophir are an easy commute from Alexandra, with recent growth occurring in both. Continued growth in the District is likely to see both towns become more desirable as place to live for workers and families. As such, the function and future of both towns need to be considered, both in their own right and in their relation to Alexandra and Clyde.

Each town has unique challenges and the project team will need to engage with the local community to ensure these are heard, understood and considered in the Spatial Plan.

4 Programme Integration

The workstreams diagram below lays out how the various elements will be brought together. The core elements are explained further in this section.

4.1 Workstreams – the ‘how’



4.2 Key workstreams

Growth/Land Use

The Spatial Plan will investigate where and how the Vincent area can grow in the future and how this will accommodate:

- Urban residential and rural living.
- Open space and public realm.
- Commercial, agricultural and horticultural activities.
- Urban areas of Clyde and Alexandra
- Clyde business zone
- State Highway Integration

The interplay between the above land uses and how they can be accommodated alongside issues of reverse sensitivity need to be analysed and understood. It is critical to ensure growth occurs in a sympathetic, sustainable manner.

This workstream will include elements such as:

- Urban Design and placemaking.
- Landscape design and protection.
- Primary production and the suitability of land for different uses.
- Environment/sustainability.
- Iwi / Heritage / Culture.

Water supply and wastewater

Increased drinking water capacity and reticulated wastewater may well act as a potential catalyst for increased desire to develop land. A similar issue will arise at Alexandra Airport with the provision of reticulated water services there.

This raises a range of issues that need to be better understood, including:

- Technical capability of the infrastructure to support development.
- Commercial viability of increased development.
- Community sentiment around increased development and subdivision.
- Implications of reverse sensitivity and loss of productive land.
- Protection of landscapes and amenity values.

A key component to sustainable growth is the infrastructure that enables it. Consideration to future requirements will be necessary as part of the Spatial Plan.

Alexandra Airport Masterplan

Continued growth at Alexandra Airport has seen the need to develop a masterplan that maps out future growth.

When developing the Airport Masterplan the team will need to make sure careful consideration is given to continued development around the airport. This will ensure:

- Any future development is cohesive with the existing precinct.
- Reverse sensitivity does not become an issue with surrounding residential land.
- Enabling continued growth of the airport itself and the provision of services and land required to enable this.

4.3 Dependencies

Spatial Plan dependencies are elements that will need to be considered as the Spatial Plan progresses, they include:

- Central Otago District Council's 2050 Vision
- National Planning Standards

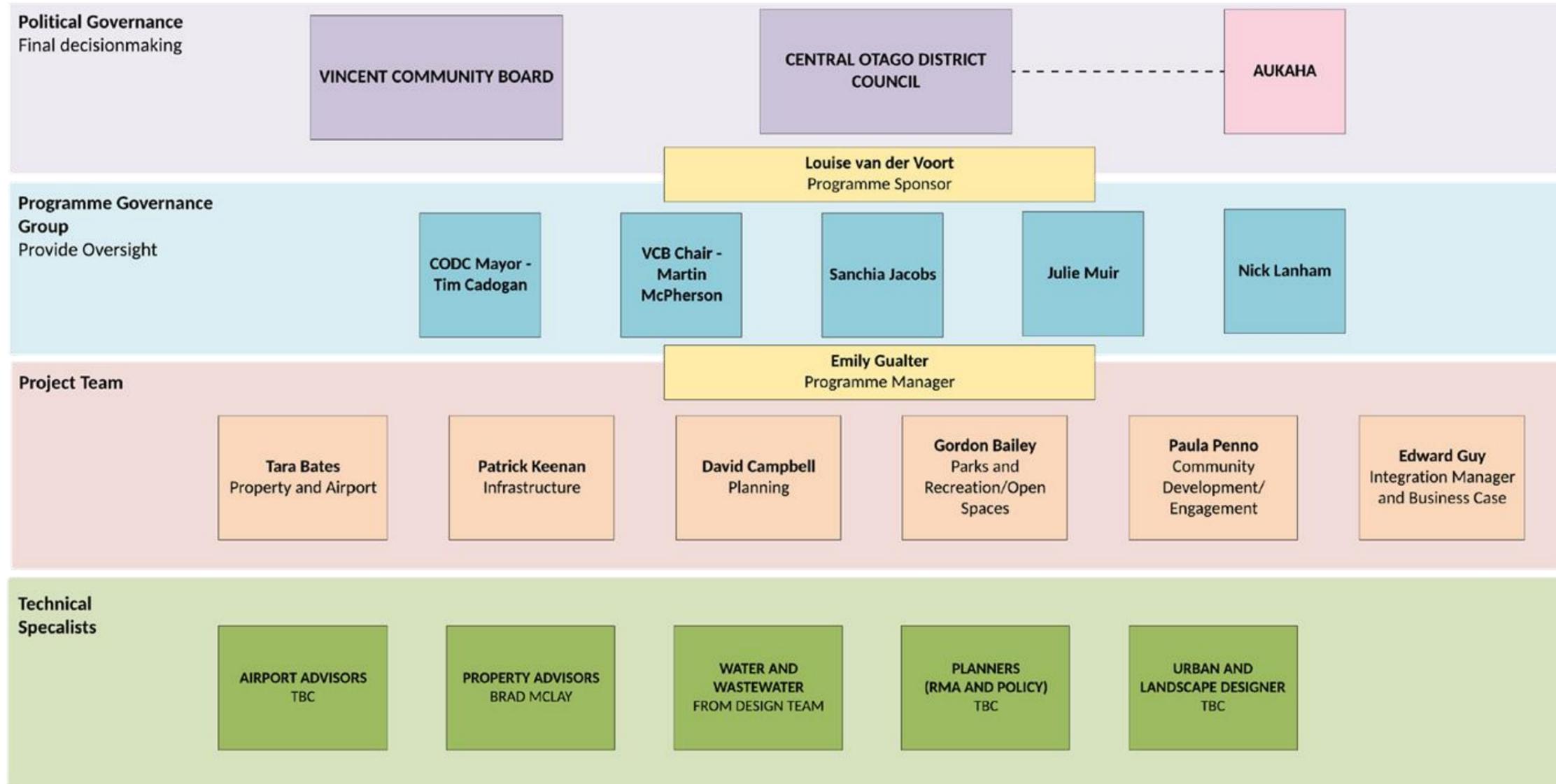
- National Policy Statements
- Resource Management Act
- Clyde Heritage Precinct
- Affordable Housing
- The World of Difference Values
- Central Otago District Council's Infrastructure Strategy
- Central Otago District Council's partnership with ORC and NZTA
- Iwi cultural narrative and guidelines
- Other plans and strategies

4.4 Optioneering

The programme integration will primarily occur at the optioneering stage. Through a facilitated workshop, the project team will aim to agree the optimal solution for each core workstream and then combine to provide an optimal solution for the Spatial Plan.

There may be tensions and interface issues that need to be acknowledged and worked through at this 'first cut' stage. This allows Council to assess whether the projects are an enduring solution or whether more ambitious options require consideration. A 'second cut' would then be developed, following stakeholder and public engagement, and presented in a final Spatial Plan.

5 Programme Governance and Decision-making structure – the ‘who’



5.1 Structure

Programmes of this nature and complexity require a clear and well-structured governance or decision-making arrangement. The proposed decision structure set out above indicates the programme governance specific to the Vincent Spatial Plan.

The political governance level is the main forum for gateway and financial approvals. The Programme Governance level is the primary review and integration forum to ensure the implications are thought through at an organisational level. The Project team will ensure the work is being carried out and will guide the technical specialists.

The work done will flow upwards, ensuring a number of reviews and filters are undertaken before material is put in front of decision-makers.

5.2 Specialist Technical Services

All technical specialists will be required to participate in Investment Logic Mapping and Optioneering workshops.

Programme Manager

The Programme Manager role is critical to ensuring the Spatial Plan meets key milestones and is delivered on time and on budget. They will have responsibility for the following:

- Act as the single point of contact between the Programme Governance Group and Project Team / technical specialists.
- Ensure work delivered by technical specialists is on brief and assists the programme in moving forwards.
- Keep track of budgets, ensuring programme spend matches anticipated budgets
- Escalate any issues to the Programme Governance Group ahead of time.

Urban Design and Landscaping

The Spatial Plan will need expert advice around Urban Design and Landscapes. Their key output will be the Spatial Plan itself, so procuring an entity with a proven track record in this space is critical.

They will provide a range of inputs, including:

- Development of the final Spatial Plan itself.
- Responsible for ensuring all aspects of urban design and placemaking are understood and considered.
- Understanding and assessment of all issues around landscapes and impacts of land use.

Planners (RMA and Policy)

A key output of the Spatial Plan is a notified plan change to the Operative District Plan. As such it is critical to have experienced RMA and Policy specialists involved in the process. They will:

- Ensure the plan change process is adequately resourced
- Ensure information required is obtained through the spatial planning process, allowing for a streamlined plan process.
- Understand requirements of the plan change, including evidence and analysis, are met throughout the Spatial Plan process

Water and Wastewater

Technical advice on the requirements for water and wastewater will be sought as required to understand the impacts to the ongoing projects. It is important for Council to plan for the location and density as this may impact the design and cost of the ongoing water and wastewater upgrades.

Airport advisors

Airport advice will be sought to understand any implications and constraints of growth to the airfield to ensure any future use is not limited through development.

Integration Manager

The Integration Manager will ensure the project team has a degree of tension within it, ensuring all pieces of the puzzle are accounted for and all options are understood and analysed.

- Key outputs are workshop facilitation and supporting business case development.
- Will ensure all pieces of the Spatial Plan can be integrated together.
- Responsible for optioneering and analysis.
- Evidence gathering and analysis.

5.3 Programme approach

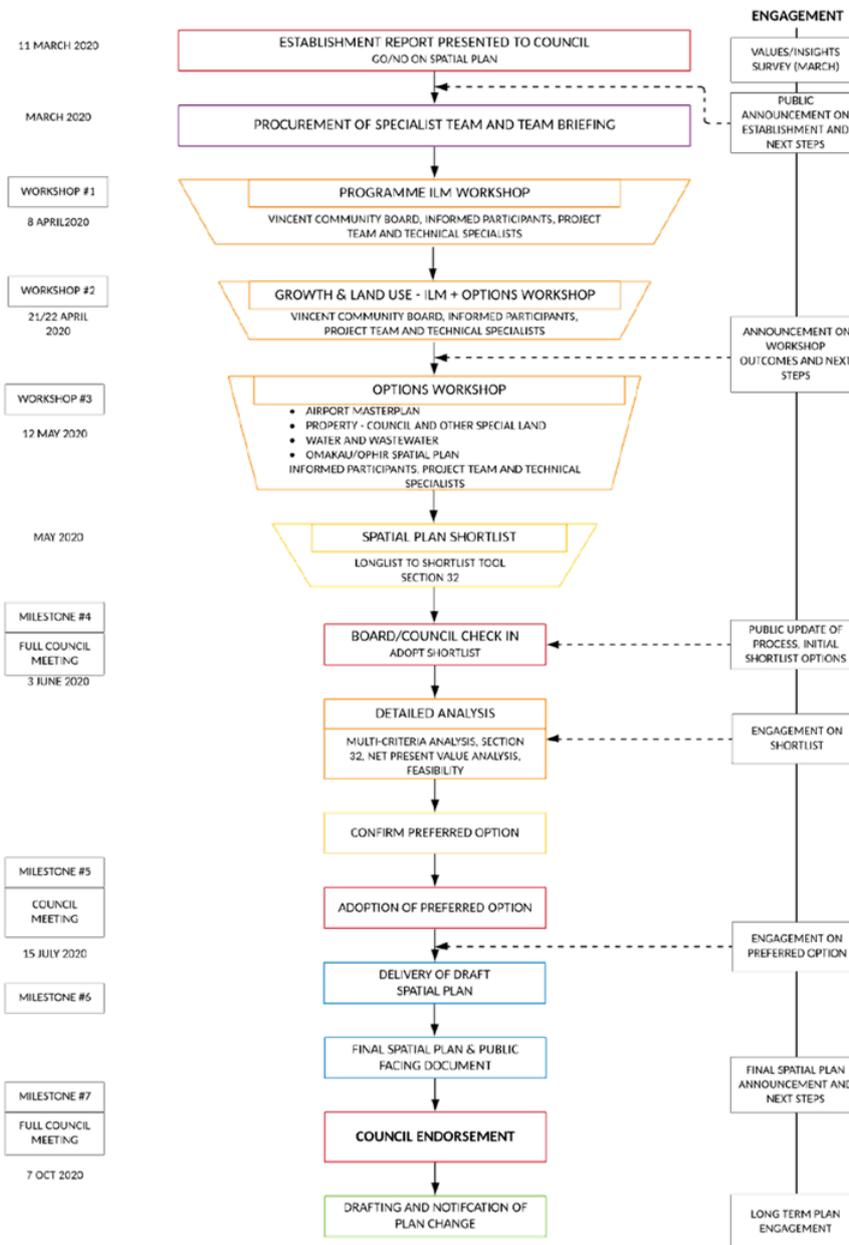
Although a business case Better Business Case (BBC) approach will not be delivered as part of the Spatial Plan, the BBC philosophy and general approach will be used and many of the key outputs will be delivered.

To this extent, the multi-variant and multi-disciplined nature of this programme will be delivered using many of the tools utilised in investment management. Participation by the project team and technical specialists will be critical.

6 Proposed Process and Schedule

In order to ensure the process moves with momentum and the plan changes have been approved before the wastewater network is commissioned, it is proposed that the following process is used to drive the process forward.

6.1 Process and Schedule



7 Procurement approach

For the Vincent Spatial Plan it is recommended that Council individually procure the identified specialists to assist with development of the Spatial Plan (as described in Section 6). This has the potential to be more complex than procuring one large organisation or a partnership due to the number of moving parts.

It is felt that by individually procuring the specialists required, Council can acquire the 'best of breeds' ensuring the technical specialists are able to offer top quality professional advice in their given fields.

This reinforces the importance of the programme manager to not only bring the team together but ensure procurement is carried out quickly and efficiently.

8 Community and stakeholder engagement

Community and stakeholder engagement are critical to the success of the Vincent Spatial Plan.

The above proposed process and schedule outlines the opportunities for community engagement throughout the development of the plan. These include:

1. Values / Insights Survey (to be undertaken in March by Council)
2. Public announcement on project establishment and next steps
3. Public announcement on the ILM workshop outcomes and next steps.
4. Public update of process, initial shortlist of options (to drum up interest in consultation)
5. Launch of engagement on shortlist
6. Announce results of engagement
7. Engagement on preferred option
8. Final Spatial Plan announcement and next steps
9. Long Term Plan engagement (separate process)

8.1 Engagement planning

There are many different methods and channels for community engagement, and the project team will need to work closely with Council communications team to ensure the community engagement component of this Spatial Plan is complementary to the range of other engagement work currently underway in the District.

There is a real risk of 'engagement fatigue' within local communities if engagement is not carried out in a careful manner.

The key for the engagement process is to create ways of engaging with the community on their terms, and at locations and times that are convenient for the people the process is trying to reach. It is expected that a detailed engagement plan will be developed using the principles from the International Association for Public Participation (IAP2) Design, Plan and Manage Model.

Reaching the people who are hard to reach is the trick for any engagement process, as it is often the same people who take the time to engage with public processes time and again, meaning that the silent majority's voice is often missed.

Ensuring these audiences are reached can be a resource intensive process. Offering incentives can help, such as coffees at sports games, public meetings at local bars, stalls outside schools etc.



Figure 2: Engagement Design, Plan and Manage Model - IAP2 Engagement Design

Stakeholder engagement will be carried out as part of the governance and decision-making structure.

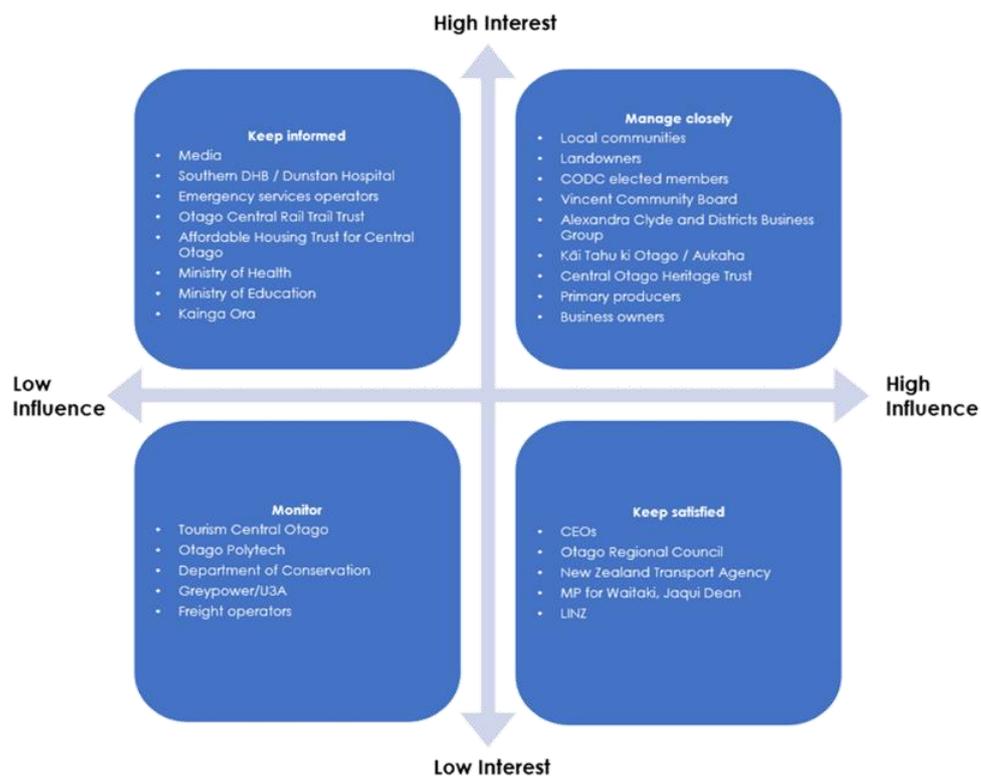


Figure 3: Stakeholder Matrix

9 Delivery

Council will own and drive the development of the Spatial Plan but will work closely alongside stakeholders to ensure all aspects are accounted for.

The Spatial Plan requires a delivery model that:

- Meets the programme objectives.
- Is achievable despite known constraints (which include funding and resources).
- Provides strong value for money.
- Demonstrates collaboration between public agencies, private enterprise, stakeholders and community.
- Is easily understood by the community.

The Vincent Spatial Plan will be fully integrated while applying the following approach:

- **Accommodating** development through a Spatial Plan and District Plan rules.
- **Influencing** the land use and community/cultural/environmental aspects within the area of study.
- **Supporting** the community, private land owners and potential investors (public and private) to understand what the future of the area could look like through a shared vision.

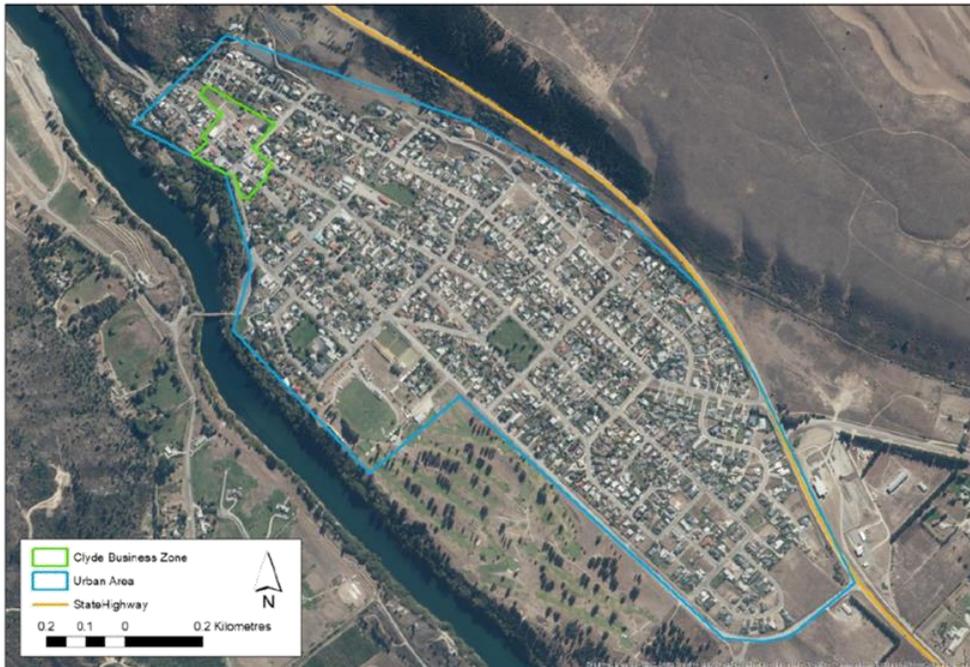
10 Programme Risk

The following Spatial Plan risks need to be considered and further developed as the programme progresses:

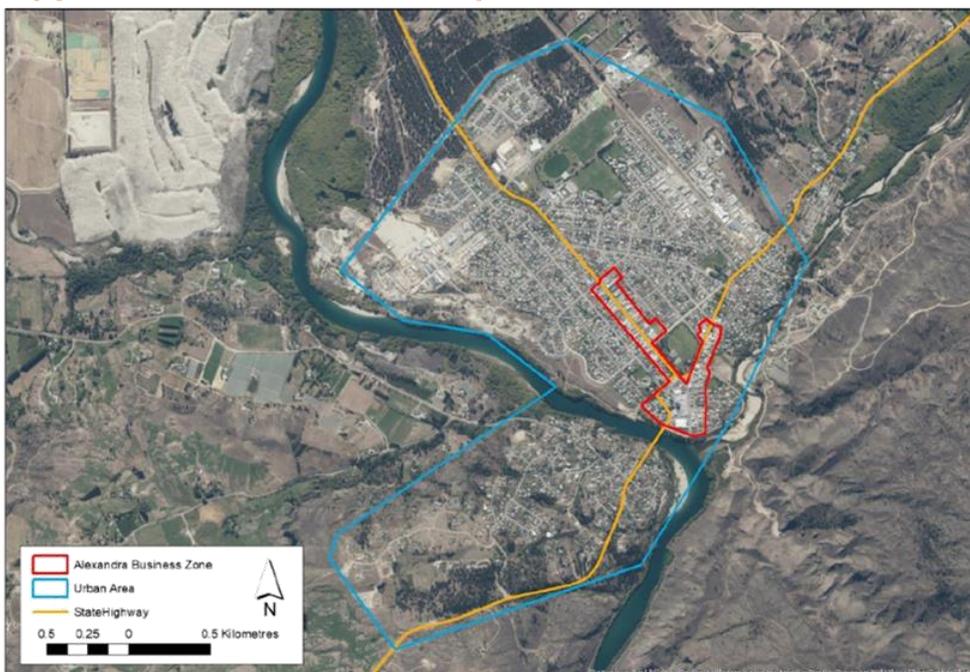
- Funding is not approved.
- The programme does not meet community, visitor and stakeholder expectations.
- The timeframes outlined are not achievable or acceptable.
- The Plan cannot adapt to changing external influences.
- Failure to coordinate and integrate workstreams.
- Supplier availability – ability to procure specialist services.

A full risk register will be developed as part of the Spatial Plan.

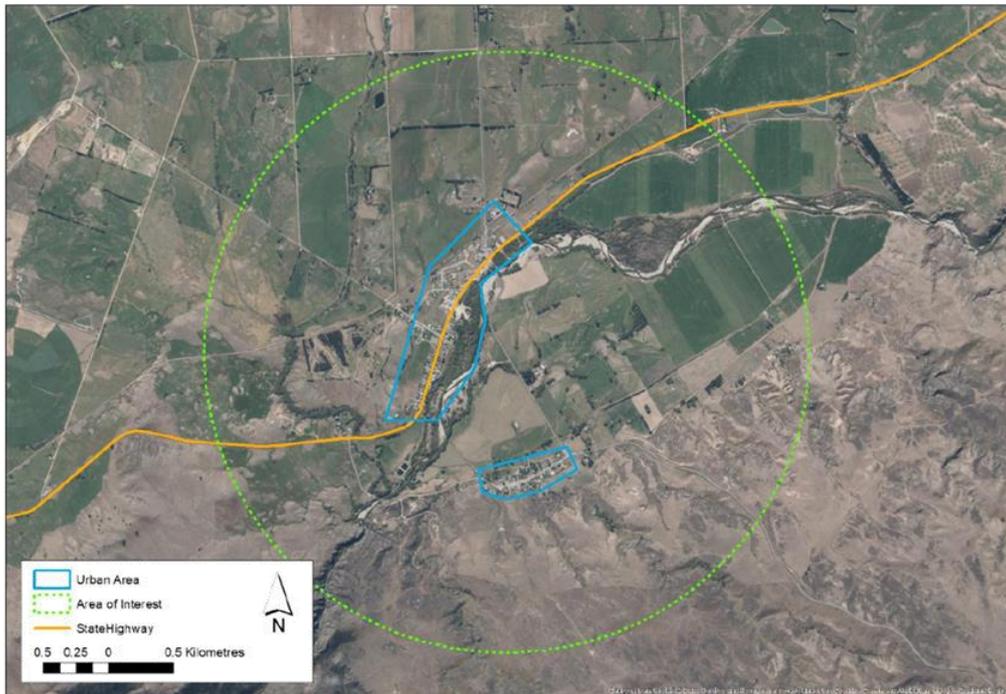
Appendix 1: Clyde Map

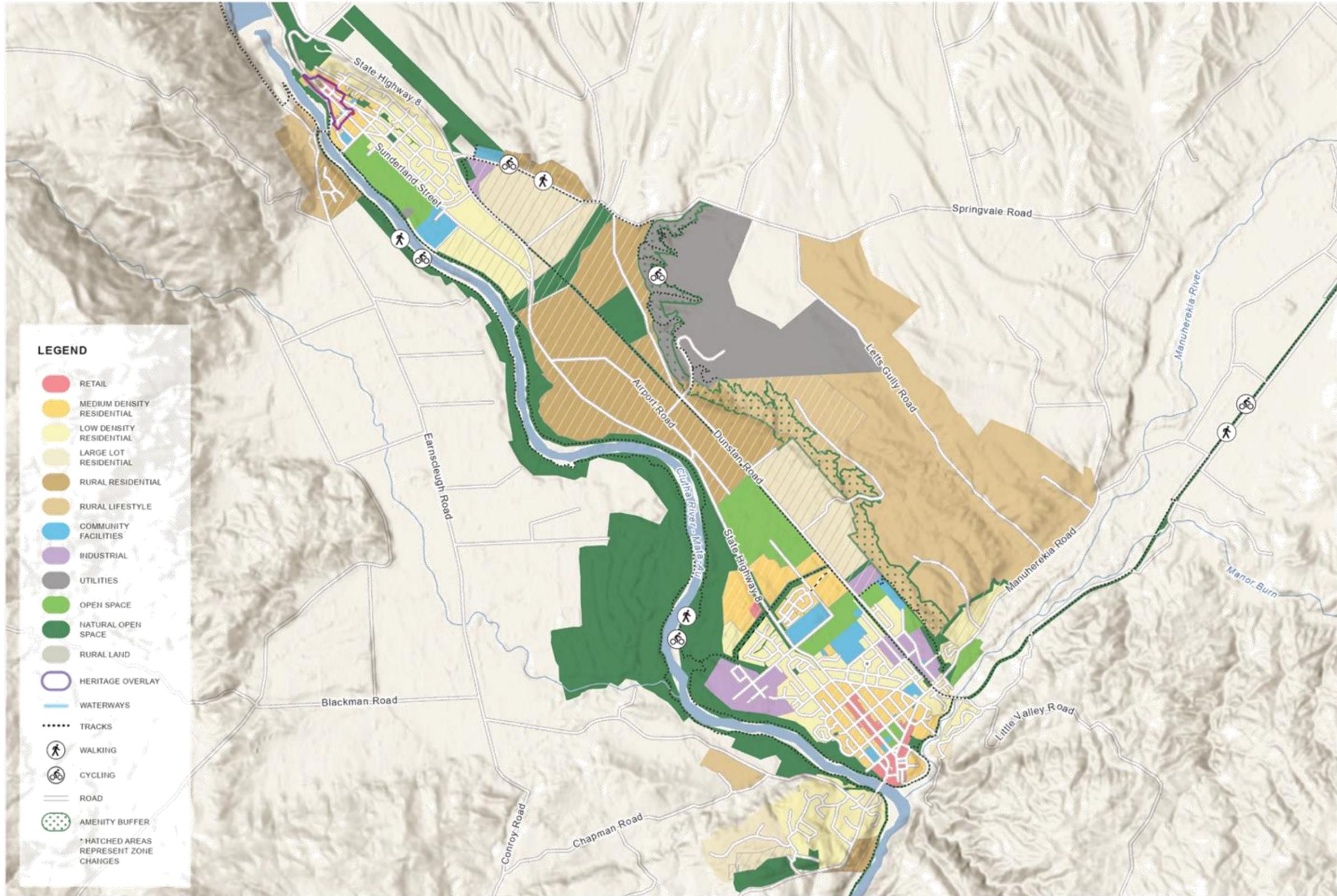


Appendix 2: Alexandra Map



Appendix 3: Omakau and Ophir Map





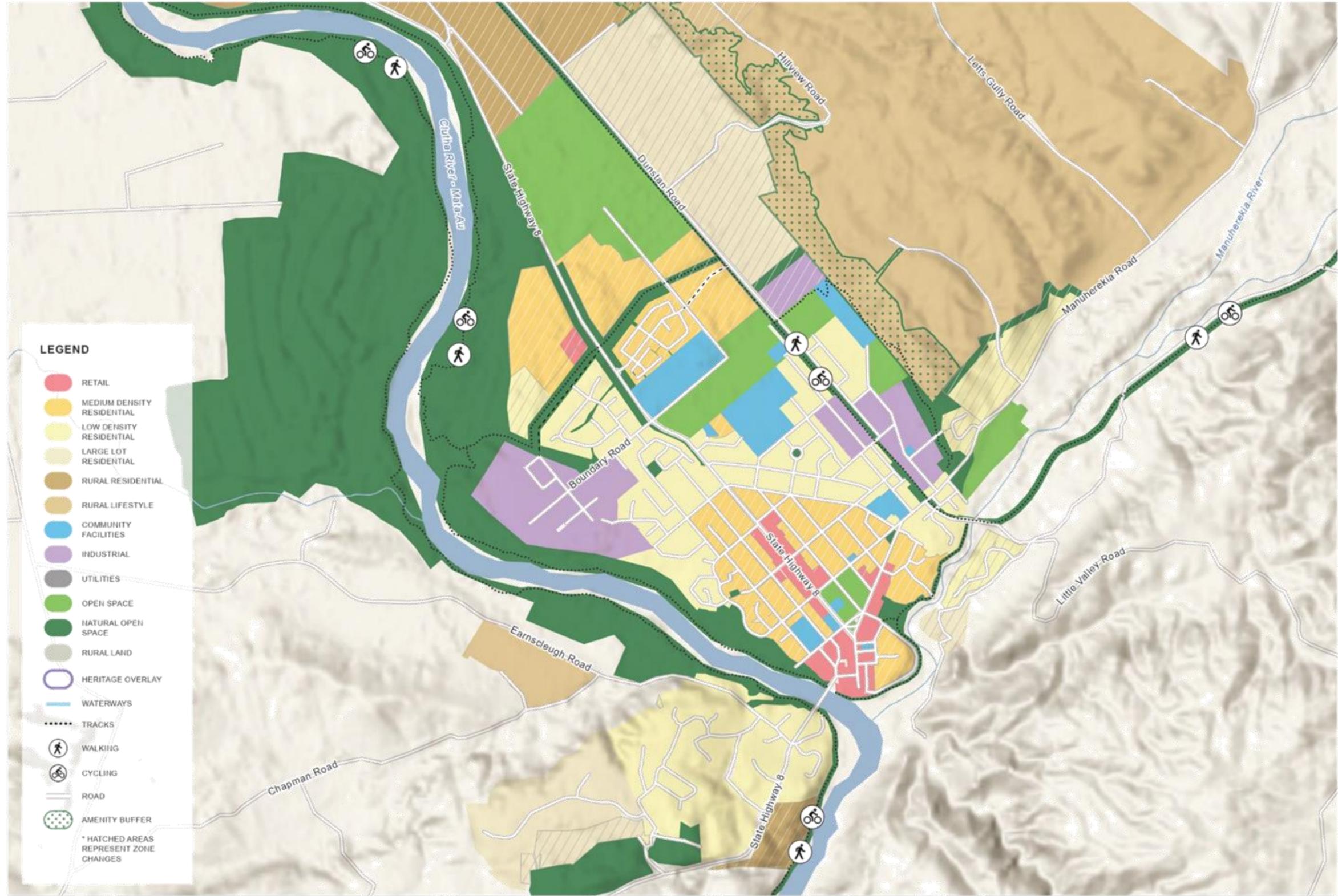
LEGEND

- RETAIL
- MEDIUM DENSITY RESIDENTIAL
- LOW DENSITY RESIDENTIAL
- LARGE LOT RESIDENTIAL
- RURAL RESIDENTIAL
- RURAL LIFESTYLE
- COMMUNITY FACILITIES
- INDUSTRIAL
- UTILITIES
- OPEN SPACE
- NATURAL OPEN SPACE
- RURAL LAND
- HERITAGE OVERLAY
- WATERWAYS
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ALEXANDRA-CLYDE SPATIAL PLAN





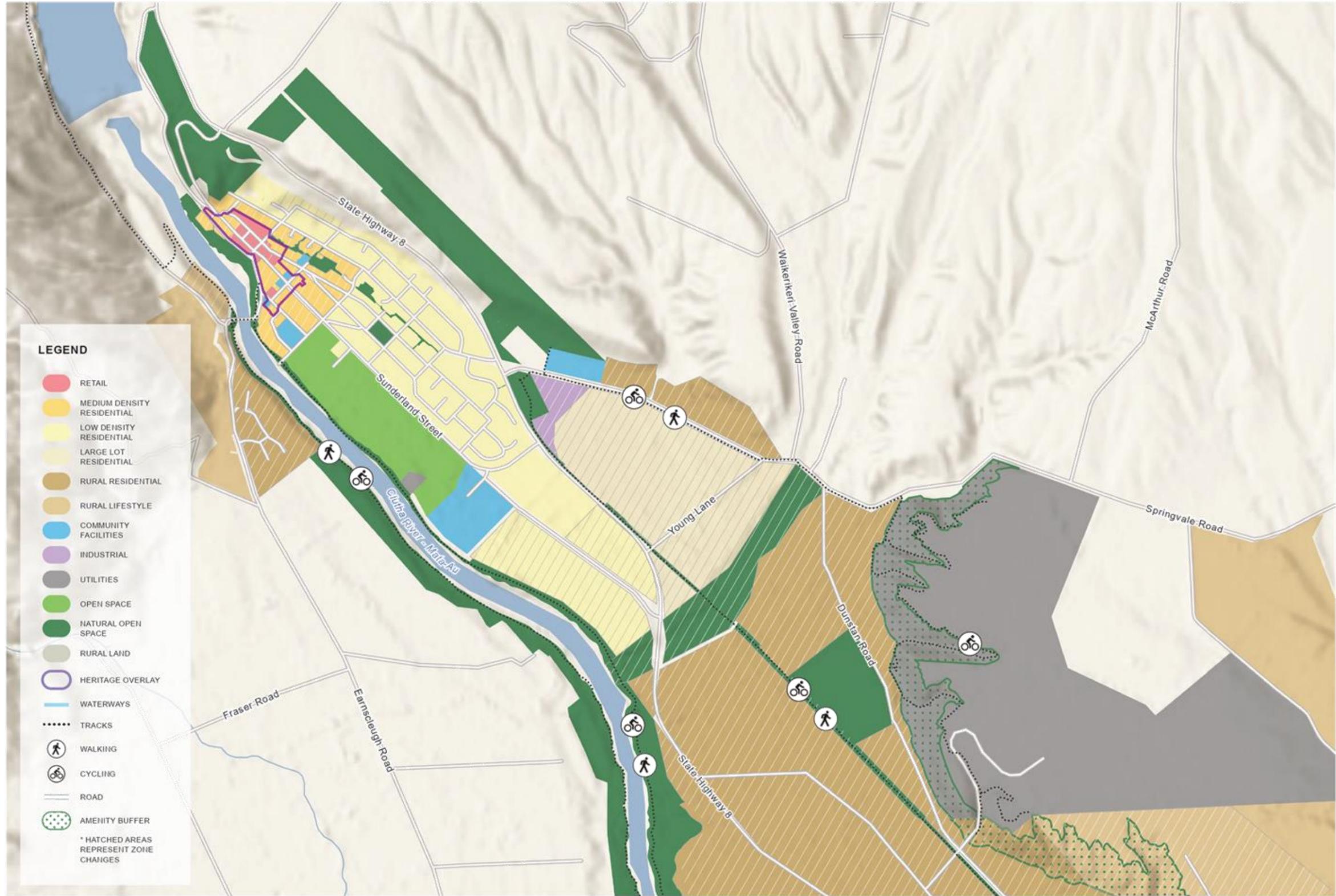
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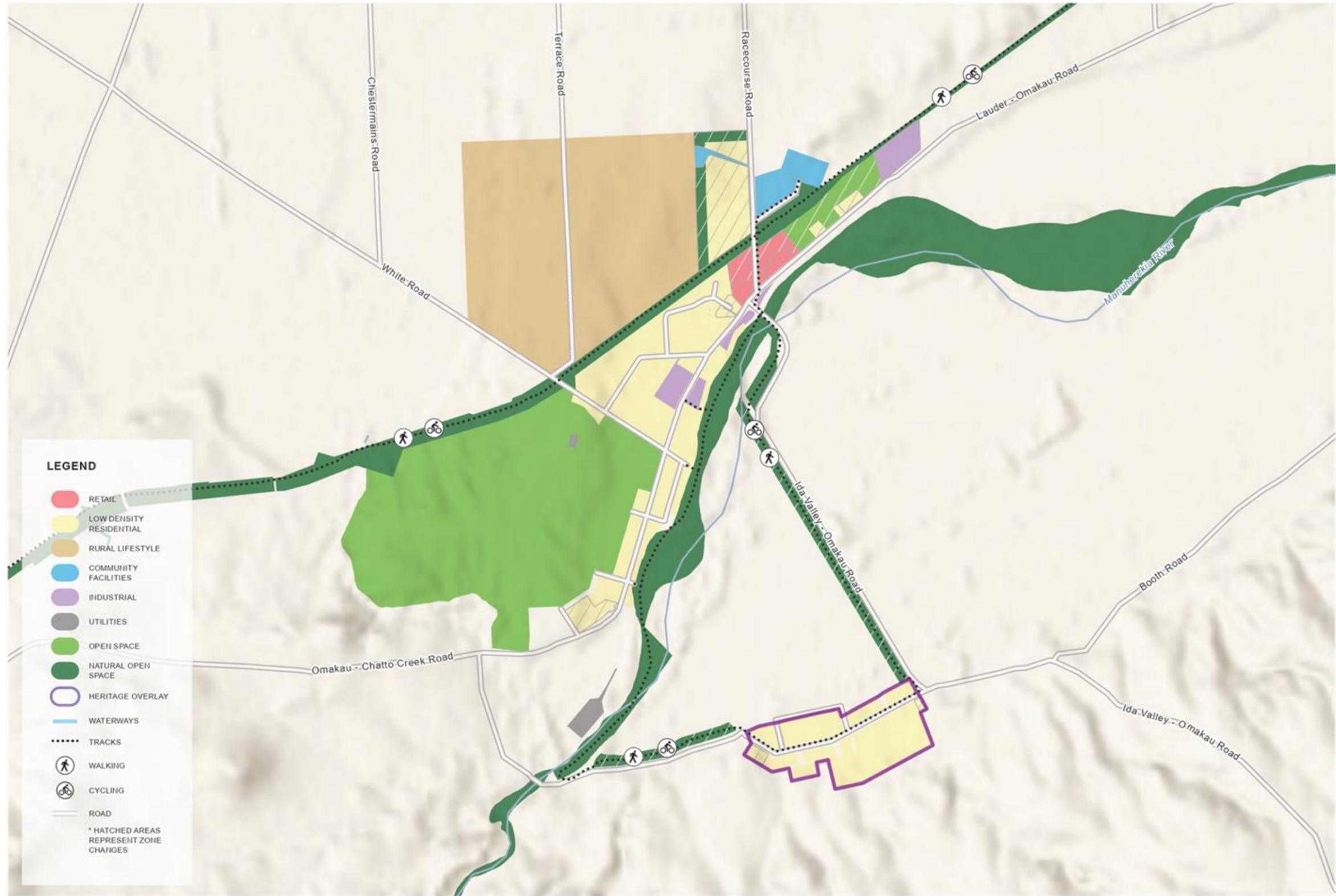
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ALEXANDRA SPATIAL PLAN





CLYDE SPATIAL PLAN



LEGEND

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- RURAL LIFESTYLE
- COMMUNITY FACILITIES
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OMAKAU-OPHIR SPATIAL PLAN



21.6.3 CENTRAL OTAGO DISTRICT COUNCIL SUBMISSION ON PROPOSED OTAGO REGIONAL POLICY STATEMENT

Doc ID: 545137

1. Purpose of Report

To consider and endorse Council's submission on the Proposed Otago Regional Policy Statement.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the lodging of the submission on the Proposed Otago Regional Policy Statement on behalf of the Central Otago District Council.
 - C. Directs staff to finalise the submission and lodge with the Otago Regional Council.
-

2. Background

The Resource Management Act 1991 (RMA) is the primary resource management statute in New Zealand and sets out the related responsibilities and powers of national, regional, and city/district government.

The RMA requires regional councils to have a regional policy statement (RPS) prepared in accordance with the process set out in Schedule 1. The purpose of the RPS is to provide an overview of the specific resource management issues for the region and establish policies and methods to achieve the integrated management of both the natural and physical resources of the region.

The RPS is required to give effect to national direction, including National Environmental Standards (NES), National Policy Statements (NPS), the New Zealand Coastal Policy Statement (NZCPS) and be written to comply with the National Planning Standards. There is no discretion in terms of implementation of the national direction for local government.

The RPS sets out requirements that regional plans, district plans, and regional coastal plans must give effect to.

Otago currently has two RPSs that territorial authorities are required to comply with through district plans. There is the partially operative RPS (15 March 2021) and the proposed RPS (2021). The partially operative RPS will be replaced by the proposed RPS over time.

The proposed RPS was notified by Otago Regional Council on 26 June 2021 and submissions on the proposed RPS close on Friday 4 September 2021.

3. Discussion

The proposed RPS identifies significant resource management issues for the region, resource management issues of significance to iwi authorities and supports an integrated management approach to resource management.

Three main domains are identified in the proposed RPS:

- Air
- Coastal environment (not applicable to Central Otago District)
- Land and freshwater.

Six specific topic areas are also identified:

- Ecosystems and indigenous biodiversity
- Energy, infrastructure and transport
- Hazards and risks
- Historical and cultural values
- Natural features and landscapes
- Urban form and development

Each domain and topic contain objectives, policies, methods, explanation and reasons. The methods in particular outline what regional and territorial responsibilities are in terms of implementation.

For Central Otago there are a number of implications in terms of giving effect to the proposed RPS such as air quality (mapping of airshed areas), identification and protection of areas of indigenous biodiversity, hazard identification/mapping, landscape protection and urban development.

The approach taken by the Otago Regional Council reflects national direction and current thinking in terms of best practice/management of natural and physical resources.

In terms of the Resource Management system review currently underway, the proposed RPS will likely be the interim planning document before transitioning to regional plans signalled in the Report of the Resource Management Review Panel (the Randerson Report).

A draft submission has been prepared that is focused on the areas that are likely to impact on future development planning for Central Otago District, including implications on Council infrastructure (refer **Appendix 1**).

The submission does not venture into potential advocacy for other interest groups or industries.

4. Options

Option 1 – (Recommended)

Approve the draft submission on behalf of the Central Otago District Council.

Advantages:

- A submission on the proposed RPS will provide an opportunity to present evidence at a future hearing, representing Central Otago District Council interests.
- Being a party will also allow opportunities to initiate or be a party to any future appeal.

Disadvantages:

- No apparent disadvantages

Option 2

Approve the draft submission on behalf of Central Otago District Council subject to any amendments Council may wish to make.

Advantages:

- A submission on the proposed RPS will provide an opportunity to present evidence at a future hearing, representing the interests of the community.
- Being a party will also allow opportunities to initiate or be a party to any future appeal.

Disadvantages:

- No apparent disadvantages

5. Compliance

<p>Local Government Act 2002 Purpose Provisions</p>	<p>This decision enables democratic local decision making and action by, and on behalf of communities by providing the opportunity to provide input through the submission process and be a party to the decision making process.</p> <p>This decision promotes the social, cultural, economic and environmental wellbeing of communities, in the present and for the future by providing the opportunity to be involved in the development of the RPS.</p>
<p>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</p>	<p>No – there is no cost associated with the lodging of this submission other than staff time which is already budgeted for.</p>
<p>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</p>	<p>The proposed RPS will have an impact on the provisions in the District Plan, which will be amended during our plan review project.</p>
<p>Considerations as to sustainability, the environment and climate change impacts</p>	<p>The proposed RPS addresses these matters.</p>
<p>Risks Analysis</p>	<p>There are no apparent risks associated with the lodging of a submission on the RPS.</p>
<p>Significance, Consultation and Engagement (internal and external)</p>	<p>Low to moderate. The requirement to comply with the RPS in terms of the District Plan provisions hasn't changed, however the proposed RPS has the potential to impact on the way growth and land development occurs in the District through changes that will be required to the provisions of the District Plan.</p> <p>The need to consult with public on submission does not meet the threshold.</p>

6. Next Steps

If approved, the draft submission will be finalised and lodged with Otago Regional Council.

7. Attachments

Appendix 1 - Draft Submission to the Otago Regional Policy Statement [↓](#)

Report author:



Ann Rodgers
Principal Policy Planner
28/07/2021

Reviewed and authorised by:



David Campbell
Acting Executive Manager - Planning and Environment
28/07/2021

Otago Regional Policy Statement Submission		
Central Otago District Council		
Part 2 – Resource Management Overview		
Page	RPS Provision	Submission
65	<i>The RPS identifies significant resource management issues impacting the Otago region. These issues are considered in a ‘joined-up’ way</i>	Support the approach of joining-up of the issues, viewing the environment as a whole
73	<i>SRMR-4- Poorly managed urban and residential growth affects productive land, treasured natural assets, infrastructure and community well-being.</i>	Support managed growth through processes involving community and key stakeholders and acknowledging
96	<i>IM–O4 – Climate change Otago’s communities, including Kāi Tahu, understand what climate change means for their future, and climate change responses in the region, including adaptation and mitigation actions, are aligned with national level climate change responses and are recognised as integral to achieving the outcomes sought by this RPS.</i>	Support communities understanding and considering climate change effects to enable sustainable future planning for growth and development.
98	<i>IM–P7 – Cross boundary management Coordinate the management of Otago’s natural and physical resources across jurisdictional boundaries and, whenever possible, between overlapping or related agency responsibilities.</i>	Support management of natural and physical resources in a cross jurisdictional way where possible reflecting that the resources
98	<i>IM–P8 – Climate change impacts Recognise and provide for climate change processes and risks by identifying climate change impacts in Otago, including impacts from a te ao Māori perspective, assessing how the impacts are likely to change over time and anticipating those changes in resource management processes and decisions.</i>	Support communities understanding and considering climate change effects to enable sustainable future planning for growth and development.
98	<i>IM–P9 – Community response to climate change impacts By 2030 Otago’s communities have established responses for adapting to the impacts of climate change, are adjusting their lifestyles to follow them, and are reducing their greenhouse gas emissions to achieve net-zero carbon emissions by 2050</i>	Support the principle of the policy but have some concerns that the timeframes may not be achievable for some communities who may not have the resources to make the changes necessary. It is unclear how

		<p>this might be achieved in practice, unless regional or national support is provided.</p> <p>There will be financial implications associated with responses necessary to achieve the timeframes that may not be able to be met by communities.</p>
98	<p><i>IM-P10 – Climate change adaptation and mitigation Identify and implement climate change adaptation and mitigation methods for Otago that:</i></p> <p><i>(1) minimise the effects of climate change processes or risks to existing activities,</i></p> <p><i>(2) prioritise avoiding the establishment of new activities in areas subject to risk from the effects of climate change, unless those activities reduce, or are resilient to, those risks, and</i></p> <p><i>(3) provide Otago’s communities, including Kāi Tahu, with the best chance to thrive, even under the most extreme climate change scenarios.</i></p>	<p>Support in principle but as noted in relation to IM-P9 have concerns about how achievable the timeframes for adaptation are and what the financial impacts might be on communities.</p>
100	<p><i>IM-M2 – Relationships Starting immediately, local authorities must:</i></p> <p><i>(1) partner with Kāi Tahu to ensure mana whenua involvement in resource management,</i></p> <p><i>(2) work together and with other agencies to ensure consistent implementation of the objectives, policies and methods of this RPS, and</i></p> <p><i>(3) consult with Otago’s communities to ensure policy frameworks adequately respond to the diverse facets of environmental, social, cultural, and economic well-being.</i></p>	<p>Support partnering with mana whenua, consulting with communities and working with other key stakeholders.</p>
100/101	<p><i>IM-M4 – Climate change response By January 2027, local authorities (led by Otago Regional Council) must together, in partnership with Kāi Tahu and in consultation with Otago’s communities, develop climate change responses for the region that achieve climate change adaptation and mitigation, and that include:</i></p>	<p>Support partnering with mana whenua, consulting with communities and working with other key stakeholders to develop climate change responses.</p>

	<p>(1) <i>identifying natural and built resources vital to environmental and community resilience and well-being, 101</i></p> <p>(2) <i>identifying vulnerable resources and communities and developing adaptation pathways for them where possible, and</i></p> <p>(3) <i>developing plans and agreements for implementation</i></p>	<p>The timeframe may be tight given extent of change currently being faced by Local Government. Resourcing will be tight local authorities who are already under pressure from resource management and water reforms.</p>
Part 3 – Domains and Topics		
103	<p><i>AIR-P1 – Maintain good ambient air quality Good ambient air quality is maintained across Otago by:</i></p> <p>(1) <i>ensuring discharges to air comply with ambient air quality limits where those limits have been set, and</i></p> <p>(2) <i>where limits have not been set, only allowing discharges to air if the adverse effects on ambient air quality are no more than minor.</i></p>	<p>Central Otago District has towns that are identified as having poor ambient air quality and it is acknowledged that the ambient air quality in those areas is not ideal.</p>
103	<p><i>AIR-P2 – Improve poor ambient air quality Poor ambient air quality is improved across Otago by:</i></p> <p>(1) <i>establishing, maintaining and enforcing plan provisions that set limits and timeframes for improving ambient air quality, including by managing the spatial distribution of activities and transport, and</i></p> <p>(2) <i>prioritising actions to reduce PM10 and PM2.5 concentrations in polluted airsheds, including phasing out existing domestic solid fuel burning appliances and preventing any discharges from new domestic solid fuel burning appliances that do not comply with the standards set in the NESAQ</i></p>	<p>It is not clear whether a switch to low emission, compliant heating appliances (wood burners), will have any impact on the ambient air quality.</p> <p>Central Otago experiences some of the coldest temperatures in the country during winter months requiring significant heating to maintain a healthy home environment. Electricity is expensive and subject to outages.</p> <p>The low emission woodburners, are fuel efficient and cost effective to run.</p> <p>The timing for phasing out of non-complying solid fuel woodburners as noted</p>

		<p>in AIR-P2 (2) has the potential to adversely affect the health of communities who may not be able to replace their heating or have an ability to fund the on-going costs of any replacements.</p> <p>The Central Otago District Council would welcome the opportunity to understand whether or not the use of low emission woodburners and/or electricity will have any effect on the ambient air quality.</p> <p>Residents not having access to affordable heating options during winter months will have a significant impact on the health and wellbeing of the community.</p>
104	<p><i>AIR-M1 – Review airshed boundaries</i> <i>.... no later than 31 December 2022, the Otago Regional Council must review existing airshed boundaries and apply to the Ministry for the Environment to gazette amended boundaries where airsheds do not account for:</i></p> <p><i>(1) current or anticipated areas of development,</i> <i>(2) weather patterns and geography, or</i> <i>(3) existing areas of poor air quality</i></p>	<p>Support a review of the airshed areas in particular taking into account development areas and weather patterns, provided the review is undertaken in consultation with territorial authorities and other stakeholders.</p>
105	<p><i>AIR-M3 – Territorial authorities No later than 31 December 2029, territorial authorities must prepare or amend and maintain their district plans to include provisions that direct an urban form that assists in achieving good air quality by:</i></p>	<p>Support providing for walking and cycling connectivity and active transport options in the District Plan</p> <p>Support managing spatial distribution of activities.</p>

	<p><i>(1) reducing reliance on private motor vehicles and enabling the adoption of active transport, shared transport and public transport options to assist in achieving good air quality, and</i></p> <p><i>(2) managing the spatial distribution of activities.</i></p>	
105	<p><i>AIR–M5 – Incentives and other mechanisms</i></p> <p><i>In collaboration with territorial authorities, iwi authorities, key stakeholders and industry, Otago Regional Council must, on an on-going basis, use other mechanisms or incentives to assist with achieving the air quality objectives, including:</i></p> <p><i>(1) improving community awareness of air quality issues in Otago associated with home heating,</i></p> <p><i>(2) educating communities and promoting the use of alternative methods for home heating including the use of new technology (including low emission or ultra-low emission home heating appliances) and cleaner fuels or energy sources,</i></p> <p><i>(3) advocating, promoting and supporting upgrading Otago’s housing stock and changes to the Building Act 2004 and Building Code to require houses to create and maintain warmth more efficiently and reduce reliance on non-compliant domestic solid fuel burning appliances as described in AIR-P2,</i></p> <p><i>(4) advocating to energy providers to improve the resilience of electricity infrastructure so alternative sources of heating are available and reliable,</i></p> <p><i>(5) measures to encourage the use of active transport, shared transport and public transport over the use of private motor vehicles, and</i></p> <p><i>(6) providing financial incentives (such as funding schemes, subsidies or rates relief) and support to improve home heating efficiency and assist with the transition towards cleaner heating, improved energy efficiency and home insulation, including the replacement of solid fuel burners that do not comply with the NESAQ standards</i></p>	Support the use of a variety of mechanisms to improve ambient air quality.
126	<p><i>LF–VM–07 – Integrated management land and water management apply the ethic of ki uta ki tai and are managed as integrated natural resources,</i></p>	Support the concept of integrated land and water management.

	<i>recognising the connections and interactions between fresh water, land and the coastal environment, and between surface water, groundwater and coastal water</i>	
129	<i>LF-FW-O10 – Natural character The natural character of wetlands, lakes and rivers and their margins is preserved and protected from inappropriate subdivision, use and development.</i>	Support preservation of natural character from inappropriate development.
130	<i>LF-FW-P8 – Identifying natural wetlands Identify and map natural wetlands that are: (1) 0.05 hectares or greater in extent, or (2) of a type that is naturally less than 0.05 hectares in extent (such as an ephemeral wetland) and known to contain threatened species.</i>	The identification of natural wetlands for protection is supported. Availability of suitably qualified and experienced persons and/or budget to undertake the work necessary is of concern.
130	<i>LF-FW-P10 – Restoring natural wetlands Improve the ecosystem health, hydrological functioning, water quality and extent of natural wetlands that have been degraded or lost by requiring, where possible: (1) an increase in the extent and quality of habitat for indigenous species, (2) the restoration of hydrological processes, (3) control of pest species and vegetation clearance, and (4) the exclusion of stock.</i>	Restoration of natural wetlands is supported. Availability of suitably qualified and experienced persons and/or budget to undertake the work necessary is of concern.
132	<i>LF-FW-P15 – Stormwater and wastewater discharges Minimise the adverse effects of direct and indirect discharges of stormwater and wastewater to fresh water by: (1) except as required by LF-VM-O2 and LF-VM-O4, preferring discharges of wastewater to land over discharges to water, unless adverse effects associated with a discharge to land are greater than a discharge to water, and (2) requiring: (a) all sewage, industrial or trade waste to be discharged into a reticulated wastewater system, where one is available,</i>	Support in principle moving towards discharge of wastewater to land rather than water, the use of water sensitive urban design techniques and reticulation of stormwater in urban areas.

	<p>(b) all stormwater to be discharged into a reticulated system, where one is available,</p> <p>(c) implementation of methods to progressively reduce the frequency and volume of wet weather overflows and minimise the likelihood of dry weather overflows occurring for reticulated stormwater and wastewater systems,</p> <p>(d) on-site wastewater systems to be designed and operated in accordance with best practice standards,</p> <p>(e) stormwater and wastewater discharges to meet any applicable water quality standards set for FMUs and/or rohe, and</p> <p>(f) the use of water sensitive urban design techniques to avoid or mitigate the potential adverse effects of contaminants on receiving water bodies from the subdivision, use or development of land, wherever practicable, and</p> <p>(3) promoting the reticulation of stormwater and wastewater in urban areas.</p>	
<p>134</p>	<p>LF-FW-M7 – District plans Territorial authorities must prepare or amend and maintain their district plans no later than 31 December 2026 to:</p> <p>(1) map outstanding water bodies and identify their outstanding and significant values using the information gathered by Otago Regional Council in LF-FW-M5, and (2) include provisions to avoid the adverse effects of activities on the significant and outstanding values of outstanding water bodies,</p> <p>(3) require, wherever practicable, the adoption of water sensitive urban design techniques when managing the subdivision, use or development of land, and</p> <p>(4) reduce the adverse effects of stormwater discharges by managing the subdivision, use and development of land to:</p> <p>(a) minimise the peak volume of stormwater needing off-site disposal and the load of contaminants carried by it,</p> <p>(b) minimise adverse effects on fresh water and coastal water as the ultimate receiving environments, and the capacity of the stormwater network,</p> <p>(c) encourage on-site storage of rainfall to detain peak stormwater flows, and</p>	<p>Support the principle of the method but have some concerns that the timeframes may not be achievable with current resourcing, particularly in relation to stormwater.</p>

	(d) promote the use of permeable surfaces	
134	<i>LF-LS-O11 – Land and soil The life-supporting capacity of Otago’s soil resources is safeguarded and the availability and productive capacity of highly productive land for primary production is maintained now and for future generations.</i>	Support objective in principle. Highly productive land should be identified at a regional level acknowledging that productivity varies depending on the land use activity.
138	<i>LF-LS-P19 – Highly productive land Maintain the availability and productive capacity of highly productive land</i>	Support objective in principle. Highly productive land should be identified at a regional level.
139	<i>LF-LS-P22 – Public access Provide for public access to and along lakes and rivers by: (1) maintaining existing public access, (2) seeking opportunities to enhance public access, including by mana whenua in their role as kaitiaki and for gathering of mahika kai, and (3) encouraging landowners to only restrict access where it is necessary to protect: (a) public health and safety, (b) significant natural areas, (c) areas of outstanding natural character, (d) outstanding natural features and landscapes, (e) places or areas with special or outstanding historic heritage values, or (f) places or areas of significance to takata whenua, including wāhi tapu and wāhi tūpuna.</i>	Support policy enabling public access to lakes and rivers.
ECO – Ecosystems and indigenous biodiversity		
144	<i>ECO-P10 – Integrated management Implement an integrated and co-ordinated approach to managing Otago’s ecosystems and indigenous biodiversity that: (1) ensures any permitted or controlled activity in a regional or district plan rule does not compromise the achievement of ECO-01,</i>	Support integrated and co-ordinated approach to managing ecosystems and indigenous biodiversity and the use of statutory and non-statutory approaches to their management.

	<p><i>(2) recognises the interactions ki uta ki tai (from the mountains to the sea) between the terrestrial environment, fresh water, and the coastal marine area, including the migration of fish species between fresh and coastal waters,</i></p> <p><i>(3) promotes collaboration between individuals and agencies with biodiversity responsibilities,</i></p> <p><i>(4) supports the various statutory and non-statutory approaches adopted to manage indigenous biodiversity, (5) recognises the critical role of people and communities in actively managing the remaining indigenous biodiversity occurring on private land, and</i></p> <p><i>(6) adopts regulatory and non-regulatory regional pest management programmes</i></p>	
<p>145</p>	<p><i>ECO-M1 – Statement of responsibilities</i></p> <p><i>In accordance with section 62(1)(i)(iii) of the RMA 1991, the local authorities responsible for the control of land use to maintain indigenous biological diversity are:</i></p> <p><i>(1) the Regional Council and territorial authorities are responsible for specifying objectives, policies and methods in regional and district plans for managing the margins of wetlands, rivers and lakes,</i></p> <p><i>(2) the Regional Council is responsible for specifying objectives, policies and methods in regional plans:</i></p> <p><i>(a) in the coastal marine area,</i></p> <p><i>(b) in wetlands, lakes and rivers, and</i></p> <p><i>(c) in, on or under the beds of rivers and lakes,</i></p> <p><i>(3) in addition to (1), territorial authorities are responsible for specifying objectives, policies and methods in district plans outside of the areas listed in (2) above if they are not managed by the Regional Council under (4), and</i></p> <p><i>(4) the Regional Council may be responsible for specifying objectives, policies and methods in regional plans outside of the areas listed (1) above if:</i></p>	<p>Support in principle but lacks clarity around territorial authority responsibilities. Preference would be for areas of responsibility to be specifically identified rather than referencing areas ‘<i>outside the areas listed</i>’.</p> <p>Concerns about resourcing and timeframes for achieving.</p>

	<p><i>(a) the Regional Council reaches agreement with the relevant territorial authority or territorial authorities, and</i></p> <p><i>(b) if applicable, a transfer of powers in accordance with section 33 of the RMA 1991 occurs from the relevant territorial authority or territorial authorities to the Regional Council.</i></p>	
145	<p><i>ECO–M2 – Identification of significant natural areas Local authorities must:</i></p> <p><i>(1) in accordance with the statement of responsibilities in ECO–M1, identify the areas and values of significant natural areas as required by ECO–P2, and</i></p> <p><i>(2) map the areas and include the values identified under (1) in the relevant regional and district plans,</i></p> <p><i>(3) recognise that indigenous biodiversity spans jurisdictional boundaries by:</i></p> <p><i>(a) working collaboratively to ensure the areas identified by different local authorities are not artificially fragmented when identifying significant natural areas that span jurisdictional boundaries, and</i></p> <p><i>(b) ensuring that indigenous biodiversity is managed in accordance with this RPS,</i></p> <p><i>(4) require ecological assessments to be provided with applications for resource consent and notices of requirement that identify whether affected areas are significant natural areas in accordance with APP2,</i></p> <p><i>(5) in the following areas, prioritise identification under (1) no later than 31 December 2025:</i></p> <p><i>(a) intermontane basins that contain indigenous vegetation and habitats,</i></p> <p><i>(b) areas of dryland shrubs,</i></p> <p><i>(c) braided rivers, including the Makarora, Mātukituki and Lower Waitaki Rivers,</i></p> <p><i>(d) areas of montane tall tussock grasslands, and</i></p> <p><i>(e) limestone habitats</i></p>	<p>Concerns about resourcing and timeframes. The timeframe may be tight given extent of change currently being faced by territorial authorities. Resourcing will be challenging for local authorities who are already under pressure from central government resource management and water reforms.</p>

146	<p><i>ECO–M3 – Identification of taoka Local authorities must: (1) work together with mana whenua to agree a process for:</i></p> <p><i>(a) identifying indigenous species and ecosystems that are taoka,</i></p> <p><i>(b) describing the taoka identified in (1)(a),</i></p> <p><i>(c) mapping or describing the location of the taoka identified in (1)(a), and</i></p> <p><i>(d) describing the values of each taoka identified in (1)(a), and</i></p> <p><i>(2) notwithstanding (1), recognise that mana whenua have the right to choose not to identify taoka and to choose the level of detail at which identified taoka, or their location or values, are described, and</i></p> <p><i>(3) to the extent agreed by mana whenua, amend their regional and district plans to include matters (1)(b) to (1)(d) above.</i></p>	Support working with mana whenua and agreement of a process for the identification of taoka
147	<p><i>ECO–M6 – Engagement</i></p> <p><i>Local authorities, when implementing the policies in this chapter, will:</i></p> <p><i>(1) work collaboratively with other local authorities to adopt an integrated approach to managing Otago’s biodiversity across administrative boundaries,</i></p> <p><i>(2) engage with individuals (including landowners and land occupiers), community groups, government agencies and other organisations with a role or an interest in biodiversity management, and</i></p> <p><i>(3) consult directly with landowners and land occupiers whose properties potentially contain or are part of significant natural areas.</i></p>	Support collaboration with other local authorities and stakeholders
148	<p><i>ECO–M7 – Monitoring Local authorities will:</i></p> <p><i>(1) establish long-term monitoring programmes for areas identified under ECO–P1 that measure the net loss and gain of indigenous biodiversity,</i></p> <p><i>(2) record information (including data) about the state of species, vegetation types and ecosystems,</i></p> <p><i>(3) to the extent possible, use mātauraka Māori and tikaka Māori monitoring methods, as well as scientific monitoring methods, and</i></p> <p><i>(4) regularly report on matters in (1) and (2) and publish these reports.</i></p>	It is not clear whether this responsibility will lie with territorial or the Regional Authority. The monitoring of ecosystems would most logically sit with Regional Council who have the technical expertise to undertake the monitoring.

Energy		
	<p><i>EIT-EN-P6 – Managing effects</i> <i>Manage the adverse effects of renewable electricity generation activities by:</i> <i>(1) applying EIT-INF-P13,</i> <i>(2) having regard to:</i> <i>(a) the functional need to locate renewable electricity generation activities where resources are available,</i> <i>(b) the operational need to locate where it is possible to connect to the National Grid or electricity sub-transmission infrastructure, and</i> <i>(c) the extent and magnitude of adverse effects on the environment and the degree to which unavoidable adverse effects can be remedied or mitigated, or residual adverse effects are offset or compensated for; and</i> <i>(3) requiring consideration of alternative sites, methods and designs, and offsetting or compensation measures (in accordance with any specific requirements for their use in this RPS), where adverse effects are potentially significant or irreversible.</i></p>	Support in principle including provision for the offsetting of effects.
	<p><i>EIT-EN-P8 – Small and community scale distributed electricity generation</i> <i>Provide for small and community scale distributed electricity generation activities that increase the local community's resilience and security of energy supply.</i></p>	Support in principle provision for small community scale electricity generation activities.
	<p><i>EIT-EN-M2 – District plans Territorial authorities must prepare or amend and maintain their district plans to:</i></p> <p><i>(1) provide for activities associated with the investigation, identification and assessment of potential sites and energy sources for renewable electricity generation,</i></p> <p><i>(2) require the prioritisation of sites for new renewable electricity generation activities where adverse effects on highly valued natural and physical</i></p>	It is not clear how prioritisation of sites for new renewable electricity might work in practice.

	<p><i>resources and mana whenua values can be avoided or, at the very least, minimised,</i></p> <p><i>(3) manage the adverse effects of developing or upgrading renewable electricity generation activities that:</i></p> <p><i>(a) are on the surface of rivers and lakes and on land outside the coastal marine area, or</i></p> <p><i>(b) the beds of lakes and rivers,</i></p> <p><i>(4) provide for the continued operation and maintenance of renewable electricity generation activities on the surface of rivers and lakes and on land outside the coastal marine area and the beds of lakes and rivers,</i></p> <p><i>(5) restrict the establishment or occurrence of activities that may adversely affect the efficient functioning of renewable electricity generation infrastructure,</i></p> <p><i>(6) require the design of subdivision development to optimise solar gain, including through roading, lot size, dimensions, layout and orientation, and</i></p> <p><i>(7) require design of transport infrastructure that provides for multi-modal transport options in urban and rural residential locations.</i></p>	
Infrastructure		
156	<i>EIT-INF-04 – Provision of infrastructure Effective, efficient and resilient infrastructure enables the people and communities of Otago to provide for their social and cultural well-being, their health and safety, and supports sustainable economic development and growth within the region within environmental limits.</i>	Supports providing for efficient and resilient infrastructure.
156	<i>EIT-INF-05 – Integration Development of nationally and regionally significant infrastructure, as well as land use change, occurs in a co-</i>	It is not clear what is meant by nationally and regionally significant infrastructure.

	<i>ordinated manner to minimise adverse effects on the environment and increase efficiency in the delivery, operation and use of the infrastructure.</i>	
	<i>EIT-INF-O6 – Long-term planning for electricity transmission infrastructure</i> <i>Long-term investment in, and planning for, electricity transmission infrastructure, and its integration with land use, is sustained.</i>	It is not clear what is meant by this objective.
	<i>EIT-INF-P13 – Locating and managing effects of infrastructure</i> <i>When providing for new infrastructure outside the coastal environment:</i> <i>(1) avoid, as the first priority, locating infrastructure in all of the following:</i> <i>(a) significant natural areas,</i> <i>(b) outstanding natural features and landscapes,</i> <i>(c) natural wetlands,</i> <i>(d) outstanding water bodies,</i> <i>(e) areas of high or outstanding natural character,</i> <i>(f) areas or places of significant or outstanding historic heritage,</i> <i>(g) wāhi tapu, wāhi taoka, and areas with protected customary rights, and</i> <i>(h) areas of high recreational and high amenity value, and</i> <i>(2) if it is not possible to avoid locating in the areas listed in (1) above because of the functional or operational needs of the infrastructure manage adverse effects as follows:</i> <i>(a) for nationally or regionally significant infrastructure:</i> <i>(i) in significant natural areas, in accordance with ECO-P4,</i> <i>(ii) in natural wetlands, in accordance with the relevant provisions in the NESF,</i> <i>(iii) in outstanding water bodies, in accordance with LF-P12,</i> <i>(iv) in other areas listed in EIT-INF-P13 (1) above, minimise the adverse effects of the infrastructure on the values that contribute to the area's importance, and</i>	Support avoidance of new infrastructure in areas with high ecological, cultural, heritage landscape and amenity values.

	<i>(b) for all infrastructure that is not nationally or regionally significant, avoid adverse effects on the values that contribute to the area's outstanding nature or significance.</i>	
Transport		
161	<i>EIT-TRAN-07 – Effective, efficient, and safe transport Otago has an integrated air, land and sea transport network that: (1) is effective, efficient and safe, (2) connects communities and their activities within Otago, with other regions, and internationally, and (3) is resilient to natural hazard</i>	Support development of an integrated transport network for the region that connects communities and is resilient in terms of natural hazard risks.
161	<i>EIT-TRAN-08 – Transport system The transport system within Otago supports the movement of people, goods and services, is integrated with land use, provides a choice of transport modes and is adaptable to changes in demand.</i>	Support
	<i>EIT-TRAN-09 – Effects of the transport system The contribution of transport to Otago's greenhouse gas emissions is reduced and communities are less reliant on fossil fuels for transportation.</i>	Support in principle but the viability of alternative forms of transport may be challenging for some communities. Support providing for increased opportunities for passive transport including requiring new developments to specifically provide for connectivity and opportunities for walking and cycling within new developments.
161	<i>Policies EIT-TRAN-P18 – Integration of the transport system The transport system contributes to the social, cultural and economic well-being of the people of Otago through: (1) integration with land use activities and across transport modes, and (2) provision of transport infrastructure that enables service delivery as demand requires.</i>	Support providing for a range of transport modes

161	<p><i>EIT-TRAN-P20 – Public transport Plans and proposals for maintenance and development of the transport system enhance the uptake of public transport by:</i></p> <p><i>(1) providing safe and reliable alternatives to private vehicle transport,</i></p> <p><i>(2) including measures to ensure pedestrian and cyclist safety and amenity, and</i></p> <p><i>(3) taking into consideration the accessibility needs of the community</i></p>	<p>Support in principal but not sure how a viable a public transport system might be or how it might work in parts of Central Otago, given the population base.</p>
163	<p><i>EIT-TRAN-M8 – District plans</i></p> <p><i>Territorial authorities must prepare or amend and maintain their district plans to:</i></p> <p><i>(1) require a strategic approach to the integration of the transport system with land uses and between modes,</i></p> <p><i>(2) require high trip generating activities to be integrated with public transport services and provide for safe pedestrian and cycling access,</i></p> <p><i>(3) include subdivision and infrastructure design standards to minimise private vehicle use, enable public transport networks to operate and recognise the accessibility needs of the community, including the mobility impaired, the elderly and children,</i></p> <p><i>(4) restrict or prevent the establishment or expansion of activities adjacent to transport infrastructure that may compromise the operation or safety of the transport system,</i></p> <p><i>(5) provide for the establishment of transport infrastructure that supports modes of transport that are not reliant on fossil fuels.....</i></p>	<p>Support District Plans requiring integration of the transport system and including performance standards that minimise vehicle use and provide for accessibility needs of communities.</p> <p>There is currently no public transport in the Central Otago District, and in the short to medium term it is unlikely that an effective and efficient system will be in place. The requirement that high trip generating activities integrate with public transport services that don't exist cannot be met.</p>
Hazards and Risks		
165	<p><i>HAZ-NH-O1 – Natural hazards Levels of risk to people, communities and property from natural hazards within Otago do not exceed a tolerable level</i></p>	<p>Need clarity regarding what a 'tolerable level' means in the context of hazards?</p>

		How will that be measured and what are the criteria for determining what might be tolerable?
165	<i>HAZ-NH-O2 – Adaption Otago’s people, property and communities are prepared for and able to adapt to the effects of natural hazards, including climate change</i>	Support in principle– for natural hazards needs to be based on data that reflects actual risks at land use level.
165	<i>HAZ-NH-P1 – Identifying areas subject to natural hazards Identify areas where natural hazards may adversely affect Otago’s people, communities and property by assessing: (1) the hazard type and characteristics, (2) multiple and cascading hazards, where present, (3) any cumulative effects, (4) any effects of climate change, (5) likelihood, using the best available information, and (6) any other exacerbating factors.</i>	Support in principle. Would seem appropriate that this would be undertaken at a regional level.
	<i>HAZ-NH-P2 – Risk assessments Assess the level of natural hazard risk by determining a range of natural hazard event scenarios and their potential consequences in accordance with the criteria set out within APP6</i>	Who will undertake this assessment? Would seem appropriate that this would be undertaken at a regional level.
169	<i>HAZ-NH-M4 – District plans Territorial authorities must prepare or amend and maintain their district plans to: (1) achieve policies HAZ-NH-P2 to HAZ-NH-P6 and APP6 on land outside the coastal marine area, beds of lakes and rivers, and wetlands by managing the location, scale and density of activities that may be subject to natural hazard risk, (2) require implementation of natural hazard risk reduction measures, including to existing activities in accordance with HAZ-NH-P4, (3) protect the role of natural or modified features and systems that provide mitigation from the adverse effects of natural hazards in accordance with HAZ-NH-P6, (4) provide for hard protection structures in accordance with HAZ-NH-P7,</i>	The hazard information should be produced by the Otago Regional Council and adjoining regional authorities and made available to District Councils for inclusion in District Plans

	<p><i>(5) provide for the functional needs of hazard mitigation measures, lifeline utilities, and essential or emergency services in accordance with HAZ–NH–P8 and HAZ–NH–P9,</i></p> <p><i>(6) include provisions that require decision makers to apply the precautionary approach set out in HAZ–NH–P5 when considering applications for resource consent for activities that will change the use of land and which may increase the risk from natural hazards within areas subject to natural hazard risk that is uncertain or unknown, but potentially significant or irreversible, and</i></p> <p><i>(7) require a natural hazard risk assessment be undertaken where an activity requires a plan change or resource consent to change the use of land which will increase the risk from natural hazards within areas subject to natural hazards, and where the application is lodged prior to the natural hazard risk assessment required by HAZ–NH–M2(1) being completed, the natural hazard risk assessment must include:</i></p> <p><i>(a) an assessment of the level of natural hazard risk associated with the proposal in accordance with APP6, and</i></p> <p><i>(b) an assessment demonstrating how the proposal will achieve the outcomes set out in Policies HAZ–NH–P3 and HAZ–NH–P4.</i></p>	
Contaminated Land		
173	<p><i>HAZ–CL–O3 – Contaminated land</i></p> <p><i>Contaminated land and waste materials are managed to protect human health, mana whenua values and the environment in Otago</i></p>	Support careful management of contaminated land.
	<p><i>HAZ–CL–P15 – New contaminated land</i></p> <p><i>Avoid the creation of new contaminated land or, where this is not practicable, minimise adverse effects on the environment and mana whenua values.</i></p>	Support avoiding the creation of new contaminated land sites.
Heritage and Cultural Values		
176	<p><i>HCV–WT–M2 – Regional and district plans Local authorities must prepare or amend and maintain their regional and district plans to include methods that are in accordance with tikaka to:</i></p>	Support

	<p><i>(1) control activities in, or adjacent to, wāhi tūpuna sites and areas,</i></p> <p><i>(2) require cultural impact assessments where activities have the potential to adversely affect wāhi tūpuna,</i></p> <p><i>(3) require including conditions on resource consents or designations to provide buffers or setbacks between wāhi tūpuna and incompatible activities,</i></p> <p><i>(4) require including accidental discovery protocols as conditions on resource consents or designations for activities that may unearth archaeological sites, and (5) maintain existing access to identified wāhi tūpuna sites and areas and promote improved access where practicable</i></p>	
176	<p><i>HCV-WT-M3 – Collaboration with Kāi Tahu</i></p> <p><i>Local authorities must include Kāi Tahu in all decision-making concerning protection of the values of wāhi tūpuna sites and areas and collaborate with Kāi Tahu to:</i></p> <p><i>(1) identify and protect places, areas or landscapes of cultural, spiritual or traditional significance to them,</i></p> <p><i>(2) identify and protect the values that contribute to their significance, and</i></p> <p><i>(3) share information relevant to Kāi Tahu interests.</i></p>	Support collaboration with Kāi Tahu in all decision making concerning the protection of wāhi tupuna.
178	<p><i>HCV-WT-O1 – Kāi Tahu cultural landscapes</i></p> <p><i>Wāhi tūpuna and their associated cultural values are identified and protected.</i></p>	Support identification and protection of wāhi tupuna
178	<p><i>HCV-HH-O3 – Historic heritage resources</i></p> <p><i>Otago’s unique historic heritage contributes to the region’s character, sense of identity, and social, cultural and economic well-being, and is preserved for future generations.</i></p>	Support preservation of historic heritage for future generations.
178	<p><i>HCV-HH-P3 – Recognising historic heritage</i> <i>Recognise that Otago’s historic heritage includes:</i></p> <p><i>(1) Māori cultural and historic heritage values,</i></p> <p><i>(2) archaeological sites,</i></p> <p><i>(3) residential and commercial buildings,</i></p> <p><i>(4) pastoral sites,</i></p>	Support recognition of the rich heritage in Otago

	<p>(5) surveying equipment, communications and transport, including roads, bridges and routes,</p> <p>(6) industrial historic heritage, including mills and brickworks,</p> <p>(7) gold and other mining systems and settlements,</p> <p>(8) dredge and ship wrecks,</p> <p>(9) ruins,</p> <p>(10) coastal historic heritage, particularly Kāi Tahu occupation sites and those associated with early European activities such as whaling,</p> <p>(11) memorials, and</p> <p>(12) trees and vegetation</p>	
178	<p><i>HCV-HH-P4 – Identifying historic heritage</i></p> <p>Identify the places and areas of historic heritage in Otago in accordance with APP8 and categorise them as:</p> <p>(1) places and areas with special or outstanding historic heritage values or qualities, or</p> <p>(2) places and areas with historic heritage values or qualities.</p>	Support identification of historic heritage in Otago
179	<p><i>HCV-HH-P5 – Managing historic heritage</i></p> <p>Protect historic heritage by:</p> <p>(1) requiring the use of accidental discovery protocols,</p> <p>(2) avoiding adverse effects on areas or places with special or outstanding historic heritage values or qualities,</p> <p>(3) avoiding significant adverse effects on areas or places with historic heritage values or qualities,</p> <p>(4) avoiding, as the first priority, other adverse effects on areas or places with historic heritage values or qualities,</p> <p>(5) where adverse effects demonstrably cannot be completely avoided, remedying or mitigating them, and (6) recognising that for infrastructure, EIT-INF-P13 applies instead of HCV-HH-P5(1) to (5).</p>	Support protection of historic heritage in Otago
179	<p><i>HCV-HH-P6 – Enhancing historic heritage</i></p> <p>Enhance places and areas of historic heritage wherever possible through the implementation of plan</p>	Support use of non-regulatory methods to enhance historic heritage

	<i>provisions, decisions on applications for resource consent and notices of requirement and non-regulatory methods.</i>	
181	<p><i>HCV–HH–M5 – District Plans Territorial authorities must prepare or amend and maintain their district plans to the extent necessary to:</i></p> <p><i>(1) identify places and areas with historic heritage in accordance with HCV-HH-P4 that are located outside the beds of lakes and rivers, wetlands and the coastal marine area,</i></p> <p><i>(2) control the following where they may adversely affect historic heritage:</i></p> <p><i>(a) the location, intensity and form of subdivision,</i></p> <p><i>(b) the character, location, scale and form of activities (including structures) outside the beds of lakes and rivers and the coastal marine area,</i></p> <p><i>(c) the location and scale of earthworks and indigenous vegetation removal outside the beds of lakes and rivers and the coastal marine area,</i></p> <p><i>(d) the disturbance, demolition or alteration of physical elements or structures with special or outstanding historic heritage value or qualities outside the coastal marine area, beds of lakes and rivers,</i></p> <p><i>(3) include implementation methods to protect historic heritage places and areas required by HCV– HH–P5, and may also include:</i></p> <p><i>(a) assessment criteria, development standards or thresholds to control the scale, intensity, form and location of activities (including for the purposes of controlling cumulative adverse effects),</i></p> <p><i>(b) conditions on resource consents and designations to provide buffers or setbacks between historic heritage places or areas and other incompatible activity,</i></p> <p><i>(c) accidental discovery protocols as conditions on resource consents for earthworks or other activities that may unearth archaeological features, (d) providing for activities seeking to retain historic heritage places, areas or landscapes, including adaptive reuse, maintenance and seismic strengthening,</i></p>	<p>Support development of controls in district plans to manage the effects of subdivision and land use on historic heritage in terms of scale, location, character and demolition.</p> <p>Support requirement for accidental discovery protocols.</p>

	<p><i>(e) including heritage alert layers in plans to inform the public about areas where there is a high probability of the presence of heritage values, particularly archaeological values, and</i></p> <p><i>(4) require the use of accidental discovery protocols as conditions on resource consents and designations for earthworks or other activities that may unearth archaeological features.</i></p>	
Natural features and landscapes		
182	<p><i>NFL-P1 – Identification</i></p> <p><i>In order to manage outstanding and highly valued natural features and landscapes, identify:</i></p> <p><i>(1) the areas and values of outstanding and highly valued natural features and landscapes in accordance with APP9, and</i></p> <p><i>(2) the capacity of those natural features and landscapes to accommodate use or development while protecting the values that contribute to the natural feature and landscape being considered outstanding or highly valued.</i></p>	<p>Support in principle the identification of outstanding natural features and landscapes and the assessment of the carrying capacity in terms of use or development.</p>
	<p><i>NFL-M1 – Identification Territorial authorities must:</i></p> <p><i>(1) include in their district plans a map or maps and a statement of the values of the areas of outstanding and highly valued natural features and landscapes in accordance with NFL-P1,</i></p> <p><i>(2) include in their district plans a statement of the capacity of outstanding and highly valued natural features and landscapes to accommodate change in use and development without their values being materially compromised or lost, in accordance with NFL-P1,</i></p> <p><i>(3) recognise that natural features and landscapes may span jurisdictional boundaries and work together, including with the Regional Council, to identify areas under (1) to ensure that the identification of natural features and landscapes are treated uniformly across district boundaries, and</i></p> <p><i>(4) prioritise identification under (1) in areas that are likely to contain outstanding natural features or landscapes and are likely to face development or growth pressure over the life of this RPS.</i></p>	<p>Support in principal inclusion of carrying capacity of outstanding natural features.</p> <p>Support territorial and regional authority working together to identify when they may cross jurisdictional boundaries.</p>

Urban form and development		
186	<p><i>UFD–O2 – Development of urban areas</i></p> <p><i>The development and change of Otago’s urban areas:</i></p> <p><i>(1) improves housing choice, quality, and affordability,</i></p> <p><i>(2) allows business and other non-residential activities to meet the needs of communities in appropriate locations,</i></p> <p><i>(3) respects and wherever possible enhances the area’s history, setting, and natural and built environment,</i></p> <p><i>(4) delivers good urban design outcomes, and improves liveability,</i></p> <p><i>(5) improves connectivity within urban areas, particularly by active transport and public transport,</i></p> <p><i>(6) minimises conflict between incompatible activities,</i></p> <p><i>(7) manages the exposure of risk from natural hazards in accordance with the HAZ–NH – Natural hazards section of this RPS,</i></p> <p><i>(8) results in sustainable and efficient use of water, energy, land, and infrastructure,</i></p> <p><i>(9) achieves integration of land use with existing and planned development infrastructure and additional infrastructure and facilitates the safe and efficient ongoing use of regionally significant infrastructure,</i></p> <p><i>(10) achieves consolidated, well designed and located, and sustainable development in and around existing urban areas as the primary focus for accommodating the region’s urban growth and change, and</i></p> <p><i>(11) is guided by the input and involvement of mana whenua.</i></p>	<p><i>Support objective and approach to development in urban areas.</i></p>
187	<p><i>UFD–P1 – Strategic planning</i></p> <p><i>Strategic planning processes, undertaken at an appropriate scale and detail, precede urban growth and development and:</i></p> <p><i>(1) ensure integration of land use and infrastructure, including how, where and when necessary development infrastructure and additional infrastructure will be provided, and by whom,</i></p>	<p><i>Support the use of strategic planning processes to plan for future growth.</i></p>

	<p><i>(2) demonstrate at least sufficient development capacity supported by integrated infrastructure provision for Otago’s housing and business needs in the short, medium and long term,</i></p> <p><i>(3) maximise current and future opportunities for increasing resilience, and facilitating adaptation to changing demand, needs, preferences and climate change,</i></p> <p><i>(4) minimise risks from and improve resilience to natural hazards, including those exacerbated by climate change, while not increasing risk for other development,</i></p> <p><i>(5) indicate how connectivity will be improved and connections will be provided within urban areas,</i></p> <p><i>(6) provide opportunities for iwi, hapū and whānau involvement in planning processes, including in decision making, to ensure provision is made for their needs and aspirations, and cultural practices and values,</i></p> <p><i>(7) facilitate involvement of the current community and respond to the reasonably foreseeable needs of future communities, and</i></p> <p><i>(8) identify, maintain and where possible, enhance important features and values identified by this RPS.</i></p>	
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21.6.4 CROMWELL BIKE PARK SHELTER CONSTRUCTION

Doc ID: 541752

1. Purpose of Report

To consider granting consent (under delegated authority), on behalf of the Minister of Conservation, permission for the Cromwell Bike Park Incorporated to construct a shelter over the existing starting ramps at the facility on the Neplusultra Recreation Reserve.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Agrees to consent (under delegated authority), on behalf of the Minister of Conservation to Council granting approval for the Cromwell Bike Park to erect a shelter over the existing starting ramps subject to necessary consents being sought as per Clause 7.2 of the lease.
-

2. Background

At their meeting of 15 June 2021, the Cromwell Community Board (the Board) considered a request for the Cromwell Bike Park Incorporated who hold a lease that covers an area of 1.0 ha (more or less) of the Neplusultra Recreation Reserve, being part of Lots 1 and 2 Deposited Plan 19357 to erect a shelter over the existing starting ramps.

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

On consideration the Board resolved (Resolution 21.5.3) as follows:

Approves the Cromwell Bike Park erecting a shelter over the existing starting ramps subject to necessary consents being sought and approved, and subject to the Minister of Conservation's consent as per Clause 7.2 of the lease.

3. Discussion

The lease between Central Otago District Council and the Cromwell Bike Park Incorporated includes the following clauses:

7.2

***That** with the exception of any buildings, structures or improvements associated with and necessary for the use of the land for the purposes specified in **clause 11** the Lessee shall not erect any buildings on that land without prior consent in writing of the Lessor and the Minister and the Lessee shall not alter, replace or paint any building or erect, alter, replace or paint any fence or other structure on the land without first obtaining the written approval of the Lessor and for the purposes shall supply sufficient plans and specifications and colour schemes for all proposed works.*

11.1

***THE** Lessee shall not carry on any business or activity on the land other than the permitted use specified in the First Schedule. The Lessee shall comply with any statutes, regulations, ordinances or bylaws applicable thereto and shall conduct all operations in a proper and efficient manner so as to provide a bona fide service to the public to the satisfaction of the Lesser.*

Minister of Conservation’s Consent

Under the Reserves Act 1977, the Minister of Conservation’s consent is required by the administering body when granting permission to erect structures or buildings 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 Cromwell Bike Park Incorporated to erect a shelter over the existing starting ramp in the area identified as per **Appendix 2**.

Advantages:

- It is consistent with the current usage of the site and enhances its amenity.
- Provides an all-weather shelter.
- Recognises that due process has been followed.

Disadvantages:

- There may be some minor visual impacts.

Option 2

To not grant consent (under delegated authority), on behalf of the Minister of Conservation to the Cromwell Bike Park Incorporated to erect a shelter over the existing starting ramp in the area. **Appendix 2**.

Advantages:

- None.

Disadvantages:

- Does not provide an all-weather shelter.
- Limits the usage for national events.

5. Compliance

<p>Local Government Act 2002 Purpose Provisions</p>	<p>The Minister of Conservation’s consent is delegated to Council in accordance with the Reserves Act 1977, and the “Instrument of</p>
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	Delegation to Territorial Authority's" 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.	Yes, consistent with the Neplusultra Recreation Reserve Management Plan by encouraging the facilitation of the reserve for recreation and sporting purposes for the welfare and enjoyment of the public.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision as consenting the shelter will have no material effect on the land.
Risks Analysis	The necessary building consent to erect the shelter could fail to meet the Building Code. In this case, however, the shelter design could be modified to meet consenting requirements.
Significance, Consultation and Engagement (internal and external)	The decision is not considered significant with regard to the Significance and Engagement Policy. Firstly, it fits within the existing Neplusultra Street Reserve Management Plan. Secondly, a good understanding of the views of the persons likely to be affected by the matter has been gained through consulting with the site's neighbours, who are not opposed to the shelter construction.

6. Next Steps

- | | |
|--|-----------------|
| 1. Community Board Approval | 09 June 2021 |
| 2. Consent on behalf of the Minister of Conservation | 11 August 2021 |
| 3. Applicant advised of outcome | Mid-August 2021 |

7. Attachments

Appendix 1 - Cromwell Community Board Report - 15 Jun 2021 [↓](#)

Appendix 2 - Bike Shelter Conceptual Plans [↓](#)

Report author:



Debbie Shaw
Property and Facilities Officer (Cromwell)
27/07/2021

Reviewed and authorised by:



David Campbell
Acting Executive Manager - Planning and Environment
27/07/2021

21.5.3 CROMWELL BIKE PARK SHELTER CONSTRUCTION

Doc ID: 532026

1. Purpose of Report

To consider a request from the Cromwell Bike Park Incorporated to the construct a shelter over the existing starting ramps at the facility on the Neplusultra Recreation Reserve.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Approves the Cromwell Bike Park erecting a shelter over the existing starting ramps subject to necessary consents being sought and approved, and subject to the Minister of Conservation's consent as per Clause 7.2 of the lease.
 - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

The Cromwell Bike Park lease covers an area of about 1.0 ha of the Neplusultra Recreation Reserve. It is described as being part of Lots 1 and 2 Deposited Plan 19357.

The lease approves the use of the area as a bike park, incorporating a BMX track, learn to ride track, pump track and jump park.

An overview of the lease terms are as follows:

Commencement Date:	1 July 2013
Term:	Five (5) years
Rights of Renewal:	One further term of five (5) years
Final Expiry Date:	30 June 2023
Annual Rent:	One (1) dollar per annum if demanded

3. Discussion

Cromwell Bike Park Incorporated are seeking Board approval to erect a shelter over the existing starting block position. The cost of this is being sponsored by James Dodd, of Wide Span Sheds.

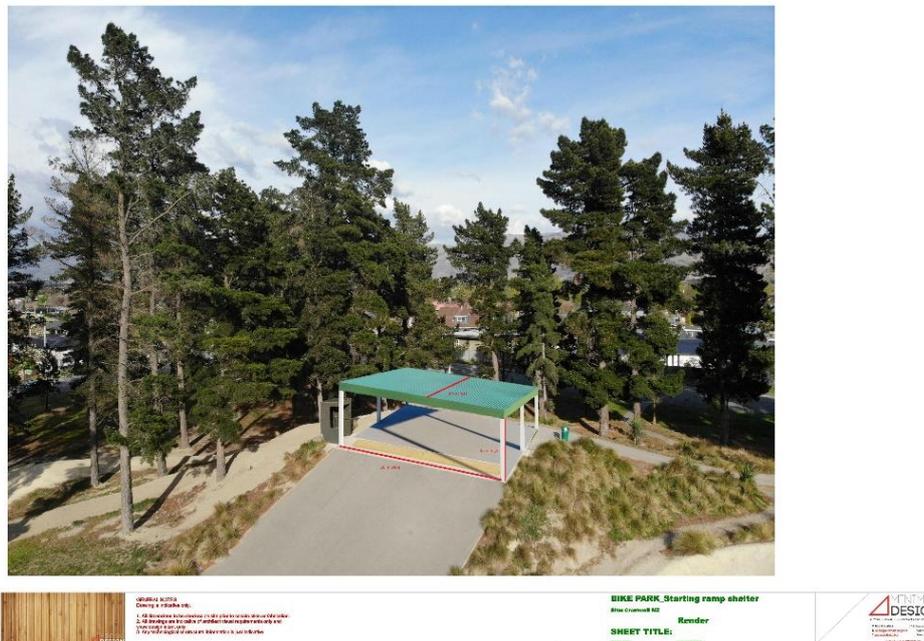
Erecting the shelter is consistent with the Neplusultra Recreation Reserve Management Plan in that it encourages the facilitation of the reserve for recreation and sporting purposes for the welfare and enjoyment of the public.

The addition of a shelter to the Cromwell Bike Park will enhance the site's usage amenity. The shelter would provide protection to event participants in inclement weather, and as a result

Cromwell Bike Park could be looked upon more favourably as a venue for holding national or other major events.

Neighbours have been consulted and are not opposed to the shelter’s construction.

Below is a concept illustration:



The lease between Central Otago District Council and the Cromwell Bike Park Incorporated includes the following clauses regarding the erection of structures:

7.2

That with the exception of any buildings, structures or improvements associated with and necessary for the use of the land for the purposes specified in **clause 11** the Lessee shall not erect any buildings on that land without prior consent in writing of the Lessor and the Minister and the Lessee shall not alter, replace or paint any building or erect, alter, replace or paint any fence or other structure on the land without first obtaining the written approval of the Lessor and for the purposes shall supply sufficient plans and specifications and colour schemes for all proposed works.

11.1

THE Lessee shall not carry on any business or activity on the land other than the permitted use specified in the First Schedule. The Lessee shall comply with any statutes, regulations, ordinances or bylaws applicable thereto and shall conduct all operations in a proper and efficient manner so as to provide a bona fide service to the public to the satisfaction of the Lesser.

As such, the Cromwell Community Board’s permission is being requested to erect the proposed shelter. The Minister of Conservation’s consent can then be sought.

4. Options

Option 1 – (Recommended)

Approve the Cromwell Bike Park erecting a shelter over the existing starting ramps subject to necessary consents being sought and approved, and subject to the Minister of Conservation’s consent as per Clause 7.2 of the lease.

Advantages:

- It is consistent with the current usage of the site and enhances its amenity.
- The Cromwell Bike Park could be looked upon more favourably as a venue for holding national or other major events.
- Provides an all-weather shelter.

Disadvantages:

- There may be some minor visual impacts.

Option 2

To not grant permission for the Cromwell Bike Park to erect the shelter over the starting blocks.

Advantages:

- None.

Disadvantages:

- Does not enhance the amenity of this site.
- The Cromwell Bike Park would be unable to provide an all-weather track for national or other major events.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social wellbeing of communities, in the present and for the future by providing an upgrade of a sporting facility for the physical welfare and enjoyment of the public.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no financial implications to the Board as all costs are being covered by the applicant.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, consistent with the Neplusultra Recreation Reserve Management Plan by encouraging the facilitation of the reserve for recreation and sporting purposes for the welfare and enjoyment of the public.
Considerations as to sustainability, the environment and climate change impacts	None
Risks Analysis	The necessary building consent to erect the shelter could be declined. In this case, however, the shelter design could be modified to meet consenting requirements.
Significance, Consultation and Engagement (internal and external)	The decision is not considered significant with regard to the Significance and Engagement Policy. Firstly, it fits within the existing Neplusultra Street Reserve Management Plan. Secondly, a good understanding of the views of the persons

	likely to be affected by the matter has been gained through consulting with the site's neighbours, who are not opposed to the shelter's construction.
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6. Next Steps

Advise Cromwell Bike Park Incorporated of the Board's Resolution
Seek the Minister of Conservation's consent
Advise Cromwell Bike Park Incorporated of outcome

7. Attachments

Nil

Report author:



Debbie Shaw
Property and Facilities Officer (Cromwell)
31/05/2021

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and Environment
8/06/2021



BIKE PARK
 Cromwell, New Zealand
 Concept_C01

BIKE PARK Starting ramp shelter

Site: Cromwell NZ

Title sheet

SHEET TITLE:

INCLIPN- 4/06/2021



GENERAL NOTES

Drawing is indicative only.

1. All dimensions to be checked on site prior to construction or fabrication
2. All drawings are indicative of architect visual requirements only and show design intent only.
3. Any technological or structural information is just indicative





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BIKE PARK Starting ramp shelter

Site: Cromwell NZ

Render

SHEET TITLE:





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BIKE PARK_Starting ramp shelter

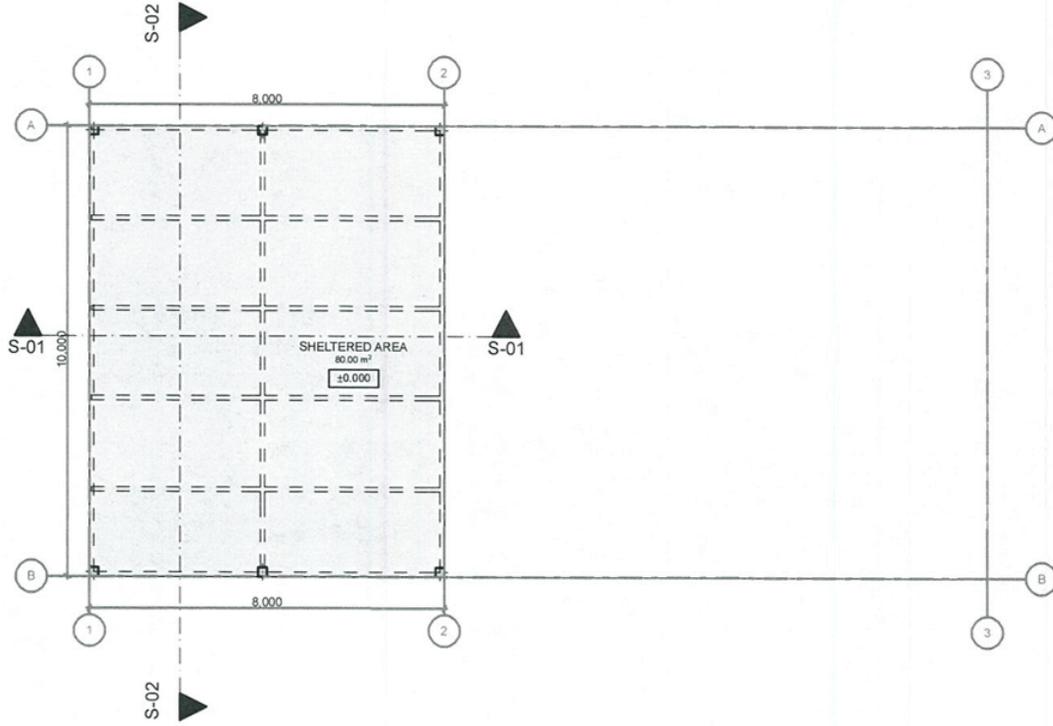
Site: Cromwell NZ

Render

SHEET TITLE:

SCALE: 1:50/70%





1

GROUND FLOOR PLAN

1:100



GENERAL NOTES
Drawing is Indicative only

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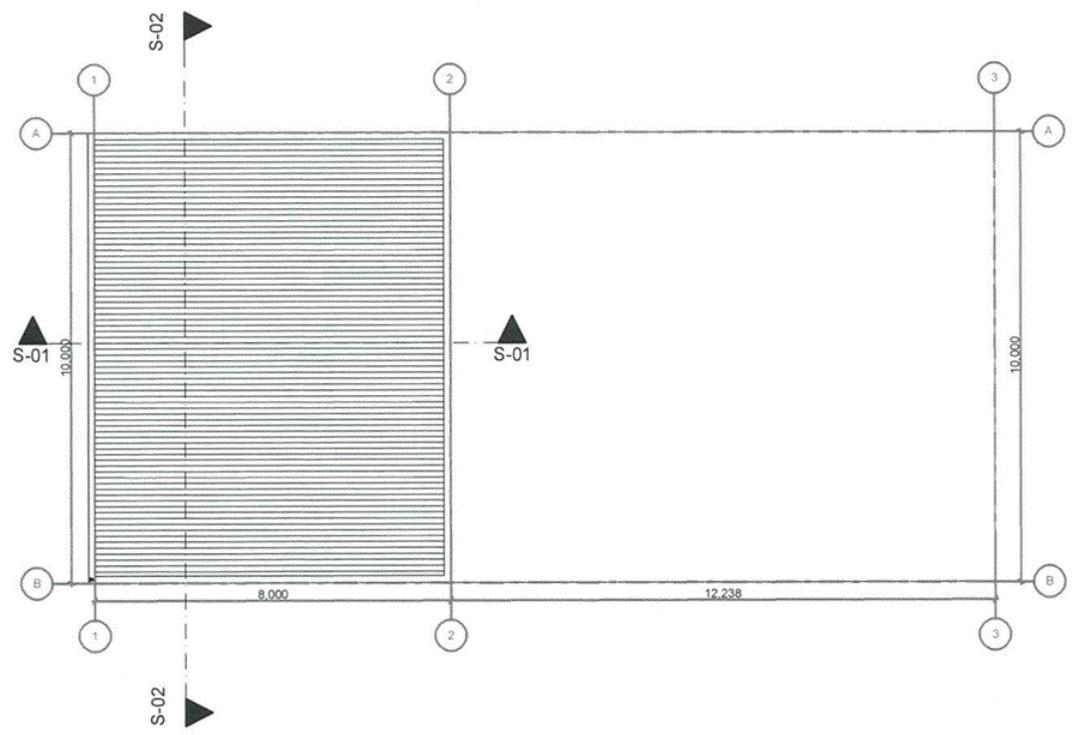
BIKE PARK Starting ramp shelter

Site: Cromwell NZ

Ground Floor Plan

SHEET TITLE:





1 ROOF PLAN 1:100

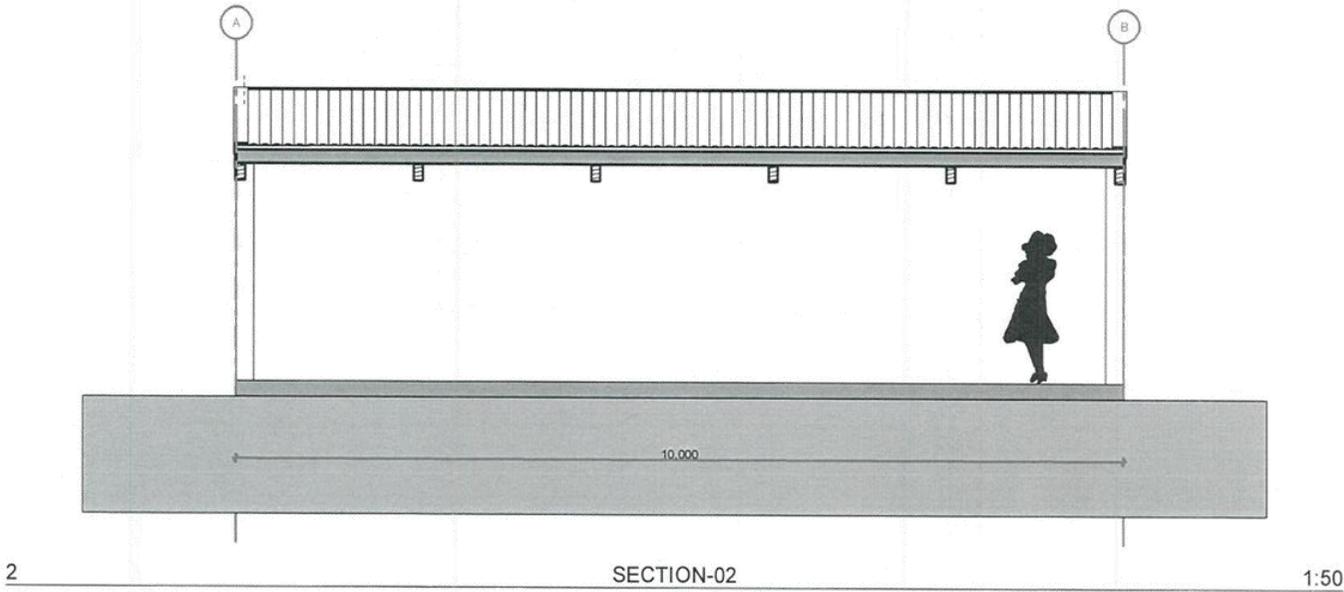
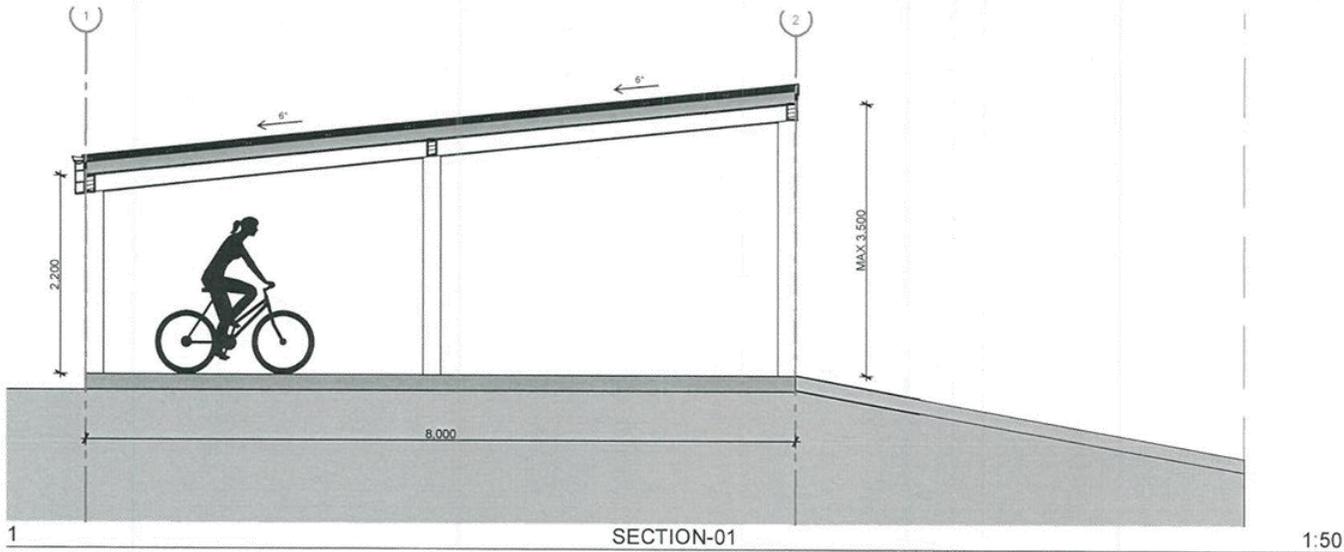


GENERAL NOTES
 Drawing is Indicative only

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2. All drawings are indicative of architect visual requirements only and show design intent only
3. Any technological or structural information is just indicative

BIKE PARK Starting ramp shelter
 Site: Cromwell NZ
Roof Plan
SHEET TITLE:
 REF: 20210801





GENERAL NOTES
 Drawing is indicative only
 1. All dimensions to be checked on site prior to construction or fabrication
 2. All drawings are indicative of architect visual requirements only and show design intent only.
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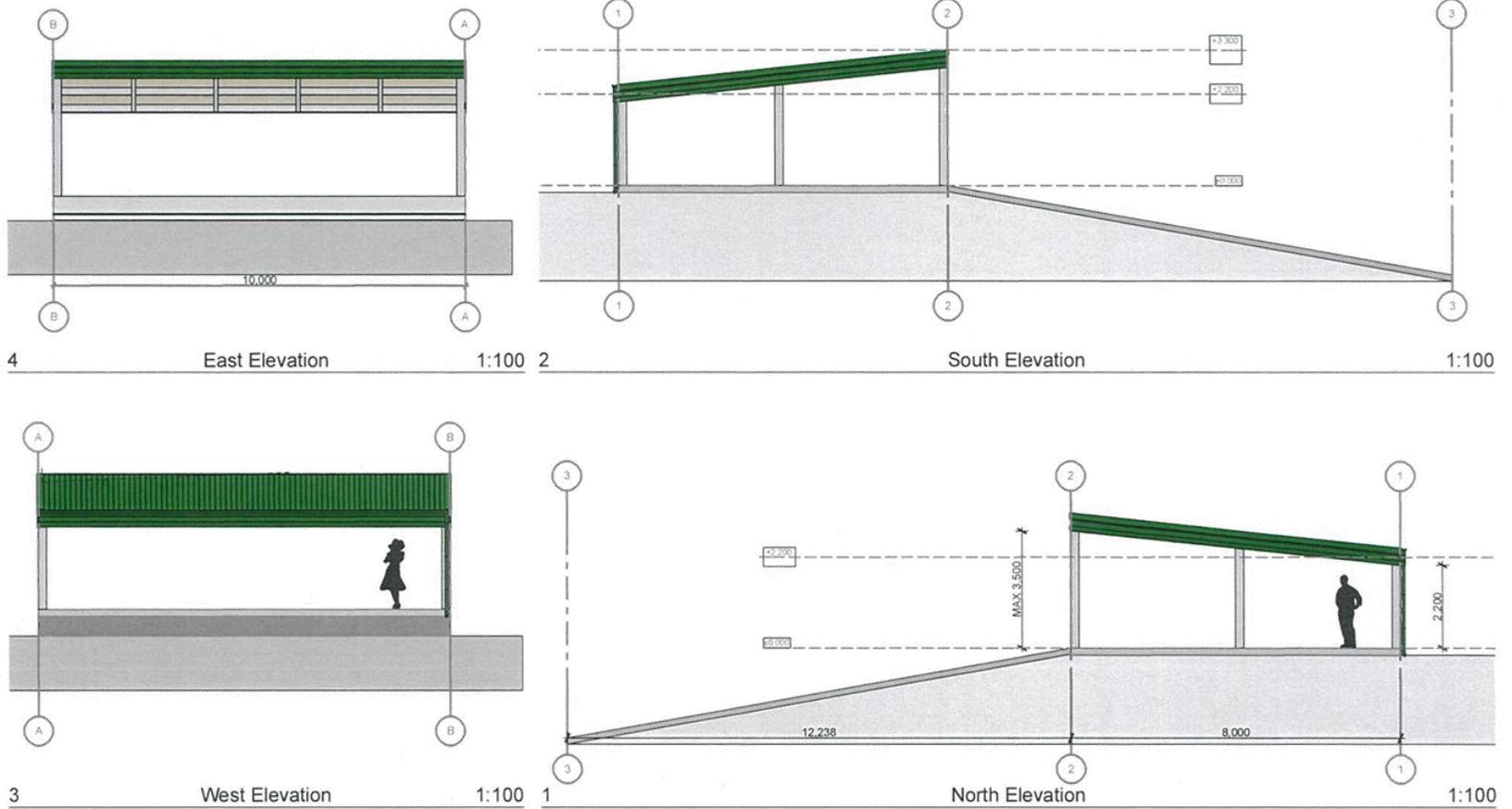
BIKE PARK Starting ramp shelter

Site: Cromwell NZ

Sections 1

SHEET TITLE:





GENERAL NOTES
 Drawing is indicative only.

1. All dimensions to be checked on site prior to construction or fabrication.
2. All drawings are indicative of architect visual requirements only and show design intent only.
3. Any technological or structural information is just indicative.

BIKE PARK Starting ramp shelter
 Site: Cromwell NZ
Elevations 1
SHEET TITLE:
 ILLUSTRATION: 6/06/2021



21.6.5 REQUEST FOR APPROVAL TO LOCATE A CONTAINER AT CROMWELL GOLF CLUB

Doc ID: 544187

1. Purpose of Report

To consider a granting consent (under delegated authority), on behalf of the Minister of Conservation, permission for the Cromwell Golf Club to site a 40 foot storage (shipping) container on the area as identified on the Recreation Reserve.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Authorises the Cromwell Golf Club to locate a container within the area currently used for storage as indicated in **Appendix 2** of the report.
 - C. Agrees to consent (under delegated authority), on behalf of the Minister of Conservation to Council granting approval for the Cromwell Golf Club to locate a container within the area used for storage as indicated in **Appendix 2** of the report.
-

2. Background

At their meeting of 29 July 2021, the Cromwell Community Board (the Board) considered a request for the Cromwell Golf Club who holds a lease that covers 22.2780 hectares being Part Certificate of Title 77782. The land is held by Council in a fee simple title. In 1984 a Gazette Notice was registered classifying the land as "Recreation Reserve", and so the land is subject to the Reserves Act 1977. The Club occupy the land by Deed of Lease dated 22 September 2008.

A copy of the report to the Board dated 29 July 2021 is attached as **Appendix 3**.

On consideration the Board resolved (Resolution 21.6.3) as follows:

*Recommends to Council under delegated authority for the Minister of Conservation that a container be located for storage at the Cromwell Golf Club in the area indicated in **Appendix 2** of the report.*

3. Discussion

The land is also subject to a lease agreement between Council (the lessor) and the Club (the lessee).

Clause 6 (a) of the lease agreement states that:

"The Lessee will not make any structural alterations to the buildings already standing on the said land and will not erect or make any further buildings structures or improvements on the said land without the consent in writing of the Lessor and the Minister of Lands first had and obtained."

Reference to the Minister of Lands

Pursuant to section 64B of the Conservation Act 1987, the Minister of Conservation may exercise any power that, at the time it was conferred, was expressed to be exercisable by the Minister of Lands. Therefore, the consent required from the Minister of Lands can be given by the Minister of Conservation.

Minister of Conservation's Consent

Under the Reserves Act 1977, the Minister of Conservation's consent is required by the administering body when granting a lease 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.

Therefore, to site a container, the Club requires:

- Authorisation of the Cromwell Community Board
- Authorisation from Council acting under delegated authority for the Minister of Conservation

4. Options

Option 1 – (Recommended)

To authorise the Cromwell Golf Club under delegated authority, to site a '40-foot' storage container on Section 4 Block XCII Town of Cromwell to provide for additional storage subject to:

- The container being sited as indicated in **Appendix 2**.
- The Council approving the colour to match the adjacent shed.

Disadvantages:

- None to Council.

Option 2

To not authorise the Cromwell Golf Club under delegated authority, to locate a container on the lease area as indicated in **Appendix 2**.

Advantages:

- There are no additional buildings sited on the reserve.

Disadvantages:

- The benefits from having additional golf carts available cannot be realised.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social and economic wellbeing of communities, in the present and for the future by providing storage space for hireable golf carts.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no financial implications or costs to Council or the Cromwell Community Board associated with this decision.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The decision is consistent with the 2015 Cromwell Sports Parks Reserve Management Plan.
Considerations as to sustainability, the environment and climate change impacts	There are no sustainability, environmental, or climate change impacts related to this decision.
Risks Analysis	There are no risks identified with this decision.
Significance, Consultation and Engagement (internal and external)	Council's Significance Consultation and Engagement policy is not triggered by this decision.

6. Next Steps

Consent of the Minister of Conservation 11 August 2021
Club advised of the outcome August 2021

7. Attachments

Appendix 1 - Photograph indicating proposed site for storage container [↓](#)
Appendix 2 - Plan indicating proposed site for storage container [↓](#)
Appendix 3 - Cromwell Community Board report 29 July 2021 [↓](#)

Report author:

Reviewed and authorised by:




Debbie Shaw
Property and Facilities Officer (Cromwell)
30/07/2021

David Campbell
Acting Executive Manager - Planning and Environment
30/07/2021

Appendix 1: Photograph indicating proposed site for storage container



Appendix 2: Plan indicating proposed site for storage container



21.6.3 REQUEST FOR APPROVAL TO SITE A CONTAINER AT CROMWELL GOLF CLUB

Doc ID: 540096

1. Purpose of Report

To consider a request from the Cromwell Golf Club to site a '40-foot' storage container on Section 4 Block XCII Town of Cromwell, being recreation reserve leased from Council.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Authorises the Cromwell Golf Club to locate a container within the area currently used for storage as indicated in **Appendix 2**.
 - C. Recommends to Council under delegated authority for the Minister of Conservation that a container be located for storage at the Cromwell Golf Club in the area indicated in **Appendix 2**.
-

2. Background

The Cromwell Golf Club occupy an area of 22.2780 hectares being Part Certificate of Title 77782. The land is held by Council in a fee simple title. In 1984 a Gazette Notice was registered classifying the land as "Recreation Reserve", and so the land is subject to the Reserves Act 1977. The Club occupy the land by Deed of Lease dated 22 September 2008.

The land contains the 'back nine' holes, the carpark, driving range, clubhouse and auxiliary buildings. The Club use the auxiliary buildings for a variety of purposes, including storing their 10 golf carts. The Club hires these carts to members and visitors to generate income. Over the last five years, demand for cart hire has increased substantially. To meet this increased demand the Club now plan to purchase more carts.

Once purchased, the new carts will need to be stored securely and out of the weather. The Club have investigated a variety of storage options, including the construction of a purpose-built shed. However, this option proved to be cost prohibitive. The Club have determined that using a '40-foot' storage container (12.19 metres long) is a cost-effective and secure option, which can also be easily moved or relocated if required.

3. Discussion

The container's proposed location would be within the 2015 Cromwell Sports Park Reserve Management Plan area. The purpose of a management plan is to ensure that the development and implementation of objectives and policies for reserves enhances the long-term use of reserves without compromising their existing use.

The Club's proposal enhances the long-term use of the reserve by increasing the availability of golf carts to members and visitors. This improves access to and enjoyment of the reserve. Revenue from hiring out the golf carts also aids the long-term sustainability of the Club, who are the primary users of the reserve.

In considering whether siting a container might compromise the reserve's existing use, the management plan provides the following guidance regarding structures on the reserve:

Objectives

2. *To ensure all buildings managed and owned by clubs on reserve land have a current lease agreement.*

Policies

3.1 *Neither they, nor associated car parking, unduly restrict the area useable for outdoor recreation.*

3.2 *They do not obstruct the entrances to the park.*

3.3 *They do not detract from the open nature of the park, especially as seen from surrounding roads.*

Carefully choosing the location for a container can ensure that car parking and outdoor recreation area is not unduly restricted, and that entrances are not obstructed. Minimising the visual impact of a container on the reserve can ensure that it does not detract from the open nature of the park.

The Club propose to locate the container alongside an existing shed used for storage, and paint it in a colour sympathetic to its surroundings. As such, there would be only minimal effects of siting the container on the land.

A photograph indicating the container's proposed location beside the existing storage shed is shown in **Appendix 1**.

A plan indicating the container's proposed location is shown in **Appendix 2**.

The land is also subject to a lease agreement between Council (the lessor) and the Club (the lessee).

Clause 6 (a) of the lease agreement states that:

"The Lessee will not make any structural alterations to the buildings already standing on the said land and will not erect or make any further buildings structures or improvements on the said land without the consent in writing of the Lessor and the Minister of Lands first had and obtained."

Reference to the Minister of Lands

Pursuant to section 64B of the Conservation Act 1987, the Minister of Conservation may exercise any power that, at the time it was conferred, was expressed to be exercisable by the Minister of Lands. Therefore, the consent required from the Minister of Lands can be given by the Minister of Conservation.

Minister of Conservation's Consent

Under the Reserves Act 1977, the Minister of Conservation's consent is required by the administering body when granting a lease 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.

Therefore, to site a container, the Club require:

- Authorisation of the Cromwell Community Board
- Authorisation from Council acting under delegated authority for the Minister of Conservation

4. Options

Option 1 – (Recommended)

To authorise the Cromwell Golf Club to site a '40-foot' storage container on Section 4 Block XCII Town of Cromwell to provide for additional storage subject to:

- The container being sited as indicated in **Appendix 2**.
- The Council approving the colour to match the adjacent shed.
- The consent of Council acting under delegated authority for the Minister of Conservation

Advantages:

- Having additional golf carts available can facilitate public recreational use and enjoyment of this outdoor space
- Revenue from hiring out the golf carts aids the long-term sustainability of the Club, who are the primary users of the reserve
- The conditions for siting and colour of the container minimise impact on the reserve

Disadvantages:

- None to Council

Option 2

To not authorise the Cromwell Golf Club to locate a container on the lease area as indicated in **Appendix 2**.

Advantages:

- There are no additional structures sited on the reserve

Disadvantages:

- The benefits from having additional golf carts available cannot be realised

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social and economic wellbeing of communities, in the present and for the future by providing storage space for hireable golf carts.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no financial implications or costs to Council or the Cromwell Community Board associated with this decision.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The decision is consistent with the 2015 Cromwell Sports Parks Reserve Management Plan.
Considerations as to sustainability, the environment and climate change impacts	There are no sustainability, environmental, or climate change impacts related to this decision.

Risks Analysis	There are no risks identified with this decision.
Significance, Consultation and Engagement (internal and external)	Council's Significance and Engagement policy is not triggered by this decision.

6. Next Steps

Community Board Approval	29 July 2021
Consent of the Minister of Conservation sought	11 August 2021
Club advised of the outcome	August 2021

7. Attachments

Appendix 1 - Photograph indicating proposed site for storage container
Appendix 2 - Plan indicating proposed site for storage container

Report author:

Reviewed and authorised by:




Debbie Shaw
 Property and Facilities Officer (Cromwell)
 5/07/2021

Louise van der Voort
 Executive Manager - Planning and Environment
 14/07/2021

11 August 2021

21.6.6 CROMWELL AERODROME - REFUELING FACILITY

Doc ID: 547011

1. Purpose of Report

To consider a proposal from RD Petroleum to establish an aviation refuelling facility at Cromwell Aerodrome.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees in principle to approve the issuing of a licence to occupy to RD Petroleum for refuelling facility at Cromwell Aerodrome comprising two 10,000 litre tanks for avgas and Jet A1 fuel.
- C. Authorises the CEO to confirm approval of final location and design of refuelling facility to include safe and secure access for all potential users.
- D. Authorises the CEO to approve acceptable terms and conditions for the Licence to Occupy similar to the Licence for the refuelling facility at Alexandra Airport and do all that is necessary to give effect to the resolutions.

2. Background

RD Petroleum have approached Council to propose establishing a refuelling facility at Cromwell Aerodrome (the Aerodrome).

Their proposal is to install two above ground 10,000 litre tanks and fuel pumps for avgas and Jet A1 fuel. The facility would be card operated and would meet all required safety and building regulations for fuel storage.

The facility would look similar to one of the same size shown in photo below at Hanmer Springs.



Further investigation is required by RD Petroleum to establish the cost of a power connection to the site as there is no power supply close to the aerodrome.

RD Petroleum are requesting to use an area of approximately 27m x 10m and initial investigations look like their preferred location would be beside the first hangar adjacent to Ord Road. See Figure 1 below which shows the indicative site highlighted in green.



Figure 1: Proposed fuel facility location at Cromwell Airport

RD Petroleum are requesting that Council confirm interest in the proposal so they can proceed with further investigation and design work.

3. Discussion

An aviation refuelling facility would be an advantage for the lessees and other users of the Aerodrome as currently Alexandra Airport is the closest facility. RD Petroleum has received interest from local operators to provide fuel at the Aerodrome for aircraft used for frost fighting and cherry drying.

The Aerodrome is designated for airport purposes under the District Plan and a refuelling facility is considered within the scope of this designation. Any further approvals and/or consents required would be the responsibility of RD Petroleum.

The refuelling facility would be established at no cost to Council. All costs including a new power connection would be covered by RD Petroleum. The cost of the new power connection could be significant as there is no power supply at or close to the Aerodrome.

There may be an opportunity for Council and hangar site lessees to be able to utilise the new power connection from the refuelling facility in the future. A connection cost may apply which would be covered by lessees. If Council needs its own connection, funding would need to be approved if outside budget.

There are currently 15 hangar sites at the Aerodrome and room for approximately five more sites adjacent to Ord Road. The proposed location will not interfere with current hangar sites and is in an area where no further sites are proposed to be developed. The location of the facility will be setback to achieve the minimum setbacks required for the storage of bulk fuel.

Alexandra Airport has a similar aviation refuelling facility owned by Z Energy. A licence to occupy was issued to Z Energy in 2013 for a term of five years with four rights of renewal of five years. The annual licence fee is \$100 per year. The minimal fee was set as there was some uncertainty at the time around how much the facility would be used, and Council wanted Z Energy to commit to keeping the facility at Alexandra.

It is proposed that a similar licence to occupy be issued to RD Petroleum to establish a refuelling facility at Cromwell Aerodrome. It is also proposed that the CEO negotiate a minimal annual fee for the first five-year term of the Licence due to potentially high establishment costs with five yearly rent reviews. The review would be based on fair value as assessed by registered valuer and agreed methodology for subsequent reviews.

The Licence would include conditions for RD Petroleum to comply with all requirements of the relevant legislation, including the Building Act 2004, Hazards Substances and New Organisms Act 1996 and Resource Management Act 1991.

The refuelling facility at Alexandra Airport is also used by non-aviation users for jet boat fuel and vehicles picking up fuel for aircraft not landing at the airport. It is anticipated that these activities will also occur at Cromwell Aerodrome once the new fuel facility is installed. Therefore, further investigation is recommended to determine how to provide safe and secure access for all users of the proposed aviation fuel facility at Cromwell Aerodrome.

4. Options

Option 1 – (Recommended)

To approve in principle the issuing of a licence to occupy to RD Petroleum for a refuelling facility at Cromwell Aerodrome based on the same terms and conditions for the Licence issued for fuel facility at Alexandra Airport.

Advantages:

- Having a fuel facility with both grades of aviation fuel could attract more potential hangar site lessees.
- RD Petroleum will cover the costs of a new power supply connection for the refuelling facility which could make it more affordable for Council or lessees to utilise the power supply in the future.
- Local operators have expressed interest to have fuel at the Aerodrome for aircraft carrying out frost fighting and cherry drying which assists local orchards and vineyards.

Disadvantages:

- Land is taken up with the fuel facility.

Option 2

To decline to approve the issuing of a licence to occupy to RD Petroleum for aviation refuelling facility at Cromwell Aerodrome on same terms and conditions for Licence issued for fuel facility at Alexandra Airport.

Advantages:

- Land is not taken up by the fuel facility.

Disadvantages:

- Lack of fuel facility at Cromwell Aerodrome may encourage high risk and/or illegal practises of storing fuel in hangars at the Aerodrome.

5. Compliance

Local Government Act 2002 Purpose Provisions	<p>The Airport is a local infrastructure asset, provides a local service and has potential to assist with economic development.</p> <p>Development at the Aerodrome promotes the social and economic wellbeing of communities, in the present and for the future by providing opportunity for aviation associated land use, not common to other communities.</p>
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	<p>There are no financial implications for this proposal.</p> <p>A minimal annual fee will be payable to Council for the Licence to Occupy which will be reviewed after five years and will add to Airport income streams.</p>
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	<p>The Aerodrome is designated for Airport Purposes under the District Plan and an aviation refuelling facility is considered within the scope of the designation.</p>
Considerations as to sustainability, the environment and climate change impacts	<p>No sustainability, environmental or climate change impacts are related to the recommendation.</p>
Risks Analysis	<p>The proposed licence to occupy will include conditions for compliance with all requirements of the relevant legislation.</p> <p>The licensee will also be required to meet all safety regulations related to fuel storage.</p>
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>

6. Next Steps

- Advise RD Petroleum that Council is agreeable in principle to establishment of refuelling facility at Cromwell Aerodrome.
- Council officers investigate potential safe access to the refuelling facility.
- RD Petroleum confirm full proposal.

- Licence to occupy issued based on the terms and conditions of the licence for refuelling facility at Alexandra Airport.

7. Attachments

Nil

Report author:



Tara Bates
Property Officer
26/07/2021

Reviewed and authorised by:



David Campbell
Acting Executive Manager - Planning and Environment
27/07/2021

21.6.7 WOOLON 2021 EVENT REQUEST FOR GRANT

Doc ID: 547976

1. Purpose of Report

To consider an application from WoolOn Creative Fashion Society Inc for a grant of \$10,000 for the 2021 year event.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves a grant of \$10,000 to the WoolOn Creative Fashion Society Incorporated for WoolOn creative fashion events 13 – 15 August 2021. The approved grant to be applied to venue costs, master of ceremonies, event marketing and communication only and is to be funded from reserves.
-

2. Background

The WoolOn Creative Fashion event has a long history in the Alexandra area with the first event being held in 2004. After moving away from the Alexandra Blossom Festival event a grant was sought and approved in 2018 from the Vincent Community Board to the amount of \$15,000. In 2019 a grant of \$15,000 was again approved by the Vincent Community Board for an event to be held at Molyneux Stadium. The committee subsequently cancelled that planned event determining the venue was not suitable and therefore the approved grant was rescinded. An alternate venue was identified in Cromwell, however a promotion grant application made to the Cromwell Community Board was declined with the Board noting that if funding was made available it should be through Council and not at Board level due to the district wide benefits for this event.

A grant application was made to Council for a 2020 event, with Council agreeing to fund \$15,000 from reserves. The event was cancelled as a result of COVID_19 and the approved grant was once again rescinded.

The Central Otago District Council (the Council) introduced a new grant policy in 2020. Given there was a transition period to a fully contestable process, a bridging grant programme was put in place to ensure no financial hardship was experienced by known applicants. WoolOn was advised in writing on 24 February 2021 of the new process with an invitation to discuss options with staff should the change cause financial hardship. There is no known record of staff being contacted with regards to the WoolOn event funding.

In late July staff became aware of the event facing financial difficulties and although all deadlines had been missed it was agreed that Council should assess whether they wished to consider provision of a grant to the event given its potential to be a signature event for Central Otago. Staff then advised that an urgent application may be made to allow a report to Council's 11 August 2021 meeting, which is outside the contestable grant funding round process.

Despite the advice to provide the application no later than Tuesday 27 July to allow a report to be prepared for the 11 August meeting, an application was not received until 8.14pm on Sunday 1 August, making this a late report for Council's agenda.

Council does not budget grant funding for events at a district wide benefit level. Council's grant policy defines rate payer funded grants in two ways:

- Promotions grants – these are funded from targeted rates in each ward.
- Community grants – fund projects outside of the promotions criteria and are funded through ward and Council rates.

The applicant is aware that there are challenges for Council in accepting this application.

- There is no specific budgeted promotion grant money available and it would not normally be financially prudent for Council to grant unallocated funds.
- It is unfair to other potential applicants if grants are made outside of the contestable process.
- It does not meet the process as outlined in the new Grants Policy.
- The applicant is effectively requesting Council to provide funding towards a projected budget shortfall and not tagged to a specific component of the event.

Staff have advised that despite these points the decision is a political one and the decision is Council's alone to make.

WoolOn's application to Council is for a grant of \$10,000 to support the 2021 event 13 – 15 August being the estimated budget shortfall for the event. (Appendix 2). Whilst this application does not meet the process of the grants policy the event has potential to be of great benefit to Central Otago and on that basis staff consider it meets the exceptional criteria contained in the policy.

A matrix evaluation is completed to assist Council in measuring the application against the policy and criteria for funding. Staff have completed the matrix indicating their assessment of the application against the policy and with consideration to there being no general grant funding budgeted for and available (Appendix 1).

3. Discussion

Council does not have specific funds available for events and/or promotion projects, these are provided for at Community Board level. Council does budget for community grants and the funding round for the first year of the Long Term Plan (LTP) opened in 1 July 2021, closing 1 August 2021. Council will assess the applications made in that funding round at their September meeting and initial indications are this will be an oversubscribed funding round.

Therefore, any approved funding for this application would be made outside of due process and need to come from district reserves (general and targeted) which are already in deficit and forecast to increase further.

As the WoolOn event is to be held in Cromwell and with a supporting event in Alexandra at Central Stories, staff determine that making applications to the individual Community Board's would not be applicable in this instance. The circumstances are the same as when the Cromwell Community Board declined funding due to the event having strong associations with Alexandra, together with wider district benefits.

It is unclear if the committee have made applications to other community funding agencies, however staff are aware that discussions were held with Central Lakes Trust (CLT) for which some elements of their programme would fit their grant criteria. At the time of writing this report, CLT had not received an application.

Despite there being many reasons to decline the application staff acknowledge the potential for this event to become a signature event on the Central Otago calendar if it is well managed, promoted and financially successful. Wool and creative fashion can be used as a conduit to connect people and place. Wool is an important story for Central Otago communities and the local economy. The fibre is a sustainable product that has been valued by generations. The Eden Hore fashion collection highlights how fashion and fibre can collectively have national and international significance.

Provision of a grant at this late stage is unlikely to have any significant effect on the success of the event. The suggested \$10,000 budget shortfall should be considered as a minimum with the risk of a greater loss if ticket sales targets aren't met. Should WoolOn continue in the future and wish to seek Council funding support, Council may consider it appropriate to request a staff member or Council representative be on the committee to provide input and ensure ratepayer funding is managed appropriately.

Staff have reviewed the application received and make the following comments:

- Past WoolOn events have brought positive media exposure for Central Otago, however given the cancellation of the event in 2019 and 2020, the committee may be challenged to achieve the same level of engagement.
- The WoolOn event and proposed programme is a celebration of wool which historically and today remains one of Central Otago's core industries. There is potential that if well managed this could become a signature event and educational programme on the Central Otago calendar.
- The timing of the event is well planned for what is traditionally a quieter visitor period for the region.
- If the event is successful it may provide future opportunities linked with sustainability, education and the Eden Hore Fashion collection
- There is a risk that should the event fail in 2021, it would not be able to be revived successfully in future years, which could be considered a big loss for Central Otago's events calendar.
- Should Council agree to provide a grant it may wish to consider specific terms and conditions to ensure ratepayer funding is managed appropriately. Staff recommend any funding is tagged to specific elements of the event – such as master of ceremonies, venue costs, marketing and communication.
- The draft event budget, and financial statement indicate there is a heightened level of risk of WoolOn becoming insolvent should they not sell sufficient tickets and /or not receive additional grant or sponsorship funding.
- Addressing a known shortfall in funding so close to when the event is to be held is a high-risk strategy and is concerning when opportunities to raise this with potential funders has not been actioned earlier.
- The applicant is effectively requesting Council to underwrite the 2021 event due to the lateness of the funding application. Council does not financially underwrite projects.
- Historically there has been community concern from Vincent residents about the plans to move the event to Cromwell, it is not clear if this would still be the case following the cancellation of shows in the previous two years.
- Based on the event outline received, staff consider the event is unlikely to increase overnight guest nights. It is likely to attract an audience that live within drivable distances, with a lesser number of entrants and supporters choosing to overnight and thus reduce the wider economic benefit to Central Otago.
- The draft budget includes costs for provision of bus transport to/from The Canyon venue, ex Alexandra and Wanaka – the indications being this service will operate at a loss.

- The committee have failed to be proactive in accessing opportunities for both funding and promotion. In addition to funding, Tourism Central Otago (TCO) contacted a member of the committee on 24 May 2021, requesting details about WoolOn 2021 which was not responded to. TCO staff subsequently proactively sourced information to create events listings on the regional website.
- Staff have also recently looked at the WoolOn website identifying that there is a lack of information on the site as to upcoming events and how to book tickets. Their Facebook page does hold that information, however it would be good practice to have multiple digital means of profiling the event and how to book tickets.

In light of all the considerations listed above, staff propose the following options noting a recommended option.

4. Options

Option 1 (Recommended)

Council considers the application and approves the requested grant amount of \$10,000 (zero gst) or an alternate amount it deems is appropriate.

Advantages:

- The Society will have certainty of funding to minimise the shortfall of funding anticipated.
- Council is showing support for an event that does have potential to become a signature event on the Central Otago calendar if it is well managed and financially successful
- The grant Council previously approved has been returned to district reserves, therefore effectively Council would be no worse off in approving the requested grant.

Disadvantages:

- Council does not have a specified budget for grants of this nature.
- An approved grant would be an unbudgeted expenditure adding more pressure to the collective district reserves.
- Council does not underwrite against loss, which this application could be interpreted as.
- This does not meet the process and intent as outlined in the new Grants Policy.
- Considering a grant outside the normal advertised funding rounds and contestable process could be considered as unfair to other potential applicants.

Option 2

That Council declines a grant to WoolOn Creative Fashion Society Incorporated for the WoolOn event 13 – 15 August 2021.

Advantages:

- Council does not have a specified budget for grants of this nature.
- It is financially prudent to decline a grant when there are no available unallocated funds.
- Approving a grant outside the normal advertised funding rounds and contestable process may be considered as unfair to other potential applicants.
- The process as outlined in the Grants Policy is met.

Disadvantages:

- The 2021 WoolOn event will take place, but with a known shortfall of funding, therefore risking insolvency.
- Council may determine that by agreeing to support the 2021 event with a grant it will allow the Society certainty to keep the event alive for the immediate future.
- There may be community views that Council should financially support this event that cannot be taken into consideration as there has been no opportunity to consult.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social/cultural/economic/environmental wellbeing of communities, in the present and for the future by provision of funding that supports community priorities.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	<p>No.</p> <p>Council does not provide a centralised major event grant budget for opportunities such as this to apply to.</p> <p>Council is yet to consider grant applications to the General Community Grant budget in this first year of the 2021-2031 Long term Plan and therefore the full budget should remain to ensure a robust decision process for applicants. The funding round closed on 1 August 2021 with application totals exceeding the current amount budgeted.</p> <p>On this basis it is recommended that approved funding would need to be funded from reserves to ensure fairness to community groups and organisations already engaged in the normal funding round process.</p> <p>Staff have discussed the proposed funding recommendations with the Finance Manager, acknowledging that if approved this would be an unbudgeted grant that will add more pressure to the collective district reserves.</p> <p>Approved funding would be considered a grant therefore would be required to meet the accountability requirements of Council's grant policy.</p>
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	<p>Partially</p> <p>The application is consistent with the principles and objectives of the Central Otago District Council grants policy, however it is being considered outside the normal funding rounds for community grants.</p>

	The Central Otago Tourism Strategy events project specifies the following approach: <i>Advance Central Otago as a region that is capable of delivering superb events (especially in areas related to our unfakeable assets).</i>
Considerations as to sustainability, the environment and climate change impacts	Should Council agree to provide a grant – the application is required to adhere to the principles within Council's policies including sustainability, waste minimisation, smokefree etc.
Risks Analysis	<p>There is a potential risk of wider Central Otago community backlash based on individual views on whether Council should support or not support the event financially.</p> <p>Public events carry a level of risk as they bring together in one place a number of people to participate in the activities associated with the particular event.</p> <p>Event organisers, community groups, organisations and contractors are required to meet the necessary legislative Health and Safety requirements for their activities. The applicant has not identified within their application that a plan is in place, however Central Otago District Council's Health, Safety and Wellbeing advisor will seek a copy of and review the plan should they deem it necessary.</p>
Significance, Consultation and Engagement (internal and external)	The project does not meet or exceed any of the criteria thresholds in the policy requiring public consultation. Therefore it is not considered significant.

6. Next Steps

The applicant is advised in writing of Council's decision.

7. Attachments

Appendix 1 - WoolOn Grant Application [↓](#)

Appendix 2 - Grant Assessment Matrix WoolOn Event [↓](#)

Report author:

Reviewed and authorised by:



Alison Mason
Media and Marketing Manager
2/08/2021



Sanchia Jacobs
Chief Executive Officer
4/08/2021

Community Development - Grants

GRA210800285



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand
03 440 0056
Info@codc.govt.nz
www.codc.govt.nz



**Application For
Which Grant
Grant Application**

Council - Community Grants only
Community
GRA210800285

The Applicant:

**Organisaton Name
Contact
Phone
Email
Address
Organisaton Type**

WoolOn Creative and Fashion Society Inc
Mary Hinsen
0220348386
maryhinsen@gmail.com
14 Centennial Avenue, Alexandra 9320
Incorporated Society, registered charity

The Project:

**Project Name
Description**

WoolOn Creative Fashion events
WoolOn Creative Fashion Event is a Central Otago institution run by volunteers from the community, that has showcased creativity in wool in one form or another, for the past 60 years.

WoolOn is an important story for Central Otago communities, showcasing our heritage of wool, its importance to our economy and social fabric across the district. Images of Central Otago's landscape and people are seen around the world, and visitors retain lasting memories of Central Otago, a world of difference. The 2018 show attracted the attention of both national and international media – and we have national media interest in the 2021 event.

The advent of COVID saw last year's event cancelled. This year's events have designer entries, tickets are selling and people in the community have rallied round to help. However, after a two year hiatus, we have not been able to attract the required level of sponsorship.

We are therefore seeking Council funding to help WoolOn get back on its feet in 2021.

WoolOn is unique in that it integrates our farming

communities with career and business opportunities. It connects people in our communities who might otherwise be isolated by age or geography, over a shared passion for woolcraft and fashion.

The very first WoolOn show was held in 2004 in Alexandra. Since then, it has grown into a renowned event celebrating wool fibre, and both traditional and modern creative arts, providing learning opportunities and connections for young people to gain new skills and older people to pass on those skills to the new generation.

The 2021 event will run over three days, comprising two shows and a community-focused Sunday event for the whole community, with workshops, demonstrations and displays by wool producers and skilled wool crafters.

Start Date 13/08/2021
End Date 15/08/2021

The 4 well beings

Social

1. The build-up to WoolOn 2021 has seen new designers being connected with skilled woolcrafters and experienced designers from Central Otago. This has been with a view to inspire, give confidence and pass on new skills. This initiative has been made possible thanks to a partnership with the Alexandra Spinners and Weavers group. Our young people have been making connections with older, more experienced members of the community and the experience has been beneficial for all.

One of the lovely connections that was made, and is now ongoing, is between our youngest designer at 7 years old, and our oldest designer in her 70s.

2. for the first time in 2021, we have auditioned models from the community, rather than hire professional models. Those selected as models are receiving confidence training, they will have the option to receive professional photos for social media or a portfolio. Our models will have fun, make connections, gain confidence and learn new skills.

Economic

1. Entries for WoolOn 2021 have come from within Central Otago, but also from throughout New Zealand. People will be coming to our district, needing food, accommodation and enjoying the benefits of what Central Otago has to offer.

2. WoolOn learning opens up career possibilities for young entrants, including in the wider wool and fashion industries from farming to shearing, design to creation.

3. As part of the educational aspect of Sunday's 'WoolOn Winners on Show' at Central Stories and Alexandra Community House, we have invited wool producers and local small businesses to display what they produce, talk with people about their wool and wool products to help them learn more about wools, and therefore connect with potential new customers.

Environmental

Wool is a sustainable, renewable fibre and designers have

connected with this aspect of WoolOn. We have had garments produced by recycling wool, and for the first time upcycled garments have their own award. Entries must be composed of wool, so WoolOn showcases a fibre that is good for our environment.

Cultural

1. This year, we have introduced the Mata-Au award for the entry that best reflects an aspect of culture.
2. We have made changes to foster a culture of inclusiveness. Garments are no longer separated by gender, we have extended the size range and we have auditioned models from a wide age range.

Measures

- Audience survey - obtaining feedback.
- Designer survey.
- Participation rates in learning opportunities after the WoolOn events in August.
- Social media interactions and comments.

Meet at least three of the strategic priorities:

The Budget:

Year 1 - 2021/22:	10000.00
Year 2 - 2022/23:	
Year 3 - 2023/24:	
Total Requested \$	
	10000.00

Cost Breakdown

As per the budget, we have a shortfall of funds. We were unable to uplift the previous grant from Council due to the event being cancelled through COVID, so we are requesting that funds be made available this year to cover the shortfall.

Previously received funding?

No

Backup Plan

We have a fundraising and revenue plan for the 2022 events and going forward. Funds raised would have to be applied first to pay off 2021 debt before WoolOn 2022 events could go ahead.

The End:

Attachments Ticked

- Financial accounts (for applications of \$10,000 or more)
- Supporting documentation such as letters of support, quotes and estimates (if applicable)

All information provided is complete and correct

True

Have read and acknowledge the standard Central Otago Terms and Conditions of Grant Funding Yes

Acknowledge that your application will be assessed in accordance with the principles and objective contained in the Grants Policy and that Council's representative funding committee is the final decision-making authority Yes

Information about your application (including the applicant's name, project title, and a summary of the proposal) and any approved funding may be made publicly available by Council Yes

If successful, the grantee will be required to report on the success or otherwise of the event following completion of the project or at a time to be agreed Yes

Name: Mary Hinsen

Date 01/08/2021

Signature (9 kb)



WoolOn Indicative Budget 2021

Note: All figures GST excl.

	Budget	Actual To Date
Income		
Grant - Video		0
Grant - other		0
Pub Charity Tomtom	15,852	15,852
Sponsorship - Venue	15,000	15,000
Sponsorship - other	10,000	5,500
WoolOn Show Entry Fees	1,500	1,505
WoolOn Ticket Sales Friday	12,557	
WoolOn Ticket Sales Gala	11,359	
Workshop fees	300	
Entry donations Sunday CS and ACH	200	
Bus fares	1,500	
Total Income	\$68,267	

Less Cost of Sales

Venue The Canyon	15000	
Venue Sunday - CS + ACH	760	
Artists Fees/Accom/Travel	\$2,000	Flights, accom, hire car
Bar Costs	\$200	
Choreography / Models	\$0	
Cleanup/Waste	0	
Hireage, marquee, extra seats	\$1,000	
Hire Linen and Curtains	\$1,000	
Tutors - workshops	\$300	
Food/Catering	\$11,500	
Hairdressers	\$500	
Insurance - venue insurances cover	\$0	
Judges Fees/Accom/Travel	\$1,000	
Makeup	\$200	
MC Fee	\$3,600	
Manpower	200	
Miscellaneous incl fairy lights, decorations	\$600	
Overheads	\$0	
Parking / Traffic control/security	0	
Permits, licenses	\$0	
Photocopier/Copying Charges	\$500	
Prizes (dependent on no. entries)	\$10,000	
Contractor - accounting and admin	\$1,000	
Sound/Screens/Technical - Tomtom	\$15,852	
Buses	2180	Alexandra and Wanaka

	Est Ticket nos.	Free to Sponsors	Free to designers	Media + VIPs	Bal to sell	Ticket price	Gross Income	GST	Income excl GST	Ticket sales fees	NETT INCOME
2021 Shows											
Friday night - cocktails, standi	220	50		10	160	95	15200	1,982.61	13,217.39	660.87	12,556.52
Saturday gala	200	20	60	10	110	125	13750	1,793.48	11,956.52	597.83	11,358.70
							29150		25,347.83	1,267.39	\$24,080.43

Ticket calcs

Ticket price	125.00	95.00	75.00	60	50	25	15
GST compon	16.30	12.39	9.78	7.83	6.52	3.26	1.96
GST excl	108.70	82.61	65.22	52.17	43.48	21.74	13.04
Ticket seller f	5.43	4.13	3.26	2.61	2.17	1.09	0.65
Remainder	103.26	78.48	61.96	49.57	41.30	20.65	12.39
Credit Card fe	2.84	2.16	1.70	1.36	1.14	0.57	0.34
Remainder	100.42	76.32	60.25	48.20	40.17	20.08	12.05

Marketing and Promotion	
Video production	\$3,500
Communications & Copywriting	\$250
Online marketing (incl. Social Media)	\$500
Photography	\$2,500
Printing	\$250
Print Advertising(#2)	\$1,500
Programme Costs	\$2,295
Ticket Design & Print	\$250
Total Cost of Sales	<u>\$78,437</u>
Operating Surplus/Loss	<u>(\$10,170)</u>

Financial Performance Report

For: WoolOn AGM, Tuesday 2 March 2021, 7pm Community House

Presented by: Amy Delport, Secretary for Woolon

Reviewed by: Rachael Baxter, Accounts Administrator

This report covers the period from the previous end of financial year 1 Jan 2020 to 31 December 2020.

I would like to thank Rachael on behalf of the committee for her hard work and support as WoolOn's Account Administrator and am pleased that she has agreed to continue in this capacity moving forward.

Financial Performance for year 1 Jan 2020 to 31 December 2020.

Previously, WoolOn reported annually with a balance date of 30 June. Due to the event being moved to August and crossing over 2 financial report periods, the balance date was moved to the 31 December in 2019 to ensure that each year's events are included in the performance report for the same period and for ease of reporting. It is important to note that this 12 month return period includes the postponed 2020 event due to COVID 19.

In the statement of receipts and payments for the period to 31 December 2020, WoolOn:

Received a total of \$4,426.21 in operating receipts. These mainly comprised of Fees, subscriptions & other receipts incl donations from members and GST refunds from the IRD. Operating payments amounted to \$5,070.18 for the period and can mainly be attributed to employee related payments. The \$10,000 refinanced loan was paid back.

A total operating deficit of \$10,643.97 was recorded for the period which, along with the \$19,674.58 accrued in WoolOn's bank account from the previous year, resulted in a total of \$9,030.61 in bank account funds as at 31 December 2019.

Commitments outstanding at the end of period included \$4,515 in carried over sponsorship payments and entry fees.

Statement of Revenue and Purchases

	2020	2020	2018/2019
Operating Receipts			
Donations, fundraising & other similar	\$0.00		\$65,784.23
Fees, subscriptions & other receipts incl donations from members	\$610.00		\$475.00
Receipts for providing good & services	\$0.00		\$37,812.79
Interest, dividends and other investment receipts	\$11.68		\$42.28
Other	\$3,804.53		\$10,135.50
TOTAL Operating Receipts	\$4,426.21		\$114,249.80
Operating Payments			
Payments relating to public fundraising	\$0.00		\$0.00
Volunteer & employee related payments	\$893.54		\$3,618.28
Payments relating to providing goods & services	\$4,136.64		\$113,429.96
Grants & Donations paid	\$0.00		\$750.00
Other operating payments	\$40.00		\$22,888.73
TOTAL Operating Payments	\$5,070.18		\$140,686.97
Operating Surplus/Deficit	-\$643.97		-\$26,437.17
Capital Receipts			
Receipts from sale of resources	\$0.00		\$0.00
Receipts from borrowings	\$0.00		\$10,000.00
Capital Payments			
Purchase of resources	\$0.00		\$0.00
Repayment borrowings	\$10,000.00		\$10,000.00
Increase/Decrease in Bank Accounts & Cash	-\$10,643.97		-\$26,437.17
Bank Accounts & Cash at beginning of the Financial Year	\$19,674.58		\$46,111.75
Bank Accounts & Cash at End of the Financial Year	\$9,030.61		\$19,674.58

Statement of Resources and Commitments

Resources	Actual 2020	Actual 2019
Bank Accounts & cash	\$ 9,031.61	\$ 19,674.58
Money held on behalf of others	\$ -	\$ -
Money owed to the entity by 3rd parties		\$ 2,630.93
Other resources	\$ -	\$ -
Commitments		
Money payable by entity	\$ 163.08	\$ 1,903.60
Other commitments	\$ -	\$ 10,000.00
Guarantees	\$ -	\$ -



Quotation

Quote 181588

Date 10/06/2021

Attn WoolOn Creative & Fashion Society

Your contact details for this quote

Contact Name Mary Hinsen

Phone

Mobile

Email hello@woolon.co.nz

Fax

Postal address (for invoicing) if different from above

Your quote is based on your itinerary's estimated driving hours (includes positioning to and from departure and arrival points, cleaning and a half hour break for the driver every 5.5 hours) plus estimated kilometres.

Destinations:

Departure Point/Date/Time	Destination	Return Date/Time	Adults	Price
Central Stories, Alexandra 13/08/2021 06:00 p.m.	The Canyon at Tarras Vineyard	13/08/2021 10:00 p.m.	45	\$545.00
6.00pm depart Alexandra 6.30pm pick-up at Lode Lane, Cromwell - then through to The Canyon Depart The Canyon at approx 10.00pm for return				
Central Stories, Alexandra 14/08/2021 01:00 p.m.	The Canyon at Tarras Vineyard	14/08/2021 05:00 p.m.	45	\$545.00
1.00pm depart Alexandra 1.30pm pick-up at Lode Lane, Cromwell - then through to The Canyon Depart The Canyon at approx 5.00pm for return				
Central Stories, Alexandra 14/08/2021 07:00 p.m.	The Canyon at Tarras Vineyard	14/08/2021 11:00 p.m.	45	\$545.00
7.00pm depart Alexandra 7.30pm pick-up at Lode Lane, Cromwell - then through to The Canyon Depart The Canyon at approx 11.00pm for return				

Note Date, Departure and Return times are to be confirmed.

Quoted Price \$1,635.00 incl GST

Order No

Please confirm your acceptance by Fax or Email

Please note that this quote is issued on a best efforts basis and is valid for 5 days from the quote date

Signed by

Date

Thank you for the opportunity to receive your business

Go Bus Transport Ltd Alexandra | Phone (03) 448 6868 | After Hours | Fax n/a | Email central@gobus.co.nz
Address 35 Russell St, Alexandra
<http://www.gobus.co.nz>



Terms and Conditions

In returning this confirmation by fax or accepting the quote by email, I accept the following terms and conditions.

General

The following conditions constitute the terms of business between Go Bus Transport Ltd and the customer. Go Bus Transport Ltd may vary these conditions at any time and the customer will have been deemed to have accepted any changes once they have been advised. The extension of authorised credit terms is at the discretion of Go Bus Transport Ltd. Failure to comply with the terms and conditions found herein may constitute suspension of credit.

Customer Contact

The customer contact has a responsibility to make sure their group is at the stated departure point at least 15 minutes prior to departure. The departure point is clearly stated. Drivers are instructed to be at these points and cannot take alterations unless this is agreed with the Go Bus Charter Department. Please make sure that your group has a designated responsible person to organise your group.

Travel Details

The customer contact is solely responsible for ensuring the information on the charter quote is correct and accurate.

Alternative Vehicle

Go Bus may substitute an alternative vehicle if deemed necessary at its discretion.

Arrival Times

Go Bus does not guarantee that any journey will be completed within a given time and will not be liable for any loss or inconvenience which may arise from any delay or inability to complete a charter within the anticipated time frame, whether arising from vehicle break down, road conditions, driver unavailability or any other cause whatsoever.

Driving Hours

Go Bus drivers are required to comply with the current legislation and regulations relating to driving hours and work time. At no time will Go Bus permit itinerary changes that may result in any risk of a breach of such legislation and regulations.

Departure Times

We will endeavour to meet the quoted departure times. If circumstances beyond the control of Go Bus arise, we cannot be held liable should any delays result.

Minimum charges

Unless part of a pre-arranged series of bookings the minimum charge for any one booking is \$100+gst.

Payment

If an approved credit account is opened at the time of acceptance of quotation, payment is due on the 20th day of the month following. Go Bus reserves the right to withdraw services at its discretion if accounts are not paid on the due date. All past due items will accrue late payment charges in the amount of 10.5% per annum, or the highest permissible lawful rate unless the amount is under specific, legitimate dispute between Go Bus Transport Ltd and the customer.

If payment is not made and received in accordance with the documented credit terms, Go Bus Transport Ltd is specifically authorised to pursue all legal collection remedies and refer the matter to a debt collection agency. Any costs incurred in the process of collecting past due indebtedness will be the responsibility of the party owing said amount.

Non-credit approved hires require payment of 50% of the full amount at time of quote acceptance and the balance payable must be paid two days before travel. Payment should be made by cheque, direct credit to the address/bank account on the invoice or by phone to our office with a credit card. Credit card payments will incur a 2.5% surcharge.

GST

Prices are quoted inclusive of GST and government taxes. Go Bus retains the right to increase the quoted price to incorporate any GST or government tax rate as applied by law between the time of the quote and the time of travel.

Final Account

Your final account may differ from your quote if your charter exceeds the hours and kilometres travelled.

Refunds/Cancellations

Cancellations with less than five days' notice will be charged 30% of the total amount owing. Cancellations less than 24 hours prior will be charged 100% of the total amount owing unless it is weather related. If the cancellation is weather related, 50% of the amount owing will be charged. A weather-related cancellation fee however can be credited to any future date for the same travel.

Final Numbers

Final passenger numbers are required (2) two business days prior to departure. No alteration to price will be made for a reduction in passenger numbers notified with less than (2) two business days' notice.

Changes to Bookings

Changes to bookings are made free of charge up to 24 hours' notice prior to departure. Any changes made to bookings with less than (1) one business day notice will incur a \$30.00 administration fee per change. This does not include changes to passenger numbers as per the above clause.

Late Bookings

Bookings made with less than 24 hours' notice may incur a \$50.00 late booking fee.

Additional Cleaning/Damage

Any damaged incurred beyond normal wear and tear will be charged to the hirer. Any additional cleaning required to the bus/coach beyond normal use will incur a minimum \$100.00 cleaning fee.

Biological Waste Cleaning (e.g.: Blood, Vomit)

If a biological incident occurs on board the driver has a specific kit for cleaning and disposing of this waste. An additional \$100.00 fee will apply for the cleaning of this type of spill.

Inappropriate and/or unacceptable behaviour on vehicle

The driver of the charter vehicle shall have the right to refuse to carry any person, adult or minor or to seek to remove or remove from the vehicle any Customer who is intoxicated, drugged, dirty or behaving in a manner which is dangerous or offensive to other Customers or the driver, or who refuses to obey a reasonable request made by an driver under these circumstances.

Alcohol & Drugs

Possession and/or consumption of Alcohol/Drugs are not permitted on board any charter bus/coach operated by Go Bus Transport Ltd in compliance with Company Policy.

Dangerous Goods

The carriage of any Dangerous goods or substances such as fuel containers and/or gas cylinders, explosives, corrosive or similar items may not be carried on board any charters bus/coach operated by Go Bus

The Designers Reveal

Fri 13 Aug 7pm at 'The Canyon'

An exclusive sneak preview show of WoolOn garments
Meet designers and judges. Enjoy drinks, yummy canapes
and fabulous fashion, this will be a fun night out
Tickets \$95 each. Bus \$15 return from Wanaka, Hawea,
Cromwell, Clyde & Alexandra

WoolOn Awards Ceremony

Sat 14 Aug 7pm at 'The Canyon'

Delicious platters, sumptuous drinks, music and catwalk fashion
Judges will announce the awards and category winners
Tables of 10 \$1,250 or individual tickets \$125 each
Buses \$15 from Wanaka, Hawea, Cromwell, Clyde & Alexandra

WoolOn Winners On Show

Sun 15 Aug 10am - 3pm

Central Stories Museum & Art Gallery, Alexandra

2021 Award winning WoolOn garments on display in the gallery
Video highlights of the V.I.P. catwalk event, judge's insights
Creative workshops and woollen craft stalls
Entry by Donation

Tickets available online from www.eventfinda.co.nz

Unichem Pharmacy, 4-6 Centennial Ave, Alexandra - 03 4488 871

Forage Information Centre & Cafe, The Gate, Cromwell - 03 445 3647

Wānaka iSITE, 103 Ardmore Street, Wānaka - 03 443 1233



WOOLON

CREATIVE FASHION EVENT

AUGUST 13 - 15 2021



WOOLON
www.woolon.co.nz

THE
CANYON

AT TARRAS VINEYARDS
www.thecanyon.co.nz



Stream	Questions, Success Criteria, Checks						Target	Status
1. Ask the right questions	Why do we need to run events in 2021?	Does WoolOn 2021 align with society goals?	Is there a clear community-focused business case?	Who is funding and are there enough funds?	Are we clear on the outcomes we are aiming for?	Have the success factors been identified?	Ask all the right questions at the beginning of the project.	Complete
	After two years with no event, feedback from designers they will not be back if there is no event to enter in 2021.		Change impacts: Community focus, community funding. Local impacts, local support.				Community-focused project plan	Complete
2. Success criteria	Project is aligned to society goals.	Success criteria established.	Effective management	Effective support	Clear accountability, roles and responsibilities.	Project is based on realistic budget and timeframe.	All success criteria agreed and integrated into planning. Roles and responsibilities clear and agreed.	Complete
	Promote wool and fashion industries. Provide education opportunities.	Educational opportunities integrated with events. Local wool producers, woolcrafters, designers and businesses included.	Committee members selected for skills and expertise. Committee has increased diversity to reflect wider community.	Support teams identified, Partnerships developed, Sponsorships in kind agreed, balance of required funding sought from local sponsors.	Committee roles assigned, support teams given clear jobs. Partners assist in relevant areas.	Costs pared back to half of previous event. Sponsorship team to connect 1-1 with local sponsors.	Partnerships developed with Central Stories and Alexandra Spinners and Weavers.	Complete
3. Project outputs	Project mandate	Project brief	Project initiation	Schedule and budget	Progress	Achievement	Teams communicate via WhatsApp – response and action in the moment. Regular reviews result in timely identification of issues and agreed improvements/solutions.	On-going
	Alignment with Constitution. >25 designers enter.	To put on a successful, right-size, community-focused 2021 event, and set up 2022.	Each team develops and initiates own plan. Resources developed to support teams.	Committee to review budget, pare back costs – goal of 50% of 2018 costs. Seek sponsorship in kind for relevant costs. Seek local financial sponsorship	Comms plan, regular status reports to committee.	Regular review and improvement, communication as milestones achieved.		On-going
4. Health checks	Consistent communication on key metrics.	Are stakeholder expectations being managed throughout?	Is there enough leadership support? Is there enough sponsorship and funding?	Is there a realistic work schedule? Is there enough manpower?	All supporters bought into and accept the project schedule and goals?	Is there management control on changes in scope, budget, deliverables?	The project meets all health checks.	Continuous improvement.
	Are regular reviews and improvements happening?	Is the project being executed as planned and communicated?	Are key risks being tackled early enough?	Are the risks being tackled proactively with contingency plans being developed?	Are the right resources available, with the right skills, at the right time?	Are issues being aggressively pursued?		





Allied Productions Services Proposal

Prepared by: Kim Valentine, Allied Productions

Prepared for: Mary Hinsen

Company: WoolOn 2021

Prepared on: 24.05.21

1

About us:

Tell your story in motion. Welcome to Allied Productions, a full-service production house right here in Dunedin. As specialist storytellers we are here to capture your brand, your voice, and your story. With over 20 years experience capturing Dunedin stories and covering local events, our team are here to provide expert advice and high-end results. Using a variety of services and equipment, from drone shots to green-screen to full multicam HD broadcast studios, let us tell your story in motion.

Our services:

- Full 4k/UHD production services
- Ronin M Gymbal / Steady Cam operations
- Drone coverage as required (fully licensed / registered)
- HD production studios available
- 4K/UHD post production facilities

Production Overview:

Requested for Production:

Filming/editing of WoolOn on both Friday 13th of August
Saturday 14th of August

An edited highlights of WoolOn
for the cinema showcase Sunday 15th of August

Live stream to private Channel Both Fri 13 and Saturday 14th
August

Allied Productions will cover both evenings fashion showcases
and include the Live stream on both evenings.(Fri 13 and Sat 14th August 2021)

Allied productions will produce an edited highlights version for the
Sunday Cinema presentation.

Allied Productions will also produce a broadcast version of WoolOn for Channel
39 Television and for odt.co.nz (428,000 unique users -Nielsen Research 2021)
An edited version will be provided to the WoolOn Committee.

3

Total Price: \$3500

All prices exclude GST

All prices are based on production only unless specified and any additional talent, props or costs will be invoiced separately.

The Woolon Committee accepts the proposal as described herein and agree to the terms & conditions of Allied Productions

Signed by :

Name :

Position :

Date :

JOHNSON & LAIRD

CONTRACT///

Dayna Paterson
WoolOn Creative Fashion
613 Moa Creek Road,
Poolburn, RD2 Oturehua 9387
daynalake@hotmail.com
027 352 4278

Dear Dayna,

This is to confirm the booking of Johnson & Laird Management Ltd (J&L) and you WoolOn Creative Fashion ("the Client") for Sarah Perriam ("the Talent") as MC/Host at the WoolOn Creative Fashion Show on Friday 14th and Saturday 15th August 2020 at Highlands, Cromwell. ("the Booking").

Any travel required will be arranged by the Client and will include any necessary flights, airport/hotel transfers, parking reimbursement on a return basis, accommodation (min 4/5 star) and all meals over the event duration including breakfast daily.

The Talent will be fully briefed and all information/AV links etc. will be given to them for this event. Please contact us at any point if you would like us to liaise with The Talent for you. Unless agreed the fee covers one pre-production meeting/call and a rehearsal on day one only.

The Client agrees that the performance fee of NZD \$3000, plus GST and any other fees agreed by J&L and the Client to be paid to J&L on receipt of invoice/s from J&L. Payment terms are **seven days** from receipt of invoice. J&L will issue the invoice the following working day after the booking is completed.

Should the Client cancel the Booking:

- (a) At any time, which is not less than 10 days before the date of the Booking then J&L shall at its discretion be entitled to invoice 100% of the total fees agreed for the Booking.
- (b) At any time, which is no less than 3 weeks before the date of the Booking then J&L shall be entitled to invoice for 50% of the total fees, agreed for the Booking, or
- (c) At any time, which is no less than 5 weeks before the date of the Booking then J&L shall be entitled to invoice for 25% of the total fees agreed for the Booking.

J&L will notify you if due to ill health or any other reason out of its control the Talent is unable attend the Booking. All reasonable steps will be taken to reschedule the Booking to meet the Client's needs or to supply replacement talent; however, should it not be possible to reschedule or should alternate talent not be able to be agreed then J&L reserves the right to cancel the Booking without any liability to the Client other than the return of any fees already paid for the Booking.

All future bookings or ongoing work between Client and the Talent should be referred to J&L.

The Client shall not without prior written approval allow any other party to record, film, copy or otherwise reproduce in any written, audio or visual form any part of the Talent's address, performance or presentation for any purpose whatsoever. The client will be entitled to record/film the booking in its entirety and use for promotional purposes inhouse and related to the event only (the booking), this applies to any footage where the Talent appears in the background or is not speaking. J&L's prior consent is required for any use of the footage where the Talent is the focus of the scene or is speaking as the main attraction.

Please initial

+64 9 376 0882 (x807) | +64 21 868 639 | www.johnsonlaird.co.nz

PO Box 78340, Grey Lynn, Auckland 1245, New Zealand

JOHNSON & LAIRD CONTRACT///

All publicity or media announcements, directly relating to the Talent's performance as MC/Presenter at time of booking must be submitted to J&L for approval prior to distribution. All written material associated with the Talent's presentation/appearance shall carry the following acknowledgement:

"Sarah Perriam appears by arrangement with Johnson & Laird Management."

J&L is confirming the Booking for the Talent as duly authorised agent for the Talent and will not be liable for any default of the Talent of the Talent's obligations in relation to the Booking or in any way for any commitment made by the Talent not included in the Booking. Furthermore J&L cannot reasonably guarantee the conduct of the Talent under all possible circumstances and consequently J&L shall not be responsible or liable in any way for any statement, act or omission by the Talent resulting in offence, loss and/or damage. In any event, J&L's liability in relation to this Booking will be limited to any Booking Fee agreed between J&L and the Client.

Please sign and send back to confirm acceptance via email to jane@johnsonlaird.co.nz. Alternatively, give me a call on 021 868 639 or 376 0882 ext. 807 if there is a problem or issue.

Kind regards,



Jane Paape
On behalf of J&L and the Talent

Date: 09/10/2019

Agreed and Accepted For
and On Behalf of Client
By:

Date:

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PO Box 78340, Grey Lynn, Auckland 1245, New Zealand

JOHNSON&LAIRD

CONTRACT///

ADDENDUM**AGENCY TO AGENCY BOOKING FEE**

1. The Client agrees to pay to J&L its standard 20% Agency to Agency Booking Fee in addition to the fees set out in the letter confirming the Booking, as consideration for J&L's time and attendances in administering the Talent for the Booking.
2. The Agency to Agency Booking Fee will be \$600 plus GST
3. The total fees payable will therefore be \$3600 plus GST
4. J&L and the Client agree that the contents of this Addendum are confidential as between J&L and the Client.
5. This Addendum will form part of the letter agreement confirming the Booking of the Talent and all other terms and conditions of that agreement will apply.

Please initial

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PO Box 78340, Grey Lynn, Auckland 1245, New Zealand

Funding Applications Evaluation Matrix

		Budget 2021/2022				\$ -		Granted		\$ 10,000.0		Surplus / Deficit			(\$10,000)
Applicant/Project	Ref	Purpose				Criteria					\$ Funded Previously	\$ Cost	\$'s Applied for	\$ Recommended to Grant	Funding Comment / Conditions
		Directly Enhances Experience	Attracts Retains Visitors	Supports approved strategies plans	Delivers community outcomes	Project well planned defined	Benefits demonstrated	Costs clear reasonable	Broad economic gain not individual	Organisation capability					
WoolOn Creative Fashion Society Inc.															
WoolOn Event August 2021. Forecast Budget Shortfall		No	Yes	Yes	Some	Some	Some	Some	Yes	Some	\$15,000.00	\$ 78,437.00	\$ 10,000.00	\$10,000.00	Recommend approve as non budgeted expenditure.
											\$15,000.00	\$ 78,437.00	\$ 10,000.00	\$10,000.00	
											\$ 15,000.00			\$0.00	\$0.00
TOTAL												78,437.00	10,000.00	\$10,000.00	

21.6.8 ECONOMIC RECOVERY PLAN PROGRESS REPORT

Doc ID: 543258

1. Purpose

To provide an update on the implementation of the 2020/2021 Economic Recovery Plan and provide the Economic Work programme for 2021/22.

Recommendations

That the report be received and Council notes the work programme for 2021/2022.

2. Background

In June 2020, the Council received and adopted the Economic Recovery Plan for 2020/21. The Plan outlined the likely impact of COVID-19 on Central Otago's Economy and actions that the Council could take to support the district's economic recovery.

As part of the plan's implementation, Council is to be updated on progress every two months. This is the fourth report back.

3. Discussion

Key updates

New Zealand's domestic economy continues to perform well overall with the October to December and January to March quarters both performing well, and showing the economy bouncing back faster and stronger than expected. Consumer confidence remains strong and this has led to an increased retail spend. New Zealand's COVID-19-free status is allowing for the movement of people within New Zealand supporting domestic tourism. The absence of international visitors continues to affect the tourism and education sectors nationally, while most other sectors are performing well.

Treasury predictions during COVID-19 had national unemployment peaking at 10% at this point in time. Nationally unemployment is currently sitting around 5% approximately 1% higher than pre-covid levels.

The performance of the global economy is improving as vaccines are rolled out and countries return to normal levels of activity. However, ramped-up consumer demand has contributed to supply chain issues as production lags. International shipping prices have remained high, and longer and delayed shipping schedules continue.

There is a national trend of increased consumer spending outside of main urban CBDs. Leading economists think this reflects the hollowing out of CBD areas as employees choose to continue to work from home. This trend is likely to benefit Central Otago as more people can choose to live in lifestyle locations while retaining their current job.

There has not been a date set for the further opening of New Zealand borders with other countries. The trans-Tasman bubble opening and closing has highlighted the difficulty of

quarantine-free travel without a vaccine fully rolled out and without a policy of requiring visitors to provide proof of vaccine.

Several new policies have been announced over this period relating to housing, including the restrictions on lending ratios and the bright line test. These, along with lower levels of migration over the past 18 months and increasing interest rates, are expected to cool demand for property and ultimately see the increases in property values we have been seeing level off. This is unlikely to affect the construction industry in the short to medium term as the industry continues to catch up on the shortage of accommodation that has accumulated over a number of years.

Changes to immigration settings that would restrict the number of migrant staff coming to New Zealand have been signalled from Central Government, but the details are not clear yet. With the unemployment rate low and employers already signalling labour shortages it is hoped that any policy changes will take the current situation into account. Migration to New Zealand has fallen from an average of 6000 per month pre-COVID-19, to 600 per month over the past year.

Central Otago's economy has continued to perform well, although comparing card spending data this period with the same period last year is difficult due to the lockdown having happened during this period in 2020. Comparisons made with two years earlier show an increase in total spending.

Central Otago remains popular with New Zealanders travelling domestically, and the opening of the Lake Dunstan Cycle trail has contributed to grow Central's profile as a visitor destination.

The Ministry of Social Development's Job Seeker numbers continue to reflect a relatively stable economy since May 2020. While the number of people on Job Seeker support in the district increased from 70 to 273 during lockdown, it has been decreasing since then to 156 in May 2021.

Progress on action plan

Key areas of work to date

Labour market:

Ongoing support has continued for horticultural and viticultural efforts to secure both seasonal and permanent labour through work with various groups. The labour market survey for horticulture and viticulture is undertaken every 3-4 years and has been commissioned by the Central Otago Labour Market Governance group with Council supporting this report through contributing funds, acting as the contracting agency for a collection of funders, and overseeing the development of the report. The finalised report is due in November 2021.

An English language training pilot course provided through Southern Institute of Technology was also developed for migrant agricultural workers in Central Otago following feedback from employers and industry training organisations. The course is aimed to increase English skills to support the employee both in the workplace and in the community and came about following discussions between Council staff and industry on how migrant workers in the agricultural sector could be supported. Upon establishing a need, Council staff brought together interested parties and the pilot course was undertaken. Feedback from the pilot will determine the running of future courses.

The Central Otago Youth Employment event was run on 17 March 2021. The event was aimed at connecting youth and employers, helping youth understand some of the roles available in Central Otago and the pathways into them. The day involved over 70 youth from across the district, 30 employers across six industries (agriculture and horticulture; tourism and hospitality; and construction and engineering) and industry representatives from the Ministry of Primary Industries, Go with Hort, and Go with Tourism. Career advisers from the local secondary

schools, along with work brokers from the Ministry of Social Development, also took part in the day to build relationships with employers and further their understanding of roles available. This event was organised by staff and supported through funding from the Mayors Taskforce for Jobs.

The Otago Regional Council's Proposed Plan Change 7 has been heard in the Environment Court during February through to July with a decision still to be released. Central Otago District Council is involved in these proceedings through a submission on this Plan Change as both a water user (supplying community drinking water) and in its role (as identified in the Economic Recovery Plan) of continuing to advocate for and support sustainable water use reforms. Infrastructure Services led the provision of evidence on community drinking water supplies while Economic Development staff provided representation on Council's original submission and evidence on the potential social and economic impact of the plan change on our community.

An economic impact report on potential Manuherehia Minimum Flows was commissioned to support informed decision making on the setting of the minimum flow for the Manuherehia river. The consultants reviewed land-use and farm financial models developed by the Otago Regional Council and scaled these models to understand the cumulative effect of the changes on those directly reliant on the water for irrigation, and on those affected indirectly within the district and wider region. The report also identified shortcomings in the base modelling, including the absence of horticulture from the model, and the lack of consideration of tipping points that would trigger land use changes. Council made a submission to the Otago Regional Council as part of the community consultation process.

As part of an initiative exploring opportunities to unlock value from food waste, a report has been commissioned to quantify and understand what happens to fruit that does not end up being sold as fresh produce. This report is the first step to unlocking additional value through quantifying the size of the opportunity. Supporting the development of alternative uses for fruit waste is intended to develop greater returns for growers from products that currently might not have a market and also build resilience to weather events that affect the export suitability of product.

A detailed report on the progress of all individual actions is included as Appendix 1.

2021 - 2022 Action Plan

The 2020-21 action plan has been in effect since June 2020 and was intended to cover a period of twelve months. The plan was a list of priority actions, under four key themes:

- Training and Education
- Council Actions
- Attraction of Visitors and Migration
- Building Business Resilience

The priority actions were initiatives that Council identified it could implement to support the District's economic recovery, against a backdrop of known and expected challenges caused by COVID-19. An organisation-wide view was taken in the plan to identify the full range of supporting actions that the Council would undertake. Sixteen of the twenty four actions were completed to the point where they could either be closed or subsumed into business as usual activities. Eight of the 24 activities are still in progress and will continue to be worked on.

The outlook for our economy is clearer now, and with the operational period of the previous plan coming to an end, it is time to adopt a plan for the next twelve months. The plan outlined below identifies key projects, is designed for a post COVID-19 environment (the new normal)

and is in line with the current Economic Development Strategy 2019-2024. It does not include business as usual economic development work, which will continue alongside it.

The two key challenges facing our economy in the short to medium term are:

- **Climate change and environment:** our industries will need to meet regulations introduced to mitigate the effects of climate change and to operate in ways that more efficiently use natural resources, in particular water, with good environmental outcomes.
- **Workforce:** with our national economy performing well and our borders closed to migration, an already competitive labour market is going to become even more competitive, posing challenges for employers.

Council contributes to the economic development of the Central Otago District in several ways, including by providing good quality infrastructure, planning and regulatory services, actively promoting business and industry development, and attracting people to the District. The projects identified below are key projects that will be undertaken over the next twelve months by the Economic Development Manager.

Key projects in the work programme 2021-2022

Workforce

Youth transitions: Council will support the development and introduction of programmes to ensure that secondary school aged youth are aware of local employment opportunities and are well equipped to transition into employment.

Internship programme: Council will develop an internship programme to support businesses in getting the skills and capacity they need through short term placements of tertiary students, while raising the profile of the District as a place for students to live.

Horticulture and viticulture labour market survey: This report will identify changes to hectares currently planted, future plantings and the permanent and seasonal labour requirements over the next four years. The survey will also seek to understand changes in employer supplied accommodation. The report is essential for industry efforts to attract and retain the labour required.

Seasonal labour: Work will continue with industry groups to secure seasonal labour.

Support remote working: Council will support provision of a course to support the development of remote workers in our community, and support provision of a co-working space in Central Otago to help remote workers and small businesses to establish.

Climate change and environmental

Unlock value from food waste: We will take steps to understand the volume of food waste in Central Otago's horticulture sector, the current processing options, and support the development of new commercial streams of fruit waste in order to reduce waste, increase productivity, diversify our industry base and strengthen resilience in the sector.

Support industry to adapt to policy changes in water use: Decisions are yet to be made on Plan Change 7 and the Manuherekia Minimum Flows. Depending on the outcomes of these decisions, there could be a role supporting water users to transition from one policy setting to another.

As the economic outlook is more positive and with less volatility than predicted when COVID-19 started, economic updates and progress on the workplan will be presented six-monthly.

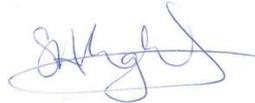
The uncompleted actions from the 2020-2021 action plan will be carried forward in this new reporting.

4. Attachments

Appendix 1 - Economic Recovery Actions with updates [↓](#)

Report author:

Reviewed and authorised by:



Nick Lanham
Economic Development Manager
29/07/2021

Saskia Righarts
Chief Advisor
30/07/2021

Subject	Action	Assigned to	Status	Update
Training and Education				
Start-up support	Facilitate and support the development of a service to foster the creation of new businesses and the adaptation of existing business to a new trading environment.	Partnership	Completed – adopted into BAU	<p><u>2020</u> August: Discussions are underway with a course provider to deliver business start-up courses in Central Otago, starting September.</p> <p>November: The first start-up course begun in October with nine enrolled from Central Otago.</p> <p><u>2021</u> February: Additional startup courses will be offered in 2021</p> <p>July: Continued provision of startup courses and Think Drink events, along with the addition of a Remote working course scheduled for August.</p>
Education pathways	Facilitate the establishment of a Central Otago forum to establish and promote transitional pathways (secondary to tertiary, community to vocational) into vocational education.	Partnership	Completed – adopted into BAU	<p><u>2020</u> August: A forum has been established and is meeting fortnightly. Active discussions continue regarding a collective space available for the provision of education, co-working, and delivery of business support services.</p> <p>November: A joint tender by REAP and the Cromwell Otago Polytechnic campus has been successful to establish a space in the Central Stories building in Alexandra</p> <p><u>2021</u> February: Community learning hub in Central Stories was opened on 11 December. Council was successful in a funding application to the Mayors Taskforce for Jobs. Funding was secured to provide an event to connect youth with potential employers and education.</p> <p>July: Community learning hub continues in Central Stories. Mayors Taskforce for Jobs event was held on 11 March. Work</p>

				is underway with schools to explore further opportunities to support youth pathways to employment in Central Otago.
Business and employment response centre	Investigate and facilitate partnerships to provide practical support for small and medium businesses.	Partnership	Completed – adopted into BAU	<p><u>2020</u> August: Council staff have supported and taken part in a one-off community-led initiative to connect business owners and managers with a range of professional support. A similar event may be repeated in the future.</p> <p>November: no further update</p> <p><u>2021</u> February: no further update. Support is currently being provided through existing providers such as the Regional Business Partners Programme which are meeting the needs.</p> <p>July: Support still available through Regional Business Partners (RBP) programme. Tourism Central Otago offering support to tourism operators through its funding from the Strategic Tourism Assets Programme.</p>

Council Actions

Council capital works	Review council capital programme to ensure that it is appropriate, minimises impacts to businesses and is accelerated where possible.	Internal	Completed and closed.	<p><u>2020</u> August: To be delivered as part of the Long-Term Plan.</p> <p>November: Is being considered as part of draft budgets.</p> <p><u>2021</u> February: No further update.</p> <p>July: Several major capital projects approved as part of the Long-Term-Plan.</p>
Secure external funding to fast track projects	Secure government funding for appropriate capital work to support civil construction.	Partnership	Completed – adopted into BAU.	<p><u>2020</u> August: \$4.73 million was secured for three waters services. \$38,000 was secured through the Town Halls and Memorial Funding for maintenance projects. Community groups were supported to put forward environmental projects for funding by</p>

				<p>the Ministry for the Environment. Awaiting the outcome of the Ministry for Environment funding along with the Crown Infrastructure Partners application for subdivision development.</p> <p>November: Subdivision application to Crown Infrastructure fund have been declined. \$500,000 has been secured from Ministry for the Environment by water catchment group for conservation work in the Manuherekia Catchment. \$270,000 was secured for maintenance work to Ophir Hall and swimming pool.</p> <p><u>2021</u> February: No further update due to few government funding announcements made over this period.</p> <p>July: \$315,000 secured from the Tourism Infrastructure Fund for supporting infrastructure at the Riverside Park development.</p>
Council policies and bylaws	Balance ease of application against regulatory requirements and provide online applications where possible.	Internal	In progress	<p><u>2020</u> August: no further update</p> <p>November: no further update</p> <p><u>2021</u> February: No further update</p> <p>July: Policy and bylaw register updated at Audit and Risk meeting. My CODC online services portal project is underway, with online forms being released over the next two years that cross all Council activities along with the option of Rates and Water invoices being delivered via email.</p>
Public value procurement	Review council procurement processes to maximise value to local firms.	Internal	Complete and closed	<p><u>2020</u> August: New procurement process has been developed and is being presented to council in the August meeting.</p> <p>November: procurement policy adopted by council at August meeting.</p>

Seasonal worker accommodation	Review of council policy on onsite seasonal worker accommodation	Internal	In progress	<p><u>2020</u> August: Horticulture industry have met with Planning Manager to discuss options as part of the District Plan review.</p> <p>November: no further update</p> <p><u>2021</u> February: no further update</p> <p>July: no further update</p>
Business and consumer confidence	Positive public engagement and communication highlighting Central Otago businesses.	Internal	Completed – adopted as BAU	<p><u>2020</u> August: Tourism operators have been showcased through local tourism marketing initiatives.</p> <p>November: successful Eat Taste Central campaign run over this period.</p> <p><u>2021</u> February: Central Otago Touring Route was launched in December.</p> <p>July: Articles in local media and Business South magazine.</p>
Council Fees and Charges	Review council's fees and charging for opportunities to decrease costs to businesses.	Internal	Completed and closed.	<p><u>2020</u> August: This will happen through the Long-Term Plan process.</p> <p>November: no further update</p> <p><u>2021</u> February: no further update</p> <p>July: Fees and charges set through the Long-Term Plan process.</p>
Encouraging urban investment	Review policy settings through the development of the Housing Strategy to incentivise development and add value to recovery initiatives within fiscal constraints.	Internal	In progress	<p><u>2020</u> August: Housing Strategy development is underway but is currently on hold awaiting the outcome of application for shovel-ready projects.</p> <p>November: Paper presented to Cromwell Community Board 9 November on the Gair Avenue Development.</p>

				<p><u>2021</u> February: Paper being considered at 3 February meeting on Council's role in housing.</p> <p>July: A paper is being prepared for the August Council meeting.</p>
Spatial planning	Complete identified spatial planning projects and accelerate where possible.	Internal	In progress	<p><u>2020</u> August: The Vincent Spatial Plan is currently underway, and community drop ins are scheduled this month.</p> <p>November: a progress report is being presented to the November council meeting.</p> <p><u>2021</u> February: Council options on Vincent Spatial Plan released in December for community feedback.</p> <p>July: The Vincent Spatial Plan is being prepared for the August Council meeting.</p>
Economic Development Strategy	Review and update Economic Development Strategy Action Plan.	Internal	Completed and closed	<p><u>2020</u> August: Scheduled for early 2021.</p> <p>November: no further update</p> <p><u>2021</u> February: scheduled for June 2021.</p> <p>July: Review of action plan undertaken and presented alongside this report.</p>

Attraction of visitors and migration

Destination marketing strategy	Marketing campaign to attract visitors to Central Otago in line with destination management principles.	Internal	In progress	<p><u>2020</u> August: Domestic marketing has begun. Tourism Central Otago has secured \$700,000 for destination marketing, development of a destination management plan, and business development.</p>
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				<p>November: Staff and contractors have been recruited and these projects are underway.</p> <p><u>2021</u> February: The Central Otago Touring route was launched over this period that included online marketing of the route.</p> <p>July: Key activity has been undertaken with the highly successful <i>Thank You New Zealand</i> campaign and coordinated marketing of cycle trails. Recent data from MBIE indicates these campaigns have been successful with visitor spend trending positively against the first 5 months of 2019.</p>
Migration marketing	Marketing to attract people to move to Central Otago.	Internal	Completed – adopted as BAU	<p><u>2020</u> August: Centralotagonz.com has been updated to provide information relevant to people looking to move here such as housing, employment, climate, education. The project also includes the opportunity for those interested in moving to the district to connect with a local and find out what life in Central is really like.</p> <p>November: Online material live. A report is being presented to Council's November meeting to support the application to Ministry of Business, Innovation and Employment's 'Welcoming Communities' programme.</p> <p><u>2021</u> February: Council's application to join Ministry of Business, Innovation and Employment's 'Welcoming Communities' programme was successful.</p> <p>July: Welcoming Communities coordinator recruited and will start in August 2021.</p>

Building business resilience

Regional Economic Recovery	Coordinate regional recovery through the Otago Regional Economic Development (ORED) framework.	Partnership	In progress	<p><u>2020</u> August: To date ORED has undertaken regional forecasts on the change in jobs by industry and advised on the composition of the Regional Skills Leadership Group for Otago.</p>
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				<p>November: ORED group are currently identifying key regional projects to support the economic recovery of Otago.</p> <p><u>2021</u> February: ORED continues to work on identifying key regional projects as part of the development of a regional action plan.</p> <p>July: ORED are consulting with stakeholders from across the region on key priority themes and projects.</p>
Business Support	Promote the use of the Regional Business Partner Network (RBP).	Partnership	Completed – adopted as BAU.	<p><u>2020</u> August: Regular promotion of this support service through fortnightly Economic Development newsletters and the Council Facebook page.</p> <p>November: promotion of the Regional Business Partners continuing.</p> <p><u>2021</u> February: promotion of the Regional Business Partners continuing.</p> <p>July: promotion of the Regional Business Partners continuing.</p>
Local economic data	Provide businesses with timely data and information on the state of the local economy and future trends.	Internal	Completed – adopted as BAU.	<p><u>2020</u> August: A monthly report is produced and uploaded to the Council website. This monthly report shows changes in consumer spending, building consent numbers, and job seeker benefits.</p> <p>November: Central Otago Economic Performance Indicators report produced each month.</p> <p><u>2021</u> February: Central Otago Economic Performance Indicators report produced each month.</p> <p>July: Central Otago Economic Performance Indicators will now be produced quarterly.</p>

Business Monitoring	Continue to survey businesses on a regular basis and maintain a register of top issues and areas for support.	Partnership	Completed – adopted as BAU.	<p><u>2020</u> August: Businesses were surveyed at Alert Level 2 through a questionnaire. Ongoing monitoring is taking place through industry focus groups, business breakfasts and feedback from business advisors and the Chamber of Commerce.</p> <p>November: business monitoring continuing through the development of second Sector Snapshot report and monthly meeting with staff from the Regional Business Partner Network</p> <p><u>2021</u> February: no further update</p> <p>July: Survey of horticulture and viticulture growers undertaken collectively with industry to understand development and workforce requirements.</p>
Internet connectivity	Develop resilience within the business community through supporting the development of increased online presence and advocating for better internet connectivity.	Partnership	In progress	<p><u>2020</u> August: Discussions have been had with Government regarding the roll out of fibre and whether this can be fast-tracked in the district to support economic recovery. Government has advised that the project is going as fast as possible due to capacity constraints. Coordinated information is now available on centralotagonz.com regarding wireless internet providers.</p> <p>November: enquiry lodged with alternative broadband infrastructure provider to investigate feasibility of broadband provision to Felton Road in Bannockburn.</p> <p><u>2021</u> February: awaiting response from broadband infrastructure provider re Felton Road.</p> <p>July: awaiting response re Felton Road. A community group in collaboration with a internet service provider have applied to the Fibre Capacity Upgrade fund to extend fibre in Millers Flat.</p>

Advocacy	Advocate to central government for procurement processes of public works projects to be weighted to support local firms and staff.	Partnership	Completed and closed	<p><u>2020</u> August: Funding has been allocated to Council which allows application of Council procurement processes.</p> <p>November: CODC adopted procurement policy</p>
	Support industry in advocating for reform to RSE regulations and extensions for other visa types.	Partnership	Completed – adopted as BAU.	<p><u>2020</u> August: To date, industry has been supported through council facilitated meetings with MBIE, a joint mayoral letter from Central Otago and Queenstown Lakes Districts, and co-authored document outlining Central Otago’s labour shortages for distribution to government. The industry has also been supported in putting nominations to the Regional Skills Leadership Group and through forecasting seasonal labour requirements.</p> <p>November: continued work involving second labour market report and additional meetings with MBIE.</p> <p><u>2021</u> February: ongoing work in this area. Government announced in December that 2000 RSE would be allowed into New Zealand in early 2021 and also further changes to working holiday visas to support industry with staff.</p> <p>July: RSE employers continue to be allowed to bring staff into NZ but they must quarantine. Individuals in New Zealand on working holiday or SSE visas have had the conditions of their visas extended for another 6 months.</p>
	Continued advocacy and support of the primary sector for sustainable water use reforms.	Partnership	In progress	<p><u>2020</u> August: The hearing date for Proposed Plan Change 7 is yet to be announced and staff are awaiting a hydrology report to inform the Economic Impact Assessment for Manuherekia minimum flows.</p> <p>November: Hydrology report expected November. Plan Change 7 hearing date expected November.</p> <p><u>2021</u></p>

				<p>February: work on the Economic Impact Assessment for Manuherekia Minimum Flows scheduled to start in January. Involvement in Environment Court proceedings for Otago Regional Councils Proposed Plan Change 7 representing the economic impact and but also the effects of the proposal on council as a water user.</p> <p>July: Provided evidence on the potential economic impact of Proposed Plan Change 7 to the Environment Court. Economic Impact Assessment produced to inform public on the economic effects of the Manuherekia Minimum Flows. Submission also made in response to the ORC public consultation on the minimum flows.</p>
Dispersal of information	Facilitate the dispersal of forecasted construction levels to enable workforce planning at a business and sector level via the Otago Construction Labour Forecasting Project.	Partnership	Completed and closed.	<p><u>2020</u> August: COVID-19 updated report expected to be distributed late August.</p> <p>November: report will be distributed in November.</p> <p><u>2021</u> February: report distributed to industry and presented to Councils February meeting.</p> <p>July: Provided input to inform future updates to this report.</p>

21.6.9 WASTE SERVICES REVIEW

Doc ID: 545510

1. Purpose of Report

To review public information prepared for community feedback on Council's waste and recycling services.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the 'Have Your Say on Our Waste Services' document for community feedback.

2. Background

Council is committed to cutting carbon emissions and reducing the amount of waste that goes to landfills.

The costs of waste disposal are continuing to increase. In June 2020, central government introduced auctioning for New Zealand Emission Units (NZUs) together with an increase on the price cap on NZUs from \$25/tonne to \$50/tonne. In July 2020, central government announced it will increase the Waste Disposal Levy through a progressive increase to \$60/tonne by July 2024.

All of Council's waste contracts come to an end on 30 June 2023. New contracts need to be awarded by July 2022 in order to meet lead in times for trucks and equipment.

The contracts which are coming to the end of the contracted period are shown below.

Contract	End Date
Transfer Stations Includes operation and transfer to landfill	30 June 2023
Kerbside Rubbish Collection Includes supply of wheelie bins	30 June 2023
Kerbside Recycling Collection (Mixed Recycling and Glass) Includes supply of wheelie bins	30 June 2023
Landfill-Victoria Flats Option to negotiate early release from landfill agreement	30 June 2029
Wastebusters	30 June 2023
Enviroschools (REAP)	30 June 2023

The total value of these contracts is approximately \$4.3 million. This includes waste levy and the emissions trading scheme charges.

Transfer stations are located in Alexandra, Cromwell, Ranfurly and Roxburgh. The transfer stations accept a variety of materials including general rubbish, recycling and greenwaste. Anyone can drop a car load of greenwaste off at transfer stations for no charge. Larger loads incur a small fee. The Alexandra and Cromwell transfer stations are open seven days per week, while the Ranfurly and Roxburgh transfer stations open in the afternoon on Tuesday, Wednesday, Thursday, Saturday and Sunday in summer and Tuesday, Thursday, Saturday and Sunday in winter.

Wastebusters operate a recycling hub and re-use shop in Alexandra where second-hand items and materials can be taken for re-use and recycling. There is currently no equivalent facility in Cromwell.

There are dedicated rubbish drop-off facilities in Tarras and Patearoa. These services use Council branded rubbish bags that must be purchased from Council service centres or the Tarras Store.

In addition to recycling drop-offs at the transfer stations, there are recycling drop-off facilities in Omakau, Oturehau, Patearoa, Poolburn, Roxburgh, Ranfurly and Tarras. These are public facilities which have no user charges.

There is an increasing public expectation that waste, in particular organics (food waste and greenwaste), will be managed in an environmentally sustainable manner. Most local authorities are considering introducing an organics service or have already committed to introducing them.

Kerbside food waste collections are currently in place or in progress in Auckland, New Plymouth, Waikato district, Whakatane, Kawerau, Christchurch, Selwyn, Waimakariri, Hutt, Tauranga, Western Bay of Plenty, Hamilton, Ruapehu, Dunedin and Wellington. Queenstown Lakes District Council are currently preparing an organics strategy that considers the introduction of kerbside organic collections alongside other interventions.

Further work is being undertaken on investigating processing of greenwaste, and potentially food waste, within Central Otago. As part of this work the potential of a combined Queenstown / Central Otago facility located within Central Otago district is also being considered. A report will be provided in early 2022 with the options for this.

3. Discussion

As the COVID-19 pandemic continues to impact freight networks, community feedback is needed now to help inform what should be collected at kerbside, and what other supporting services should be provided to ensure effective and efficient waste management. This will allow the successful contractor enough time to be ready to commence a new service from 1 July 2023.

Currently the kerbside collection consists of three 240L bins. The rubbish (red lid) bin is collected fortnightly. The mixed recyclables (yellow lid) bin is also collected fortnightly, except on the eighth week, when it is swapped out for the glass (blue lid) bin collection.

The annual cost of the kerbside service is \$334.



Options for an improved kerbside collection service have been developed and assessed using the Better Business Case methodology, including the following steps:

- Development of a longlist of options for the collection system and assessment of these options against strategic objectives and critical success factors.
- Shortlisting of options and an economic assessment (financial and non-financial) of the shortlisted options to identify three recommended options for consultation.

Shortlisting of options has been undertaken with an economic assessment (financial and non-financial) of these options to identify three recommended options for community feedback.

The options developed include:

Option 1: Improved status quo

Option 1 is the minimum change considered. It introduces an additional 240L bin for a four-weekly collection of greenwaste (a green lid bin). The glass (blue) bin would change to a more regular four-weekly collection, in a smaller 140L bin. This option will also allow a choice of a 240L or 140L rubbish (red) bin. If the smaller 140L rubbish bin is chosen it will have a discounted rate, of approximately \$40 per annum. The 240L mixed recycling (yellow) bin would move to a consistent fortnightly collection.

The estimated annual cost for Option 1 is approximately \$350 to \$400.



Option 2: Weekly rubbish option

Option 2 is an enhancement on Option 1. In addition to the four-weekly greenwaste and glass collections, this option also introduces weekly rubbish bin collections. Both the rubbish and glass bins would be a smaller 140L bin. As in Option 1, the 240L mixed recycling bin would be collected fortnightly.

The estimated annual cost for Option 2 is approximately \$400 to \$450.



Option 3: Weekly organic collection

Option 3 introduces an 80L organics bin to collect both food and greenwaste every week. The rubbish bin will still be collected fortnightly but residents would be able to choose between a 240L or smaller 140L option. If they choose the smaller 140L rubbish bin they will pay a discounted rate of approximately \$40pa for kerbside service. As in Options 1 and 2, the 140L glass (blue) bin would be collected every four weeks and the 240L mixed recycling (yellow) bin would be collected fortnightly.

The estimated annual cost for Option 3 is approximately \$430 to \$500.



Further information is available in the 'Have Your Say on our Waste Services' document in Appendix 1. The proposal is that the public will have the opportunity to provide feedback from the 25th of August 2021 through to the 24th of September 2021.

Feedback is also being sought on the use of Council's other waste services. This includes transfer stations, recycling drop offs and re-use shops. The survey will be available online through SurveyMonkey. Paper copies will be able to be printed at libraries and service centres. The survey questions are available in Appendix 2.

Results from the community feedback will be provided to Council along with the proposed procurement plan in November.

4. Options

Option 1 – (Recommended)

Approve the 'Have Your Say on our Waste Services' document for community feedback.

Advantages:

- The public have an opportunity to provide feedback on the proposals and current use of other Council waste services.
- Information on how people use current services will enable robust decision making.

Disadvantages:

- None

Option 2

Decline to approve the 'Have Your Say on our Waste Services' document and not seek community feedback.

Advantages:

- None.

Disadvantages:

- No opportunity for the public to provide input.
- Limited information available on how the public use Council services.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the environmental wellbeing of communities, in the present and for the future by ensuring options are available for waste to be disposed of in an appropriate manner.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	The proposal is being accommodated within existing budgets.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes
Considerations as to sustainability, the environment and climate change impacts	Yes The proposed options for feedback supports the actions of Council's Sustainability Strategy and Waste Management and Minimisation Plan 2018.
Risks Analysis	There are no significant risks to Council associated with the proposal.

Significance, Consultation and Engagement (internal and external)	Community feedback will occur from 24 August 2021 to 25 September 2021.
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6. Next Steps

- Preparation of the consultation documentation and planning for the consultation exercise. (August 2021)
- Council approval of the shortlisted options for public consultation. (August 2021)
- Carry out public consultation on the proposed service changes. (August - September 2021)
- Completion of Business Case for Waste Services Review, incorporating consultation outcomes, Councillor feedback and the transfer station review outcomes. (October 2021)
- Council decision on recommended future services. (November 2021).
- Council approval of procurement plan. (November 2021).
- Development on tender documents. (November 2021 – January 2022).
- Tender out to market. (January 2022 – March 2022).
- Recommended tenderer to Council. (June 2022)
- Contact awarded. (June 2022)
- Service commencement. (July 2023)

7. Attachments

Appendix 1 - DRAFT Have Your Say on Our Waste Services.pdf [↓](#)

Appendix 2 - DRAFT Waste Services Feedback Questions.pdf [↓](#)

Report author:

Reviewed and authorised by:



Quinton Penniall
Environmental Engineering Manager
4/08/2021



Julie Muir
Executive Manager - Infrastructure Services
4/08/2021



The Big Picture



Globally there is increasing attention being given to how rubbish and recycling are managed and Central Otago is no exception. Central Otago District Council has committed to being part of a national and global movement to cut carbon emissions and reduce the amount of rubbish that goes to landfill.

Our current rubbish and recycling services contract comes to an end on 30 June 2023, so now is the time for us to work out what changes to make to our collection services and facilities. This will help us on our journey to reducing our District's impact on the environment.

As the Covid-19 pandemic continues to impact freight networks, your feedback is needed now to help us decide what we should pick up from outside your home, and what other supporting services we should provide to help best manage your rubbish and recycling. This will allow the successful contractor enough time to be ready to commence a new service from 1 July 2023.



What we currently do

Transfer stations

We have transfer stations located in Alexandra, Cromwell, Ranfurly and Roxburgh. The transfer stations accept a variety of materials including general rubbish, recycling and greenwaste.

Anyone can dispose of their rubbish at a transfer station by paying the relevant gate fees. These vary depending on what you are disposing of. The Alexandra and Cromwell transfer stations are open seven days per week, while the Ranfurly and Roxburgh transfer stations are only open on select days.

Resource Recovery Centre

Next door to the Alexandra transfer station there is a recycling hub and re-use shop where second-hand items and materials can be taken for re-use and recycling. There is currently no equivalent facility in Cromwell.

General rubbish drop-offs

There are dedicated rubbish drop-off facilities in Tarras and Patearoa, these services use Council branded rubbish bags that you must purchase to use the facility. Both facilities operate in slightly different ways.

Recycling drop-offs

In addition to drop-offs at the transfer stations, there are recycling drop-off facilities in Omakau, Oturehau, Patearoa, Poolburn, Roxburgh, Ranfurly and Tarras. These are public facilities and free to use.

Greenwaste and food waste

Anyone can drop a car load of greenwaste off at transfer stations for no charge. Larger loads incur a small fee.

We currently do not operate any facilities to process food waste.



Kerbside collections – status quo

Currently the kerbside collection consists of three bins, and they are paid for through rates by the people that receive the service.

The 240L rubbish (red lid) bin is collected fortnightly.

The 240L mixed recyclables (yellow lid) bin is also collected fortnightly, except on the eighth week, when it is swapped out for the 240L glass (blue lid) bin collection.

If you currently have a kerbside bin collection you are paying \$334 per year for this service.





Possible Changes

We need to meet the demands of our **growing district** and ensure our services are fit for purpose. To meet these demands, the structure and reach of our kerbside collection services need to change.

If you live in **Tarras, Queensberry and Patearoa**, we are considering including you in the kerbside services as long as the services can be provided to your property efficiently and cost-effectively. This would also mean removal of the current rubbish drop-off points.

Investigations of our Ranfurly and Roxburgh **transfer stations** show that customers are not using these facilities as often as we thought. If a greenwaste collection service was introduced, this may further reduce the need to use a transfer station. If we were able to reduce the operating hours at these sites to the times that the community uses them most, then we would be able to reduce the cost of rubbish disposal.

We are also interested in whether you would use a **re-use centre** if one were to be provided in Cromwell.

Costs

People, including visitors, can manage their rubbish and recycling in a range of ways, such as taking it to a transfer station and paying the gate fees, using the drop off points or by using the kerbside collection service.

Making changes to our services impacts costs. We've got some **preliminary figures** for what a new service would cost. These are just **estimates** – we'll have a better idea of costs early next year.



Changes to kerbside collection services

Option 1 – improved status quo

Option 1 is the minimum change we think we should be making.

It introduces an additional 240L bin for a four-weekly collection of greenwaste (green lid bin). The glass (blue) bin would change to a more regular four-weekly collection, in a smaller 140L bin.

This option would also allow you to choose between a 240L or 140L rubbish (red) bin. If you choose the smaller 140L rubbish (red) bin you will pay a discounted rate, approximately \$40 less per year, for your kerbside service.

The 240L mixed recycling (yellow) bin would move to a consistent fortnightly collection.

The estimated annual cost for Option 1 is approximately \$350 to \$400.



Lid	Type	Size Options			Pickup
		240L	140L	80L	
● Red	Rubbish	✓	✓		Fortnightly
● Yellow	Mixed Recycling	✓			Fortnightly
● Blue	Glass		✓		4 - Weekly
● Green	Greenwaste Only	✓			4 - Weekly



Option 2 – the weekly rubbish option

Option 2 is an enhancement on Option 1.

In addition to the four-weekly greenwaste (green) and glass (blue) collections, this option also introduces weekly rubbish (red) bin collections.

Both the rubbish (red) and glass (blue) bins would change to a smaller 140L bin.

As in Option 1, the 240L mixed recycling (yellow) bin would be collected fortnightly.

The estimated annual cost for Option 2 is approximately \$400 to \$450.



Lid	Type	Size Options			Pickup
		240L	140L	80L	
● Red	Rubbish		✓		Weekly
● Yellow	Mixed Recycling	✓			Fortnightly
● Blue	Glass		✓		4 - Weekly
● Green	Greenwaste Only	✓			4 - Weekly





Option 3 – the weekly organic collection option

Option 3 introduces an 80L organics bin (green lid) that would collect both food and greenwaste every week.

The rubbish (red) bin would still be collected fortnightly, but you will be able to choose between a 240L or smaller 140L option. If you choose the smaller 140L rubbish bin you will pay a discounted rate, approximately \$40 less per year, for your kerbside service.

As in Options 1 & 2, the 140L glass (blue) bin would be collected every four weeks and the 240L mixed recycling (yellow) bin would be collected fortnightly.

The estimated annual cost for Option 3 is approximately \$430 to \$500.



**ESTIMATED ANNUAL FEE:
\$430 TO \$500**

Lid	Type	Size Options			Pickup
		240L	140L	80L	
● Red	Rubbish	✓	✓		Fortnightly
● Yellow	Mixed Recycling	✓			Fortnightly
● Blue	Glass		✓		4 - Weekly
● Green	Organics (food and greenwaste)			✓	Weekly





Key dates



Having your say is easy

Online

Go to www.codc.govt.nz/wastereview and fill in the online feedback form.

Written feedback

Pick up a form from your local Service Centre or Library, drop it back in or post to:

Central Otago District Council
PO Box 122
Alexandra 9340

Remember

Your feedback needs to reach the Council by **24 September 2021**.

Waste Services Feedback Form

Your details

Name:* _____

Town/Location:* _____

Current services

Q1. Which services do you currently use?*

- | | |
|---|---|
| <input type="checkbox"/> Kerbside collection | <input type="checkbox"/> Rural recycling drop-off |
| <input type="checkbox"/> Transfer stations | <input type="checkbox"/> Alexandra re-use centre |
| <input type="checkbox"/> Rural rubbish drop-off | <input type="checkbox"/> None |

Kerbside collection

Q2. Which option do you prefer? (Please select one)

- | | |
|---|---|
| <input type="checkbox"/> Status quo | <input type="checkbox"/> Option 2 Weekly rubbish |
| <input type="checkbox"/> Option 1 Improved status quo | <input type="checkbox"/> Option 3 Weekly organic collection |

Comments: _____

Transfer stations

Q3. Which transfer station do you use most frequently?* (Please select one)

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Alexandra | <input type="checkbox"/> Roxburgh |
| <input type="checkbox"/> Cromwell | <input type="checkbox"/> I don't use a transfer station |
| <input type="checkbox"/> Ranfurly | |

If you selected Alexandra or Cromwell please answer Question 4 and 5

If you selected Roxburgh or Ranfurly please skip to Question 6

Q4. Which days do you typically use the transfer station? *(Alexandra / Cromwell only)*

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Sunday |
| <input type="checkbox"/> Thursday | |

Q5. What time of day do you typically use the transfer station? *(Alexandra / Cromwell only)*

- | | | |
|---|--|--|
| <input type="checkbox"/> Morning
(between 10 and 12) | <input type="checkbox"/> Middle of the day
(between 12 and 2) | <input type="checkbox"/> Afternoon (after 2pm) |
|---|--|--|

Comments: _____

Q6. What day of the week do you typically use the transfer station? *(Ranfurly / Roxburgh only)*

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Wednesday <i>(*Summer only)</i> | <input type="checkbox"/> Sunday |
| <input type="checkbox"/> Thursday | |

Q7. Do you use the transfer station for residential waste or commercial waste?

- | | | |
|--------------------------------------|-------------------------------------|-------------------------------|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Both |
|--------------------------------------|-------------------------------------|-------------------------------|

Q8. Which services do you use most at the transfer station?

- | | |
|--|---|
| <input type="checkbox"/> Drop of general waste | <input type="checkbox"/> Drop off green waste |
| <input type="checkbox"/> Drop off recycling | <input type="checkbox"/> Other (please specify) |

Cromwell (re-use shop)

Q9. If there was a re-use shop at the Cromwell Transfer Station, would you use it and how frequently?

- Yes, I would use a re-use shop frequently (3 or more times per year)
- Yes, I would use a re-use shop infrequently (1-2 times per year)
- No, I wouldn't use a re-use shop

General feedback

Do you have any other feedback you would like to give regarding the transfer stations?

Do you have any further feedback regarding our waste services?

* question requires an answer

21.6.10 APPOINTMENT OF CONSULTANTS FOR WATER AND WASTEWATER TECHNICAL SUPPORT FOR 2021-24

Doc ID: 534361

1. Purpose of Report

To consider the direct appointment of consultants for technical support for water and wastewater during the 2021-24 Long Term Plan period.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the direct appointment of Stantec for the provision of technical services for water and wastewater for the 2021-24 Long Term Plan period for Cromwell, Vincent and Maniototo areas.
 - C. Approves the direct appointment of Fluent Solutions for provision of technical services for water and wastewater for the 2021-24 Long Term Plan period for the Teviot area.
 - D. Approves the direct appointment of Beca for provision of technical services for water and wastewater for the 2021-24 Long Term Plan period for the Maniototo area, and reticulation renewals and operational support as required.
 - E. Approves the direct appointment of Beale Consulting for the provision of technical services for resource consent applications for the 2021-24 Long Term Plan period.
 - F. Approves the direct appointment of Rationale for the provision of strategic planning support for the 2021-24 Long Term Plan period.
 - G. Approves the direct appointment of Mott MacDonald for hydraulic modelling for the 2021-24 Long Term Plan period.
-

2. Background

Council approved the direct appointment of Stantec to provide technical support for water and wastewater for the 2020-21 financial year on 28 July 2020.

The amount of investment occurring in the infrastructure sector has increased significantly due to government economic stimulus packages and increased local authority investment in the 2021 Long Term Plans.

There is a shortage of experienced consultants to undertake the work that is currently planned and consultants are now in the position where there is more work than capacity to deliver. Building on existing strategic relationships is likely to be more effective in ensuring delivery of Council's work program than tendering will be.

Stantec have been the successful tenderers in the following recent works:

- Design of Lake Dunstan Water Supply which was tendered in June 2017.
- A variation was awarded to include design of the main Clyde wastewater pipeline so this could be incorporated into one construction contract for the water and wastewater pipes between Clyde and Alexandra in June 2018.

- Design of Clyde wastewater main pump station and reticulation network which was tendered in June 2019.

The delivery of the design work for these projects has required Stantec to familiarise themselves with the hydraulic models for water and wastewater for the Alexandra-Clyde Basin, and they have formed a good working relationship with Mott MacDonald who undertake all of Council's hydraulic modelling. Stantec have gained significant knowledge of the issues relating to Lindavia in Lake Dunstan, and water treatment options to manage this issue.

Stantec have been involved in the projects in the 20/21 period that are being delivered under the stimulus fund. They have also been providing operational support with the equivalent of a 0.4 full time equivalent to provide some cover to vacant staff roles within the council water team.

Fluent Solutions have been providing design services for infrastructure on the smaller council supplies, particularly the Roxburgh falling main. This has provided them insight into the hydraulic modelling for the Teviot area.

Beca have provided technical advice on the Naseby water supply. They have also provided specialist operational technical support from their Dunedin office at short notice when there were plant failures at the Alexandra wastewater treatment plant. They have also provided updated operating procedures for all treatment sites, and a review of the Cromwell wastewater site. Beca have previously prepared options for replacing the Alexandra Bridge Hill rising main.

Over the 20/21 financial year Rationale have provided support in delivering the Department of Internal Affairs request for information. They have also been providing strategy support with the equivalent of a 0.4 full time equivalent to provide some cover to vacant staff roles within the council water team. Rationale provide strong strategic planning expertise.

Simon Beale of Beale Consulting has prepared resource consent applications for the Omakau wastewater, and Ranfurly water takes. Mr Beale has a good working relationship with the Otago Regional Council, and with Central Otago District Council, and is now based in Alexandra. Further work is going to be required for new resource consents for the Lake Dunstan, Cromwell, and potentially Omakau water takes. The Lake Roxburgh Village wastewater consent will also expire in 2023.

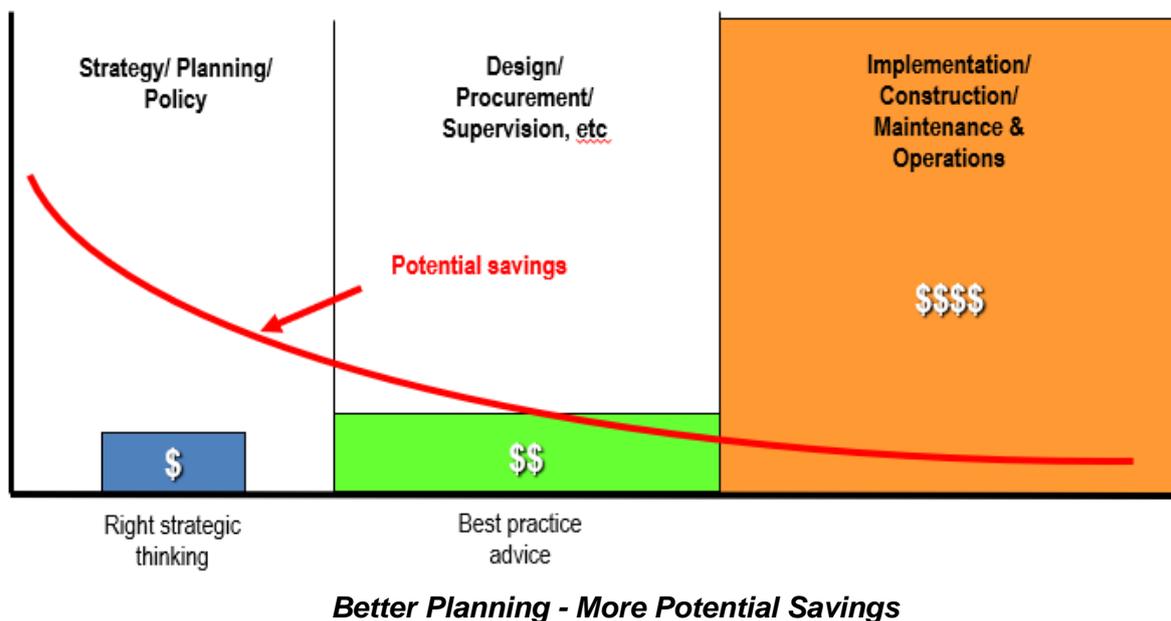
Council uses Mott MacDonald to maintain the hydraulic models of the water and wastewater networks. Hydraulic models are used to understand flow and capacity across the networks and where constraints occur. These are particularly important for optimising the design between treatment capacity, reticulation capacity, pump sizing, and reservoir storage. Hydraulic modelling requires a particular technical expertise that is in short supply and high demand. Council has no modelling expertise, and engages Mott MacDonald to manage and maintain the models. This includes modelling new subdivisions and their impacts on the network. Over the next three years the models will be updated to include the Cromwell and Vincent spatial plan changes. Consultants working on design projects for council work with Mott MacDonald to ensure that improvements are designed to optimise the networks, and provide for peak demand now and for the future from growth.

As a result of their involvement in the existing and historical work, these consultants have a good understanding of parts of the Council networks, our processes and reporting requirements and have formed a good working relationship with council staff.

The combined professional services value for each of these consultants is expected to exceed \$200,000 over the next three years. Under the current Procurement Policy this is categorised as high expenditure and would normally require a market tender or closed competitive process.

3. Discussion

Experience and innovation in the early stages of a project can significantly reduce construction costs. That is why involving the right technical expertise early in the process is important.



Subject to approval, the current Procurement Policy allows an exemption from open advertising under certain circumstances. Some of these circumstances include:

- Where the services required are specialist technical or professional services.
- When it is not practical or cost-effective to conduct an open tender or proposal.
- Where there is limited time for the procurement process.

When an exemption from open advertising is recommended, approval is on a one-up basis. As the total amount of this professional services contracts is in excess of \$200,000, Council approval is required to use direct appointment as the alternative procurement method.

The contracts for technical services are usually awarded on qualities relating to experience with little to no weighting given to price. The expertise, experience and innovation of the individual people who work on the project have more of an impact on the cost than the differences in the fees charged for the work.

There is a time and cost requirement for tendering work. A tender process for this work is expected to take 12 weeks, and preparation of tender documents and evaluation is expected to take approximately 80 hours of senior staff time. This means that while the tender process will add time and cost to progressing work, it is unlikely to deliver any added value.

There is limited time for delivery on much of the current water and wastewater programme, particularly those projects under the stimulus fund which need to be completed by the end of March 2022. A key benefit of direct appointment is that it will save time.

Given positive history of work with Council, their technical expertise and the constraints mentioned above, it is recommended to make a direct appointment of Stantec, Fluent Solutions, Beca, Rationale, and Beale Consulting rather than go through an open tender process.

4. Options

Option 1 – (Recommended)

Direct appointment of the following consultants for water and wastewater for the 2021-24 Long Term Plan period:

- Stantec for technical services for Cromwell, Vincent and Maniototo areas.
- Fluent Solutions for technical services for the Teviot area.
- Beca for technical services for the Maniototo area, and reticulation renewals and operational support as required.
- Beale consulting for resource consent applications.
- Rationale for strategic planning support.
- Mott MacDonald for hydraulic modelling expertise.

Advantages:

- Will fast-track the delivery of the 2021-24 Long Term Plan programme of work
- Will reduce the staff time required on preparing professional services tender documents and procurement.
- Will build on the existing familiarity that consultants have developed from previous work on parts of the network, reducing time and costs.
- Will further develop institutional knowledge for these consultants to enable them to provide additional support to council if required for a delivery transition process.
- Builds on existing strategic relationships with existing suppliers in a constrained market.

Disadvantages:

- Reduces the opportunity for new players to access the local market.

Option 2

Tender the work.

Advantages:

- Open transparent and competitive process.

Disadvantages:

- Will create cost for consultants to tender in a market where there is more work than resource available. This could result in no tenders being received.
- Will require significant staff time which will result in lost opportunities to undertake operational management and progress other items of work.
- Will create a high risk that the 2021-24 programme of work is not delivered.
- If a different consultant was selected then the benefits of work undertaken to date would be lost.

5. Compliance

<p>Local Government Act 2002 Purpose Provisions</p>	<p>This decision promotes the social and economic wellbeing of communities, in the present and for the future by providing good quality infrastructure in a way that is most cost effective for households and businesses.</p>
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Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	Yes. The work will be undertaken within existing budgets.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This decision is inconsistent with the existing Procurement Policy as high expenditure would normally require a market tender or closed competitive process. With approval, an exemption from open advertising can be used in certain circumstances including: the services required are specialist technical or professional services, where it is not practical or cost-effective to conduct an open tender or proposal and where there is limited time for the procurement process.
Considerations as to sustainability, the environment and climate change impacts	This decision will enable investigation work which will contribute to improved climate resilience and sustainability to be undertaken.
Risks Analysis	There are risks to Council if appropriate technical expertise is not included in the development and delivery of long-term plan programmes. There are minimal risks to Council in undertaking direct appointment for a period of one year for the scale of work that is proposed. There is a risk to Council if we are unable to deliver the Stimulus programme prior to the end of March 2022.
Significance, Consultation and Engagement (internal and external)	This decision is not significant and does not meet the thresholds of Council's Significance and Engagement Policy.

6. Next Steps

If Council approves the direct appointment of Stantec then work will commence immediately. If not, then a tender process will be initiated.

7. Attachments

Nil

Report author:



Chantal Green
Infrastructure Finance Officer
27/07/2021

Reviewed and authorised by:



Julie Muir
Executive Manager - Infrastructure Services
30/07/2021

21.6.11 NASEBY WATER SUPPLY

Doc ID: 547589

1. Purpose of Report

To consider upgrading of the Naseby treatment plant to provide service during climatic events which affect the quality of the source water.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Agrees to proceed with construction of a clarifier, pH correction, and flocculation tank to be funded from tranche 1 of the water stimulus funding.
 - C. Directs staff to investigate options for an alternative water source for the Naseby water supply, including consideration of a single Maniototo water treatment site.
-

2. Background

A significant rainfall event occurred from 1 January to 4 January 2021 which resulted in Naseby receiving high turbidity raw water from the Hawkdun irrigation race. This caused the treatment plant to become in-operable which resulted in the reservoirs emptying, and a period of 10 hours of no water supply to Naseby properties. The treatment plant was subsequently bypassed to enable raw water to be supplied, with a boil water notice in place for 28 days.

Following this event there has been discussion within the community regarding the water levels in the reservoirs, council's response to the event, and the quality of communication regarding the event. Consultants Beca were engaged to undertake a review of the following:

- A timeline of the event.
- What occurred at the plant as the event developed.
- A record of communications and the timeliness of these relative to changes occurring in the situation.
- A review of the plant's performance.
- A review of the actions taken at the time of the event, including provision of water tankers.
- Storage levels in the reservoirs prior to and during the event.
- Expected consumption rates for this period, including peak population.
- Capacity of reservoirs relative to demand.
- Recommendations regarding resilience improvements to avoid this occurring in the future.

The following information was used to inform the review :

- Analysis of data and information relating to the event itself – water flows, rainfall, population.

- Engagement with Council staff – infrastructure and communications.
- Review of public communications from Council relating to the event.
- Engagement with Council contractors and water treatment plant operators.
- Meeting with Maniototo Community Board and Naseby Vision to understand views and key issues on behalf of the local community.

The report received from Beca regarding the event is attached. The key findings are:

Cause and Reservoir Levels

The water treatment plant was operating at maximum capacity prior to the rain event, and was struggling to meet demand due to high visitor numbers. The reservoirs were however maintaining a steady level between 80% and 96% up to 1 January which indicates that the plant was meeting demand during low turbidity over the peak period.

When the rain event occurred, the plant began automated backwash procedures at 1pm on 1 January, as the turbidity increased. The reservoir level at this time was 80%. The reservoir level began dropping from this point due to the inability of the plant to treat water to keep up with demand.

The plant automatically shut down between 8am and 9am on 2 January due to turbidity exceeding the setpoint of 7 NTU. During this event turbidity reached 500-700 NTU. Reservoir storage at 9am on the 2 January was 36%. A conserve water notice was issued at 10am on 2 January, with the reservoirs becoming empty at 6am on 3 January.

13 attempts were made to restart the plant, but the programming would not allow this to occur above a turbidity on 7 NTU. A bypass was then put in place to enable the raw water to enter the reservoirs and a boil water notice was implemented.

Communications

The Beca report provides detail regarding community feedback regarding communication throughout the event.

This identifies that while a wide range of communication methods was used over the course of the event, the feedback from the community was that the communication was not adequate.

The report acknowledges that both the communications team, and infrastructure teams are small and there was a lot to keep on top of during the event. There are a number of recommendations, some of which have already been implemented, and the remaining will be implemented by November. These include:

- Development of templates to support the communications team, as well as a tour of sites to increase understanding of how the system operates.
- A daily summary providing a situation update from the water services team.
- The Get Ready system be used to notify the public of boil water events.
- Ensuring information is provided to the afterhours service, and has been disseminated by them to all their staff.
- Specific communication with the Naseby Holiday Park regarding decreasing reservoir levels, and onsite storage at the Holiday park to manage pressure and supply interruptions.

- Public updates on tankers being removed for refilling
- Education on three waters reform
- Update the community on outcome of this review.

Council has appointed a Water Operations Team Leader who will lead this work. This person has experience in public communication and liaison during significant water events and will add a valuable skill set to the water team.

Procedural Performance

The Beca report acknowledges that there was widespread damage across the region from this weather event and that council and Fulton Hogan allocated resources appropriately. Recommendations, and the follow up actions by council are:

- Priorities for responding to events – council has an emergency response plan which covers the recommendations in the report, and this was followed for this event. Training will be provided to new infrastructure staff on these procedures as part of their induction process
- Availability of council personnel and key service providers – ensure that water and communications staff are rostered on-call over holiday periods and public holidays. The Executive Team will discuss how this cover will be managed.
- Ensure that key external providers are available on call during holiday periods. Fulton Hogan provide this service as part of their contract with council and responded appropriately to this event. Discussion will be held with other key external providers to ensure an on-call service is available for other service providers.

Emergency Operating Procedures

The Beca report acknowledges that the scale of this event was such that a boil water notice for 14 days would have been required regardless of the procedures that were implemented.

A trade-off is required between shutting down the system entirely for 14 days, and relying solely on tanker water, or keeping water flowing into households for sanitary and firefighting purposes and extending the timeline of the event in order to clean the system.

The report discusses options for setting the turbidity levels before the plant shuts down at a higher level, with a boil water notice still implemented. The benefit of this is that the duration of the event would be shorter. This would only work for milder events (<15NTU). An emergency operating procedure is being developed for this scenario.

Peak Demand

There is a high level of uncertainty regarding peak population within Naseby over the Christmas/New Year period. Cell phone data analysis suggests a peak population of just under 1000 people. The local community believes that the population over this period is between 3000-4000 people.

This difference has significant water capacity and cost implications. Council staff will undertake a survey with accommodation providers to understand peak capacity, and some residential surveys may need to be undertaken over the Christmas period to supplement this.

Leak detection work is also being undertaken to ensure that there is no significant water loss occurring.

Plant Performance

A number of improvements to the source, treatment process and the reticulation could be implemented to improve the reliability of the water supply and prevent or shorten future events. Further investigation has been undertaken on the options that have been presented in the Beca report and cost estimates prepared. These are:

- Improved treatment
 - installing a clarifier to reduce the turbidity to a level where it can be treated – \$320,000
 - duplicate key treatment items to provide redundancy –\$570,000
 - installation of pH adjustment –\$250,000
 - flocculation tank improvements - \$50,000 (included in clarifier cost above)
 - filtration upgrade - \$30,000 (completed)
- Increased treatment capacity
 - investigate visitor numbers during peak times to understand demands
 - depending on the amount of increased capacity required, increase treatment capacity above 5 L/s (second intake, second filter, second UV, second blower and backwash pump, increased PACl and hypo storage, duplication of pipework, associated installation –\$1,070,000
- Increased water storage 1500m³ raw water storage to provide three to four days of peak storage –\$3,100,000 – this is not recommended as the issue in meeting peak demand is due to the restrictions on the plant capacity, and not on the storage capacity. High turbidity events also last for in excess of four days. The treatment capacity can be more cost effectively addressed, and provide a better outcome, than increasing water storage.
- Source protection – the report recommends that an alternative source is identified or a legal agreement is negotiated with the irrigation company to protect water quantity and quality in recognition of the importance of public water supply over commercial use. Council staff believe that it is impractical and inappropriate to shift this risk to the irrigation company. Issues relating to water sources within the broader Maniototo area are discussed below.

3. Discussion

The procedural, emergency operating procedure, and communications recommendations in the Beca report are able to be implemented quickly, and at minimal cost. Many of these have already been undertaken, with the remainder to be completed by November.

There are three council operated water schemes within the Maniototo area, at Naseby, Ranfurly, and Patearoa. These supplies all have resilience issues during moderate rainfall events, and during drought conditions.

The operating environment for provision of community water supplies is changing significantly due to a number of factors. These include changes to the consenting of water takes, enforcement of the New Zealand Drinking Water Standards, and increased costs to upgrade the supplies to meet these standards.

Consenting of Water Takes

Central Otago District Council has been an active participant in the Otago Territorial Authorities submission on the Otago Regional Council (ORC) Plan Change 7. This has provided an increased level of understanding of the likely considerations and conditions that will be applied to the future allocation of water for community water supplies.

The two water take consents from the Eweburn for Ranfurly expire in October 2021 and are currently being renewed. The ORC is considering the renewal of these in accordance with the provisions of Plan Change 7. The renewed consents are likely to be for a period of either six years, or 14 years with additional requirements relating to Plan Change 7.

The Ranfurly water supply is also supplemented during dry periods with water purchased from the Hawkdun irrigation race. The Naseby water supply is solely provided from the Hawkdun irrigation race. The consents for this water are held by the Hawkdun Irrigation Company and expire in 2037.

The Patearoa water supply is sourced from the Sowburn, and the consent for this take expires in 2050.

While community water supplies have a higher priority for allocation of water than irrigation water, the use of the irrigation infrastructure to source and supply community water supplies adds another level of complexity and source management issues.

Draft Plan Change 7 amendments that have been negotiated between the Otago Territorial Authorities and the Otago Regional Council for community water supplies. These extend the time period for consents from 6 years to 2035, and add requirements for demand management and water conservation, consideration of storage of rainwater and the use of reservoirs, and analysis of water use patterns for different sectors for the purpose of identifying end users. This includes identifying consequential effects of the end use of water from different water users for supply of water beyond the next six years. It is expected that these requirements will be included in the next Otago Regional Land and Water Plan.

Establishment of New Drinking Water Regulator

Tauamata Arowai has now been established as the new drinking water regulator and are expected to take over all regulatory functions in November 2021 after the Water Service Bill is adopted. This Bill will provide new legislation to enable enforcement of the existing New Zealand Drinking Water Standards with penalties for non-compliance.

The draft penalties for recklessness in supply of unsafe drinking water is a term of imprisonment not exceeding 5 years or a fine not exceeding \$600,000, or both for an individual, or a fine not exceeding \$3 million for a body corporate or an unincorporated body.

The draft penalty for negligence is a fine not exceeding \$300,000 for an individual, and \$1.5 million for a body corporate or an unincorporated body.

There are a number of other penalties ranging from \$25,000-\$75,000 for an individual, and \$100,000 - \$300,000 for a body corporate or an unincorporated body.

It will be necessary for council to demonstrate that it is actively working towards upgrading the Maniototo water supplies to meet the drinking water standards. This includes demonstrating that the supplies are resilient to expected climatic events.

The requirements to meet the New Zealand Drinking Water Standards and the penalties for not meeting these apply irrespective of three waters delivery reform.

Costs for Upgrading and Operating Treatment Plants

Initial rough estimates to upgrade water treatment plants were based on the expectation that simple filtration, UV treatment, and chlorination would achieve compliance. In order for this to occur the source water quality would have to be a consistently high quality. This is not achievable for any of the water supplies in Central Otago, as water is either sourced from open water sources, or shallow bores.

This means additional treatment processes and plant redundancy is required to enable capacity to be maintained when the quality of source water deteriorates due to climatic events. This increases both initial capital costs, and ongoing operational costs. The life span of the components is between 10 and 20 years which also results in relatively high depreciation costs.

The skill level required to operate these more complex treatment plants is higher, resulting in increased skilled resources being required. Historically an operator could manage several plants, but the higher complexity plants are more likely to require a full time operator for each plant.

A budget of \$455,000 was provided for upgrading of the Naseby water supply in 2018/19, with \$758,000 being spent. While the upgrade undertaken is adequate to meet the New Zealand Drinking Water Standards during perfect conditions, the plant is unable to provide treated water during even moderate rain events.

A budget of \$600,000 was provided for upgrading of the Ranfurly water supply and \$300,000 for Patearoa in 2020/21. Investigation work on these upgrades commenced in 2020 and has been focussed on analysing the quality of the source water during different seasons. The initial recommendation for both the Patearoa and Ranfurly supplies has been that consideration should be given to finding alternative water sources. It is likely that the upgrading required to meet the drinking water standards and provide resilience to weather events will require significantly more funding than has currently been budgeted.

In order to ensure that treated water meets the drinking water standards, and is resilient to climatic events, a wider range of options needs to be considered than initially proposed. This includes consideration of alternative water sources and combining the treatment for two or three townships at one site. Estimates will then need to be recalculated for these options.

The options presented below include upgrading the Naseby supply to remain an independent supply with the current water source, or alternatively an interim upgrade to enable the supply to continue to operate during moderate weather events, with potential for connection to an alternative source in the future.

4. Options

Option 1 – (Recommended)

Undertake an interim upgrade of the Naseby water treatment to enable the existing plant to operate during periods of high water turbidity in the Hawkdun irrigation race. Retain the existing plant capacity until consideration of a new source and combined Maniototo water treatment site is completed. Water restrictions and conserve water notices may be required if a climatic event occurs which reduces the plant capacity during peak demand period.

This would include the construction of a clarifier, pH correction, and flocculation tank improvements. The estimated cost of this work is \$570,000. It would exclude increasing redundancy, increasing capacity, and increasing storage which would be an additional cost of \$4,740,000.

Advantages:

- Improvements could be implemented within 9 months (dependent on material supply)
- Cost of \$570,000 can be accommodated within tranche 1 of the water stimulus funding
- Will enable water to continue to be treated during moderate turbidity events
- Will shorten the period of time for boil water notices during extreme climatic events
- Consideration of an alternative source can be undertaken prior to further significant investment.

Disadvantages:

- Water restrictions may be required during the peak population time which is typically two weeks over Christmas and New Year
- Boil water notices may still be required if turbidity is exceptionally high following extreme climatic events.

Option 2

Undertake a complete upgrade of the Naseby water treatment to enable the existing plant to operate during periods of high water turbidity in the Hawkdun irrigation race. This would require increased plant redundancy and capacity to enable the plant to meet peak demand during extreme climatic events.

This would include the construction of a clarifier, pH correction, flocculation tank, increased redundancy, and increased plant capacity. The estimated cost of this work is \$2,210,000. It would exclude increasing storage which would be an additional cost of \$3,100,000.

Advantages:

- Part of the plant could be shutdown for cleaning during peak periods, while the remaining section continues operating. This would reduce the risk of water restrictions or conserve water notices being required during peak demand periods.
- Will enable water to continue to be treated during moderate turbidity events
- Will shorten the period of time for boil water notices during extreme climatic events

Disadvantages:

- Boil water notices may still be required if turbidity is exceptionally high following extreme climatic events.
- Increased cost of \$1.64 million over option 1, which has not been budgeted.
- Potential of increased sunk costs if an alternative water source and combined Maniototo treatment plant is identified as a preferred option.

5. Compliance

<p>Local Government Act 2002 Purpose Provisions</p>	<p>This decision promotes the social and economic wellbeing of the Naseby and Maniototo communities, in the present and for the future by providing and interim water treatment solution while a more resilient and longer term option is identified.</p>
<p>Financial implications – Is this decision consistent with</p>	<p>The proposed option can be accommodated within the provisions of tranche 1 of the water stimulus funding</p>

proposed activities and budgets in long term plan/annual plan?	
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes
Considerations as to sustainability, the environment and climate change impacts	<p>The proposed option is to find a solution for water treatment for the Maniototo which provides resilience and reliability to climatic events, and expected future impacts from climate change.</p> <p>It also considers the longer term sustainability of the current supply from the Hawkdun irrigation race.</p>
Risks Analysis	<p>Another extreme event could occur at peak demand where turbidity still exceeds the ability of the plant to operate at full capacity.</p> <p>Costs could increase, and project timing could be prolonged due to material supply issues. Staff have engaged Beca to continue with designing option 1 while council considers this issue. This will enable ordering of materials if needed as soon as a decision is made.</p>
Significance, Consultation and Engagement (internal and external)	Information will be provided to the community regarding the options available, and the reasons for the decision that is made following the council meeting.

6. Next Steps

- Project scope change request made to Crown Infrastructure Partners to substitute Naseby clarifier upgrade for Naseby reservoir storage project – submitted
- Water testing to inform design - underway
- Specification of clarifier, flocculation tank, and pH correction – underway
- Council decision – 11 August
- Material quotations and procurement – mid September
- Fabrication and delivery – mid November
- Installation – December – February
- Commissioning – March 2022

7. Attachments

Appendix 1 - Naseby Water Treatment Plant Review [↓](#)

Report author:



Julie Muir
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29/07/2021

Reviewed and authorised by:



Sanchia Jacobs
Chief Executive Officer
3/08/2021

Sensitivity: General



Naseby Water Treatment Plant Review

Final

Prepared for Central Otago District Council

Prepared by Beca Limited

25 June 2021



Creative people together transforming our world

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| Naseby Water Treatment Plant Review |

Revision History

Revision N°	Prepared By	Description	Date
A	Lisa Mace	Draft for CODC Review	14 May 2021
B	Lisa Mace	Final for Issue	25 June 2021

Document Acceptance

Action	Name	Signed	Date
Prepared by	Lisa Mace		25 June 2021
Reviewed by	Andrew Watson Antonio Martin		25 June 2021
Approved by	Ian Macbeth		25 June 2021
on behalf of	Beca Limited		

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Naseby Water Treatment Plant Review | 3366014-757971614-61 | 25/06/2021 | i

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Executive Summary

Central Otago experienced a storm event from 1 – 4 January 2021 with Naseby receiving significant rainfall during this time. Consequently, high turbidity raw water entered the Naseby Water Treatment Plant (WTP), significantly affecting the treatment processes and a Boil Water Notice was issued by Central Otago District Council (CODC). Beca has been commissioned to complete a review of this event and to provide recommendations to prevent future boil water notices.

To complete this review, data and documents were viewed, the site was visited, and discussions were held with the plant operators, CODC and members of the community. This report summarises the timeline of events, the normal performance of the WTP, the performance during this event, the emergency response that was carried out, including the communication with the public and the public response. A review of available documentation, procedures and training was also completed.

The key feature of this review is a summary of the learnings and recommendations for future improvements. Key recommendations (with annotations indicating the highest priority items) are:

- **Improved treatment - High Priority**
 - Improving the treatment process of the WTP (potentially through the installation of a clarifier) would mean that water can continue to be produced if turbidity exceeds 7 NTU. This is considered to be a high priority upgrade for preventing future boil water notices when raw water turbidity is high.
 - Increasing the level of redundancy of the plant would also improve resilience.
 - Installation of pH adjustment would give operators the ability to control pH and therefore improve the coagulation and flocculation process as well as reduce the corrosivity of the water.
- **Increased treatment capacity**
 - Additional investigations into visitor numbers during the peak season is recommended so that the demands can be better understood. - High Priority
 - Depending on the amount of increased capacity required, an additional filter and UV unit could be installed to increase treatment capacity above 5 L/s and therefore more adequately meet peak demand.
- **Increased storage**
 - This was commonly requested by the community; however, this is unlikely to have avoided the impact of this event and increasing storage has a few key limitations. Raw water storage in the form of a dam or large pond is very likely to be more expensive than improved treatment, introduces a risk of algal blooms which the WTP is not designed to cope with, and it does not mitigate the fact that the WTP is limited to 5 L/s.
 - Additional treated water storage could be considered as an alternative, however the water age in winter would have to be managed as it is not good practice to store treated water for long periods of time. It may be feasible to add additional treated water storage that is only brought online for the peak season. - High Priority
- **Source protection - High Priority**
 - The current water source poses significant risk in terms of water quality and quantity it is recommended that alternative sources or long-term security of the current source are investigated.
- **Reticulation leak reduction - High Priority**
 - Complete an investigation into leakage in the network and carry out improvements to reduce overall water consumption as well as public health risk.
- **Priorities for mitigating multiple failures**
 - Formalise the approach to multiple failures at different water and wastewater facilities as a widespread event may require more critical facilities to be prioritised.
- **Availability of Council personnel and key service providers**

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- Council should make sure appropriately qualified and experienced staff are nominated to be on-call over holiday periods and public holidays. This includes both Water Team and Communication Team staff.
- It should be confirmed that all key external service providers, including network maintenance and operation contractors and SCADA providers, are available on call even during holiday periods, with a clear listing of contact details for key service providers and alternates.
- **Emergency operating procedures - High Priority**
 - Review the operating procedures for emergency situations, such as the WTP bypass procedure in high raw water turbidity situations (to cover the period up until the treatment plant improvements are made). In the context of the recent event, if the WTP had not been bypassed, then the filter and reservoir would not have been as significantly affected and the duration of the boil water notice would likely have been greatly reduced. However, there would have been a number of days when consumers would only have access to tankered water and would not be able to flush toilets, etc. The effects of not having a reticulated water supply for fire-fighting also need to be considered. A compromise could be considered where the plant inhibit for high turbidity is increased for extreme events to a setpoint where the filter can cope for short periods, but that once the raw water turbidity exceeds this setpoint the entire WTP and reservoir is bypassed to provide water to consumers for toilet flushing only, as well as for fire-fighting.
 - The emergency operating procedure should also state when jar testing is required as this may have improved filter performance during this event.
- **Training and templates for the Comms Team**
 - Providing the Comms Team with some additional training as well as response templates would reduce the input required from the Water Services Team to provide updates to the community and responses to their questions.
- **Automated boil water notice alert system - High Priority**
 - Implement an automated boil water notice alert system that notifies people on their cell phone if they are in the area.
 - Promote the “Get Ready” system that CODC already has in place and encourage residents to sign up.
- **Review communication approach**
 - Consider use of a community phone tree to reach those without cellular devices.
 - Provide more detailed information and/or further training to the CODC Helpdesk.
 - Make it clear to the public that the District Health Board/Ministry of Health has been engaged during the event.
- **Alert to Naseby Holiday Park and further engagement**
 - An alarm should be added to the control system and a procedure should be put into place so that the holiday park is warned if the low reservoir level (that affects supply to the park) is approaching.
 - Discuss the possibility of adding onsite storage at the holiday park.
- **Tanker fill procedures and notifications**
 - Procedures should be put in place to either have multiple water tankers at a given location or to refill the tankers overnight. In addition, there should be warning about when tankers are going to be refilled and how long they are likely to be away for.
 - Improvements could also be made to the tanker fill points to allow easier access. Stools or platforms could be provided as well as more user-friendly nozzle mechanisms.
- **Education on Three Waters Reform Programme**
 - Some residents expressed concern about what the Three Waters Reform Programme will mean for small supplies like Naseby. There is concern that decisions and operation will be from a centralised office somewhere like Christchurch and that the people in charge will be out of touch with local issues. It is recommended that educational material is provided on the changes that residents can expect.
- **Updates on the outcomes and implementation of this review**

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| Executive Summary |

- Many members of the community said that they wanted to be confident that similar events would not recur. This may not be realistic without significant spend; however, the frequency of similar events could be reduced with the recommendations in this report. It is recommended that the community be kept up to date on the outcomes of this review so that residents understand when changes will be implemented and the implications of any residual risks.

1 Introduction

1.1 Background and Purpose

Central Otago experienced a storm event from 1 – 4 January 2021 with Naseby receiving significant rainfall during this time. As a consequence, high turbidity raw water entered the Naseby Water Treatment Plant (WTP), significantly affecting the treatment processes, such that a Boil Water Notice was issued by CODC. Beca has been commissioned to complete a review of this event and to provide recommendations to help prevent future boil water notices.

Beca has previous experience at the Naseby WTP through the design work that was completed in April 2019. This is summarised in the report titled *Naseby Water Treatment Plant Detailed Design Report*, dated 2 April 2019.

1.2 Methodology

The methodology for completing this review has included:

- Review of available correspondence, operating data and other key documents provided by CODC and Fulton Hogan (the WTP operator)
- A series of discussions with:
 - The CODC Water Services Team
 - Fulton Hogan operators
 - The CODC Communications (Comms) Team
 - The Maniototo Community Board during a meeting held on 15 April 2021
 - Representatives from Naseby Vision (a local community group)
- A site visit to the Naseby WTP to understand the upgrades that have been completed in the past 2 – 3 years, discuss the normal operating procedures and the discuss the emergency operating regime that was put into place during the event
- A workshop with the CODC Water Services Team and the Fulton Hogan operators to confirm events and brainstorm improvements
- Preparation of this report as a summary of the above.

This review is based on documented data and communications as well as verbal conversations. Where possible, details provided in verbal conversations have been cross-checked against documented data and communications; however, sufficient information was not always available to complete this cross-check.

1.3 Glossary

A glossary of key terms and abbreviations used in this report is provided below.

Chlorine residual	A measure of the concentration of free chlorine in a water supply. A minimum level of chlorine residual is required to indicate that bacteria and virus treatment has occurred and to provide protection against recontamination in the reticulation network
Coagulant	A treatment chemical added to raw water that causes fine particles to agglomerate and form flocs
CODC	Central Otago District Council
Filter	Use to remove flocs and particulate matter from water
Flocculation	A process where solids form larger clusters or flocs which makes them easier to be removed in a filter
Flocs	Clusters of coagulated solids

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| Summary of Event |

Fulton Hogan	The company that is contracted by CODC to operate and maintain the water supply including the WTP
DWA	Drinking Water Assessor, a person employed by the local district health board to provide regulatory oversight of the safety of the water supply
DWSNZ	Drinking-water Standards for New Zealand 2005 (revised 2018), this is the standard that the treated water should meet to be considered safe for consumers
NTU	Nephelometric Turbidity Units; the unit of measurement for turbidity
Plant inhibit	Refers to the automatic control function whereby the raw water intake is closed; generally due to turbidity increased above a set point
PACI	Polyaluminium chloride, the coagulant used at Naseby WTP
Reservoir	The tank farm of 22 tanks normally holding treated water
Raw water	Water abstracted from the irrigation race that has not yet been treated. This water does not meet the DWSNZ
SCADA	Supervisory control and data acquisition which is a control system used to automatically run the plant
Treated water	Water that has been passed through the treatment process
Turbidity	A measure of the clarity of the water. High turbidity indicates high levels of clay, silt, organic matter or other potential sources of contamination
Turbidimeter	Instrument used to measure turbidity online and in real-time
UV disinfection	Ultraviolet disinfection which is used to inactivate bacteria and protozoa
WTP	Water treatment plant

2 Summary of Event

2.1 Nature of Event

The storm event that was experienced in Central Otago from 1 – 4 January 2021 was significant, and this was evident from the damage to local roads and other infrastructure, as well as the effect on the Naseby WTP. Media articles at the time show images of roads and bridges being overtopped as river levels swelled. MetService issued a heavy rain warning and motorists and holidaymakers were warned to make alternative plans.

According to the Ranfurly rain gauge (closest available data for Naseby), 93 mm of rain fell over this four-day period (equating to a 30 year ARI event based on NIWA's HIRDS 4), with the majority of the rainfall (87 mm) occurring on 2 and 3 January (equating to a 60 – 80 year ARI for 24 hours duration or 30 – 40 year ARI for 48 hours duration based on NIWA's HIRDS 4). Data from this rain gauge for the calendar years 2005 – 2020 shows that the annual average rainfall is 436 mm, meaning that this four-day event represented more than 20% of the historic annual average rainfall.

Figure 2-1 summarises the sum of four-day rainfall for the data analysed. This data shows that the January 2021 event was the highest; however, there are three other events that stand out as significant. These events were April 2006, May 2011 and January 2012. This shows that although the January 2021 event was severe, high rainfall events in the region are not uncommon. It is understood that boil water notices are not uncommon for Naseby and that there was another one approximately one year before the January 2021 event.

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| Summary of Event |

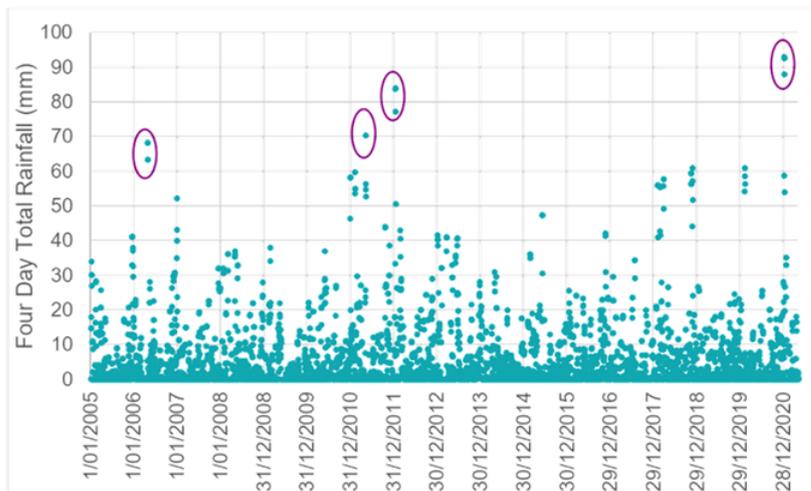


Figure 2-1: Sum of Rainfall for Four-day Period (1 January 2005 - 5 May 2021, Ranfurly Rain Gauge)

2.2 Emergency Response

2.2.1 Timeline

Through discussions with CODC, Fulton Hogan and the community as well as a review of available documentation, a timeline of events was established. This is summarised in Figure 2-2.

Sensitivity: General

| Summary of Event |

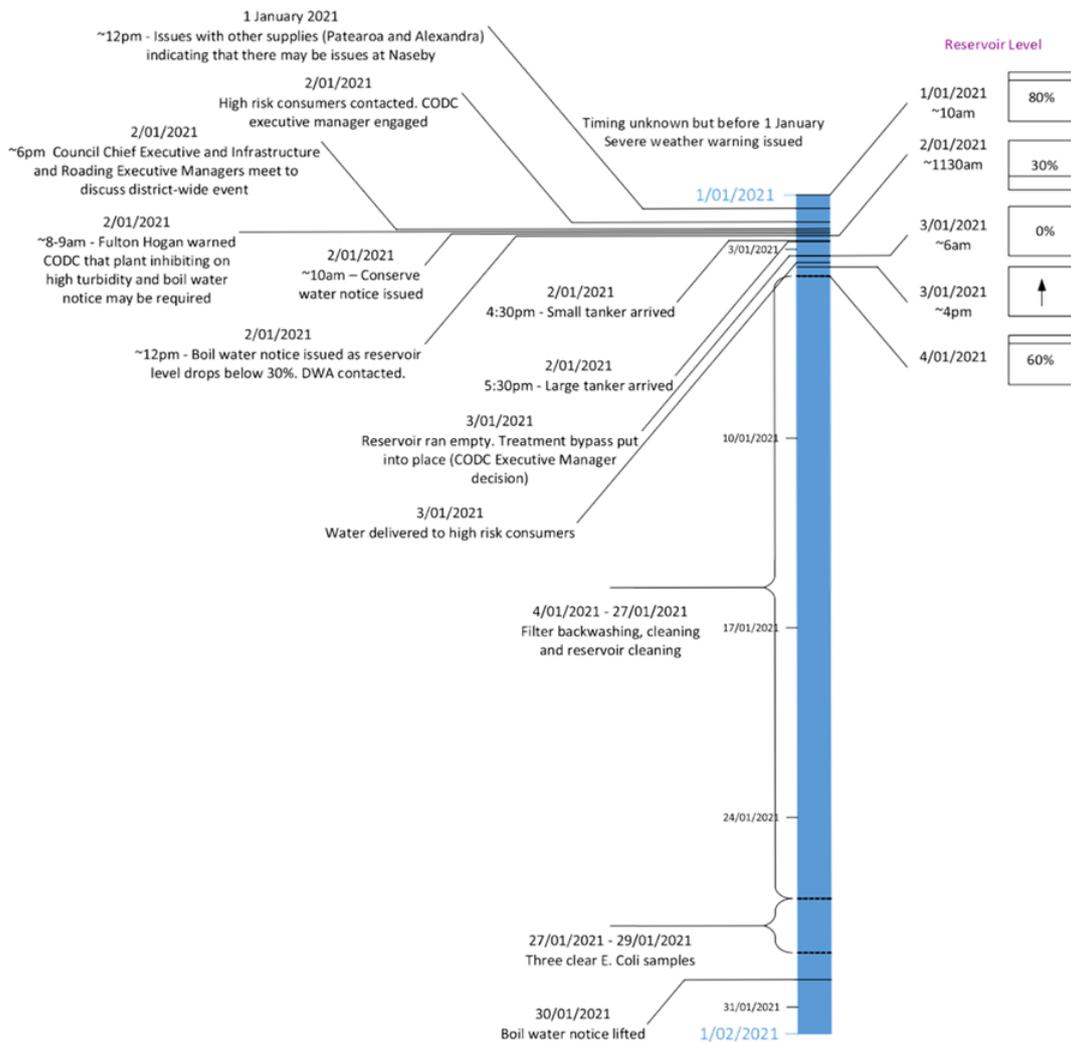


Figure 2-2: Timeline of Event

2.2.2 Warning of the Storm

Although a severe weather warning was issued, these warnings are not uncommon, and it is hard to know what will actually eventuate. The control system for the WTP was set up to maintain the treated water reservoir levels between 85-95%; however, due to the increased demand through high visitor numbers, the WTP needed to run all night during peak demand to maintain these levels. This is discussed further in Section 3.2.4. The first real warning that the Naseby water supply may be impacted was when there were issues with other supplies namely Patearoa and Alexandra. Even though it was the holiday period, Fulton Hogan still had two operators on duty and they were focusing on these sites. Both Fulton Hogan and CODC had a number of issues in different locations to spread their attention over, including both water and transport infrastructure.



2.2.3 Immediate Treatment Response

The next warning of issues in the Naseby supply was the increase in raw water turbidity which caused the plant to exceed its inhibit setpoint of 7 NTU, initiating an automatic shutdown, which, in turn, caused the reservoir level to drop as treated water consumption was not being replenished. Naseby uses a surface water source and so it is susceptible to increased turbidity during rain events. During this storm event, raw water turbidity reached 500 – 700 NTU based on measurements from a handheld instrument (the online instrument cannot record values over 100 NTU). The 7 NTU shutoff is in place because the treatment processes at Naseby WTP are not designed to treat water with higher turbidity than this limit. This philosophy is in place to reduce the overall cost of the treatment process and means that the reservoir storage is relied on to buffer periods of high turbidity. In winter, this is a reasonable approach as the reservoir storage can last 6 – 7 days. However, in the peak season, the storage may only last around 10 hours. Thus, this event saw a combination of high turbidity raw water (causing a WTP shutdown) along with peak holiday period water consumption.

A Conserve Water Notice was issued by CODC at approximately 10am on 2 January 2021 in an attempt to slow the use of the water in the reservoir. However as shown by the fact that the reservoir level dropped from 80 to 30% from 10am to 11:30am, this notice did not decrease water usage and CODC also had to issue a Boil Water Notice as a tool to limit use at around midday on the same day. At this point, there was no reason to believe that the water was unsafe to drink; however, it was seen as a way to decrease water use and it was recognised that the water would likely become unsafe to drink in the near future.

Despite issuing the Boil Water Notice, turbidity in the raw water remained above the plant inhibit level such that the WTP remained off-line and therefore water demand could not be met. This meant that the reservoir ran empty early on the morning of 3 January 2021 and CODC decided to put a filter bypass in place so that the reservoir could then be filled with unfiltered water of approximately 20 - 30 NTU. This decision was made because the Boil Water Notice was in place and it was decided that it was important that consumers received water even if it was not potable. The bypass was put in place by 4pm on the same day and was kept in place for approximately one week. The bypass was only around the filter and so water still passed through UV disinfection and was dosed with chlorine; however, these treatment processes are not considered effective on water with turbidity this high. This high turbidity water then went to the reservoirs.

In the period before the reservoir ran empty, 13 attempts were made to restart the intake despite the high turbidity. Although the treatment process is only designed for up to 7 NTU, the operators were hopeful that it may be possible to run the plant at a higher turbidity for a short period. Unfortunately, the programming would not allow a setpoint change and the controls integrator (external company) was not available on call during the holiday period.

2.2.4 Consumer Protection

With the Boil Water Notice already in place, but with only high turbidity water able to be supplied, tankers were arranged to provide safe and aesthetic drinking water to consumers. Sourcing tankers and water was a challenge during the holiday period and due to the severe weather event. In addition, there were road closures to navigate. Two tankers were sourced from Dunedin and were filled in Alexandra and Clyde. The small tanker was available for consumers to collect water from at 4:30pm on 2 January 2021 and the large tanker arrived at 5:30pm the same day. These tankers were in place until after Waitangi weekend (early February) to make sure that supply was maintained.

More discussion about the means of communicating the boil water notice is included in Section 4.2.

2.2.5 Restoring the Treatment Process

Once the storm event passed and the raw water quality improved, the operation team began cleaning the filter and the reservoir to remove the sediment that had collected. This started on approximately 4 January

2021. The filter is normally cleaned by completing a backwash process that uses filtered water and an air scour to reverse flow through the filter and lift off solids, producing a wastewater that goes to the sewer. Fortunately, two new 30 m³ backwash tanks had been installed in December 2020, which doubled the backwash water storage capacity and gave the team the ability to complete more backwashes than they would have otherwise been able to. Despite this, there was still not enough water to clean the filter and, in the end, backwashes had to be completed with dirty water which helped to remove some solids from the top of the filter, but also introduced solids to the underside of the filter (which is normally kept clean). Eventually tankered water was used to fill the backwash tanks so that backwashes could be completed with clean water. It is estimated that approximately 80 backwash sequences were run in an attempt to restore filter function; however, even when raw water turbidity was around 5 NTU, it was passing through the filter and increasing to about 7 NTU, showing that the filter was having a negative impact on water quality.

Therefore, the operators began to clean the filter with caustic washes to provide a more effective backwash. This was done by applying caustic (sodium hydroxide) to the top of the filter, aerating the filter for 30 minutes, letting it sit for 30 minutes and then flushing away the caustic. It is estimated that four caustic washes were completed and that this significantly improved performance. The UV disinfection unit also had to be cleaned as it had become fouled from the event and it also needed its ballast card replaced.

In addition, cleaning out of the reservoir was required. This was completed by hydrovacating each of the 22 tanks each with capacities of 26 m³. The operators reported that 400 – 500 mm of mud was removed from the contact tanks (the first tanks in the reservoir) while subsequent tanks contained progressively less material. This is a significant volume of material for a treated water reservoir. When the Boil Water Notice was removed, only one of the four tank farm trains had been cleaned out and the other three were offline. This meant that the supply was operating on a quarter of its normal storage capacity.

Throughout this event, the operators commented that the coagulation and flocculation process was not working well. Even when turbidity was as low as 4 – 5 NTU, flocs were not forming as they normally would. This may have been due to the low pH or due to the coagulation dose not being optimised. Jar testing was not completed to confirm the dose at this time.

2.2.6 Lifting the Boil Water Notice

Once the filter and one train of the tank farm had been cleaned (approximately 27 January 2021), *E. coli* sampling of the treated water commenced. In order to be allowed to lift the Boil Water Notice, three consecutive days where sample results show zero *E. coli* in the treated water are required; this was achieved on 27, 28 and 29 January 2021. Results take a day to be analysed and so the boil water notice was lifted on 30 January 2021. Tankers were in place until this point and *E. coli* sampling on water in these tankers had also been completed.

3 Performance of Water Treatment Process

3.1 Process Description

The Naseby WTP consists of the following:

- **Raw water intake** – from the water race owned by Hawkdun Idaburn Irrigation Company
- **Turbidity meter** – in the irrigation race which is used to inhibit the plant if turbidity exceeds a setpoint (normally 7 NTU)
- **Coagulant dosing (PACI)** – which is used to cause fine particles in the raw water to agglomerate and form flocs
- **Flocculation tank** – to provide mixing and retention time so that the flocs can form with the help of the coagulant
- **Sand filter** – to remove flocculated particulate matter



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| Performance of Water Treatment Process |

- **Ultraviolet (UV) disinfection** – to inactivate bacteria and protozoa
- **Chlorine dosing (sodium hypochlorite)** – to provide bacterial disinfection and a residual barrier to recontamination in the reticulation network
- **Treated water reservoir** – made up of 22 x 26 m³ PE tanks configured as two chlorine contact tanks followed by four trains each with five tanks
- **Backwash waste tanks** – which collects used backwash water from the filter and discharges it to the sewer
- **Various control valves, flowmeters and analysers** – including turbidity, pH, chlorine residual and UV absorbance analysers which are used to control the treatment process and confirm that the required treatment has occurred

Sourcing water from the Hawkdun Idaburn Irrigation Company poses a number of risks. This water race flows through the Naseby forest and passes approximately 50 m away from the WTP. The raw water source and water race are unprotected and at risk of contamination from nearby stock, recreational users of the forest and material carried into the water race through surface runoff. There is also a risk that stock can enter the water race. CODC has no control of what happens in the race; for example, digging in the race and deforestation of the surrounding land can occur without notice. This poses a significant water quality risk to CODC even without a storm event. This risk should be assessed and mitigations identified through the review and application of the Naseby Water Supply Water Safety Plan.

In addition, the plant has seen reduced water quantities in recent years, likely due to new consumers taking water upstream of the intake. The Naseby WTP intake is the last user on the race and so if the irrigation company sells more water upstream, then this intake is affected. Even before the peak visitor season, the intake water level was already running low and the height of the weir downstream had to be increased to make sure there was sufficient water level to provide 5 L/s to the WTP. This water source poses significant risk in terms of water quality and quantity, and it is therefore recommended that alternative sources or long-term security of the current source are investigated.

3.2 Analysis of Performance Since Upgrading

3.2.1 Recent Upgrade

A number of upgrades were completed to the plant in 2019/2020. These upgrades have improved the performance in terms of the automated inhibit of the intake in poor water quality events, solids removal through the coagulation/flocculation/filtration process, and addition of UV disinfection to inactivate bacteria and protozoa. Despite completing these upgrades, it is recognised that there is further work that could be done to improve the performance of the WTP and reduce the likelihood of non-compliance with the DWSNZ.

3.2.2 Turbidity

The performance of the Naseby WTP is variable even without a peak demand and a poor raw water quality event. Figure 3-1 shows that raw water turbidity (red) was generally above 4 NTU and as high as 20 NTU (likely the limit of the SCADA graph) in the month of December 2020, however the plant inhibit meant that water with turbidity greater than 7 NTU would not have entered the WTP. Treated water turbidity (purple) generally remained less than 1 NTU for the month (although the summary at the bottom of the SCADA screen shot indicates that 20 NTU was reached at least for a brief period). This shows that the filter was able to achieve moderate removal of turbidity over the month.

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Performance of Water Treatment Process

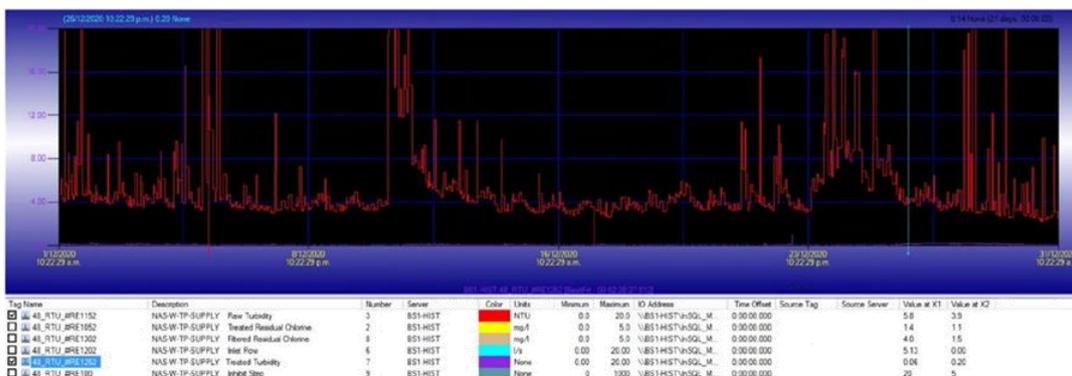


Figure 3-1: December 2020 Raw and Treated Water Turbidity

3.2.3 pH

Figure 3-2 shows that treated water pH over the month varied significantly from around 6.5 to 7.7. PACI typically operates best between 6.5 to 7.0 (raw water pH) although this should be confirmed with jar testing. The pH of the raw water is not known, but both PACI and sodium hypochlorite change pH, and therefore the treated water pH will depend on the dose ratio of PACI and sodium hypochlorite. Good practice is to adjust the treated water to be within a pH 7.5 to 8.0 as this reduces the corrosivity of water and extends the life of pipe materials such as asbestos cement and steel. The low pH values of less than 7.5 will exacerbate corrosion in the reticulation. pH is commonly adjusted to a more consistent level through use of caustic or soda ash (sodium carbonate) dosing. Section 6 includes a recommendation on this.

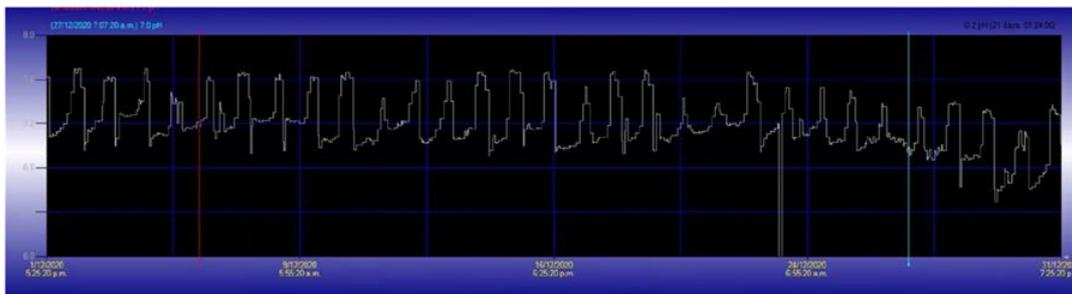


Figure 3-2: December 2020 Treated Water pH

3.2.4 Flow and Reservoir Level

The Naseby WTP is a fixed flow plant that either runs at 5 L/s or is 'Off'. Over the month of December 2020, the WTP was generally operating (see Figure 3-3); however, it did not run continuously and would have stopped at various times to allow a filter backwash or because the reservoir reached its top water level. Figure 3-4 shows that the treated water reservoir level was generally maintained between 85 – 95% as per the control setpoints; however, there were two dips to approximately 60%. This may indicate periods of high demand where the capacity of the WTP could not keep up with usage, or there may have been some other issue with the WTP such as more frequent backwashes due to poor raw water quality meaning that the plant could not produce sufficient treated water.

This figure also shows that in the last few days of the month, reservoir levels were dropping to approximately 80% before returning to 95%. This is because visitor numbers were starting to increase and so was demand. The plant can only run at a capacity of 5 L/s and Figure 3-3 shows that it continuously ran at this capacity over these days in order to keep up with demand. The operator commented that, during peak periods, the



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WTP cannot keep up with demand during the day and has to run all night to top up the reservoirs. At 10am on 31 December 2020, the reservoir was at approximately 90% full.

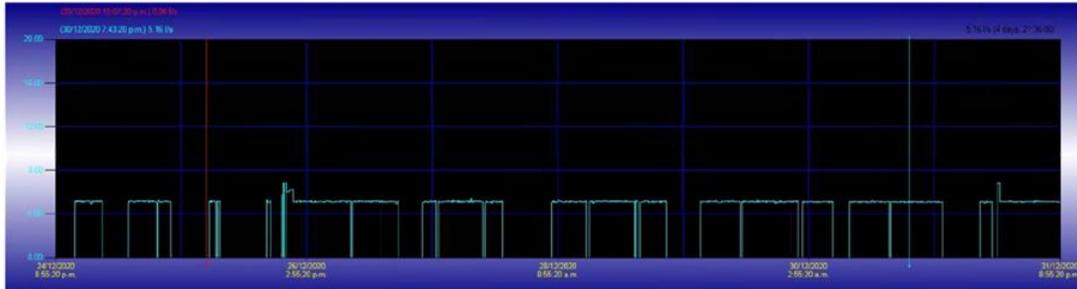


Figure 3-3: December 2020 Inlet Flow Rate

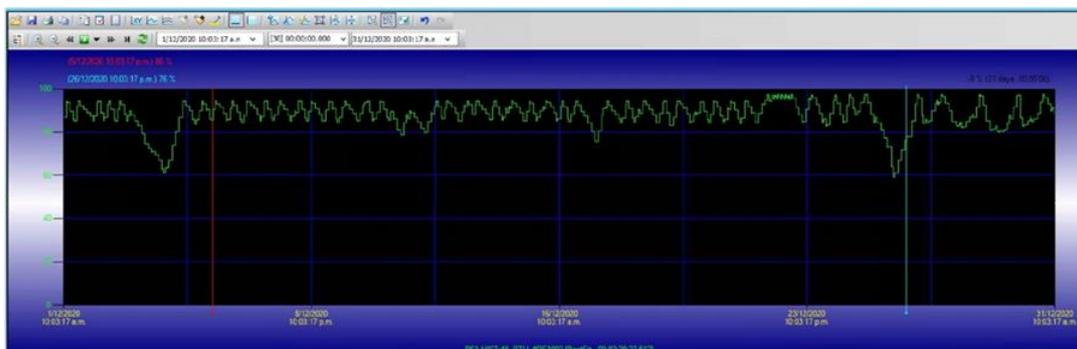


Figure 3-4: December 2020 Reservoir Level

The peak population, and therefore water demand, in Naseby is unknown. CODC’s population estimates for 2021 show usual resident population of 125 people with a peak population of 913 people. These estimates are based on StatsNZ data and DataVentures cell phone data. However, some members of the community believe that peak population could be much higher than this and have suggested populations of 2,000 to 3,000 during holiday periods. The reliability of these higher estimates is unknown.

The WTP can run at a maximum of 5 L/s; however, a typical WTP of this design would lose approximately 5 - 10% of the water abstracted in filter backwashing. This means that the WTP may produce up to 390,000 – 410,000 L per day assuming that there are no issues at the WTP, and that raw water turbidity remains below 7 NTU for the entire day (often not the case). This would equate to 130 - 450 L/person/day being produced for the 913 – 3,000 consumers that may be present during peak season. CODC bases water use on 250 L/person/day; however, visitors at camp are expected to use significantly less water than those cooking, cleaning and water gardens or lifestyle blocks. The WTP operators have stated that keeping up with the peak demand is a significant issue with the current WTP. This indicates that population projections may be higher than the CODC estimate of 913 or may also indicate significant leaks in the network. Additional investigations into visitor numbers during the peak season is recommended so that the demands can be better understood. This may indicate that a capacity upgrade at the WTP is required. Investigations into network leaks are also recommended.

Another source of high water demand can be the fire brigade. Naseby has a high fire risk and so it is important that the fire brigade has access to water when required. Generally, the fire brigade informs CODC when it intends to use water for training purposes; however, there was a recent incident when the reservoirs were drained quickly as the fire brigade has set up a slip’n’slide for use by the community. It is understood that a discussion with the fire brigade has been carried out and it is now aware of the need to inform CODC



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of any non-emergency high water usage for purposes like this. It is also understood that the fire brigade has access to a water storage dam that can be used if the Naseby reservoir is low; however, the brigade generally uses reticulated water as it is easier to access in the town.

3.3 Analysis of Performance During Event

3.3.1 Turbidity

Figure 3-5 shows that the raw (red) and treated (purple) turbidity was significantly higher in the beginning of January 2021 than it was in the month of December 2020. The storm event that occurred caused the raw water turbidity to exceed the 100 NTU limit of the raw water turbidimeter for an extended period of time (note that a limit of 50 NTU is shown on the figure due to SCADA scaling). A handheld turbidimeter was also used to measure raw water turbidity at the time and the measurements ranged from 500 – 700 NTU; far in excess of the plant intake inhibit value of 7 NTU (shown as the white line). These data are aligned with the operator comments that the intake was so heavily silted up that it was difficult to get flow to the WTP. Treated water turbidity also increased significantly over this period and reached the 20 NTU limit of the instrument. Raw water turbidity dropped below 7 NTU around 14 January 2021; however, it was not consistently below 7 NTU from this point on and there were another few days of high turbidity seen around 18 January.

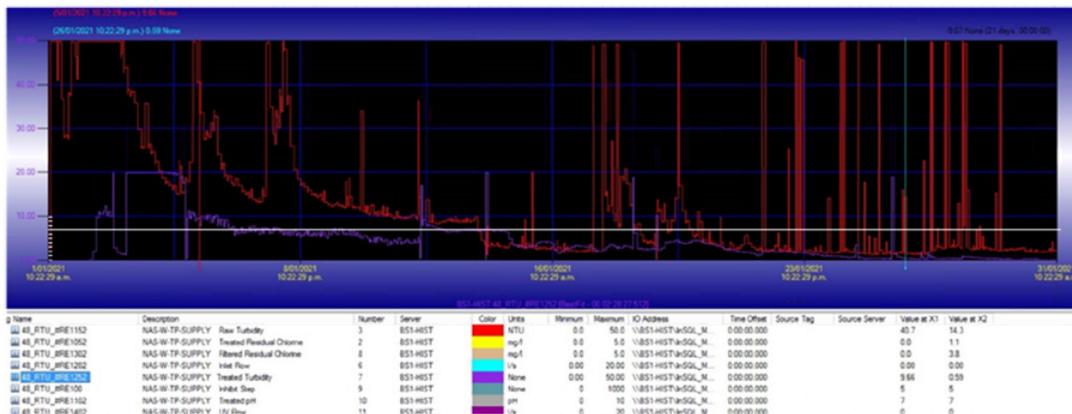


Figure 3-5: 1 – 31 January 2021 Raw and Treated Water Turbidity

3.3.2 pH

Figure 3-6 shows that treated water pH was even more variable during the storm event than it had been in the previous month. During the first few weeks of the month, pH was generally between 6.2 to 7.4 which is about 0.3 less than in December. This lower pH is likely a result of decreased alkalinity (which occurs in rain events) and/or increased PACl dose. The lower pH may have made coagulation control, and therefore particulate removal, more difficult. The operator commented that flocs were not forming well during this period and were much smaller and yellower than normal. This continued for 2 – 3 weeks; however, jar testing was not completed to optimise the coagulant dose.

The WTP is not currently equipped with any means to adjust these pH levels and so, although the operators would have been aware of this change in pH and the possible effects, there was no way for them to counteract it.



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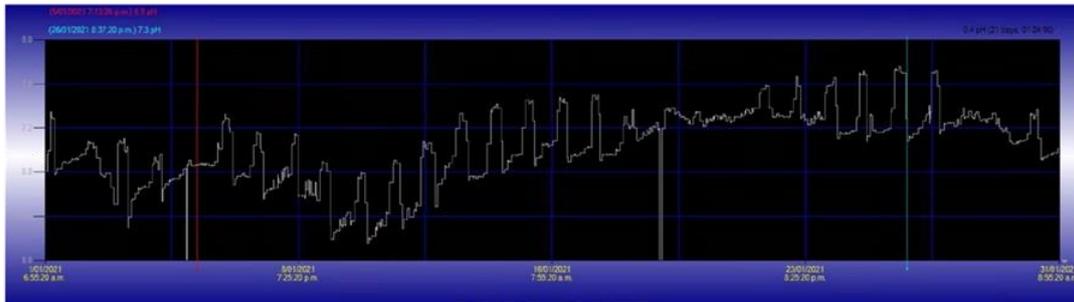


Figure 3-6: 1 – 31 January 2021 Treated Water pH

3.3.3 Flow and Reservoir Level

Figure 3-7 and Figure 3-8 summarise the inlet flow rate of the plant and the reservoir level. Note that Figure 3-7 is only for the first eight days of the month. At 10am on 1 January 2021, the reservoir level was at approximately 80%. This is most likely to be because the limited WTP capacity was already struggling to keep up with the high demand. Then, as the turbidity was above the raw water setpoint of 7 NTU, the plant was inhibited, flow dropped to zero and so did the reservoir level. There were various attempts to restart the plant; however, the high turbidity in the race meant that inhibits kept occurring. Eventually this had to be overridden and the filter bypassed (as discussed in Section 2.2.3) in order to supply water to consumers. The data show a drop in flow to approximately 2.5 L/s on January 4 – 5. It is understood that this is because the intake was so heavily silted up that raw water could not pass through it into the WTP. This had to be manually cleaned to restore the normal flow rate to the plant.

The data show that around 14 January 2021, the normal operating level of the reservoir was restored; however, this is misleading as not all of the four reservoir trains were online at any given time. There is only one level instrument and it is placed in one of the 22 tanks to measure the level of that tank. In normal operation this would also reflect the overall storage level; however, when not all of the trains are in operation this is not the case. Sudden dips in reservoir level may also indicate times when the instrument was being manually moved from one tank to another. For much of the month of January, work was underway to remove sediment that had collected on the filter and in the reservoir and therefore the Boil Water Notice was still in place.

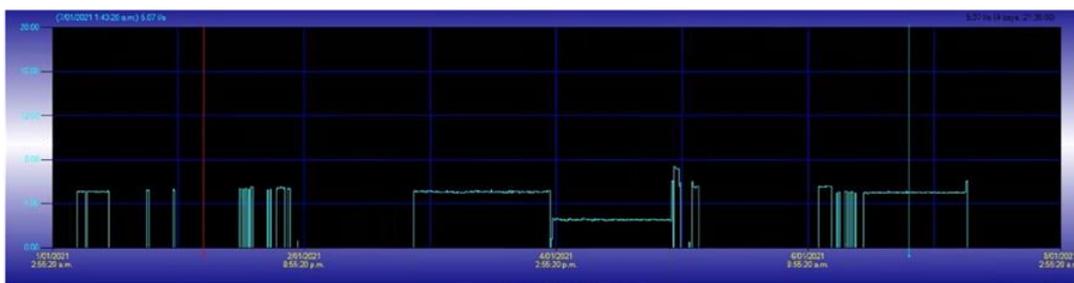


Figure 3-7: 1 – 8 January 2021 Inlet Flow Rate



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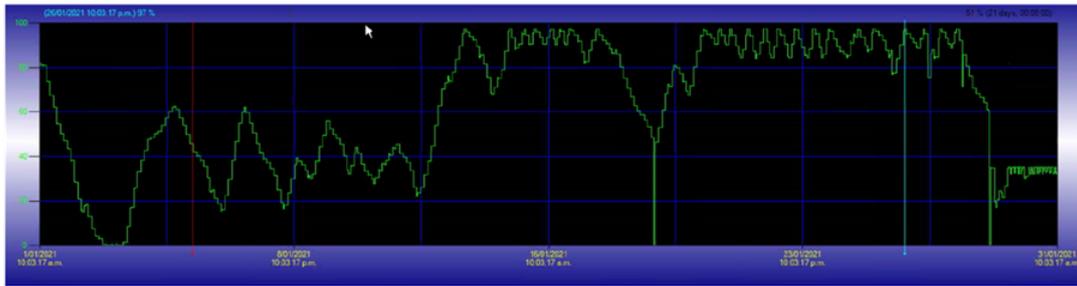
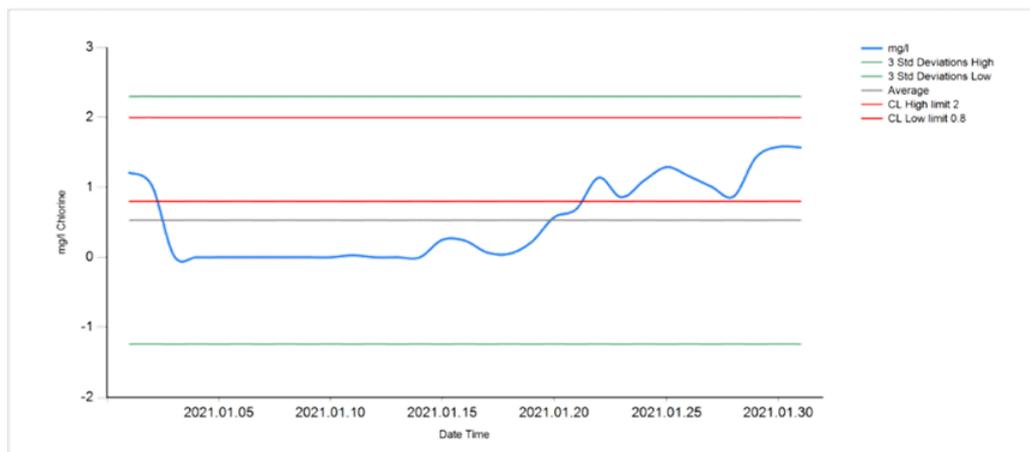


Figure 3-8: 1 – 31 January 2021 Reservoir Level

3.3.4 Chlorine Residual

Figure 3-9 summarises the treated water chlorine residual concentration for the month of January 2021. This figure shows that the residual chlorine concentration was below the low limit for most of the month which indicates that sufficient treatment was not achieved, and furthermore that for about 10 days there was no residual. This, and elevated turbidity, were the key reasons that a Boil Water Notice was in place.



Description	Number of Samples	Average	3 Standard Deviations	3 Standard Deviations Low	3 Standard Deviations High
NAS-W-TP-SUPPLY Treated Residual Chlorine	44,640	0.53 mg/l	1.77	-1.24 mg/l	2.30 mg/l

Figure 3-9: 1 – 31 January 2021 Treated Water Chlorine Residual

4 Communications

4.1 Communications with DWA

CODC is required to keep its Drinking Water Assessor (DWA) informed of any non-compliances with the DWSNZ. The DWA was first contacted at 12:17 pm on 2 January 2021 and was informed that the reservoir levels had dropped below 30%. The DWA was kept informed throughout the event until the point when the Boil Water Notice was lifted.

4.2 Communications with Consumers

Records show that a wide range of communication methods were employed to reach consumers. This included:

- Posters



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- Facebook posts
- Website updates
- The Central App notifications
- Alerts through the “Get Ready” system (which requires residents to opt in for alerts)
- Radio updates
- Newspaper notices
- Emails sent to key stakeholders such as the Maniototo Community Board
- Internal emails within CODC to encourage staff to spread the word about the boil water notice
- Calls to high risk consumers

In addition, an after-hours phone service was in place (as the start of the event was during a holiday period) and the CODC Comms team kept the phone service aware of updates. However, one resident commented that the phone service operators were not well informed (see further discussion in Section 4.3).

In some updates, the CODC Comms Team asked the community for suggested improvements and learnings from the event but no responses were received. A number of communication improvement suggestions were received after the event and these include use of a loud speaker on a car to drive around Naseby and provide updates; however, it was recognised that there may be limited staff available to drive the vehicle depending on other emergency requirements. There has also been a suggestion of a phone tree that could be sent up so those consumers without mobile phones or the internet could be contacted.

It is important to note that CODC has a small Comms Team (two people) and there was a lot for the team to keep on top of during the event. The Naseby Boil Water Notice was one of many emergencies in the region at the time including other WTPs that had similar issues occurring. The Comms Team covers the full range of CODC services, and the team members are not particularly versed in the water sector. This meant that the Water Services Team had to support the Comms Team by helping them draft communications and responses to questions. This added additional strain to the Water Services Team's time which was already limited. Section 6 includes a recommendation around training and templates to improve this.

4.3 Public Response

4.3.1 Effect on Community

The public response to this event is one of the key drivers for this review. Naseby has a significant tourism industry, with the December/January period being the annual peak. This means that the timing of the boil water notice coincided with peak visitor numbers. Some residents with businesses in the tourism industry commented that this was difficult timing because of the fact that business in 2020 was reduced (due to the Covid-19 pandemic) and the peak season in 2021 was set to be a big season with much of the accommodation being fully booked. The Naseby Holiday Park operator said that they had been fully booked (around 350 guests) and that this was quickly reduced to only 6 people because of the Boil Water Notice as well as the storm event.

In the first few days of the event, visitors and residents could understand why there was a boil water notice in place as they could see the heavy rain and the damage to roading infrastructure. However, once the weather cleared and the obvious damage from the storm was repaired, the reason for the boil water notice became less apparent. Some residents couldn't understand why there could be a water shortage after there had been so much rain. Our understanding of the public response has come from discussions with residents as no visitors were contacted, and the comment was made that visitors generally come from bigger towns and cities where they expect more reliable water infrastructure. It was difficult for tourism operators to justify the reason for the boil water notice to their customers.

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4.3.2 Reservoir Level

A commonly held belief among residents was that the reservoir was not full before the event. As stated in Section 3.3.3, the reservoir was at 80% on 10am on 1 January 2021. Filling the reservoir is an automated process based on a level sensor in one of the tanks; however, some residents still remember when it was a manual task to open a valve and fill the tanks.

4.3.3 Water Quality

Some residents were concerned that the intake was not shut down when raw water quality was poor. There was a rumour that the turbidimeter was turned off or not working at the time. As discussed in Section 2.2.3, the plant did inhibit on high turbidity; however, this had to be overridden as there was otherwise no way to fill the reservoir.

Residents who were interviewed as part of this review said that they listened to the Boil Water Notice and did not drink or cook with unboiled water. They stated that the water was so obviously unclean and full of sediment that they do not believe anyone would have ignored the Notice. One resident commented that many people, including their family, ended up booking weekends away so that they could shower in cleaner water as they had the feeling of being unclean due to use of water with high sediment content for three weeks.

4.3.4 Communication

Despite the range of communications summarised in Section 4.2, many residents complained that the communication with the public was not adequate. The comment was made that communication was mostly on Facebook, but because residents and tourism operators were busy managing the event (fixing infrastructure and making arrangements for visitors) these updates were often missed. Consumers also felt that there was insufficient information about how long the Boil Water Notice would last. This would have been difficult, if not impossible, for CODC to provide given that the amount of time required to restore the WTP was unknown.

The comment was made that there is a wider emergency notification issue, not just related to water. Naseby is at high risk of fires and there should be an emergency response system in place to provide immediate information for these events. Some residents had heard that a mobile phone alert had been automatically sent to Alexandra consumers during their recent Boil Water Notice and there was disappointment that a similar system had not been used in Naseby. Section 6 includes a recommendation for a mobile phone emergency response system. It is important to note that CODC has a "Get Ready" system which provides alerts to those who have registered for them. Further advertising of this system should be implemented.

The operator of the Naseby Holiday Park complained that their water was "turned off" without notice (on 3 January 2021) and that visitors were suddenly unable to use any water; even for flushing toilets. They acknowledged that CODC did bring in portaloos at this point. It is understood that the water was not actually "turned off" but that the reservoir level was reduced below the level where there would be sufficient head to meet the pressure requirements at the holiday park given its close proximity and elevation compared to the WTP. There is a recommendation around notification for low reservoir level included in Section 6.

The holiday park operators also said that the communications around water tankers could have been improved. They said that they were not kept up to date with when tankers would be removed to be refilled and there was one particularly hot day where the tanker was removed to be refilled at midday and not brought back until the evening.

One resident commented that she had called the CODC Helpdesk to find out more information about the Boil Water Notice but was disappointed that the person on the other end of the phone had very little information and didn't even know where Naseby was.



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Another comment from residents was that they found it odd that the Ministry of Health was not involved and that they questioned whether the Ministry had been informed of the event. Residents thought that the Ministry of Health could have provided some public health advice and the comment was made that they were much more involved in the August 2016 Havelock North event, but that Naseby seemed to have been forgotten. As discussed in Section 4.1, the District Health Board (as the local public health agency of the Ministry of Health) was involved throughout this event; however, this was not made public. This may be something that reassures consumers in the future and so a recommendation has been included in Section 6.

4.3.5 Upgrade Options

Many residents are well aware of the significant cost that would be involved in upgrading the WTP to cope with events as severe as seen in early 2021. They recognised that this may not be affordable but thought that more could be done to reduce the need for boil water notices in less significant and more frequent events. The community referred to frequent high rain event and boil water notices including one in early 2020. Figure 2-1 shows that this event saw 61 mm of rain over a four-day period. There is the opinion that no treatment addition would be able to cope with the large amount of clay and sediment seen during this event. The commonly held belief is that large amounts of storage, such as a large raw water dam, would be the most cost-effective solution. One resident who knows the water supply well suggested a large dam be constructed on the land between the WTP and the Naseby Swimming Dam. He acknowledged that it seemed unlikely that the dam would be able to fill from the race and then gravity-supply the WTP however stated that the dam could just be used in emergency situations and that pumping could be used for these occasions. There is more discussion about the use of additional water storage, the feasibility of a large dam and treatment options in Section 6. This resident also mentioned another dam in the area that had been constructed as a backup firefighting source. He stated that this source was supposed to be connected to the water supply (bypassing treatment) but there was confusion within the community as to whether it had ever been connected.

Going forward, residents commented that they would like to be kept informed about the planned upgrades by CODC. They would like to know that action is being taken to prevent a similar event in the near future and they would like to know when any upgrades will be in place. They would also like to understand the cost of these upgrades. One resident commented that they were told that \$800,000 has recently been spent on upgrading the WTP but that there is no evidence of what was done with this money and a boil water notice was still needed after this upgrade. It is noted that CODC's Long Term Plan does include some information about future upgrade plans; however, residents commented that this does not include enough detail.

4.3.6 Water Reform

Some residents are concerned about the current water reform changes and worry that operations will be moved to a city like Christchurch and that operators will have even less understanding of the local conditions and will also end up spending too much on the infrastructure. This is a common concern throughout small towns in New Zealand.

5 Documentation, Procedures and Training

CODC has a Standard Operating Procedure for Boil Water Notices in place. This document outlines when a boil water notice should be issued, key contacts for the event, notification templates for key parties including the DWA, radio messages and posters, when the boil water notice should be removed and which businesses should be called directly to be notified. This document is a good starting point; however, some of the information is out of date and the list of businesses for Naseby has not been completed. A review of this document is recommended. It could be updated to provide details for a number of the procedural changes that have been identified in this review.



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The Fulton Hogan operators are mostly trained with L3 or L4 water and/or wastewater New Zealand certificate which is considered appropriate for this role. Operation and maintenance plans for the WTP were not reviewed; however, discussions with the operators have shown that they are appropriately skilled and knowledgeable in the operation of the plant.

6 Learnings and Recommendations

6.1 Overview

This review has resulted in a number of learnings and recommendations as summarised in the following sections. Annotations are included to note the recommendations with the highest priority. Some of the issues identified will require further investigation before a solution can be identified.

6.2 Improved Resilience

A number of improvements to the source, treatment process and the reticulation could be completed to improve the reliance of the water supply and prevent future events. These include:

- **Improved treatment - High Priority**
 - Improving the treatment process of the WTP would mean that water can continue to be produced if turbidity exceeds 7 NTU. The key treatment process improvement that could be used to achieve this would be to install a clarifier upstream of the filter. There are a number of different types of clarifiers that could be used, and the type would be selected to balance cost and the required maximum turbidity to be treated. Some clarifiers may only treat turbidity up to 20 NTU while others may be capable of 1,000 NTU. This is considered to be a high priority upgrade for preventing future boil water notices when raw water turbidity is high.
 - Increasing the level of redundancy of the plant would also improve resilience. It is common to include duplicate unit process for key treatment items such as critical pumps, filters or UV disinfection. Naseby WTP does not have redundancy of key processes as it only has one filter and one UV unit. If two filters were installed, then operations could be improved in a future event. This may mean splitting the solids load between the two filters and making cleaning easier, or potentially keeping one filter offline for the poor water quality event so that it could be brought back online when the first filters is being cleaned.
 - Installation of pH adjustment would give operators the ability to control pH and therefore improve the coagulation and flocculation process as well as reduce the corrosivity of the water. This could be carried out through the installation of caustic or soda ash chemical storage and dosing equipment.
- **Increased treatment capacity**
 - Additional investigation into visitor numbers during the peak season is recommended so that the demands can be better understood. This may confirm whether a capacity upgrade at the WTP is required. The operators have commented that this appears to be the case because the WTP runs continuously during the peak season including running through the night to restore the reservoir level that was drained during the day. - High Priority
 - A full review of the requirements for increasing the capacity would have to be carried out. Some components of the WTP are likely to be hydraulically limited while others will be limited by process capacity. Depending on the amount of increased capacity required, an additional filter and UV unit may need to be installed. Providing some level of redundancy could also be included in this upgrade.
- **Increased storage**
 - Many members of the community stated that increased storage capacity would be the best way to improve the reliance of the water supply. A key limitation of using increased raw water storage as the means for improving resilience is that the WTP capacity would still be limited to 5 L/s and, in peak season, this is only just enough to keep up with demand. Increasing raw water storage may mean that

the water supply is less susceptible to high turbidity events; however, the treatment plant will still have to run almost continuously in the peak season and there will not be capacity to increase demand if visitor numbers in the region increase. We consider that improving treatment or increasing treatment capacity is likely to be a lower cost solution than providing say three to four days of raw water storage to bridge future events similar to what was experienced in January.

- Additional treated water storage could be considered as an alternative; however, the current storage can last 6 – 7 days in winter which is much greater than is normally considered best practice (24 – 48 hours). Storing treated water for long periods of time increases the water age and means that higher doses of chlorine have to be added to the treated water to make sure that there is residual in the network. It may be feasible to add additional treated water storage that is only brought online for the peak season. This would require a cleaning and inspection regime ahead of use. - **High Priority**
- One benefit of additional raw or treated water solution is that it would provide some protection against low water flow events from the water race.
- Some residents stated that a large raw water dam/storage pond would be of benefit as it could be filled when raw water in the race is of low turbidity and then used when the race has high turbidity. There are a few key risks and issues with this solution. Firstly, dams are typically expensive to construct and to obtain the required consents. Installation of raw water storage that is potentially stagnant for long periods of time also poses a risk of algal growth or other forms of contamination (for instance, if large numbers of birds or other animals visited the storage) – this risk can be mitigated by covering the storage but this adds costs. The WTP is not designed specifically for algae treatment and a significant upgrade would be required to allow for this treatment.
- **Source protection - High Priority**
 - The current water source poses significant risk in terms of water quality and quantity and it is recommended that alternative sources are investigated, or a legal agreement is negotiated with the irrigation company to protect water quantity and quality in recognition of the importance of a public water supply over commercial use.
- **Reticulation leak reduction - High Priority**
 - Operators have commented that the night flow of the Naseby water supply is high; suggestive of significant leakage in the network. This should be investigated, and leak improvements made as this will increase the volume of water that is available to consumers and reduce water wastage which may have operational cost improvements. The degree to which leak reduction efforts may be able to improve the ability to cope with high demand periods is unknown until investigations are completed.

6.3 Procedural Improvements

One of the key recommendations of this review is to revisit the Standard Operating Procedure for Boil Water Notices. Although there is a procedure in place, it would be valuable to integrate some of the findings from this review into an updated document. These include:

- **Priorities for mitigating multiple failures**
 - Despite the widespread damage in the region, CODC and Fulton Hogan seemed to prioritise resources appropriately and react to the most critical needs first. However, it would be worthwhile formalising this approach in the future as it is possible that a greater number of water and wastewater treated plants may fail in an even larger or widespread event.
- **Availability of Council personnel and key service providers**
 - Council should make sure appropriately qualified and experienced staff are nominated to be on-call over holiday periods and public holidays. This includes both Water Team and Communication Team staff.
 - It should be confirmed that all key external service providers, including network maintenance and operation contractors and SCADA providers, are available on call even during holiday periods with a

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clear listing of contact details for key service providers and alternates. In this particular event, the controls integrator (external company) was not available to make a necessary control system change.

- **Emergency operating procedures - High Priority**
 - It is difficult to write emergency operating procedures for all scenarios. Generally, operation of a treatment process during an emergency event relies on suitably skilled and trained operators. However, it would be worthwhile considering whether the 7 NTU raw water inhibit should have been overridden and the plant bypassed in this instance. Allowing high turbidity water to enter the WTP and reservoir significantly increased the duration of the Boil Water Notice because of the subsequent cleaning requirements.
 - As described in Section 3.3.1, raw water turbidity was above 7 NTU for approximately 14 days however the duration of this high turbidity period would not have been known when the decision to overwrite the inhibit was made. Shutting down the water supply and relying only on tankered water for this 14-day period would mean that the cleaning requirements of the WTP and reservoir would be greatly reduced, however residents would not be able to flush toilets or use water for washing (unlikely to be doing anyways given the high turbidity) for this two week period.
 - A suitable compromise between completely shutting off the water supply and taking in high turbidity water which increased the cleaning requirements may be that in an extreme event a complete WTP and reservoir bypass is used at very high turbidity and that the inhibit can be increased to allow moderately turbid water into the plant. When the criteria for an extreme event (would need to be defined) are met, the intake inhibit could be increased to a turbidity setpoint where the filter can cope for short periods likely with increased backwashing (say 10 – 15 NTU). If turbidity is above this setpoint then the supply could either be shut off (although the implications for fire-fighting and toilet flushing would need to be considered) or the whole plant and the treated water reservoir could be bypassed to provide water for flushing toilets. This would rely on careful communication to consumers to make sure they were aware of the water quality risks. It is noted that a bypass for the entire plant and reservoir is not currently in place and would have to be installed.
 - This would mean that the filter, UV and reservoir would not be as badly affected and could be cleaned more easily. This would significantly decrease the duration of the Boil Water Notice.
 - The emergency operating procedure should also state when jar testing is required as this may have improved filter performance during this event.

6.4 Community Engagement

A number of ways to improve community engagement were identified in this review. Some of these should be integrated into the update of the Standard Operating Procedure for Boil Water Notices. These improvements include:

- **Training and templates for the Comms Team**
 - The Water Services Team was required to support the Comms Team in providing updates and responses during the event. Although some level of input from the Water Services Team will always be required, this input could have been reduced if training and templates were available for the Comms Team. Training may include tours of a number of the WTPs so that the Comms Team improve their understanding of how these plants operate and the issues that they may face. Although some template responses were available, these could be updated and expanded on to improve the Comms Team's ability to respond to questions without further input. The Water Services Team would still be required to provide regular updates on the specific situation however this could be in the form of a daily summary.
- **Automated Boil Water Notice alert system - High Priority**
 - Implement an automated Boil Water Notice alert system that notifies people on their cell phone if they are in the area. This would make sure that visitors and tourists are notified and information about a

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Boil Water Notice would likely be spread quicker than through the webpage, Facebook page and targeted phone calls. Christchurch City Council (and other councils throughout New Zealand) use a system like this and there is no charge for it. A key recommendation from Christchurch City Council is to work through the requirements and procedures thoroughly before an event as it is too difficult to arrange once there is warning of a particular event. It is understood that a system like this was recently used for a Boil Water Notice in Alexandra and this was due to Civil Defence being engaged.

- **Review communication approach**
 - Although many forms of communication were used to notify the public of the Boil Water Notice and to provide updates throughout, many members of the community believed more could be done. The automated Boil Water Notice alert system detailed above would be one approach. This could be paired with a community phone tree to reach those without cellular devices.
 - There were some complaints about the lack of knowledge of the CODC Helpdesk phone line during this event. More detailed information and/or further training should be provided to this team in the future.
 - Some residents were concerned that the Ministry of Health was not informed of the event. This was not the case. The Ministry of Health was kept up to date through regular updates to the DWA who works for the District Health Board (as the local public health agency of the Ministry of Health). This is the standard engagement approach and is considered appropriate. However, it may have been comforting for CODC to make the public aware that this communication channel was in place.
- **Alert to Naseby Holiday Park and further engagement**
 - As Naseby Holiday Park is close to the WTP, it appears that they lose adequate water pressure with decreasing reservoir level earlier than other users in Naseby. An alarm should be added to the control system and a procedure should be put into place so that the holiday park is warned if this reservoir level is approaching. This would allow the holiday park operators to warn guests that toilets and sinks are soon to be unavailable.
 - CODC should also confirm whether the Naseby Holiday Park has any onsite water storage. Besides being a consumer heavily reliant on the water supply, its close proximity to the WTP means that its required water pressure can be lost early in an incident. Consequently, it may be beneficial for the holiday park to install onsite storage to mitigate supply interruptions. CODC should discuss this with the owners.
- **Tanker fill procedures and notifications**
 - Procedures should be put in place to either have multiple tankers at a given location or to refill the tankers overnight. In addition, there should be warning about when tankers are going to be refilled and how long they are likely to be away for.
- **Education on Three Waters Reform Programme**
 - Some residents expressed concern about what the Three Waters Reform Programme will mean for small supplies like Naseby. There is concern that decisions and operation will be from a centralised office somewhere like Christchurch and that the people in charge will be out of touch with local issues. It is recommended that educational material is provided on the changes that residents can expect.
- **Updates on the outcomes and implementation of this review**
 - Many members of the community said that they wanted to be confident that a similar event would not recur in the near future. This may not be realistic without significant spend; however, the frequency of similar events could be reduced by implementing the recommended actions in this report. The community would like to be kept up to date on the outcomes of this review and would like to understand when changes will be implemented, along with the residual risks.

21.6.12 APPOINTMENT OF CONSULTANT FOR BRIDGE STRUCTURAL ADVICE FOR 2021-24

Doc ID: 547518

1. Purpose of Report

To consider the direct appointment of a consultant for advice for bridges during the 2021-24 Long Term Plan period.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the direct appointment of Beca for the provision of structural advice for bridges for the 2021-24 Long Term Plan period.
-

2. Background

Council approved the direct appointment of Beca for the provision of structural advice for bridges for the 2020-21 financial year on 28 July 2020.

Specialist structural engineering advice is required to review the condition and future upgrade requirements of Council's bridge network. Detailed design is also required for work in the Long-Term Plan programme.

Council has 177 bridges with 37 of these expected to reach the end of their economic life within the next 25 years, and a further 30 requiring significant renewal work within the next 25 years. A large number of these are on low volume roads where there are alternative routes, and the economic viability of their replacement needs to be considered. Forward budgets have been prepared based on the assumption that not all bridges will be replaced.

The number and weight of trucks is also increasing, as a result of regulatory changes and improvements in land productivity. There are 23 weight restricted bridges, 22 of these are on low volume rural roads where there is a higher risk of overloading occurring.

A more detailed understanding of the replacement needs, options, and costs is required to inform community consultation regarding affordability and options for the future. The specialised expertise required for this programme of work is not available within Council. In the past, this advice has been sourced externally when required for individual bridges. There has been a proposal to undertake this work over the past four years, but it has not progressed due to staff changes and vacancies within the roading team.

3. Discussion

Structural engineers who specialise in bridge work are a small subset of the broader structural engineering profession. This means there are limited people who undertake this work and those with experience typically are in high demand. This has been reflected in the timeliness of delivery on past Council bridge work.

Council has a vast network of bridges which are unlikely to be sustainable from an affordability perspective. A strategic approach is required to deliver the required level of service across the network which will require innovative thinking. Many structural engineers are able to evaluate the replacement of an individual bridge. Consideration of the need and affordability of the wider network requires a different way of thinking.

Beca have been undertaking work for Council reviewing the structural integrity of bridges on the network, and are investigating options for replacing bridges damaged by the January 2021 floods. Through this work they have demonstrated an ability to deliver innovative solutions to manage risk and provide affordable options.

After the inspections have been done then further work will be undertaken to identify options and costs for addressing issues. It is therefore difficult to define the full scope of the work from the outset. Council and consultant staff will need to work together on the project.

Subject to approval, the current Procurement Policy allows an exemption from open advertising under certain circumstances. Some of these circumstances include:

- Where the services required are specialist technical or professional services.
- When it is not practical or cost-effective to conduct an open tender or proposal.
- Where there is limited time for the procurement process.

When an exemption from open advertising is recommended, approval is on a one-up basis. As the total amount of the professional services for bridge works is expected to be in excess of \$200,000, Council approval is required to use direct appointment as the alternative procurement method.

The contracts for technical services are usually awarded on qualities relating to experience with little to no weighting given to price. The expertise, experience and innovation of the individual people who work on the project have more of an impact on the cost than the differences in the fees charged for the work.

There is a time and cost requirement for tendering work. A tender process for this work is expected to take 12 weeks, and preparation of tender documents and evaluation is expected to take approximately 80 hours of senior staff time. This means that while the tender process will add time and cost to progressing work, it is unlikely to deliver any added value.

The amount of investment occurring in the infrastructure sector has increased significantly due to government economic stimulus packages and increased Local Authority investment in the 2021 Long Term Plans.

There is a shortage of experienced consultants to undertake the work that is currently planned and consultants are now in the position where there is more work than capacity to deliver. Building on existing strategic relationships is likely to be more effective in ensuring delivery of Council's work program than tendering will be.

Given Beca's positive history of work with Council on bridges, their technical expertise and the constraints mentioned above, it is recommended to make a direct appointment of Beca for specialist bridge advice instead of going through an open tender process.

4. Options

Option 1 – (Recommended)

Make a direct appointment of Beca for a period of three years to progress structural bridge analysis and design work.

Advantages:

- Will fast-track consultant engagement, resulting in reduced staff and consultant input being required.
- Will enable construction of renewals and improvement work which requires technical input to commence earlier.
- Will utilise the knowledge that Beca have gained through recent bridge investigation work to be carried through to option analysis and development of the bridge strategy.
- Will enable the development of a bridge strategy to proceed within the next 12 months.

Disadvantages:

- Reduces opportunity for other players to access the local market.

Option 2

Tender the work.

Advantages:

- Open transparent and competitive process.

Disadvantages:

- Will create cost for consultants to tender in a market where there is more work than resource available. This could result in no tenders being received.
- Will require staff time which will result in lost opportunities to progress other items of work.
- Will delay commencement of construction on 2021/22 bridge renewal programme.
- If a different consultant was selected then the benefits of work undertaken to date could be lost.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social and economic wellbeing of communities, in the present and for the future by providing good quality infrastructure in a way that is most cost effective for households and businesses.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	Yes. The work will be undertaken within existing budgets provided for this work.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This decision is inconsistent with the existing Procurement Policy as high expenditure would normally require a market tender or closed competitive process. With approval, an exemption from open advertising can be used in certain circumstances including: the services required are specialist technical or professional services, where it is not practical or cost-effective to conduct an open tender or proposal and where there is limited time for the procurement process.

Considerations as to sustainability, the environment and climate change impacts	This decision will enable investigation work which will contribute to improved climate resilience for bridges.
Risks Analysis	There is a risk in managing peak workload with limited resources. There are risks to Council if appropriate technical expertise is not included in the development and delivery of Long-Term Plan programmes. There are minimal risks to Council in undertaking direct appointment for for the scale of work that is proposed.
Significance, Consultation and Engagement (internal and external)	This decision is not significant and does not meet the thresholds of Councils Significance and Engagement Policy.

6. Next Steps

If Council approves the direct appointment of Beca then work will commence immediately. If not, then a tender process will be initiated in the next 9 months due to the high workloads caused by reform in the Infrastructure Department.

7. Attachments

Nil

Report author:



Chantal Green
Infrastructure Finance Officer
27/07/2021

Reviewed and authorised by:



Julie Muir
Executive Manager - Infrastructure Services
30/07/2021

21.6.13 ROAD RENAMING APPROVAL REPORT - PORTION OF WATSON ROAD

Doc ID: 544185

1. Purpose of Report

To ratify the Vincent Community Board's recommendation to rename a portion of Watson Road to Pihoihoi Road.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Rename a portion of Watson Road to Pihoihoi Road.
-

2. Background

A report was presented to the Vincent Community Board on 20 July 2021 (appendix 1) to consider renaming the right-hand section of Watson Road from the T intersection at Nelsen Ridge Road. A map showing the portion of Watson Road to be renamed is attached as appendix 2.

3. Discussion

Renaming a portion of Watson Road will clarify access points for emergency services. Property owners on Watson Road were consulted and are in support this proposal. Once the recommendation is ratified by Council, staff will write to each of the affected property owners to inform them of the decision.

4. Options

Option 1 – (Recommended)

Ratify the Vincent Community Board recommendation to rename a portion of Watson Road to Pihoihoi Road.

Advantages:

- Provides clear directions to access points for emergency services.
- Name is approved by Aukaha.
- Names complies with Council policy.

Disadvantages:

- Six rapid numbers will need to be reissued.

Option 2

Do not ratify the recommendation.

Advantages:

- None identified.

Disadvantages:

- No clarification for emergency services.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the environmental wellbeing of communities by providing clear direction to access points for emergency services.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	Costs for the road sign and replacement rapid number plates will be met by the Council roading budgets.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This decision is 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 risks.
Significance, Consultation and Engagement (internal and external)	<p>Council has consulted with affected parties and have gained support for this proposal.</p> <p>Staff will inform affected property owners of the name change once ratified by Council.</p> <p>This decision does not trigger engagement under the engagement significance policy.</p>

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 decision.

7. Attachments

Appendix 1 - VCB report 20 July 2021.pdf [↓](#)

Appendix 2 - Map portion of Watson Road.pdf [↓](#)

Report author:



Faye Somerville
Roading Administration Assistant
8/07/2021

Reviewed and authorised by:



Julie Muir
Executive Manager - Infrastructure Services
4/08/2021



20 July 2021

21.6.5 ROAD RENAMING REPORT - PORTION OF WATSON ROAD

Doc ID: 530115

1. Purpose of Report

To consider a request to rename a portion of Watson Road, Waikerikeri.

Recommendations

That the Vincent Community Board

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

2. Background

Watson Road is divided into two sections by Nelsen Ridge Road. This division could cause confusion for emergency services if they are required to locate a property in the event of an emergency. Renaming the right-hand side of Watson Road at the T intersection of Watson Road and Nelsen Ridge Road would avoid this situation.

Staff consulted with affected property owners explaining the situation and invited them to provide name suggestions for the portion of Watson Road to be renamed. Only one of the property owners provided a name. Aukaha were consulted on a selection of Māori names that were submitted by the property owner.

To streamline future consultation for Māori names a pre-approved list of approximately 200 Māori road names specific to Central Otago has now been provided by Aukaha (attached as reference as appendix 3).

3. Discussion

Renaming a section of Watson Road will mean six property owners will receive new rapid numbers. New rapid numbers are necessary as the datum point or point where the road begins will change. There has been no negative response from the property owners regarding this.

The preferred name is Pihoihoi Road. Pihoihoi is the Māori name for the New Zealand Pipit. The Pipit is a prominent bird seen in the Waikerikeri area.

Two alternative names provided for consideration are Kaireka, after the Skylark, also seen in the area and Kārearea, after the native falcon that is prevalent up against the Dunstan Range and a Central Otago symbol.

4. Options

Option 1 – (Recommended)

Vincent Community Board meeting Agenda

20 July 2021

Recommend to Council to rename the section of Watson Road to the right of the T intersection of Nelsen Ridge Road highlighted in pink on the attached map (appendix 1) to Pihoihoi Road.

Advantages:

- Emergency services can locate an address quickly and easily in the event of a call out.
- Suggested name is the preferred choice of the property owner who made a submission on the road name.
- Suggested road name meets council policy and has been endorsed by Aukaha.

Disadvantages:

- The six rapid numbers currently issued on Watson Road will need to be renewed.
- Two of the property owners/residents will have a change of road name and rapid number.
- The cost of approximately \$100 to replace the rapid number plates will be met by Council roading budgets.

Option 2

Select either Kaireka Road or Kārearea Road for the section of road to be renamed.

Advantages:

- Emergency services can locate an address quickly and easily in the event of a call out.
- Suggested names are the second or third choice of the property owner who made a submission on the road name.
- Suggested names meet council policy and have been endorsed by Aukaha.

Disadvantages:

- The six rapid numbers currently issued on Watson Road will need to be updated.
- Two of the property owners/residents will have a change of road name and rapid number.
- The cost of approximately \$100 to replace the rapid number plates will be met by Council roading budgets.

Option 3

Select a name from the Vincent Community Boards list of approved names (appendix 2).

Advantages:

- Emergency services can locate an address quickly and easily in the event of a call out.
- Suggested names meet council policy.

Disadvantages:

- Name is not the choice of the person who took the time to make a submission on a road name.
- The six rapid numbers currently issued on Watson Road will need to be updated.
- Two of the property owners/residents will have a change of road name and rapid number.
- The cost of approximately \$100 to replace the rapid number plates will be met by Council roading budgets.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the environmental wellbeing of communities by providing clear direction to access points for emergency services.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	Costs for the road sign and replacement rapid number plates will be met by the 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)	A consultation process has been undertaken with Iwi and the affected parties. This decision does not trigger engagement under the significance and engagement policy.

6. Next Steps

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

7. Attachments

Appendix 1 - Map portion of Watson Road.pdf

Appendix 2 - List of Road Names -Vincent Ward.docx

Appendix 3 - Aukaha List of Approved Māori Road Names

Report author:

Reviewed and authorised by:

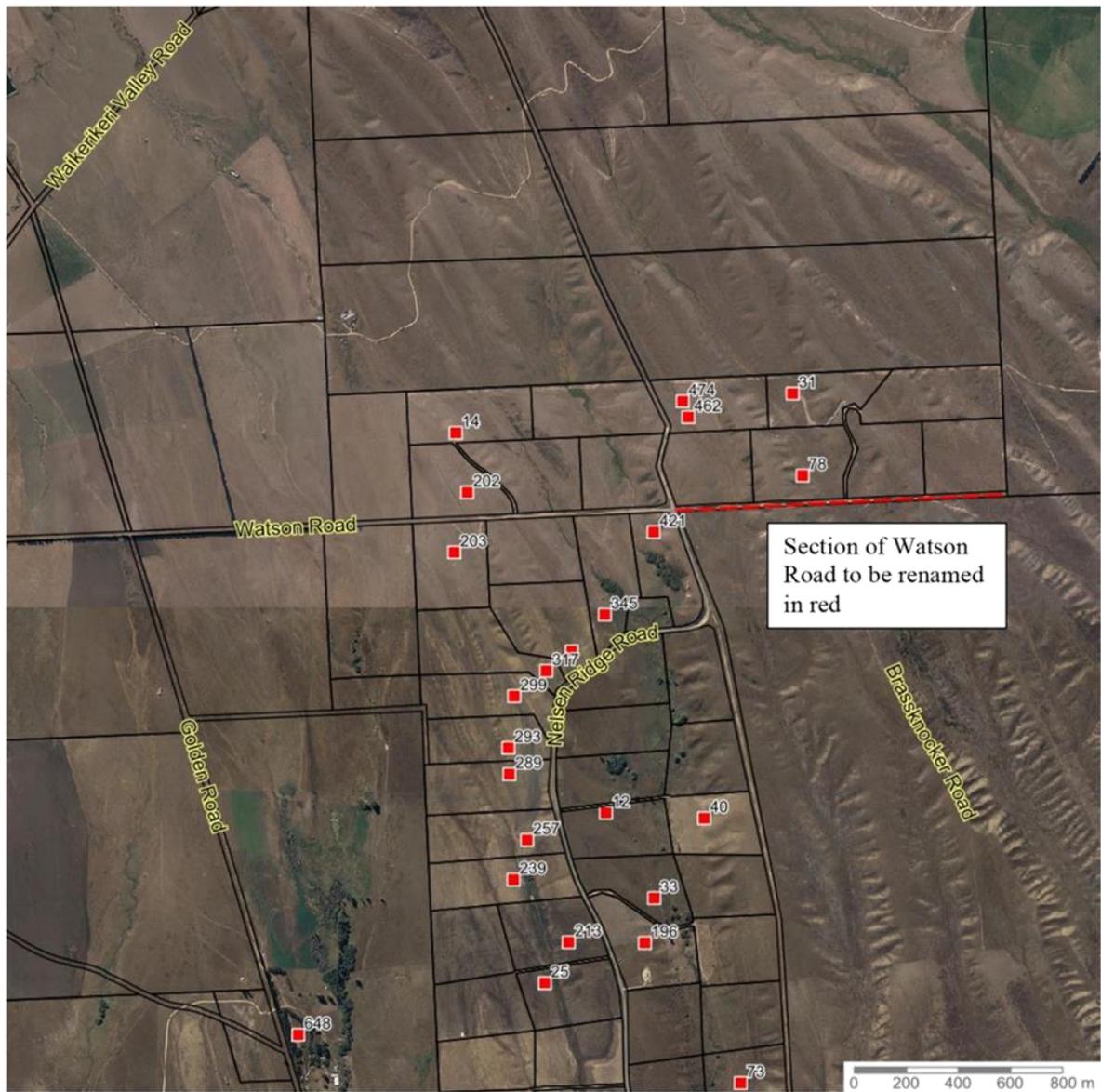


Faye Somerville
Roading Administration Assistant
2/07/2021



Julie Muir
Executive Manager - Infrastructure Services
2/07/2021

Appendix 1



21.6.14 RURAL NETWORKS SOUTH ISLAND RENT REVIEW.

Doc ID: 541119

1. Purpose of Report

To provide further information for the purpose of reassessing the licence fees and power charges payable by Rural Networks South Island (the Company) for the licences and leases held over various Council reserves.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to:
 1. Reduce the licence fee for the Gilligans Gully site from \$6,000 to \$4,800 per annum plus GST.
 2. Reduce the licence fees for the Clyde Lookout, Earnsclough Road, and Sugarloaf sites from \$5,000, to \$1,900 per annum plus GST.
 3. Reduce the rental for the Alexandra Airport site from \$5,000 to \$1,900 per annum plus GST, subject to the lessee continuing to provide free internet services to the Airport Terminal.
 4. Charge a flat fee of \$600 per annum plus GST (per tenant as applicable) for power at the Gilligans Gully and Clyde Lookout sites with that fee being subject to adjustment (increase) by 10% on renewal.
 5. Backdate the revised fees and charges to the commencement of the new licences and leases being 01 July 2020.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

2. Background

At their meeting of 26 August 2020 Council considered a report proposing the legalisation of the licences and leases held by Rural Networks South Island over the following sites:

- Gilligans Gully Road, being Part Lot 8 DP 429123,
- Clyde Lookout Road, being Part Town Belt of Clyde,
- Earnsclough Road, being Part Section 149 Block I Fraser Survey District,
- Sugarloaf, being Part Lot 15 DP 418764, and;
- Alexandra Airport, being Part Lot 2 DP 300842.

The report also contained recommendations regarding site fees, sub-tenanting, and power charges.

A copy of the report dated 26 August 2020 is attached as **Appendix 1**.

On consideration the Council resolved (Resolution 20.7.18) as follows:

- B. Approves, subject to the Reserves Act 1977, the granting of licences to Rural Networks South Island for the purpose of locating telecommunications towers on sites on the following reserves:*
- *Gilligans Gully Road, being Part Lot 8 DP 429123,*
 - *Clyde Lookout Road, being Part Town Belt of Clyde,*
 - *Earnsclough Road, being Part Section 149 Block I Fraser Survey District, and;*
 - *Sugarloaf, being Part Lot 15 DP 418764*
- C. Agrees to the inclusion of terms in the Gilligans Gully licence providing for:*
- *the existing sub-tenancy to 2 Degrees Limited, and;*
 - *the charging of a fee to cover power at \$750 per annum per tenant, subject to adjustment by any increases in supply of energy or network charges.*
- D. Agrees to include a term in the Clyde Lookout Road licence providing for the charging of a fee to cover power at \$750 per annum, subject to adjustment by any increases in supply of energy or network charges.*
- E. Agrees to grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council issuing licences over sites on the scenic and recreation reserves identified above in B.*
- F. Approves, subject to the Airport Authorities Act 1966, the granting of a lease to Rural Networks South Island for the purpose of locating a telecommunications tower at the Alexandra Airport, being Part Lot 2 DP 300842, subject to the Company continuing to provide free internet services to the Airport Terminal.*
- G. Agrees to the new licences and the lease being granted for a term of 5 years each, with one right of renewal, subject to adjustment by CPI on renewal, commencing 01 July 2020.*
- H. Approves the use of the Licence Fee Calculator (shown in Figure 6) for the purpose of determining current rentals and subrentals.*
- I. Agrees, subject to adjustment by CPI, to the Licence Fee Calculator being adopted as the standard for determining future rentals and subrentals for telecommunications sites on Council reserves.*
- Authorises the Chief Executive to do all that is necessary to give effect to the resolution.*

As noted in the report dated 26 August 2020, the Company disagreed with the valuation advice received from QV and *ruralvalue* relating to licence fees for Wireless Internet Service Provider (WISP) sites. The Company also disagreed with the advice received from the electrical engineer regarding the estimated power consumption and costs.

On release of the resolution the Company advised that the rentals were not sustainable and that the power charges were too high. They then asked if Council could reconsider the proposed rentals and power charges.

A second report proposing a reduction of the site rentals and power charges was put to Council's meeting of 24 March 2021.

A copy of the report dated 24 March 2021 is attached as **Appendix 2**.

On consideration the Council resolved (Resolution 21.2.3) as follows:

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

On release of the resolution the Company was advised of the outcome and provided with a summary of the feedback from councillors. That summary included the following advice:

The Councillors did not believe that the letter from the secretariat of WISPA equated to evidence of actual site rental fees. They also had concerns regarding the setting of the power charges given the increased that have been proposed by power companies over the next few years.

And:

Councillors are now asking the licensee to provide valuation data as evidence in support of the request to reduce the licence fees.

In response, the Company advised that they were disappointed that the letter from the secretariat of the Wireless Internet Service Providers Association of New Zealand Incorporated (WISPA.NZ) was not considered evidence of industry rental standards. They also advised that:

My valuer and surveyor are unable to provide me [valuation] information till mid May, which I know is a bit unhelpful. The numbers are still 30% higher than I expect to pay. Power is well above what we use. I am presently evaluating the logistics of moving my towers onto private land and should have completed this in next 2 weeks.

3. Discussion

Further Information – Power

The Company's Gilligans Gully and Clyde Lookout antennas are connected to Council's water reservoir power supplies. The options relating to power have been reviewed and are expanded on below. These include the Company:

- establishing their own connection to the network,
- installing a sub-meter,
- installing a solar powered system, or;
- making payment of a set fee for power in conjunction with the rent.

To recap on the advice of the electrical engineer, requiring the Company to establish their own connection to the electricity network or to install a sub-meter would be cost prohibitive.

Installing a check-meter would be less expensive, however. The ongoing readings, calculations and reconciliations required to produce an account would be inefficient and onerous. Further compounding those inefficiencies are access issues. The two sites are located rurally in secure locations.

While solar power is noted as an option above, changing to solar would carry its own costs (which have not been researched). Instead, the fairest solution is to work with the existing electrical set-up. This means a flat fee remains the most practical solution for recovering power.

The power accounts from the Earnsclough site are accurate evidence of power consumption by a single antenna. Accounts from the latter half of 2020 indicate an annual consumption of approximately \$560 per annum plus GST. This is consistent with the recommendation of \$600 per annum plus GST. It also allows a buffer allowing for a 7% increase in charges over time.

Further Information – Licence Fees: Gilligans Gully

The Company has agreed to accept the proposed licence fee of \$4,800 per annum plus GST for the Gilligans Gully site. The Company's acceptance of this fee is based on their ability to recover up to 75% of the fee from the subtenant.

After collecting 75% of the fee from the sub-tenant the Company will be responsible for the remaining \$1,200. This brings the Company's share of the licence fee into line with what they believe to be a fair rental of \$1,500 per annum plus GST.

Further Information – Licence Fees: All other sites

While the Company had intended to provide their own valuation evidence in support of reducing rentals further, they have now advised that this was cost prohibitive. As an alternate to that option, the Company were asked to provide copies of other agreements to occupy.

The Company has not provided copies of any occupation agreements.

It is now proposed that a licence fee of \$1,900 per annum plus GST be adopted for the remaining towers. This fee is the midpoint between the rental proposed in the report dated 24 March 2021 and the Company's request for rentals of \$1,500 per annum plus GST.

Renewal, reviews, and other provisions:

Resolution 20.7.18 provides for rent reviews on renewal. The methodology for determining the new rental is adjustment by CPI. For simplicity and in consideration of the existing 7% buffer, it is proposed that on renewal the annual power charge of \$600 be increased by 10% to \$660 per annum plus GST. It is proposed that one power charge be levied per tenant.

For the purpose of clarity, the licence to occupy the Alexandra Airport site will be granted subject to the Company continuing to supply free internet services to the Airport Terminal.

4. Options

Option 1 – (Recommended)

That the Council agrees to:

1. Reduce the licence fee for the Gilligans Gully site from \$6,000 to \$4,800 per annum plus GST.
2. Reduce the licence fees for the Clyde Lookout, Earnsclough Road, and Sugarloaf sites from \$5,000, to \$1,900 per annum plus GST.
3. Reduce the rental for the Alexandra Airport site from \$5,000, to \$1,900 per annum plus GST, subject to the lessee continuing to provide free internet services to the Airport Terminal.
4. Charge a flat fee of \$600 per annum plus GST (per tenant as applicable) for power at the Gilligans Gully and Clyde Lookout sites with that fee being subject to adjustment (increase) by 10% on renewal.
5. Backdate the revised fees and charges to the commencement of the new licences and leases being 01 July 2020.

Advantages:

- The rental is the middle ground between the previous recommendation and the request.
- Power charges for Gilligans Gully and the Clyde Lookout sites will align with actual power accounts and will provide for increasing charges during the first term of the licences.
- The provision for reviewing the power charges (on renewal) aligns with the simple methodology for reviewing rent.

Disadvantages:

- None.

Option 2

That the Council does not agree to reduce the licence fees and charge a flat fee for power.

Advantages:

- None.

Disadvantages:

- Does not recognise the Company's advice that the existing fees are unsustainable.
- Power charges for Gilligans Gully and the Clyde Lookout sites will not align with actual power accounts or provide for increasing charges during the first term of the licences.
- The provision for reviewing the power charges (on renewal) will not align with the simple methodology for reviewing rent.

Option 3

That the Council determines other licence, rental fees, and/or power charges are appropriate.

Advantages:

- Councillors may determine other fees and methodologies for determining them are more appropriate.

Disadvantages:

- May also not be sustainable by the Company.
- May not provide a simple methodology for assessing and recovering power.
- May not resolve the matter.

5. Compliance

Local Government Act 2002 Purpose Provisions	While infrastructure for internet services is not a Council activity, this promotes the social and economic wellbeing of communities, in the present and for the future by enabling Rural Networks South Island to continue to transmit wireless internet services in a sustainable manner.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	The income will be less than anticipated but will be sustainable in the longer term.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The decision to align the power charges on the Gilligans Gully and Clyde Lookout with the actual charges on the Earnsclough site promotes equity and fairness.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the recommendation.
Risks Analysis	If the fees are not reduced the Company may vacate the various sites with no income being received or fees recovered.

Significance, Consultation and Engagement (internal and external)	The Significance and Engagement Policy has been considered with none of the criteria being met or exceeded.
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6. Next Steps

- | | |
|--|-------------|
| 1. Licences updated and sent to licence holder for execution | August 2021 |
| 2. Licence fees and power charges invoiced | August 2021 |

7. Attachments

Appendix 1 - Copy of report to Council dated 26 August 2020 [↓](#)

Appendix 2 - Copy of report to Council dated 24 March 2021 [↓](#)

Report author:



Linda Stronach
Property Officer - Statutory
22/07/2021

Reviewed and authorised by:



David Campbell
Acting Executive Manager - Planning and Environment
28/07/2021



**Council
26 August 2020**

Report for Decision

**To consider legalising the existing Rural Networks South Island occupations
(Doc ID: 449252)**

1. Purpose of Report

To consider legalising the existing occupations by Rural Networks South Island, the granting (under delegated authority) of the Minister of Conservation's consent, and the adoption of a standard for assessing site fees and other outgoings.

Recommendations

That the Council:

- A. **Receives** the report and accepts the level of significance.
- B. **Approves**, subject to the Reserves Act 1977, the granting of licences to Rural Networks South Island for the purpose of locating telecommunications towers on sites on the following reserves:
- Gilligans Gully Road, being Part Lot 8 DP 429123,
 - Clyde Lookout Road, being Part Town Belt of Clyde,
 - Earnsclough Road, being Part Section 149 Block I Fraser Survey District, and;
 - Sugarloaf, being Part Lot 15 DP 418764
- C. **Agrees** to the inclusion of terms in the Gilligans Gully licence providing for:
- the existing sub-tenancy to 2 Degrees Limited, and;
 - the charging of a fee to cover power at \$750 per annum per tenant, subject to adjustment by CPI on review.
- D. **Agrees** to include a term in the Clyde Lookout Road licence providing for the charging of a fee to cover power at \$750 per annum, subject to adjustment by CPI on review or renewal.
- E. **Agrees** to grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council issuing licences over sites on the scenic and recreation reserves identified above in B.

- F. **Approves**, subject to the Airport Authorities Act 1966, the granting of a lease to Rural Networks South Island for the purpose of locating a telecommunications tower at the Alexandra Airport, being Part Lot 2 DP 300842, subject to the Company continuing to provide free internet services to the Airport Terminal.
- G. **Agrees** to the new licences and the lease being granted for a term of 5 years each, with one right of renewal, subject to adjustment by CPI on renewal, commencing 01 July 2020.
- H. **Approves** the use of the Licence Fee Calculator (shown in Figure 6) for the purpose of determining current rentals and subrentals.
- I. **Agrees**, subject to adjustment by CPI, to the Licence Fee Calculator being adopted as the standard for determining future rentals and subrentals for telecommunications sites on Council reserves.
- J. **Authorises** the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

In June 2017, a report was presented to Council's Waste and Infrastructure Committee (the Committee) recommending that leases be granted over the Gilligans Gully and Clyde water reservoir sites to Greenfields Internet Limited (Greenfields). Greenfields were noted as being an internet service provider that specialised in providing ultra-fast broadband primarily using wireless technology.

The report noted that the Alexandra, Clyde, Cromwell and Roxburgh townships would be included in the rollout of the Government's Ultra-Fast Broadband programme. It also noted that the programme would not be extending into the surrounding rural residential areas, or the Earnsclough basin.

With services already established in the Cromwell township and lower part of the Cromwell basin, Greenfields offered to provide its services to the residents of Alexandra, Clyde, Earnsclough and surrounding rural areas. To do this, Greenfields proposed to lease sites at the Gilligans Gully and Clyde water reservoirs.

The Committee agreed with the proposal and resolved (Resolution 17.3.5) as follows:

- B. *AGREED that a lease be granted to Greenfields Internet to locate towers to transmit wireless ultra-fast broadband at the Gilligans Gully and Clyde reservoir sites at an annual charge of \$1.00 per year until 30 June 2020 for each site.*

During presentation of the 2017 report it was noted that a tower erected by Greenfields to serve the lower Cromwell basin, which was meant to have been located on an adjacent private property, had been built on the Sugarloaf Scenic Reserve. In addition, it was noted that Greenfields had a fourth tower on the Alexandra Waterfront Domain Reserve off Earnsclough Road.

In an effort to legalise the additional sites, it was recommended that they be included when the licences under Resolution 17.3.5 were granted. Accordingly, the licence agreement identifies the following four 25 square metres sites:

1. Gilligans Gully Road, being Part Lot 8 DP 429123
2. Clyde Lookout Road, being Part Lot 1 27327
3. Earnsclough Road, being Part Section 149 Block I Fraser Survey District and Part Lot 3 DP 27759, and;
4. Sugarloaf, being Part Lot 15 DP 418764

On issue, and at Greenfield's request, those licences were granted in the name of Rural Networks South Island Limited (the Company). The Company, which has retained ownership of the towers, is no longer affiliated with Greenfields Internet Limited.

In recognition of the Company's investment in the district, an initial peppercorn rental of \$1.00 per annum plus GST per site was set for the first three years. A condition providing for review of the licence fee on 30 June 2020 was included in the agreement, with a market rental to apply thereafter.

On review it was noted that resolutions did not exist for two of the four sites. Further investigation also identified that the sites were Council reserves. This meant the original licences should have been granted in accordance with the Reserves Act 1977 and consented to by the Minister of Conservation. As the report was written outside of the Property Department it seems that this requirement was overlooked resulting in the licences granted under Resolution 17.3.5 being invalid.

3. Discussion

To legalise the existing occupations, it is proposed that new licences be granted in accordance with the Reserves Act 1977 (the Act).

Section 48A(1)(a) of the Act permits Council as administering body, to grant a licence over a reserve for the purpose of erecting and maintaining a communications mast, with the Minister of Conservation's consent.

The role of the Minister of Conservation (the Minister) is to:

- be satisfied that the issuing of the lease conforms with the provisions of the Reserves Act 1977 (the Act),
- confirm that the proposed lease complies with the purpose of the reserve,
- ensure that due process under the Act has been followed, and to;
- consider submissions resulting from public notification (when required).

Section 10 of the Act provides for delegation of the Minister's consent in certain circumstances. In the "Instrument of Delegation to Territorial Authorities" dated 12 June 2013, the Minister delegated the granting of consent to leases issued under section 48A(1)(a) to Council.

The construction of antennas is a 'permitted activity' in the Rural Resource Area and requires resource consent in the Residential Resource Area pursuant to Rule 13.7.11(iii)(b) of the District Plan. Any licence granted would be subject to the applicant having obtained all permits and consents required for installation and construction.

The four sites and their details are shown below in Figures 1–4.



Figure 1 – Gilligans Gully Road, being Part of Lot 8 DP 429123 (Recreation Reserve)



Figure 2 – Clyde Lookout Road, being Part Town Belt of Clyde (Recreation Reserve)



Figure 3 – Earnsclough Road, being Section 149 Block I Fraser Survey District (Recreation Reserve)



Figure 4 – Sugarloaf, being Part Lot 15 DP 418764 (Scenic Reserve)

In 2019, the Company applied to Council to vary the licence held over the Gilligans Gully site. This was to provide for a sub-tenancy to 2 Degrees Limited. As this would reduce proliferation of towers throughout the district, the Vincent Community Board resolved (Resolution 19.6.24) to grant that request.

It is proposed that the new licence over the Gilligans Gully site recognises that resolution and contains a provision to sublet.

The Company also has a tower on a fifth site at the Alexandra Airport as shown below in Figure 5. While the granting of the lease over the Airport was operational, it was done so on the proviso that the Company supplied the terminal with internet. It was also intended that the lease would contain the same provisions as those over the reserves.

An agreement was supplied for execution but has never been returned to Council.



Figure 5 – Alexandra Airport Site, being Part Lot 2 DP 300842

Section 6 of the Airport Authorities Act 1966 permits Council, as airport authority, to grant a lease over all or any part of any land vested in the airport authority, for any purpose that will not interfere with the safe and efficient operation of the airport. Section 6 also provides for the termination of the lease at any time should the land be required for airport purposes.

To validate the occupation, it is proposed that Council reissues the Company with a lease over Part Lot 2 DP 300842 in accordance the provisions of the Airport Authorities Act 1966. It is also proposed that the Company continues to provide the terminal with internet.

Valuation Advice for Rental Purposes

As noted previously, in recognition of the Company's investment in the district a peppercorn rental was payable for each site with a commercial market rental being payable on review from 01 July 2020.

General Manager of Quotable Valuer Limited (QV), David Nagel, has advised that as many towers and antennas are located on private property under private agreement, the gathering of rental data has been challenging even for valuers. However, it is his understanding that rental rates range between \$7,000 to \$10,000 per annum and are usually for a 20–25 year lease term. Mr Nagel also advised that higher rentals might apply in locations close to urban areas where gaining resource consents is more challenging.

To gain more localised advice, the matter was further discussed with the Dunedin-based National Manager of *ruralvalue* (a subsidiary of QV), David Paterson. Mr Paterson advised that rentals are generally calculated using comparable rentals as a base. Where that data is not available, the alternative is to assess the land in question's value and apply an appropriate rental rate to the land.

Mr Paterson noted that most cellular providers have a set rental which they offer for a site, with more recent rentals (late 2019) sitting around \$8,000 per annum. He also noted that QV had records of sales of cell phone sites at around \$100,000, with rentals depending on how strategic the site was.

Mr Paterson was not aware of any difference between the rentals for cellular towers versus those for wireless internet providers. In finishing, Mr Paterson's advice to Council was to determine a standard rental for each site as this would keep it simple and limit the need to have a valuation completed for each application.

The Company has disagreed with the valuation advice received from QV and *ruralvalue*. The Company believes that the site rental for Wireless Internet Providers should be considerably less than that paid by cellular providers. No evidence in support of that belief has been provided.

Collocation Rentals

The industry standard for a single collocation scenario normally results in the landowner receiving an uplift of up to 20% on the existing rental. This provides the landowner with additional income while recognising that the tower owner needs to be compensated for the capital expenditure related to establishing the structure and for future maintenance costs.

Proposed Rental and Collocation Matrix and further terms

In accordance with the advice received from QV and *ruralvalue* it is proposed that a value of \$5,000 per annum per site plus GST be applied. It is also proposed that the industry standard of a 20% uplift be applied for collocation.

To ensure that all parties – including the subtenant – benefit from collocating, it is proposed that the following table be adopted as the standard for charging for tower sites on Council reserves:

Licence Fee Calculator	Council Licence Fee	Uplift% for additional tenant	Revised Licence Fee - Payable by Licensee to Council	Maximum % of Revised Licence Fee Recoverable from Subtenant(s)	Maximum \$ of Revised Licence Fee Recoverable from Subtenant(s) (payable in equal shares as applicable)
Licensee Only	\$ 5,000.00	0%	N/A	N/A	N/A
Licensee + 1 Subtenant	\$ 5,000.00	20%	\$ 6,000.00	60%	\$ 3,600.00
Licensee + 2 Subtenants	\$ 6,000.00	20%	\$ 7,200.00	70%	\$ 5,040.00
Licensee + 3 Subtenants	\$ 7,200.00	20%	\$ 8,640.00	80%	\$ 6,912.00

Figure 6 – Licence Fee Calculator

It is also proposed that the methodology for determining future rentals be to apply CPI to the Licence Fee Calculator shown in Figure 6.

Power

The Earnsclough Road and Airport towers are connected to the electricity network in private supply agreements. The Sugarloaf tower, which is more remote, is solar-powered.

The Clyde and Gilligans Gully towers are both connected to Council's reservoir supplies. While Council has not sought recovery the additional consumption, the subtenant at the Gilligans Gully site has paid the Company \$1,500 toward power costs.

Discussions with an electrical engineer have identified several possible options for either assessing consumption or recovering a share of those costs. These include the Company:

- establishing their own connection to the network,
- installing a sub-meter,
- installing a solar powered system, or;
- making payment of a set fee for power in conjunction with the rent.

As noted by the electrical engineer, requiring the Company to establish their own connection to the electricity network is likely to be cost-prohibitive, making solar the Company's likely preference. A sub-meter would enable Council to identify the Company's actual consumption but is also likely to be cost-prohibitive and onerous to manage.

Given that the Company is already connected to Council's power supply, for the sake of simplicity, the electrical engineer suggested that on-charging a flat fee would be a more practical solution. While he has not inspected the running system or capacity of the infrastructure, the electrical engineer estimated that each tenant would use somewhere around \$2–\$3 of power per day, or about \$730–\$1,095 per annum.

In accordance with that advice, it is proposed that power consumption be on-charged. It is also proposed that the charges be subject to adjustment by CPI on review and or renewal as applicable.

The Company has also disagreed with the advice received from electrical engineer regarding the estimated power consumption and costs. No evidence in support of that belief has been provided.

4. Options

Option 1 - (recommended)

That the Council:

1. Approves, subject to the Reserves Act 1977, the granting of licences to Rural Networks South Island for the purpose of locating telecommunications towers, on the following reserves:
 - Gilligans Gully Road, being Part Lot 8 DP 429123,
 - Clyde Lookout Road, being Part Town Belt of Clyde,
 - Earnsclough Road, being Part Section 149 Block I Fraser Survey District, and;
 - Sugarloaf, being Part Lot 15 DP 418764
2. Agrees to the inclusion of terms in the Gilligans Gully licence providing for:
 - the existing sub-tenancy to 2 Degrees Limited, and;
 - the charging of a fee to cover power at \$750 per annum per tenant, subject to adjustment by CPI on review or renewal.
3. Agrees to include a term in the Clyde Lookout Road licence providing for the charging of a fee to cover power at \$750 per annum, subject to adjustment by CPI on review or renewal.
4. Agrees to grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council issuing licences over sites on the scenic and recreation reserves identified above in 1.
5. Approves, subject to the Airport Authorities Act 1966, the granting of a lease to Rural Networks South Island for the purpose of locating a telecommunications tower at the Alexandra Airport, being Part Lot 2 DP 300842, subject to the Company continuing to provide free internet services to the Airport Terminal.
6. Agrees to the new licences being granted for a term of 5 years each, with one right of renewal, subject to adjustment by CPI on renewal, commencing 01 July 2020.
7. Approves the use of the Licence Fee Calculator (shown in Figure 6) for the purpose of determining current rentals and subrentals.
8. Agrees, subject to adjustment by CPI, to the Licence Fee Calculator being adopted as the standard for determining future rentals and subrentals for telecommunications sites on Council reserves.

Advantages:

- The Company's occupations over Council reserves will be legalised
- The licences will be granted in accordance with the relevant Acts, and with the Minister of Conservation's consent
- The Gilligan's Gully licence will provide for the sub-tenancy and the recovery of power charges
- The Clyde Lookout licence will provide for the recovery of power charges
- The Airport licence will be executed, and internet services secured

- The new licences will not need to be reviewed in 2022 as per the original licences
- The methodology for determining both current and future rents, sub-rents and power charges will be clarified
- A market rental will be received for each site
- Recognises the provisions of the Reserves Act 1977 and Airport Authorities Act 1966
- Recognises the intentions of the previous Resolutions
- Recognises that due process has been followed

Disadvantages:

- None

Option 2

That the Council:

1. Approves, subject to the Reserves Act 1977, the granting of licences to Rural Networks South Island for the purpose of locating telecommunications towers, on the following reserves:
 - Gilligans Gully Road, being Part Lot 8 DP 429123,
 - Clyde Lookout Road, being Part Town Belt of Clyde,
 - Earnsclough Road, being Part Section 149 Block I Fraser Survey District, and;
 - Sugarloaf, being Part Lot 15 DP 418764
2. Agrees to grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council issuing licences over sites on the scenic and recreation reserves identified above in 1.
3. Approves, subject to the Airport Authorities Act 1966, the granting of a lease to Rural Networks South Island for the purpose of locating a telecommunications tower at the Alexandra Airport, being Part Lot 2 DP 300842, subject to the Company continuing to provide free internet services to the Airport Terminal.
4. Grants the licences on different terms and conditions.

Advantages:

- The Company's occupations over Council reserves will be legalised
- The licences will be granted in accordance with the relevant Acts, and with the Minister of Conservation's consent
- The Airport licence will be executed, and internet services secured.
- Recognises the provisions of the Reserves Act 1977 and Airport Authorities Act 1966
- Recognises the intentions of the previous Resolutions
- Recognises that due process has been followed
- Licence fees could be determined individually

- A different methodology for determining and adjusting both current and future rents, sub-rents and power charges could be adopted
- The licensee's concerns relating to the licence fee and the on-charging of power could be addressed

Disadvantages:

- Licence fees may not reflect the market or valuer's advice
- The existing subrental paid by the sub-tenant at the Gilligans Gully site may be disproportionate to that paid by the licensee
- The methodology for determining and adjusting both current and future licence fees, sub-rents and power charges may not align with the advice of the valuers, the electrical engineers, or the industry standards

Option 3

That the Council does **not**:

- Approve the granting of new licences over the Council recreation reserve,
- Agree to the provision for sub-tenancy on the Gilligans Gully site, or the on-charging of power
- Agree to on-charge
- Grant the Minister of Conservation's consent to the granting of licences over scenic and recreation reserves
- Approve the granting of a lease over the Alexandra Airport
- Agree to the new term of 5 years each with one right of renewal commencing 01 July 2020
- Adopt the Licence Fee Calculator or agree to adjustment by CPI

Advantages:

- None.

Disadvantages:

- The Company's occupations over Council reserves will not be legalised
- The role of the Minister of Conservation will not be considered
- Internet services for the Airport terminal will not be secured
- The methodology for determining future rents, sub-rents, and power charges will not be clarified
- Rental will not be received for each site
- Valuations for rental purposes may be required and would be an additional cost
- Does not recognise the intentions of the previous Resolutions
- Does not recognise that due process has been followed
- The Company will be required to remove its infrastructure from each site

5. Compliance

Local Government Act 2002 Purpose Provisions	While infrastructure for internet services is not a Council activity, this proposal does facilitate improved internet services
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	for the benefit of the wider rural community.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	<p>From 01 July 2020 Council will collect a market rental from each of the five sites.</p> <p>Adoption of the Licence Fee Calculator as the standard methodology for determining both current and future rents and sub-rents clarifies the charges for all parties and will save on valuation costs.</p> <p>The adoption of a fee for power at the Gilligans Gully site will ensure that both the licensee and sub-tenant are responsible for their running costs.</p>
Decision consistent with other Council plans and policies, such as the District Plan, Economic Development Strategy, etc?	<p>The recommended option is consistent with the provisions of the Reserves Act 1977, the Airport Authorities Act 1966, and the Operational District Plan.</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 Authority’s” dated 12 June 2013.</p>
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision to legalise the occupations as the activities are already established on the land.
Risk Analysis	<p>As the original licenses were not granted in accordance with the correct legislation or consented to by the Minister of Conservation due process has not been followed.</p> <p>Should the licenses not be legalised, the licensee would be required to vacate each site resulting in the withdrawal of internet services to many rural communities.</p>
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 48A(5) of the Reserves Act 1977, public advertising is not required as the recommendation provides for the legalisation of existing occupations and does not include any additional rights of construction over any</p>

	<p>of the reserves.</p> <p>The existing tower footprints are two square metres and have little-to-no effect on the reserves and do not limit or impact the right of the public.</p> <p>In accordance with licence conditions, the licence holder will be required to remove all structures and remediate the land on cancellation or expiry of the of the licence. This will provide for the long-term protection of each reserve.</p> <p>The granting of leases under the Airport Authorities Act 1966 does not require public notification.</p>
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Next Steps

Licences Drafted and Executed

August 2020

Attachments

None.

Report author:



Linda Stronach

Property Officer – Statutory

4/08/2020

Reviewed and authorised by:



Louise van der Voort

Executive Manager - Planning and Environment

17/08/2020

21.2.3 RURAL NETWORKS SOUTH ISLAND RENT REVIEW.

Doc ID: 521469

1. Purpose of Report

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

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Agrees Council agrees to:
 1. Reduce the licence fees on the Rural Networks South Island's Clyde, Earnsclough, Sugarloaf and Alexandra Airport sites from \$5,000, to \$2,400 per annum, plus GST.
 2. Reduce the licence fee on the Rural Networks South Island Gilligans Gully site from \$6,000 to \$4,800 per annum, plus GST.
 3. Adopt a simple doubling (or tripling if applicable) of the annual rental with a provision for the licence holder to recover a maximum of the 75% (per annum) of the total fee from the subtenant(s) as the methodology for determining licence fees.
 4. Reduce the power charges at the Clyde and Gilligans Gully sites from \$750 per annum to \$600 per annum plus GST per occupation.
 - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

At their meeting of 26 August 2020 Council resolved to grant five licences to occupy to Rural Networks South Island (the Company). The licences legalised the Company's four existing occupations on Council reserves, and one at the Alexandra Airport.

A copy of the report dated 26 August 2020 is attached as **Appendix 1**.

The associated resolution (Resolution 20.7.18) included a number of terms and conditions including a formula for assessing licence fees and the on-charging power (where applicable).

A copy of the Resolution 20.7.18 is attached as **Appendix 2**.

As noted in the report dated 26 August 2020, the Company disagreed with the valuation advice received from QV and *ruralvalue* relating to licence fees for Wireless Internet Service Provider (WISP) sites. The Company also disagreed with the advice received from the electrical engineer regarding the estimated power consumption and costs.

In December 2020 the Company provided Council with a letter from Ernie Newman. Mr Newman is the secretariat of the Wireless Internet Service Providers Association of New Zealand Incorporated (WISPA.NZ).

Mr Newman's letter advises that WISPA.NZ members have found that typical licence fees range from zero to \$1,500 per annum, with free internet services often provided to the landowner. The letter also advises that maximum licence fees would be in the \$2,000 per annum range.

A copy of Mr Newman's letter is attached as **Appendix 3**.

The Company has also provided copies of power accounts for their Earnsclough site. The Earnsclough antenna has its own connection to the electricity network. The power accounts indicate that a single antenna uses approximately \$50 per month or approximately \$600 of power per annum.

With the exception of the Gilligans Gully site, the Company have now asked for the licence fees and power charges to be reconsidered based on the information provided in December 2020.

The licence fee at the Gilligans Gully site was determined at \$6,000 per annum. This is because the licence includes the right to sublet to 2 Degrees Mobile Limited. In late 2019 2 Degrees Mobile Limited (2 Degrees) entered into an agreement to collocate an antenna on the Company's tower at Gilligans Gully. Since December 2019 2 Degrees have paid the Company a rental of \$3,600 per annum and a contribution of \$1,500 toward power charges.

By adjustment, the Company would then be responsible for \$2,400 per annum of the licence fee for the Gilligan's Gully site.

3. Discussion

To bring all licence fees into alignment with the Gilligans Gully site it is now proposed that the rental for the Clyde, Earnsclough, Sugarloaf and Alexandra Airport sites be reduced to \$2,400 per annum.

In recognition of the Company's investment in the infrastructure, it is proposed that licence fee at the Gilligan's Gully site be reduced to \$4,800 per annum or double the standard licence fee. It is also proposed that the licence includes a provision enabling the Company to recover a maximum of 75% (\$3,600) from the subtenant. By adjustment, the Company would then be responsible for \$1,200 per annum of the licence fee for the Gilligan's Gully site.

It is now proposed that future collocation charges are assessed by doubling the existing licence fee and providing the licence holder with the right to collect a maximum of 75% of the licence fee from the subtenant.

It is also recommended that the power charges for each tenancy at the Clyde and Gilligans Gully sites be reduced to \$600 per annum.

It is proposed that the revised fees and charges apply retrospectively from the commencement date of 01 July 2020. It is not proposed that any other terms or conditions of Resolution 20.7.18 be reviewed.

4. Options

Option 1 – (Recommended)

That the Council agrees to:

1. Reduce the licence fees on the Rural Networks South Island's Clyde, Earnsclough, Sugarloaf and Alexandra Airport sites from \$5,000, to \$2,400 per annum, plus GST.
2. Reduce the licence fee on the Rural Networks South Island Gilligans Gully site from \$6,000 to \$4,800 per annum, plus GST.
3. Adopt a simple doubling (or tripling if applicable) of the annual rental with a provision for the licence holder to recover a maximum of the 75% (per annum) of the total fee from the subtenant(s) as the methodology for determining licence fees.
4. Reduce the power charges at the Clyde and Gilligans Gully sites from \$750 per annum to \$600 per annum plus GST per occupation.

Advantages:

- Aligns with the additional information provided by the licence holder.
- Provides a simple method of calculating fees payable for instances of collocating.

Disadvantages:

- Does not align with the information previously provided by QV and *ruralvalue*.

Option 2

That the Council does not agree to reduce the licence fees, the power charges, or to adopt the new methodology for determining licence fees.

Advantages:

- Aligns with the information previously provided by QV and *ruralvalue*.

Disadvantages:

- Does not align with the additional information provided by the licence holder.
- Does not provides a simple method of calculating fees payable for instances of collocating.

5. Compliance

Local Government Act 2002 Purpose Provisions	While infrastructure for internet services is not a Council activity, this promotes the social and economic wellbeing of communities, in the present and for the future by enabling Rural Networks South Island to continue to transmit wireless internet services in a sustainable manner.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	The income anticipated will be reduced in the interim, but sustainable in the longer term.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The decision to reduce the licence fees and power charges gives consideration to the original advice

	and is consistent with the additional information since provided.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the recommendation.
Risks Analysis	The licence holder may not be able to sustain his business if the fees and charge are not reduced.
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. Licences updated and sent to licence holder for execution | April 2021 |
| 2. Licence fees and power charges invoiced | April 2021 |

7. Attachments

- Appendix 1 - Copy of report to the Board dated 26 August 2020**
- Appendix 2 - Copy of Resolution 20.7.18.pdf**
- Appendix 3 - Copy of letter ex secretariat WISPA.NZ.pdf**

Report author:

Linda Stronach
Property Officer - Statutory
26/01/2021

Reviewed and authorised by:

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

21.6.15 REGISTER OF DELEGATIONS

Doc ID: 547088

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 and to adopt the Delegated Authorities Operating Schedule – Resource Management Act, contained in the Staff Delegations Manual.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Adopts the Delegated Authorities Operating Schedule – Resource Management Act delegations.
- C. Approves the deletion of sections 82 - 84 from the Register of Delegations and approves the following change to the Register of Delegations;

- Add the paragraph to section 81 as follows:

Council has approved the Resource Management Act (RMA) delegations, as outlined in the Statutory, Regulatory and Other Delegations to Officers section of the Staff Delegations Manual.

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 Statutory, Regulatory and Other Delegations to Officers portion of the Staff Delegations Manual contains delegations relating to the Resource Management Act (RMA). These delegations are required to be delegated to employees by the local authority under section 34A of the RMA – *Delegation of Powers and functions to employees and other persons*. This is the only section of the Staff Delegations Manual which requires elected member approval.

3. Discussion

The Staff Delegations Manual has been comprehensively reviewed to ensure operational efficiency and greater transparency through the redevelopment of the Resource Management Act delegations. Having more comprehensive and robust delegations ultimately decreases the nature of the risk and more effectively manages workload by having the delegations at more appropriate levels.

The proposed addition of the paragraph to the Register of Delegations ensures that staff are authorised to operate at the appropriate delegation level, as approved by Council. This addition

renders sections 82 – 84 redundant, enabling these sections to be removed from the Register of Delegations.

4. Options

Option 1 – (Recommended)

Adopt the Delegated Authorities Operating Schedule – RMA delegations; approve the deletion of sections 82 - 84 from the Register of Delegations and approve the proposed change to the Register of Delegations.

Advantages:

- Creating a more efficient operating environment by effectively managing workloads while ensuring any risk is appropriately managed.
- Ensuring the Executive Manager – Planning and Environment has capacity to conduct operational and strategic functions required for their role by having the delegations at more appropriate levels.
- Decreases risk through the Executive Manager – Planning and Environment having greater capacity to focus on strategic functions.

Disadvantages:

- None.

Option 2

Maintain the current RMA delegations contained within the Staff Delegations Manual.

Advantages:

- None

Disadvantages:

- Inefficient operating environment, which increases operational costs and delays
- Lack of clarity and transparency around RMA delegations.
- Increased risk through reduced oversight due to high volume of workloads at the senior level.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social and economic wellbeing of communities, in the present and for the future by prudently managing the delegations of the Council.
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 Manager and Chief Executive Officer.
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 of the Delegated Authorities Operating Schedule – RMA, contained in the Staff Delegations Manual will be published on the staff intranet and in the staff newsletter.

The Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer will be updated on the Central Otago District Council website.

7. Attachments

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

Appendix 2 - Register of Delegations - Delegated Authorities Operating Schedule - RMA
[↓](#)

Report author:



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26/07/2021

Reviewed and authorised by:



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29/07/2021



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

As at 11 August 2021

www.codc.govt.nz

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
- Oversight of unbudgeted legal claims or other proceedings other than those which relate to employment matters.

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 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 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
- Roading Hierarchy Policy and exceptions to this policy
- Road strategies
- Roading policies
- Roading Bylaws for adoption by Council
- Roading 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 entirely 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 – Planning and Environment

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. The Chief Executive Officer may approve all unbudgeted legal claims or other proceedings, such as the authorisation to undertake settling actions and prosecutions taken against Council, where it is in the CEO's opinion that such settlement best protects Council's interest, up to a value of \$500,000. Where claims or other legal proceedings are likely to exceed \$500,000, the CEO is required to communicate with relevant elected members prior to entering into mediation.

The Chief Executive Officer may delegate to council officers the authority to represent Central Otago District Council in legal claims or other proceedings.

Confidential settlements, other than those which relate to employment matters, shall be presented in a separate report to the Audit and Risk Committee or any other council body as appropriate.

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. Council has approved the RMA delegations, as outlined in the Statutory, Regulatory and Other Delegations to Officers section of the Staff Delegations Manual.
- ~~82. 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.~~
- ~~83. The Planning Team Leader 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 affected parties; and~~
~~c. 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.~~
- ~~84. 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: a. the application is non notified; and b. where necessary, has the consent of affected parties; and c. the applicant has not requested to be heard.~~

Affected Party - Resource Consent Applications

82. 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

83. 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

84. 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

85. The Chief Executive assign a fees category to premises that is 1 level lower than the fees category in Section 6 of the Regulation
86. 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.

87. 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.
88. 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

89. 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

90. 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

91. 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.

Note: The ✓ is the lowest level of delegation and the * is all of those in a direct line above who have delegation

No	Applicable Section of the Act	Situation/Description	Council	Hearings Panel	Hearings Panel Chair	CEO	Executive Manager - Planning and Environment	Planning Manager	Principal/Senior Planning Officer	Planning Officer	Planning Support Officer	Regulatory Services Manager	Senior Building Control Officer	Building Control Officer	Environmental Health Team Leader	Environmental Health Officer	Food Safety Officer	Alcohol Licensing Inspector	LIM Officer	Regulatory Support	Enforcement Officer / Compliance Officer	Dog Control Officer	Council Contractor	Customer Services Officer	Litter Control Officer	Parks and Recreation Manager	
Resource Management Act 1991																											
263	10,10A, 10B	Determination of whether existing rights in terms of Section 10 apply.				*	*	✓																			
264	17	Authority to issue an abatement notice (<i>as enforcement officer</i>) to avoid, remedy or mitigate adverse effects				*	*	✓																			
265	22	Authority to acquire information (<i>as enforcement officer</i>)				*	*	*	*	✓																	
266	27	To provide information to the Minister for the Environment.				*	*	✓																			
267	32	Consideration of alternatives, benefits and costs.				*	*	*	*	✓																	
268	34A	Authority to delegate functions, powers and duties to Hearing Commissioner.				✓																					
269	36(3)	Power to require the payment of additional charges to cover processing costs in accordance with Council's approved Schedule of Fees and Charges under the Resource Management Act 1991.				*	*	✓																			
270	36(3)(a)	Power to provide on request an estimate of additional charges over and above processing deposits.				*	*	✓																			
271	36(5)	Power to remit the whole or any part of any charge.				*	*	✓																			
272	36AA(1)	Power to provide a discount.				*	*	✓																			
273	36AA(3)	Power to adopt a policy on discounting administrative charges.	✓																								
274	36AAA and 36AAB	Criteria for fixing administrative charges.				*	*	✓																			
275	37	Authority to waive or extend time periods provided in this section.		*		*	*	✓																			
276	37A(6)	Notify people affected by extensions of time limits or waivers.				*	*	*	*	*	*												*	✓			

21.6.16 AUDIT NEW ZEALAND INTERIM AND FINAL REPORT OF THE 2021-31 LONG-TERM PLAN AND CONSULTATION DOCUMENT

Doc ID: 546740

1. Purpose

To receive Audit New Zealand's Report on the audit of the 2021-31 Long-term Plan Consultation Document and supporting documentation, along with the final audit report of the 2021-31 Long-term Plan.

Recommendations

That the report be received.

2. Discussion

Central Otago District Council completed the 2021-31 Long-term Plan process on 30 June 2021. This culminated in the adoption of the 2021-31 Long-term Plan and the setting of the rates for the 2021-22 financial year. The first stage of the long-term Plan process was the preparation of the Consultation Document and the supporting information behind this. These documents were audited by Audit New Zealand ahead of Council going out to consultation.

Audit New Zealand issued an unmodified audit report on 24 March 2021 for the Consultation document. This included an emphasis of matter regarding the Government's intention to make three water reform decisions during 2021 and acknowledging the long-term uncertainty of what this means for Council and the community.

The attached management report details the areas of focus and these can be found in sections three and four of the attached report (Appendix 1). There appeared to be no areas of concern raised by Audit New Zealand.

A second audit commenced 8 June 2021, in which Audit New Zealand audited the final 2021-31 Long-term Plan. Council again received an unmodified audit opinion dated 30 June 2021, being the date of adoption for the Long-term Plan. This was a pleasing result given the tight timeframe between the commencement of the audit and receiving the verbal audit opinion ahead of adoption. In addition to the emphasis of matter regarding the uncertainty around the three-waters reform, Audit New Zealand included an emphasis of matter regarding the uncertainties of the deliverability of the capital programme. The narrative of the emphasis of matter can be found on page six of the attached Audit New Zealand – Final Management Report (Appendix 2). Further analysis of the delivery of the capital programme can be found on pages seven and eight of the same report.

Finally, page nine includes a paragraph on the reduced Waka Kotahi subsidy funding. The Roding team made adjustments to reduce the budget below the materiality threshold but noting that there is a plan to discuss this reduction with Waka Kotahi further, as the budget was increased initially in early 2021 on Waka Kotahi's recommendation and then later reduced. Audit New Zealand have identified additional work arising from the reduced funding. Roding are in the process of seeking permission from the Office of the Auditor General to charge Council an additional fee to cover their time in assessing the impact of the

reduction and reviewing the final budgets once the adjustments were made. This is a common practice with Audit New Zealand across the sector, and council is not being singled out. Fortunately Council has the budget to allow for this.

Appendix 1 was presented to the Audit and Risk Committee on 4 June 2021 and Appendix 2 has been circulated to the Audit and Risk Committee ahead of this meeting and will be officially tabled in the committee's October meeting.

3. Attachments

Appendix 1 - Audit NZ - Management Report for LTP Consultation Document - Jul 21 to 30 June 31 [↓](#)

Appendix 2 - Audit NZ – Final Management Report for 2021-31 LTP [↓](#)

Report author:



Leanne Macdonald
Executive Manager - Corporate Services
28/07/2021

Reviewed and authorised by:



Sanchia Jacobs
Chief Executive Officer
30/07/2021

AUDIT NEW ZEALAND
Mana Arotake Aotearoa

**Report to the Council
on the audit of**

Central Otago District Council's
Long-term Plan Consultation
Document for the period
1 July 2021 to 30 June 2031

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Key messages

We have completed the audit of Central Otago District Council's (the Council's) Consultation Document (the CD) for its 10-year Long-term Plan (LTP) covering the period 1 July 2021 to 30 June 2031. The Council will adopt its LTP in June 2021. This report sets out our findings from the audit of the CD stage of the LTP.

Audit opinion

We issued an unmodified opinion on Council's CD on 24 March 2021. This means that we are of the opinion that the CD provides an effective basis for public participation in the Council's decision-making processes relating to the content of the 2021-31 LTP.

We included an emphasis of matter paragraph in the opinion drawing attention to the disclosure in the CD outlining the Government's intention to make three waters reform decisions during 2021.

Areas of audit focus

Preparation of the CD and underlying information

The development of a CD together with the required underlying information is a large and complex task. For this LTP there were restraints outside of Council's control with staff members leaving part way through the preparation and audit process. This included members of both the infrastructure and finance teams. The buy-in of other members of the team was important in ensuring Council met agreed timelines and whilst we were able to issue an audit opinion on the agreed date, we acknowledge that there was significant pressure on both the council and audit teams as a result of delays across the organisation and less than ideal communication between teams within the Council's organisation.

Unfortunately, the time constraints and workload had a detrimental impact on not just the timeliness of the information we received but also meant that there was limited time for quality review by those preparing the information. This meant it fell on Audit NZ to complete some of those quality assurance tasks that Council did not have the capacity to do, such as identifying inconsistencies between documents and spotting modelling errors. Some of this is expected to be done in any audit, but more was done than planned.

Audit of the final LTP

As well as the opinion issued on the CD, we will also issue an opinion on the final LTP that will be adopted by 30 June 2021, following the Council's consideration of public submissions. To ensure our audit of the final LTP is efficient, we expect the Council to prepare and provide us with a schedule of changes to the financial forecasts and other underlying information that were the basis for the CD.

Thank you

We would like to thank the Council, management and staff for their assistance during the audit.



Dereck Ollsson
Audit Director
24 March 2021

1 Our audit report

1.1 We issued an unmodified audit report on the CD



We issued an unmodified audit report on 24 March 2021.

This means we were satisfied the CD meets the statutory purpose and provides an effective basis for public participation in the Council's decision about the proposed content of the 2021-31 LTP. We also found the underlying information and assumptions used to prepare the CD are reasonable.

We included an 'emphasis of matter' paragraph in our audit opinion to draw the reader's attention to the disclosure in the CD outlining the Government's intention to make three waters reform decisions during 2021. The effect that the reforms may have on three waters services provided by the Council is currently uncertain because no decisions have been made. The CD was prepared as if these services will continue to be provided by the Council, but future decisions may result in significant changes, which would affect the information on which the CD has been based.

1.2 Uncorrected misstatements

The financial statements are free from material misstatements, including omissions. During the audit, we have discussed with management any misstatements that we found, other than those which were clearly trivial. The misstatements that have not been corrected are listed below along with management's reasons for not adjusting these misstatements. We are satisfied that these misstatements are individually and collectively immaterial.

- Working capital was not inflated throughout the 10 year period, using the inflation rate provided by Council, and used in other forecasting, the impact in any given year varies between a minimum of \$39,000 in year six to a maximum of \$1,628,000 in year 10.

Management did not adjust this misstatement on the basis of materiality.

2 Control environment



Our approach to the audit was to identify, confirm and assess the Council's key processes and controls over the underlying information and ultimate production of both the LTP CD and the LTP. The purpose of this assessment was to enable us to plan the most effective and efficient approach to the audit work needed to provide our two audit opinions.

We consider the asset management control environment to be sufficiently reliable for the purpose of supporting the LTP CD and LTP. We consider the Council's overall control environment sufficiently effective for the purpose of producing the LTP CD and LTP documents.

3 Areas of audit focus



During the planning stage of the audit, and our review of the content of the LTP CD, we identified the following key risks and issues which were areas of focus during our audit. In this section of the report, we comment on our findings on those matters.

3.1 Covid-19

The response to manage the impacts of the Covid-19 pandemic has created significant uncertainty for businesses, local and central government organisations, as well as communities and families.

The Council assumed a business as usual approach to forecasts, with no assumed periods of lockdown or community transmission of Covid-19, and an assigned low level of uncertainty to the assumption.

Council have not seen a significant impact on its revenue streams or activities yet and is therefore assuming normal land sales and relevant development and financial contributions. Our testing of the assumption included ensuring that it is applied consistently through the underlying information, as well as its application in the financial model. We confirmed that no reduction in revenue or changes to levels of service have been applied in the forecasts as the Council has assumed no significant periods of lockdown.

The ongoing impacts of Covid-19 have been considered as part of the LTP through:

- The population growth assumption whereby Rationale provided their external expertise to Council on the impact, or lack of, Covid-19 on the growth of the District.
- The BERL inflation rate which already has updated economic scenarios since Covid-19, and therefore we are comfortable that appropriate consideration has been made.

We concluded that the Covid-19 assumption is reasonable, and Council have appropriately considered the impact on its financial & infrastructure strategies, and key underlying assumptions.

3.2 Climate change

The Council declared a climate crisis in September 2019 and have developed an organisational sustainability team along with a sustainability strategy that was adopted by Council in 2019.

Council have outlined the potential impacts of climate change for infrastructure in its infrastructure strategy. We also understand Council are measuring emissions and plan to

use the results of this to make more conscious decisions. Council have included projects in their infrastructure strategy that they are planning to complete that will reduce emissions. By measuring emissions, Council are going to be able to utilise this information to make better informed procurement plans in the future to ensure environmentally conscious decisions are made.

Council have illustrated in their infrastructure strategy, the potential impacts on communities from climate change, along with the initiatives they are undertaking to mitigate these. This largely focuses on the impacts of flooding and overflows on the three waters and roading infrastructures in parts of the district. We are comfortable that these have been appropriately considered and disclosed.

We have reviewed the Council's climate change assumption and conclude it is reasonable and supportable with an appropriate level of uncertainty of medium. The Council has been taking steps in the right direction to identify and mitigate climate change. This has been clearly set out within the LTP, CD and the Infrastructure strategy.

3.3 Capital expenditure "do-ability"

We noted in the past that the Council has mostly met its capital programme with the following analysis performed on whole of council capital expenditure in annual reports comparative to the 2018-2028 LTP.

Application of Capital expenditure	Actual to Budget
To meet additional demand	112%
To improve the level of service	86%
To replace existing assets	106%

We have assessed the capital programme for each of the next 10 years and consider it reasonable compared to what the Council has been able to deliver in the last few years.

Council have appropriately disclosed a capital expenditure completion rate with an appropriate level of uncertainty of medium to high. This is based on the above historical performance.

3.4 Three waters reform

Council have made the assumption it will continue to own and directly operate the three waters networks and have indicated a high level of uncertainty around this assumption. The impact on its operations and finances has also been included.

The Council has included disclosure around the three-waters reforms in the consultation document. We accept the Council assumptions as reasonable as they have assumed business as usual (BAU) for the full LTP period. We have confirmed BAU for the three

waters through our discussions with management and review of the asset management plans, which we have also confirmed are correctly flowed through to the LTP. Due to the significant impact the three waters reform would have on the Council, we included an EOM paragraph in our audit report to draw attention to the disclosure made by the Council.

3.5 Asset information to inform its renewals expenditure

The renewals programme, which is a significant part of the total capital programme, is based on a number of factors, including the condition and performance of the Council's assets. As such, it is important that the Council has good knowledge of the condition and performance of its assets.

In respect of these activities, the infrastructure strategy discloses information on the asset condition, the effect on forecast, and the source of rating for Council's infrastructure assets.

Overall, we were satisfied that the asset information was sufficient to allow for informed renewals and forecasting in the LTP. Areas of focus for us included water supply pipes, water supply and wastewater treatment plants which all had a confidence grade of "C".

Water supply pipe assets confidence grades were derived from a desktop assessment and physical examination of forty pipes of similar materials. Given the average age of water supply's pipe network, planned renewals comparative to useful lives, and our materiality we concluded that the information Council has for planning purposes is reasonable.

We acknowledge the Council's data improvement plan and the project to update condition assessments as part of the water stimulus delivery plan and we encourage this.

Water supply and wastewater treatment plants are identified in Council's infrastructure strategy as having a moderate effect on the forecasts and no formal condition assessment has been performed. We acknowledge that proactive maintenance programmes are in place for pump stations and treatment plants. These aren't specifically condition assessments, but we understand the inspections include physical inspections and cleaning/recalibration of key parts of the assets. Quality of water and volume data is recorded, and any faults are reported. Given this, our materiality, and Council's plans to undertake a project in 2021 to re-collect treatment site asset data and undertake a condition rating of these assets, we have concluded the information Council has for planning purposes is reasonable.

3.6 Financial Strategy

The financial strategy seeks to address anticipated pressures arising from increased demand for levels of service due to growth, as well as from the requirements of the national standards. These pressures will inevitably have an impact on rates and Council has outlined plans to use debt to manage these pressures and to ensure that the future ratepayers, who will use these services, pay an appropriate share of these significant costs. Council are focused on managing its asset base and operational expenditure in a

cost-effective manner and continuing to fund these activities in a manner that is sustainable for the Council and its communities.

The Council is in a strong financial position with borrowings well below the quantified limit for the first four years of the LTP, and no breaches in covenants or limits forecast.

The key elements of the financial strategy are:

- Debt Limit: A borrowing limit of 10 percent of total assets has been set.
- Rate Revenue Limit: Rates Income will not exceed 80 percent of Council's total income.
- Rate Increase Limit: Average rate increases to existing ratepayers will not exceed 5 percent per annum. This excludes the provision for growth.
- While the District Council is contributing significantly to growth, the strategy is that those users who benefit from growth should pay for their appropriate share, through Development Contributions or Financial Contributions.
- To respond to increasing environmental and national standards through significant capital projects such as water treatment upgrades, more secure water sources, upgraded wastewater pump station storage volumes and road flooding improvements.

The Council has forecast operating surpluses, so the balanced budget is achieved for each of the 10 years of the LTP. Operating surpluses are generally allocated to fund capital works or transferred to reserves to fund expenditure in future years.

We are satisfied that the financial strategy is fit for purpose and the supporting underlying information is considered reasonable. We have confirmed that the strategy complies with the requirements of section 101A of the Local Government Authority Act 2002 and it meets the purpose outlined in subsection 2. We have reviewed the Financial Strategy's links to the financial model, asset management plans (AMPs) and infrastructure Strategy. We are satisfied that these are appropriately aligned.

3.7 Infrastructure Strategy

We have developed an understanding of the District's infrastructure strategy and evaluated the local authority's compliance with the requirements of the Local Government Act 2002. We also gained an understanding as to how it is funding renewals and its overall approach to managing the assets laid out in the infrastructure strategy.

The infrastructure strategy clearly outlines that maintaining the infrastructure the Council owns is priority. A renewals programme has been developed for the Council assets over the 30-year period and revenue levels are set to ensure sufficient funds are available for when the renewal needs to occur. Council have considered growth demands detailed in the infrastructure strategy and AMPs, and the document is clear that the aging and increasing

population will have an impact on assets and appropriately outlines how this will likely occur.

We performed work to ensure that the:

- Infrastructure Strategy is aligned with the financial strategy;
- information in the financial model reconciles with the Infrastructure Strategy;
- Infrastructure Strategy supports accountability;
- correlation between depreciation and renewals is reasonable; and
- content of the Infrastructure Strategy document includes everything necessary to achieve its statutory purpose.

Overall, we are satisfied that the Infrastructure Strategy is fit for purpose and the supporting underlying information is considered reasonable. It fulfils the legislative purpose and meets our expectations of such a document and is consistent with our knowledge of asset management planning for the Council.

4 Other matters



4.1 Growth assumption and the National Policy Statement on Urban Development 2020

The Council has assumed the district's population will grow to 34,474 by 2050. This assumption is based on a report from external experts Rationale. The assumption included in the Council's underlying information is in line with our expectations and has been allocated an appropriate level of uncertainty.

Our testing of the assumption included ensuring that it is applied consistently through the underlying information, including its application in the financial model. We are satisfied that the growth assumption is supported, reasonable, and consistently applied throughout the underlying information.

The National Policy Statement (NPS) on Urban Development 2020 came into effect in August 2020. The Council has been identified as being a "tier 3" Council. The Policy Statement requires local authorities to plan well for growth and ensure a well-functioning urban environment for their communities and future generations. CODC is a Tier 3 urban environment so the requirements are less challenging than for other councils and the updates to forecasts are only due to be done for tier 1 entities by 30 June 2021. The Council has not factored the National Policy Statement on Urban Development into their growth assumption however we do not deem this a significant issue.

4.2 National Policy Statement on Freshwater Management 2020

While the Freshwater National Policy Statement is largely the responsibility of Regional Councils, the Council has acknowledged that they have a role to play under the policy and have included detail in their AMPs for the obligations they are required to meet.

4.3 Other assumptions

We have also reviewed how the other significant assumptions are derived, including for inflation, interest, NZTA funding, depreciation, and revaluations. We are satisfied that the Council has an appropriate system to determine these assumptions and that they are reasonable, supportable, and are appropriately applied in the financial forecasts.

5 Next steps for Council



Audit of the final LTP

The next step in the LTP audit process will be the audit of the final LTP. This is scheduled to be undertaken in the week commencing 8 June 2021. To ensure our audit of the LTP is efficient we expect the Council to prepare a schedule of changes to the financial forecasts and other associated documents that were the basis of the LTP CD. This will enable us to assess the extent of changes as a result of community consultation and tailor our audit work accordingly.

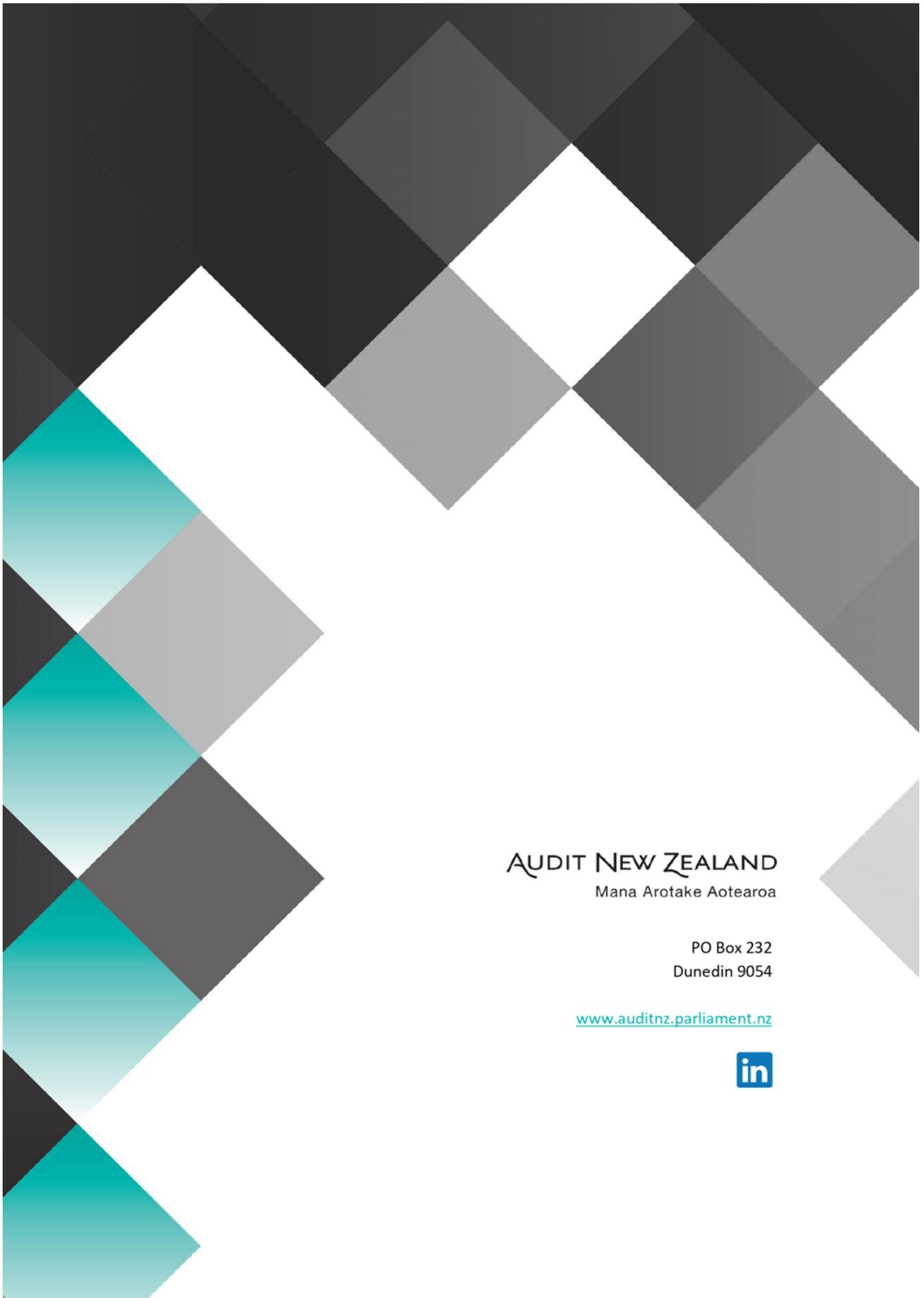
Under section 94(1) of the Act, our audit report on the final LTP forms part of the LTP, which the Council is required to adopt before 1 July 2021 (section 93(3)). Our agreed timeframes will enable us to issue our audit report in time for the Council meeting on 30 June 2021, at which time the 2021-31 LTP will be formally adopted.

We are responsible for reporting on whether the LTP meets the statutory purpose and provides a reasonable basis for integrated decision making by the Council and accountability to the community. We considered the quality of the underlying information and assumptions as part of the audit of the LTP CD. Our next visit we will focus on how these are reflected in the LTP. We will consider the effect of the decisions that come out of the consultation process and review the LTP to gain assurance that appropriate, material, consequential changes and disclosures have been made.

At the conclusion of the LTP audit, we will ask the Council to provide us with a signed management representation letter on the LTP. The audit team will provide the letter template during the LTP audit.

Appendix 1: Mandatory Disclosures

Area	Key messages
Our responsibilities in conducting the audit	<p>We carried out this audit on behalf of the Controller and Auditor-General. We are responsible for expressing an independent opinion on the consultation document and reporting that opinion to you. This responsibility arises from section 93C(4) of the Local Government Act 2002.</p> <p>The audit of the consultation document does not relieve management or the Council of their responsibilities.</p> <p>Our Audit Engagement Letter dated 14 October 2020 contains a detailed explanation of the respective responsibilities of the auditor and the Council.</p>
Auditing standards	<p>We carry out our audit in accordance with the International Standard on Assurance Engagements (New Zealand) 3000 (Revised): <i>Assurance Engagements Other Than Audits or Reviews of Historical Financial Information</i>, the International Standard on Assurance Engagements 3400: <i>The Examination of Prospective Financial Information</i>, and the Auditor-General's auditing standards.</p>
Auditor independence	<p>We are independent of the Council in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1 (Revised): <i>Code of Ethics for Assurance Practitioners</i>, issued by New Zealand Auditing and Assurance Standards Board.</p> <p>In addition to the audit of the Consultation Document we have carried out engagements in the areas of the annual report, which are compatible with those independence requirements. Other than the audit and these engagements, we have no relationship with or interests in the Council.</p>
Fees	<p>The audit fee for the year is \$85,200 (excl. GST), as detailed in our Audit Engagement Letter.</p>
Other relationships	<p>We are not aware of any situations where a spouse or close relative of a staff member involved in the audit occupies a position with the Council that is significant to the audit.</p> <p>We are not aware of any situations where a staff member of Audit New Zealand has accepted a position of employment with the Council during or since the end of the financial year.</p>



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Report to the Council on the audit of

Central Otago District Council
long-term plan for the period
1 July 2021 to 30 June 2031

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Key messages

We have completed the audit of the Central Otago District Council (the Council) long-term plan (the LTP) for the period 1 July 2021 to 30 June 2031. This report sets out our findings from the audit and draws attention to our detailed findings, and where appropriate makes recommendations for improvement. The report should be read in conjunction with the report issued in the LTP consultation document (CD).

Audit opinion

We have issued an unmodified audit opinion dated 30 June 2021. This means that in our opinion, the LTP provides a reasonable basis for long-term, integrated decision-making and co-ordination of the Council's resources and accountability of the Council to the community and the information and assumptions underlying the forecast information in the LTP are reasonable.

We included two emphasis of matter paragraphs in the opinion drawing attention to the disclosures in the LTP outlining the following matters:

- uncertainty over three waters reforms; and
- uncertainty over the deliverability of the capital programme.

Key findings from the audit

The Council approved its preferred options on the key matters that it had included in its CD.

We have confirmed any financial changes made and ensured that they were consistently applied throughout the LTP document. We specifically considered the impact of changes made on key underlying documents such as the financial strategy, infrastructure strategy, and asset management plans.

Preparation of LTP and underlying information

The development of a LTP together with the required underlying information is a large and complex task. We assessed that, overall, the process to develop the LTP and preparedness of the underlying information was well managed and went well.

Audit of the LTP CD

In addition to the opinion issued on the final LTP, we issued an opinion on the LTP CD dated 24 March 2021. The audited report included an emphasis of matter on the uncertainty over the three waters reforms, as above.

Consultation process

The consultation period for ratepayers to make submissions on the proposed options included in the LTP CD was from 26 March to 25 April 2021. The Council received a total of 852 submissions. We reviewed the process in place to receive, review and then consider the submissions made incorporating them in the final LTP.

We assessed that, overall, all considerations were reviewed and reasonably incorporated in the final LTP.

Thank you

We would like to thank the Council, management and staff for the dedication and assistance during the final LTP audit.

A handwritten signature in black ink, appearing to read 'Dereck Ollsson', is centered on the page. The signature is fluid and cursive.

Dereck Ollsson
Appointed Auditor
19 July 2021

1 Our audit report

1.1 We issued an unmodified audit report



We issued an unmodified audit report on 30 June 2021. This means we were satisfied that the Council's LTP meets the statutory purpose and provides an effective basis for public participation in the Council's decisions about the proposed content in the 2021-2031 LTP. We also found the underlying information and assumptions used to prepare the final LTP to be reasonable.

Without modifying our opinion, we drew readers' attention in our audit report to the uncertainty over three waters reforms and deliverability of the capital programme.

More detail on these matters is discussed in section 4 of this report.

1.2 Misstatements

The LTP is free from material misstatements, including omissions. During the audit, we have discussed with management any misstatements that we found, other than those which were clearly trivial.

The misstatements that have not been corrected are disclosed in Appendix 1. We are satisfied that these misstatements are individually and collectively immaterial.

2 Audit scope and objective

The scope of our audit engagement and our respective responsibilities are contained in our audit engagement letter dated 14 October 2020.

3 Control environment

Our approach to the audit was to identify, confirm and assess the Council's key processes and controls over the underlying information and ultimate production of both the LTP CD and the LTP. The purpose of this assessment was to enable us to plan the most effective and efficient approach to the audit work needed to provide our two audit opinions. Our review of the control environment focused on two key areas: the planning and budgeting process, and asset management practices.

We consider the asset management control environment to be sufficiently reliable for the purpose of supporting the LTP CD and LTP. We consider the Council's overall control environment sufficiently effective for the purpose of producing the LTP. The Council had a robust quality assurance process which resulted in a well prepared LTP.

4 Areas of audit focus

4.1 Council's underlying information

We reviewed the Council's underlying information at the CD stage, and we concluded that the underlying information was reasonable. At the final LTP we have considered new information that has become available and ensured the Council has taken this into account. We have compared the underlying information and obtained evidence to substantiate any changes in the information.

After considering the new information on Waka Kotahi – New Zealand Transport Agency (Waka Kotahi) funding confirmation and management changes to the underlying information we are satisfied that the quality of the information and assumptions underlying the LTP are reasonable.

4.2 Three waters reform

The Council has assumed it will continue to own and directly operate the three waters networks (drinking water, wastewater, and stormwater) and have indicated a high level of uncertainty around this assumption.

We accept that the Council's assumption is reasonable as it has assumed business as usual (BAU) for the full LTP period. We confirmed BAU for the three waters through our discussions with management and review of the asset management plans, which we have confirmed are correctly flowed through to the underlying information supporting the LTP.

An emphasis of matter paragraph has been included in the final LTP audit report highlighting the uncertainty over three waters reforms. The Council has made its disclosures on page 355 of the final LTP.

4.3 Delivery of the capital programme

The Council included a capital expenditure "deliverability" assumption in the underlying information supporting the LTP with an uncertainty risk of "High" based on its prior performance.

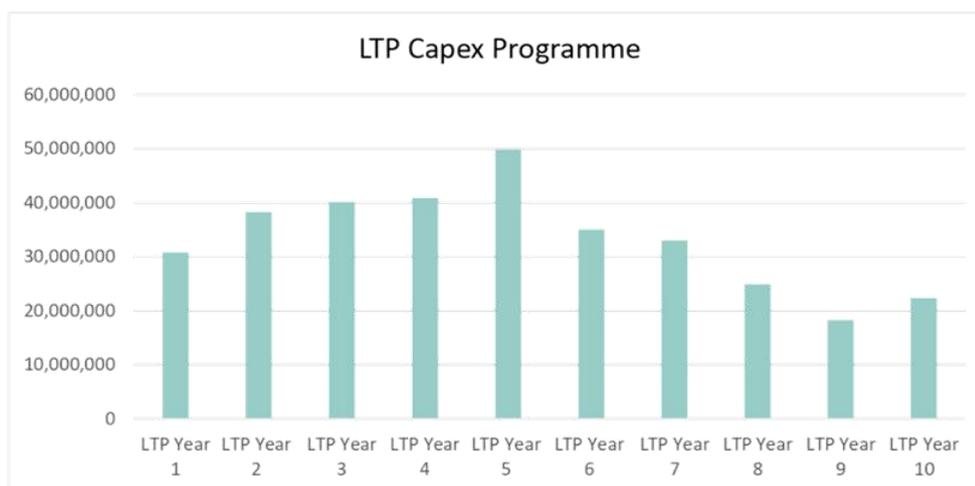
We analysed delivery against the capital work programme for the last three years and identified the actual to budget capital expenditure forecast was on average 98%, as shown below:

Financial year	Actual capex \$000	Budget capex \$000	%
2018	18,816	23,486	80%
2019	29,145	21,985	133%
2020	21,696	26,490	82%
Average			98%

In 2019 it surpassed the capex budget by 33%.

Budgeted capex for the 2021-2031 LTP amounts to \$333 million. Capex is set to begin at \$30 million in 2022 and rise to \$49 million in 2025/26 and steadily decline to \$18 million in 2029/30 and 2030/31, respectively.

The graph below shows the capex programme over the 10 year LTP period:



In comparison to the 2018-2028 LTP, the current capex spend represents a 107% increase. See table below:

	Year 1 \$000	Year 2 \$000	Year 3 \$000	Year 4-10 \$000	Total \$000
2018-2028	21,998	26,498	17,454	95,159	161,109
2021-2031	30,834	38,283	40,084	224,255	333,456
Increase in planned capex spend					172,347
% increase					107%

Notable significant projects contributing to the increase in planned capex spend in the current LTP are:

- 1 the Cromwell masterplan, with projected spending of \$73.5 million over the 10-year LTP period; and
- 2 three waters projects for the Lake Dunstan water supply of \$20 million and Alexander wastewater for \$22 million.

Year to date capex budget vs year to date actual

The YTD total capex spend at May 2021 is 80% of the total capex budget, highlighting that the Council are tracking well against their budget. Total capex budget for 2020/21 is \$24.6 million against \$19.8 million achieved as at May 2021.

Update of changes in capex programme from CD

The Council has made progress since the CD stage to ensure it meets its capital delivery. The following improvements have been made:

- a. Contracts locked in place on stimulus funding received (LTP Year 1):
 - o Clyde Wastewater Reticulation with Seipp Construction Limited, the works have already begun on this project;
 - o Cromwell Wastewater Emergency Storage upgrade – Tender has been awarded and contract is being drawn up for \$701,713; and
 - o Lake Dunstan water supply with Fulton Hogan.
- b. The Council has actual and proposed increase in dedicated staff to help manage the forecast capital expenditure programme:
 - o Ahead of the planned significant works, Council has recruited staff to aid in managing the massive capex work. The positions due to commence in July 2021 are: two (2) Project Managers and one (1) Senior Roading Engineer.

We are satisfied on the progress made in unlocking contracts and efforts by Council towards strengthening its project management by recruiting more staff.

However, the Council's forecast capital expenditure is considerably high at 107% more when compared to the previous LTP. This solely presents an ambitious task for the Council going into the LTP and raises uncertainty over the delivery. This calls for increased demands for contractor capacity and given the current constraints in the construction market, this will be a challenge the Council will be tasked with.

We conclude that an emphasis of matter paragraph on the do-ability is required, as any disruption to the planned work will result in significant changes affecting the information

on which the LTP has been based. The Council has made its disclosures on page 362 of the final LTP.

4.4 Waka Kotahi subsidy funding

The Council received communication from Waka Kotahi that they would receive reduced funding than they had applied for. Indicative funding as advised by Waka Kotahi is \$4.9 million less than the Council's bid programme requested. However, management were conservative in the preparation of their financial forecasts and as such the difference between the budgeted works in the LTP and the indicative funding allocated is \$2.6 million over three years. Management were then required to make an adjustment for the difference of which remains at \$1.6 million.

We note that this amount is below our overall materiality of \$2 million.

This uncorrected misstatement also flows through to other disclosures within the LTP. We have included the uncorrected differences in the representation letter.

We propose to seek approval from the Office of the Auditor-General (OAG) to negotiate an additional fee recovery for extra audit work which was over and above that envisaged when the fee was negotiated. The late adjustments due to the Waka Kotahi funding changes resulted in additional costs due to the audit team needing to:

- assess whether or not the Council's forecasts were materiality overstated,
- meet with staff to discuss the impact and options to resolve any material differences, and
- additional work was required to ensure the adjustments had been properly made.

4.5 Future of local government review

On 24 April 2021 the Government established an inquiry into the future of local government. While the review could recommend significant change to what local government is and does, there is no information available on the likely direction at this time.

The Council have assumed that any changes resulting from this review will not impact the current LTP and it will be revisited in the 2024-2034 LTP.

We accept that this assumption is reasonable.

4.6 The Council's rates setting process for 2021/22 financial year

We reviewed the rates setting documents and process as part of the LTP audit. We were satisfied that:

- the Council's Revenue and financing policy includes the content necessary to set rates validly in future years;
- the Funding Impact Statement and the draft rates resolution include rates that can lawfully be set for the first financial year of the LTP; and
- the information about the rates in the Funding Impact Statement and the draft rates resolution are consistent.

Appendix 1: Uncorrected misstatements

The misstatements that have not been corrected are listed below. We are satisfied that these misstatements are individually and collectively immaterial.

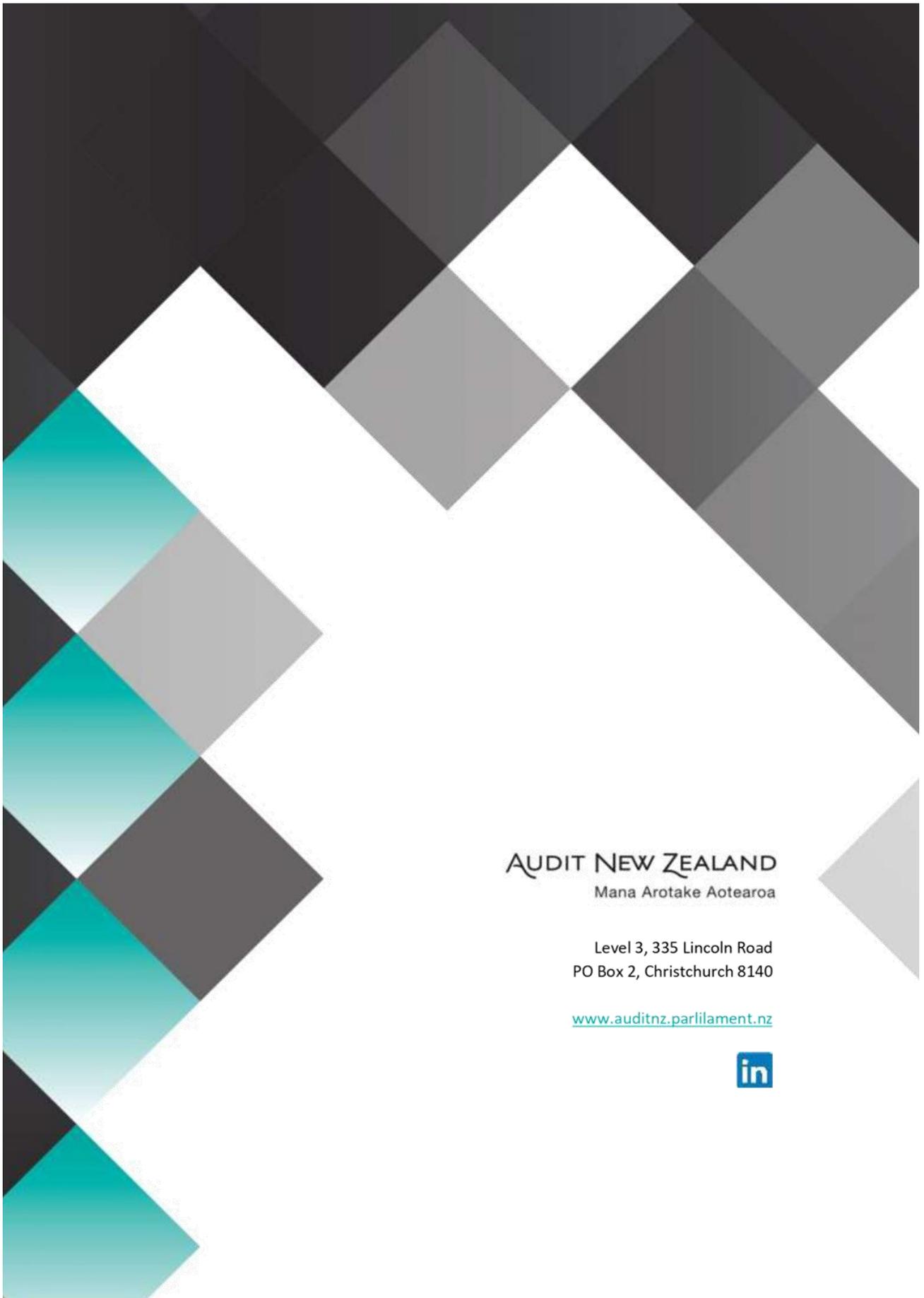
Waka Kotahi funding allocation

The financial forecast was not fully adjusted for the final confirmed funding allocation from Waka Kotahi over the first three years of the LTP by Waka Kotahi. An amount of \$533,536 per year for the first three years represents the shortfall for the continuous programme.

The impact of these uncorrected misstatements flows through to other disclosures in the LTP.

Appendix 2: Disclosures

Area	Key messages
Our responsibilities in conducting the audit	<p>We carried out this audit on behalf of the Controller and Auditor-General. We are responsible for expressing an independent opinion on the CD and reporting that opinion to you. This responsibility arises from section 93C(4) of the Local Government Act 2002.</p> <p>The audit of the CD does not relieve management or the Council of their responsibilities.</p> <p>Our audit engagement letter dated 14 October 2020 contains a detailed explanation of the respective responsibilities of the auditor and the Council.</p>
Auditing standards	<p>We carry out our audit in accordance with the International Standard on Assurance Engagements (New Zealand) 3000 (Revised): <i>Assurance Engagements Other Than Audits or Reviews of Historical Financial Information</i>, the International Standard on Assurance Engagements 3400: <i>The Examination of Prospective Financial Information</i>, and the Auditor-General's auditing standards.</p>
Auditor independence	<p>We are independent of the Council in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1 (Revised): <i>Code of Ethics for Assurance Practitioners</i>, issued by New Zealand Auditing and Assurance Standards Board.</p> <p>In addition to the audit of the CD we have carried out engagements in the areas of the annual report, which are compatible with those independence requirements. Other than the audit and these engagements, we have no relationship with or interests in the Council.</p>
Fees	<p>The audit fee for the year is \$85,200 (excl. GST), as detailed in our audit engagement letter.</p>
Other relationships	<p>We are not aware of any situations where a spouse or close relative of a staff member involved in the audit occupies a position with the Council that is significant to the audit.</p> <p>We are not aware of any situations where a staff member of Audit New Zealand has accepted a position of employment with the Council during or since the end of the financial year.</p>



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21.6.17 FINANCIAL REPORT FOR THE PERIOD ENDING 31 MAY 2021

Doc ID: 544157

1. Purpose

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

Recommendations

That the report be received.

2. Discussion

The presentation of the financials includes two variance analysis reports against both the financial statement and against the activities. This ensures 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.

The third report details the expenditure of the capital works programme across activities. This helps track key capital projects across the year and ensures the progress of these projects remains transparent to Council.

The fourth and fifth reports detail the internal and external loans balances. The internal loans report forecasts the balance as at 30 June 2021, whereas the external loans show the year-to-date current balances due to payments throughout the year.

Statement of Financial Performance for the period ending 31 May 2021

	11 MONTHS ENDING 31 MAY 2021				2020/21	2020/21
	YTD	YTD	YTD		Annual Plan	Revised Budget
	Actual	Revised Budget	Variance		Annual Plan	Revised Budget
	\$000	\$000	\$000	\$000	\$000	
Income						
Development Contributions	1,158	2,037	(879)	●	2,347	2,365
Interest & Dividends	453	368	85	●	401	401
Rates	28,152	28,062	90	●	30,437	30,437
Reserves Contributions	274	-	274	●	-	-
User Fees & Other	7,457	7,351	106	●	7,066	7,796
Profit on Sale of Assets	216	124	92	●	-	124
Other Capital Contributions	331	268	63	●	1	268
Regulatory Fees	2,042	1,908	134	●	2,356	2,036
Land Sales	6,236	4,016	2,220	●	-	4,016
Govt Grants & Subsidies	9,897	9,971	(74)	●	5,102	10,257
Total Income	56,216	54,105	2,111	●	47,710	57,700
Expenditure						
Costs of Sales	3,744	1,797	(1,947)	●	-	1,797
Rates Expense	442	432	(10)	●	414	432
Electricity & Gas	1,308	1,310	2	●	1,311	1,433
Depreciation	9,394	9,362	(32)	●	10,209	10,209
Loss on Sale of Asset	27	-	(27)	●	-	-
Grants	623	680	57	●	628	725
Cost Allocations	(15)	(8)	7	●	-	(9)
Building Repairs & Mtce.	636	737	101	●	832	846
Members Remuneration	482	580	98	●	640	608
Contracts	8,153	7,957	(196)	●	7,949	8,792
Technology Costs	767	824	56	●	1,006	907
Refuse & Recycling Costs	3,218	3,225	7	●	3,476	3,534
Insurance	395	394	(1)	●	481	404
Staff	9,853	10,963	1,110	●	11,635	11,974
Professional Fees	2,302	3,192	890	●	2,604	3,653
Other Costs	3,223	4,411	1,188	●	3,861	5,274
Total Expenses	44,552	45,856	1,303	●	45,046	50,579
Operating Surplus / (Deficit)	11,664	8,249	3,414		2,664	7,121
Assets Found / Vested Assets	-	-	-	●	-	-
NET SURPLUS / (DEFICIT)	11,664	8,249	3,414		2,664	7,121

This table has rounding (+/- 1)

The financials for May 2021 show an overall favourable variance of \$3.41M. This is made up from the settlement of Cemetery Road/Harvest Road land sale which has a net surplus of \$273k. Lower costs have been identified in staff, professional fees and other costs of \$3.18M.

Income of \$56.216M against the year-to-date budget of \$54.105M

Overall income has a favourable variance against the revised budget of \$2.11M. This relates mainly to the delayed settlement of Cemetery Road/Harvest Road, plus other variances as detailed further in the report.

The key variances are:

- Development contributions has an unfavourable variance of (\$879k). Lower than expected contributions are linked with the timing of developments in Cromwell and Alexandra with the balance in district roading.
- Interest and dividends revenue is favourable against budget by \$85k. Lower than expected interest received from term deposits are being offset by interest received from late settlement of Cemetery Road sale.
- Reserve contributions has a favourable variance of \$274k. These contributions are dependent on developers' timeframes and therefore difficult to gauge when setting budgets.
- User fees and other has a favourable variance of \$106k. Favourable variances include resource consent income higher than planned by \$198k along with \$48k from Ministry of Business Innovation and Employment (MBIE) for a tourism grant. This is offset by metered water sales (\$267k). The metered water variance smooths out as billing has occurred in June.
- Government grants and subsidies revenue of \$9.897M is (\$74k) unfavourable against budget. The unfavourable variance is due to the timing of the Waka Kotahi New Zealand Transport Agency (Waka Kotahi) roading subsidy. The subsidies are claimed based on the roading work programme, which has caught up with the budgeted figures in June.

Expenditure of \$44.55M against the year-to-date budget of \$45.856M

Expenditure has a favourable variance of \$1.30M. The main drivers being contracts, staff, professional fees, and other costs. Offsetting the favourable variance is the cost of land relating to the settlement of Cemetery Road/Harvest Road.

The key variances are:

- Costs of sales has an unfavourable variance of (\$1.947M). As mentioned above, this relates to the delayed settlement of Cemetery Road/Harvest Road from 2018. This cost reflects the book value of the land.
- Building repairs and maintenance has a favourable variance of \$101k. This is made up of the timing of various projects still to be completed as well as the building maintenance requirements.
- Contracts has an unfavourable variance of (\$196k). The unfavourable variance is mainly due to water flooding expenditure of (\$391k) which was recognised as a budget overspend per Resolution 21.2.14, along with the overspend of physical works projects in the Vincent and Teviot Valley wards. Increased and approved expenditure of the physical works comprised of tree removal in Omakau and the repair of the Clyde river trail post the rain event in January. This is offset by the underspends in elderly persons housing of \$84k, district-wide un-subsidised roading \$61k and subsidised roading work of \$127k.
- Staff costs has a favourable variance of \$1.11M. These variances are predominantly due to vacant positions and the timing of recruitment.
- Professional fees have a favourable variance of \$890k. This is due to the timing of professional fees within the district plan as well as management consultant fees in water and wastewater.

Major favourable variances include water management consultants \$240k and planning consultants \$512k.

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	195	334	140	●	284	357
Minor Repairs & Maintenance	152	161	9	●	168	180
Staff Expenses	25	37	11	●	44	41
Valuation Services	137	154	17	●	170	170
Water Costs	155	193	38	●	214	223
Minor Equipment	217	318	100	●	328	358
Retail	64	75	11	●	61	83
Sludge Treatment	212	227	15	●	252	437
Health & Safety	15	33	17	●	58	40
Vehicles	94	139	45	●	153	155
Advertising	133	222	90	●	273	262
Office Expenses	550	674	125	●	739	750
Administrative Costs	665	990	324	●	732	1,205
Projects	609	855	246	●	386	1,013
Total Other Costs	3,223	4,411	1,188		3,862	5,274

This table has rounding (+/- 1)

- Operating expenses has a favourable variance of \$140k. This is largely due to underspends in wastewater operations.
- Advertising and office expenses has a combined favourable variance of \$215k. This is largely due to underspends across the organisation.
- Administrative costs have a favourable variance of \$324k. This is largely due to an underspend in track maintenance and timing of audit fees. Audit fee costs appear in June 2021.
- Projects has a favourable variance of \$246k due to the timing of tourism and economic development projects.

Profit and Loss by Activity – 31 May 2021

ACTIVITY	INCOME			EXPENDITURE			SURPLUS/(DEFICIT)			
	Actuals \$000	Revised \$000	Variance \$000	Actuals \$000	Revised \$000	Variance \$000	Actuals \$000	Revised \$000	Variance \$000	
Infrastructure	1,583	2,412	(829)	321	360	39	1,262	2,052	(790)	●
Roading	9,358	9,555	(197)	7,656	8,320	664	1,702	1,235	467	●
Waste Management	4,428	4,401	27	4,797	4,798	1	(369)	(397)	28	●
Parks Reserves Recreation	6,338	6,351	(13)	6,078	6,255	177	260	96	164	●
Corporate Services	146	123	23	(135)	313	448	281	(190)	471	●
People and Culture	1,248	1,199	49	1,147	1,311	164	101	(112)	213	●
CEO	381	395	(14)	(123)	305	428	504	90	414	●
Property	10,277	7,627	2,650	7,661	6,099	(1,562)	2,616	1,528	1,088	●
Governance and Community	4,444	4,377	67	3,546	4,241	695	898	136	762	●
Planning (Regulatory)	4,918	4,465	453	4,169	5,008	839	749	(543)	1,292	●
Three Waters	14,673	14,982	(309)	9,400	8,825	(575)	5,273	6,157	(884)	●
Total	56,214	54,107	2,108	44,552	45,856	1,304	11,662	8,255	3,414	●

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 (\$829k). This variance is due to development contributions received being lower than budgeted. Contributions are linked with the timing of subdivision developments in Cromwell and Alexandra. It is expected that development contribution income will remain lower than budget due to subdivision developments being pushed into the next financial year. Expenditure has a favourable variance of \$39k.
- **Roading** – income has an unfavourable variance of (\$197k). This is predominately due to the Waka Kotahi subsidy. The subsidy moves in tandem with subsidised roading operating and capital expenditure which has a \$664k favourable variance. Both are due to the timing of the capital work programme which is running behind schedule largely due to the Clyde Heritage Precinct Project.
- **Waste Management** - income has a favourable variance of \$27k. Transfer station revenue is slightly higher than budget.
- **Parks and Recreation** – income has an unfavourable variance of (\$13k). Lower than expected swimming pool income (\$55k) and camping ground income (\$22k), is being offset by a \$48k MBIE tourism grant. Expenditure has a favourable variance of \$177k. Of this, \$50k relates to a contestable grant for trail maintenance that is subject to funding applications being received and \$99k underspend in swimming pool staff.
- **Corporate Services** – income has a favourable variance of \$23k. This is due to profit on the sales of vehicle assets. Expenditure has a favourable variance of \$448k. Information Services has underspent in software maintenance, support and equipment hire. Audit fees for the Long-term Plan have not been allocated until June.
- **People and Culture** – income has a favourable variance of \$49k. This is driven by a grant received from New Zealand Libraries Partnership Programme. Expenditure has a favourable variance of \$164k. Driving this favourable variance are underspends in human resources \$42k, health and safety \$56k, libraries \$31k and administration \$43k.

- **CEO** – Expenditure has a favourable variance of \$428k. This is mainly due to the strategic pay allocation. By the end of year, this should be reflected in increased costs across the organisation, as the pay review impacts across the activities.
- **Property** – has a favourable income of \$2.65M. This relates to the delayed settlement on Cemetery Road from 2018. The unbudgeted land sales surplus of \$2.220M is offset by the cost of sales (\$1.947M) giving a \$275k favourable variance. The remaining favourable variance is due to the \$251k external interest income. Expenditure has an unfavourable variance of (\$1.562M) made up of cost of sales of land with underspends in elderly persons housing, community buildings and public toilets.
- **Governance and Community Engagement** – income has a favourable variance of \$67k. This is due to grants received in tourism. Expenditure has a favourable variance of \$695k. There are underspends in promotions and tourism \$340k, governance \$105k, economic development \$61k, community development \$99k, visitor centres \$63k and regional identity \$37k. The Government issued funding for tourism, community development and economic development projects that remain unspent at year end. These will be reflected as income in advance and used in 2021/22.
- **Planning (Regulatory)** – has a favourable income variance of \$453k. This is mainly due to the recovery of costs incurred from external professionals related to resource consents and an increase in building permit revenue. The favourable expenditure variance of \$839k is due to lower-than-expected staff costs and planning consultant (review) fees with further work required to progress the District Plan programme. Much of this will be carried forward as per the prior year resolution.
- **Three Waters** – income has an unfavourable variance of (\$309k). This is due to the timing of metered water sales which are billed in June smoothing out this variance. Expenditure has an unfavourable variance of (\$575k). This is due to the emergency flooding expenditure totalling \$391k in January 2021. This has been funded through water reserves rather than the Emergency Event Reserve as per the Council Resolution 21.2.14 which authorised the over-expenditure.

Capital Expenditure

Year-to-date, 42% of the total capital spend against the full year's revised capital budget, has been expensed.

CAPITAL EXPENDITURE	YTD	YTD	YTD		2020/21	Progress	2020/21
	Actual	Revised	Variance		Revised	to date	Annual
	\$000	\$000	\$000		\$000		Plan
							\$000
Council Property and Facilities	6,541	6,223	(318)	●	10,763	61%	2,387
Waste Management	267	2	(265)	●	860	31%	200
i-SITEs	-	5	5	●	5	0%	-
Customer Services and Administration	42	14	(28)	●	61	69%	50
Vehicle Fleet	301	174	(127)	●	353	85%	260
Planning	-	-	-	●	193	0%	115
Information Services	561	678	117	●	1,992	28%	573
Libraries	128	147	19	●	500	26%	500
Parks and Recreation	846	1,694	848	●	2,908	29%	1,621
Roading	5,659	6,360	701	●	7,461	76%	6,241
Three Waters	5,750	16,063	10,313	●	23,091	25%	12,743
Grand Total	20,095	31,360	11,265		48,187	42%	24,690

Council Property and Facilities (\$318k) 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. Offsetting the unfavourable variance created by Murray Terrace, is the redirection of the subdivision expenditure. Subdivision expenditure is now being recognised on the balance sheet until sections are sold.

Waste Management (\$265k) 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 (\$127k) unfavourable against budget:

Vehicle replacements are tracking well against the full year budget. At the end of April 2021, all vehicles were ordered and only one vehicle will not be delivered within the current year. Subject to Council approval, the final un-spent vehicle budget of \$52k will be carried forward for payment in the new financial year.

Information Services \$117k favourable against budget:

Information services projects are behind budget. Projects include business continuity \$32k, enhanced customer experience digital services \$31k and enterprise resource planning information services \$54k.

Parks and Recreation \$848k favourable against budget:

Parks and recreation have a favourable variance of \$848k. This variance is driven by a mixture of the timing of project budgets and contractor's availability to perform the work. Projects include open

spaces contract and the Cromwell pool heat pump replacement. This project is still being developed and will be carried forward to next year.

Roading \$701k favourable against budget:

Subsidised roading projects are behind, this is mainly due to delays to the capital programme. A month in the work programme was lost due to the flooding event in January 2021 but has since been caught up in June 2021.

Three Waters is \$10.313M favourable against budget:

The favourable variance is due to the timing of construction projects. The main drivers include the Cromwell and Omakau water supply improvements and the Clyde wastewater reticulation network construction. The Lake Dunstan water supply and Clyde Wastewater Reticulation work will be carried forward with work continuing in the 2021-2022 year.

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. As at 31 May 2021, the outstanding balance was \$193k. Council has received \$48k in principal payments and \$11.3k in interest payments.

Owed By	Original Loan	1 July 2020 Actual Opening Balance	Principal	Interest	31 May 2021 Actual Closing Balance
Cromwell College	400,000	164,184	30,555	8,053	133,629
Maniototo Curling	160,000	48,743	11,966	1,987	36,777
Oturehua water	46,471	28,122	5,499	1,304	22,623
Total	606,471	241,049	48,020	11,344	193,029

3. Attachments

Appendix 1 - CODC Reserve Funds 2021 [↓](#)

Report author:

Reviewed and authorised by:



Ann McDowall
Finance Manager
26/07/2021

Leanne Macdonald
Executive Manager - Corporate Services
26/07/2021

CODC RESERVE FUNDS

RESERVES BY RATE TYPE	AUDITED - 2019/20 Annual Report				2020/21 AP		Approved By Council includes carry forwards		2021/22 Annual Budget			
	Opening Balance	Transfers In	Transfers Out	Closing Balance	Net Transfers In and Out	2020/21 Forecast	2020/21 Revised Closing Balance	Transfers In	Transfers Out	Closing Balance		
	A	B	C	D = (A + B - C)	E	H	I = (F + G + H)					
General Reserves	5,048,347	5,875,170	(5,782,574)	5,140,942	5,230,265	(3,616,032)	6,755,175	1,556,456	(4,812,635)	3,498,996		
Uniform Annual General Charge Reserves	194,746	6,118	(14,490)	186,374	(2,649)	398,752	582,476	3,249	(46,596)	539,129		
	5,243,092	5,881,288	(5,797,064)	5,327,316	5,227,616	(3,217,280)	7,337,652	1,559,706	(4,859,232)	4,038,125		
TARGETED RESERVES												
Planning and Environment Rate	2,216,561	65,174	(332,100)	1,949,635	(35,783)	(771,092)	1,142,760	31,214	-	1,173,974		
Economic Development Rate	-	-	-	-	-	(71,644)	(71,644)	-	-	(71,644)		
Tracks and Waterways Charge	404,892	40,754	(3,055)	442,590	81,200	(5,526)	518,264	30,741	(15,789)	533,216		
Tourism Rate	158,328	93,979	(14,063)	238,245	(34,172)	(128,541)	75,532	18,528	-	94,060		
Waste Management and Collection Charge	(554,400)	52,488	(842,680)	(1,344,593)	246,572	(1,051,627)	(2,149,648)	10,156	(351,977)	(2,491,469)		
District Library Charge	-	99,517	-	99,517	139,998	6,850	246,364	621	(161,857)	85,128		
Molyneux Park Charge	-	-	(22,805)	-	15,485	(197,300)	(204,620)	-	(204,243)	(408,863)		
District Works and Public Toilets Rate	2,683,025	1,498,525	(101,570)	4,079,979	(564,857)	(756,680)	2,758,442	247,498	(480,374)	2,545,566		
District Water Supply	(6,846,316)	1,077,638	(6,505,254)	(12,273,932)	5,605,519	(6,065)	(6,674,478)	2,440,533	(209,898)	(4,443,842)		
District Wastewater	(6,886,813)	1,618,430	(5,072,513)	(10,340,895)	1,077,246	(5,752,094)	(15,015,744)	2,317,851	-	(12,697,893)		
	(8,824,723)	4,546,504	(12,894,041)	(17,172,259)	6,531,208	(8,733,719)	(19,374,771)	5,097,142	(1,404,137)	(15,681,767)		
Specific Reserves	306,617	9,075	-	315,692	(9,695)	-	305,997	6,303	-	312,300		
Other Reserves	444,238	162,174	(87,804)	518,608	81,009	(1,813,119)	(1,213,502)	8,898	(31,422)	(1,236,026)		
	750,855	171,249	(87,804)	834,300	71,314	(1,813,119)	(907,505)	15,200	(31,422)	(923,726)		
WARD TARGETED RATES												
Vincent Community Board Reserves												
Vincent Promotion Rate	-	-	-	-	-	(23,130)	(23,130)	-	-	(23,130)		
Vincent Recreation and Culture Charge	(1,461,429)	107,521	(90,492)	(1,444,400)	83,972	(601,677)	(1,962,106)	35,617	(369,177)	(2,295,666)		
Vincent Ward Services Rate	2,526,012	194,144	(75,654)	2,644,503	(225,432)	(94,168)	2,324,903	3,357,558	(247,668)	5,434,793		
Vincent Ward Services Charge	(328)	1,460	-	1,133	147	(26,876)	(25,596)	1,757	(5,000)	(28,839)		
Vincent Ward Specific Reserves	1,109,407	57,766	(1,920)	1,165,253	(23,805)	(264)	1,141,183	35,415	-	1,176,598		
Vincent Ward Development Fund	416,465	38,667	-	455,132	(13,639)	-	441,493	9,080	-	450,573		
Alex Town Centre Upgrade 1991	(12,330)	593	(48,821)	(60,558)	(584)	-	(61,142)	380	-	(60,762)		
	2,577,797	400,151	(216,886)	2,761,062	(179,342)	(746,115)	1,835,605	3,439,807	(621,845)	4,653,567		
Cromwell Community Board Reserves												
Cromwell Promotion Rate	-	-	-	-	-	(13,819)	(13,819)	-	-	(13,819)		
Cromwell Recreation and Culture Charge	(902,791)	150,507	(32,752)	(785,036)	567,114	(774,899)	(992,820)	49,729	(209,621)	(1,152,711)		
Cromwell Ward Services Rate	15,415,893	4,446,591	(265,611)	19,596,874	166,526	(3,700,991)	16,062,409	887,725	(330,257)	16,619,876		
Cromwell Ward Services Charge	1,995	56	(151)	1,899	(60)	(7,488)	(5,648)	450	(8,000)	(13,198)		
Cromwell Ward Specific Reserves	(275,797)	19,157	(39,769)	(296,409)	(13,304)	(14,344)	(324,057)	8,776	-	(315,281)		
Cromwell Ward Development Fund	1,319,516	236,170	-	1,555,686	(44,338)	-	1,511,348	30,992	-	1,542,340		
	15,558,816	4,852,481	(338,283)	20,073,014	675,939	(4,511,540)	16,237,413	977,673	(647,878)	16,667,208		
Maniototo Community Board Reserves												
Maniototo Promotion Rate	-	-	-	-	-	(7,522)	(7,522)	-	-	(7,522)		
Maniototo Recreation and Culture Charge	810,359	116,901	(50,240)	877,020	(34,468)	(139,207)	703,346	156,132	(144,658)	714,820		
Maniototo Ward Services Rate	(663,739)	218,981	(9,476)	(454,234)	(893)	9,788	(445,340)	150,920	(17,742)	(312,161)		
Maniototo Ward Services Charge	2,164	2,823	(1,883)	3,104	9,093	3,150	15,347	87	(8,546)	6,888		
Maniototo Ward Specific Reserves	202,057	10,732	-	212,789	(6,415)	-	206,375	4,246	-	210,621		
Maniototo Ward Development Fund	-	-	-	-	-	-	-	-	-	-		
	350,841	349,438	(61,699)	638,679	(32,683)	(133,791)	472,205	311,386	(170,946)	612,645		
Teviot Valley Community Board Reserves												
Teviot Valley Promotion	11,313	3,370	-	14,683	(387)	(3,000)	11,296	234	-	11,530		
Teviot Valley Recreation and Culture	263,376	21,943	(85)	285,234	(12,974)	(73,372)	198,888	23,393	(505,981)	(283,700)		
Teviot Ward Services Rate	953,738	38,935	(92,053)	900,620	(4,709)	(15,823)	880,088	46,112	(10,848)	915,352		
Teviot Ward Services Charge	-	-	-	-	-	2,862	2,862	-	-	2,862		
Teviot Ward Specific Reserves	56,939	1,720	(57,102)	1,557	-	-	1,557	13	-	1,570		
Teviot Ward Development Fund	72,062	5,900	-	77,962	(2,275)	-	75,687	1,554	-	77,241		
	1,357,428	71,868	(149,240)	1,280,057	(20,346)	(89,333)	1,170,378	71,306	(516,829)	724,855		
Grand Total Surplus/(Deficit)	17,014,106	16,272,978	(19,544,916)	13,742,168	12,273,706	(19,244,897)	6,770,977	11,472,218	(8,152,289)	10,090,907		

21.6.18 REMUNERATION AUTHORITY DETERMINATION 2021

Doc ID: 547459

1. Purpose of Report

To provide an update from the Remuneration Authority regarding the 2021/22 Local Government Members Determination and to consider changes to the Elected Members' Allowances and Reimbursement Policy.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Notes the Local Government Members (2021/22) Determination 2021 which took effect from 1 July 2021.
 - C. Approves the changes to the Elected Members' Allowances and Reimbursement Policy as attached as Appendix 2 of the report.
-

2. Discussion

The Remuneration Authority (the Authority) sets the remuneration for elected members. The Authority has made the Local Government Members (2021/22) Determination 2021. The new determination is attached as **Appendix 1**.

The effect is a minor increase in remuneration for Councillors and community board members. The remuneration and any increase is mandated and Council must accept the amounts determined by the Authority.

The rates for the Central Otago District Council have changed as shown in the following table:

Position	Increase
Mayor	No change
Deputy Mayor	\$479
Portfolio Lead and CCB Member	\$415
Councillor and VCB Chair	\$415
Portfolio Lead and TVCB/MCB Member	\$391
Councillor and CCB/VCB Member	\$367
Councillor with no additional responsibilities	\$311

There have also been slight increases to the community board rates, which have been sent to the board members and are detailed in **Appendix 1**.

The 2021 determination also makes some changes to the allowances including kilometre rate for travel to reflect the rates prescribed by Inland Revenue, changes to information and

technology allowances and a clarification of the definition of family in relation to the childcare allowance (noting the rate remains the same.)

Changes to the Elected Members' Allowances and Reimbursement Policy are recommended to reflect these as shown in **Appendix 2**.

The Determination came into force on 1 July 2021 and was gazetted on Thursday 8 July 2021.

3. Options

Council must accept the amounts determined by the Authority. However, Council does have options on changes to the wording of the policy on the reimbursement of expenses.

Option 1 – (Recommended)

Council changes the Elected Members' Allowances and Reimbursement Policy as recommended.

Advantages:

- The policy is in line with the 2021 Determination.

Disadvantages:

- None identified

Option 2

Council does not update the Elected Members' Allowances and Reimbursement Policy.

Advantages:

- None identified.

Disadvantages:

- Council's policy is out of date and inconsistent with the determination.

4. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by ensuring elected members are received the remuneration and reimbursements they are entitled to.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no unplanned financial implications – changes were anticipated in the existing budget.
Decision consistent with other Council plans and policies? Such	Yes.

as the District Plan, Economic Development Strategy etc.	
Considerations as to sustainability, the environment and climate change impacts	There are no impacts resulting from this decision.
Risks Analysis	There are no risks identified in the preferred option.
Significance, Consultation and Engagement (internal and external)	Community board members have been sent a copy of the determination.

5. Next Steps

The remuneration changed will be made and backdated from 1 July 2021. If agreed, the policy will be updated.

6. Attachments

Appendix 1 - Local Government Members (2021/22) Determination 2021 [↓](#)

Appendix 2 - Draft Elected Members' Allowances and Reimbursement Policy [↓](#)

Report author:

Reviewed and authorised by:



Rebecca Williams
Governance Manager
27/07/2021



Sanchia Jacobs
Chief Executive Officer
3/08/2021

29/06/2021
PCO 23839/5.0

Local Government Members (2021/22) Determination 2021

The Remuneration Authority makes this determination (including the appended explanatory memorandum) under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

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**Local Government Members (2021/22) Determination
2021**

cl 1

Determination

- 1 Title**
This determination is the Local Government Members (2021/22) Determination 2021.
- 2 Commencement**
This determination comes into force on 1 July 2021.
- 3 Expiry**
This determination expires at the close of 30 June 2022.

Interpretation

- 4 Interpretation**
In this determination, unless the context otherwise requires,—
ATA panel means a panel appointed by an accord territorial authority under section 89 of the Housing Accords and Special Housing Areas Act 2013
board means—
 - (a) a community board of a territorial authority other than the Auckland Council; or
 - (b) a local board of the Auckland Council**determination term** means the period from the coming into force of this determination to its expiry
hearing has the meaning given to it by clause 5
hearing time has the meaning given to it by clause 6
local authority means a regional council or a territorial authority
member means, in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson)
on local authority business includes on the business of any board of the local authority
regional council means a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002
RMA means the Resource Management Act 1991
territorial authority means a territorial authority named in Part 2 of Schedule 2 of the Local Government Act 2002.

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5 Meaning of hearing

In this determination, **hearing** means—

- (a) a hearing that is held by an ATA panel arising from—
 - (i) a resource consent application under subpart 2 of Part 2 of the Housing Accords and Special Housing Areas Act 2013; or
 - (ii) a request for a plan change or for a variation to a proposed plan under subpart 3 of Part 2 of that Act; or
- (b) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (c) a meeting for determining a resource consent application without a formal hearing; or
- (d) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (e) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (b) or (d); or
- (f) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (g) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (h) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

6 Meaning of hearing time

In this determination, **hearing time** means the time spent on any of the following:

- (a) conducting a hearing;
- (b) formal deliberations to decide the outcome of a hearing;
- (c) participating in an official group site inspection related to a hearing;
- (d) determining a resource consent application where a formal hearing does not take place;
- (e) up to a maximum of the aggregate of the time referred to in paragraphs (a) and (b), preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

Local Government Members (2021/22) Determination
2021

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Entitlement to remuneration, allowances, and hearing fees

7 Remuneration, allowances, and hearing fees payable

Remuneration

- (1) A member of a local authority or a board of that local authority is entitled to the applicable remuneration set out in the Schedule (adjusted under clause 9, if applicable).
- (2) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

Allowances and hearing fees

- (3) A member of a local authority or a board is also entitled to—
 - (a) the applicable allowances payable under clauses 11 to 14:
 - (b) the applicable hearing fees payable under clause 15.

8 Acting mayor or chairperson

- (1) This clause applies to a member who acts as a mayor or chairperson during a period when, because of a vacancy or temporary absence, the remuneration or allowances that would usually be paid to the mayor or chairperson are not being paid.
- (2) While acting as mayor or chairperson, the member must be paid the remuneration and allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances, and hearing fees.

9 Motor vehicles for mayors and regional council chairpersons

- (1) A local authority may provide to the mayor or regional council chairperson of the local authority—
 - (a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or
 - (b) a vehicle kilometre allowance under clause 11.
- (2) The maximum purchase price that may be paid for a motor vehicle purchased by a local authority for provision to a mayor or regional council chairperson during the determination term is,—
 - (a) in the case of a petrol or diesel vehicle, \$55,000 (including goods and services tax and any on-road costs); and
 - (b) in the case of an electric or a hybrid vehicle, \$65,000 (including goods and services tax and any on-road costs).
- (3) If a motor vehicle is provided to a mayor or regional council chairperson for restricted private use, no deduction may be made from the annual remuneration payable to the mayor or regional council chairperson under the Schedule for the provision of that motor vehicle.

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**Local Government Members (2021/22) Determination
2021**

cl 9

- (4) If a motor vehicle is provided to a mayor or regional council chairperson for partial private use or full private use,—
- (a) the annual remuneration payable to the mayor or regional council chairperson under the Schedule must be adjusted by the local authority in accordance with subclause (5) or (6) (as applicable); and
 - (b) the adjustment must take effect on and from—
 - (i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or
 - (ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the determination term).
- (5) If a motor vehicle is provided to a mayor or regional council chairperson for partial private use, the amount calculated in accordance with the following formula must be deducted from the remuneration payable to that person:

$$v \times 41\% \times 10\%$$

where v means the actual purchase price of the vehicle, including goods and services tax and any on-road costs.

- (6) If a motor vehicle is provided to a mayor or regional council chairperson for full private use, the amount calculated in accordance with the following formula must be deducted from the remuneration payable to that person:

$$v \times 41\% \times 20\%$$

where v means the actual purchase price of the vehicle, including goods and services tax and any on-road costs.

- (7) In this clause,—

full private use means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is available for the mayor's or regional council chairperson's unrestricted private use; and
- (c) the vehicle is used by the mayor or regional council chairperson for both local authority business and private use; and
- (d) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson

partial private use means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is used by the mayor or regional council chairperson for both local authority business and private purposes; and

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**Local Government Members (2021/22) Determination
2021**

- (c) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson; and
- (d) all travel in the vehicle is recorded in a logbook; and
- (e) the use of the vehicle for private purposes accounts for no more than 10% of the distance travelled in the vehicle in a year

restricted private use means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
 - (b) the vehicle is otherwise generally available for use by other local authority members or staff on local authority business; and
 - (c) the vehicle is used solely for local authority business; and
 - (d) all travel in the vehicle is recorded in a logbook.
- (8) Subclause (2) does not apply to a motor vehicle provided to a mayor or regional council chairperson before 1 July 2018.

Allowances

10 Definition of member

For the purposes of payment of allowances under clauses 11 to 14, **member**, in relation to a territorial authority, includes a member of a board of the territorial authority.

11 Vehicle kilometre allowance

- (1) A local authority may pay to a member a vehicle kilometre allowance to reimburse that member for costs incurred in relation to eligible travel.
- (2) A member's travel is eligible for the allowance if—
 - (a) it occurs on a day when the member is not provided with a motor vehicle by the local authority; and
 - (b) the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member for eligible travel is,—
 - (a) for a petrol or diesel vehicle,—
 - (i) 79 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 27 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:

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**Local Government Members (2021/22) Determination
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- (b) for a petrol hybrid vehicle,—
 - (i) 79 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 16 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
- (c) for an electric vehicle,—
 - (i) 79 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 9 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.

12 Travel time allowance

- (1) A local authority may pay a member (other than a mayor or a regional council chairperson) an allowance for eligible travel time.
- (2) A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—
 - (a) on local authority business; and
 - (b) by the quickest form of transport that is reasonable in the circumstances; and
 - (c) by the most direct route that is reasonable in the circumstances.
- (3) The travel time allowance is \$37.50 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.
- (4) However, if a member of a local authority resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel time allowance for eligible travel time—
 - (a) after the member crosses the boundary of the local authority area; and
 - (b) after the first hour of eligible travel time within the local authority area.
- (5) The maximum total amount of travel time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.
- (6) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

13 ICT allowances*Member uses local authority's ICT*

- (1) If a local authority supplies ICT to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.

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**Local Government Members (2021/22) Determination
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Member uses own equipment and consumables

- (2) If a local authority determines that particular ICT equipment is required by members to perform their functions and requests that members use their own equipment for those purposes, the local authority may pay an allowance.
- (3) The matters for which an allowance is payable and the amounts that may be paid for the determination term are as follows:
 - (a) for the use of a personal computer, tablet, or laptop, including any related docking station, \$400;
 - (b) for the use of a multi-functional or other printer, \$50;
 - (c) for the use of a mobile telephone, \$200;
 - (d) for the use of ICT consumables, up to \$200.

Member uses own services

- (4) If a local authority requests a member to use the member's own Internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance for that use of up to \$800 for the determination term.
- (5) If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to—
 - (a) an allowance for that use of up to \$500 for the determination term; or
 - (b) reimbursement of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

Pro-rating

- (6) If the member is not a member for the whole of the determination term, subclauses (3) to (5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

$$(a \div b) \times c$$

where—

- a is the number of days that the member held office in the determination term
 - b is the number of days in the determination term
 - c is the relevant amount specified in subclauses (3) to (5).
- (7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special ICT where, because of distance or restricted access, normal communications connections are not available.
 - (8) In this clause, **ICT** means information or communication technology, including—

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**Local Government Members (2021/22) Determination
2021**

cl 15

- (a) ICT equipment (for example, a mobile telephone and a laptop computer); and
- (b) ICT services (for example, a mobile telephone service and an Internet service); and
- (c) ICT consumables (for example, printer or photocopy paper and ink cartridges).

14 Childcare allowance

- (1) A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- (2) A member is eligible to be paid a childcare allowance for childcare provided for a child only if—
 - (a) the member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
 - (b) the child is under 14 years of age; and
 - (c) the childcare is provided by a person who—
 - (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
 - (ii) does not ordinarily reside with the member; and
 - (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.
- (3) A local authority must not pay childcare allowances to a member that total more than \$6,000 per annum per child.

Hearing fees

15 Fees related to hearings

- (1) A member of a local authority or a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$100 per hour of hearing time related to the hearing.
- (2) A member of a local authority or a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$80 per hour of hearing time related to the hearing.
- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) This clause does not apply to—
 - (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2); or

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cl 16 **Local Government Members (2021/22) Determination
2021**

- (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 8(2).

Revocation

16 Revocation

The Local Government Members (2020/21) Determination 2020 (LI 2020/160) is revoked.

**Local Government Members (2021/22) Determination
2021**

Schedule

**Schedule
Remuneration**

cl 7(1)

**Part 1
Remuneration of members of regional councils**

Bay of Plenty Regional Council

Office	Annual remuneration (\$)
Chairperson	146,500
Deputy Chairperson of Regional Council	80,004
Committee Chairperson (6)	70,000
Councillor with no additional responsibilities (6)	61,525
Councillor (Minimum Allowable Remuneration)	54,525

Canterbury Regional Council

Office	Annual remuneration (\$)
Chairperson	180,000
Deputy Chairperson	104,873
Councillor (with no additional responsibilities) (12)	71,599
Councillor (Minimum Allowable Remuneration)	63,570

Hawke's Bay Regional Council

Office	Annual remuneration (\$)
Chairperson	136,000
Deputy Chairperson of Regional Council	72,247
Chairperson Corporate and Strategic Committee	72,247
Chairperson Regional Transport Committee and Hearings Committee	72,247
Chairperson Finance, Audit and Risk Sub-committee	72,247
Chairperson, Clifton to Tangoio Coastal Hazards Strategy Joint Committee	72,247
Chairperson Environment and Integrated Catchments Committee	72,247
Councillor with no additional responsibilities (2)	62,000
Councillor (Minimum Allowable Remuneration)	50,378

Manawatu–Wanganui Regional Council

Office	Annual remuneration (\$)
Chairperson	143,000
Deputy Chairperson	67,656
Audit, Risk, and Investment Committee Chair and Catchment Operations Committee Deputy Chair	67,656
Audit, Risk, and Investment Committee Deputy Chair	50,116
Catchment Operations Committee Chair	72,668
Environment Committee Chair	65,150

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Local Government Members (2021/22) Determination 2021	
Schedule	
Office	Annual remuneration (\$)
Environment Committee Deputy Chair	50,116
Passenger Transport Committee Chair	65,150
Passenger Transport Committee Deputy Chair	50,116
Manawatu River Users' Advisory Group Chair	50,116
Councillor (with no additional responsibilities) (2)	50,116
Councillor (Minimum Allowable Remuneration)	45,373
Northland Regional Council	
Office	Annual remuneration (\$)
Chairperson	126,500
Deputy Chairperson	79,181
Councillor (with additional responsibilities) (7)	71,681
Councillor (Minimum Allowable Remuneration)	53,710
Otago Regional Council	
Office	Annual remuneration (\$)
Chairperson	147,000
Deputy Chairperson	83,598
Councillor (with no additional responsibilities) (10)	62,000
Councillor (Minimum Allowable Remuneration)	48,670
Southland Regional Council	
Office	Annual remuneration (\$)
Chairperson	122,500
Deputy Chairperson and Regional Transport Committee Chair	63,784
Chair, Strategy and Policy Committee	54,672
Chair, Organisational Performance and Audit Committee	54,672
Chair, Regulatory Committee	54,672
Chair, Regional Services Committee	54,672
Councillor (with no additional responsibilities) (6)	45,560
Councillor (Minimum Allowable Remuneration)	37,788
Taranaki Regional Council	
Office	Annual remuneration (\$)
Chairperson	102,550
Deputy Chairperson of Regional Council	56,042
Chairperson Executive, Audit and Risk Committee	56,042
Chairperson Consents and Regulatory Committee	56,042
Chairperson Policy and Planning Committee	56,042
Chairperson Regional Transport Committee	45,781
Chairperson Civil Defence Group Committee	45,781
Councillor with no additional responsibilities (4)	39,466
Councillor (Minimum Allowable Remuneration)	37,493

**Local Government Members (2021/22) Determination
2021**

Schedule

Waikato Regional Council

Office	Annual remuneration (\$)
Chairperson	161,000
Deputy Chairperson	86,228
Committee Chair (8)	73,860
Councillor (with no additional responsibilities) (4)	64,160
Councillor (Minimum Allowable Remuneration)	58,640

Wellington Regional Council

Office	Annual remuneration (\$)
Chairperson	174,000
Deputy Council Chairperson (with committee chairperson responsibilities)	91,799
Chair, Environment Committee	81,570
Chair, Transport and Infrastructure Committee	81,570
Chair, Climate Committee	81,570
Chair, Chief Executive Employment Review Committee	81,570
Chair, Te Upoko Taiao—Natural Resources Plan Committee	81,570
Chair, Hutt Valley Flood Management Subcommittee and Portfolio Leader	81,570
Portfolio Leader, Sustainable Development	78,515
Councillor (with no additional responsibilities) (4)	65,430
Councillor (Minimum Allowable Remuneration)	61,517

West Coast Regional Council

Office	Annual remuneration (\$)
Chairperson	84,500
Deputy Chairperson of Regional Council and Chairperson Resource Management Committee	63,566
Councillor with no additional responsibilities (5)	51,787
Councillor (Minimum Allowable Remuneration)	36,269

Part 2

**Remuneration of members of territorial authorities and their
community or local boards**

Ashburton District Council

Office	Annual remuneration (\$)
Mayor	121,500
Deputy Mayor	58,365
Councillor (with no additional responsibilities) (8)	40,645
Councillor (Minimum Allowable Remuneration)	25,423

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Schedule	Local Government Members (2021/22) Determination 2021
<i>Methven Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	5,477
Member	2,738
Auckland Council	
Office	Annual remuneration (\$)
Mayor	296,000
Deputy Mayor	165,582
Chair of Committee of the Whole (4)	138,912
Chair of Regulatory Committee	138,912
Deputy Chair of Committee of the Whole (4)	125,483
Chair of other Committee (2)	123,245
Council-controlled Organisation Liaison Councillor (2)	123,245
Deputy Chair of other Committee (5)	117,650
Portfolio Lead	113,174
Councillor (Minimum Allowable Remuneration)	106,306
<i>Albert–Eden Local Board</i>	
Office	Annual remuneration (\$)
Chairperson	92,450
Deputy Chairperson	55,470
Member	46,225
<i>Devonport–Takapuna Local Board</i>	
Office	Annual remuneration (\$)
Chairperson	85,850
Deputy Chairperson	51,510
Member	43,149
<i>Franklin Local Board</i>	
Office	Annual remuneration (\$)
Chairperson	90,750
Deputy Chairperson	54,450
Member	45,375
<i>Great Barrier Local Board</i>	
Office	Annual remuneration (\$)
Chairperson	57,750
Deputy Chairperson	34,650
Member	28,875

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Henderson–Massey Local Board

Office	Annual remuneration (\$)
Chairperson	99,550
Deputy Chairperson	59,730
Member	49,775

Hibiscus and Bays Local Board

Office	Annual remuneration (\$)
Chairperson	91,350
Deputy Chairperson	54,810
Member	45,675

Howick Local Board

Office	Annual remuneration (\$)
Chairperson	98,477
Deputy Chairperson	59,100
Member	49,200

Kaipātiki Local Board

Office	Annual remuneration (\$)
Chairperson	90,550
Deputy Chairperson	54,330
Member	45,275

Māngere–Ōtahuhu Local Board

Office	Annual remuneration (\$)
Chairperson	99,750
Deputy Chairperson	59,850
Member	49,875

Manurewa Local Board

Office	Annual remuneration (\$)
Chairperson	98,950
Deputy Chairperson	59,370
Member	49,475

Maungakiekie–Tāmaki Local Board

Office	Annual remuneration (\$)
Chairperson	94,650
Deputy Chairperson	56,790
Member	47,325

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Schedule	Local Government Members (2021/22) Determination 2021	
<i>Ōrakei Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		88,950
Deputy Chairperson		53,370
Member		44,475
<i>Ōtara–Papatoetoe Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		99,050
Deputy Chairperson		59,430
Member		49,525
<i>Papakura Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		92,550
Deputy Chairperson		55,530
Member		46,275
<i>Puketāpapa Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		89,850
Deputy Chairperson		53,910
Member		44,925
<i>Rodney Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		87,750
Deputy Chairperson		52,650
Member		43,875
<i>Upper Harbour Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		86,250
Deputy Chairperson		51,750
Member		43,125
<i>Waiheke Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		69,450
Deputy Chairperson		41,670
Member		34,725

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Waitākere Ranges Local Board

Office	Annual remuneration (\$)
Chairperson	87,350
Deputy Chairperson	52,410
Member	43,675

Waitematā Local Board

Office	Annual remuneration (\$)
Chairperson	97,350
Deputy Chairperson	58,410
Member	48,675

Whau Local Board

Office	Annual remuneration (\$)
Chairperson	91,750
Deputy Chairperson	55,050
Member	45,875

Buller District Council

Office	Annual remuneration (\$)
Mayor	95,500
Deputy Mayor and Finance Risk and Audit Committee Chair	42,366
Regulatory and Hearings Committee Chair	29,171
Community, Environment and Services Committee Chair	29,171
Community Grants Portfolio Holder	25,111
Youth Development Portfolio Holder	25,111
Punakaiki Area Portfolio Holder	25,111
Councillor (with no additional responsibilities) (4)	23,080
Councillor (Minimum Allowable Remuneration)	19,562

Inangahua Community Board

Office	Annual remuneration (\$)
Chairperson	7,265
Member	3,633

Carterton District Council

Office	Annual remuneration (\$)
Mayor	84,500
Deputy Mayor	45,675
Councillor (with no additional responsibilities) (7)	25,423
Councillor (Minimum Allowable Remuneration)	19,107

Schedule	Local Government Members (2021/22) Determination 2021
Central Hawke's Bay District Council	
Office	Annual remuneration (\$)
Mayor	105,000
Deputy Mayor, Chair of Strategy and Wellbeing Committee, Lead Urban Councillor	54,209
Chair of Finance and Infrastructure Committee and Member of Risk and Assurance Committee	41,014
Lead Rural Councillor and Member of Risk and Assurance Committee	33,909
Member of Risk and Assurance Committee (2)	30,864
Councillor (with no additional responsibilities) (3)	26,804
Councillor (Minimum Allowable Remuneration)	24,299
Central Otago District Council	
Office	Annual remuneration (\$)
Mayor	107,000
Deputy Mayor, Portfolio Lead and Member Cromwell Community Board	32,381
Portfolio Lead and Member Cromwell Community Board	28,063
Councillor and Chairperson Vincent Community Board	28,063
Portfolio Lead and Member Teviot Valley Community Board	26,444
Portfolio Lead and Member Maniototo Community Board	26,444
Councillor and Member Cromwell Community Board	24,825
Councillor and Member Vincent Community Board (2)	24,825
Councillor with no additional responsibilities (3)	21,587
Councillor (Minimum Allowable Remuneration)	21,059
<i>Cromwell Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	14,459
Member	7,229
<i>Maniototo Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	7,011
Member	3,505
<i>Teviot Valley Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	7,011
Member	3,505
<i>Vincent Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	15,556

Local Government Members (2021/22) Determination 2021		Schedule
Office		Annual remuneration (\$)
Member		7,778
Chatham Islands Council		
Office		Annual remuneration (\$)
Mayor		54,500
Deputy Mayor		23,942
Councillor with no additional responsibilities (7)		17,966
Councillor (Minimum Allowable Remuneration)		13,575
Christchurch City Council		
Office		Annual remuneration (\$)
Mayor		195,000
Deputy Mayor		131,250
Councillor with no additional responsibilities (15)		114,130
Councillor (Minimum Allowable Remuneration)		97,280
<i>Banks Peninsula Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		20,025
Member		10,012
<i>Coastal–Burwood Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		47,708
Member		23,854
<i>Fendalton–Waimairi–Harewood Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		47,061
Member		23,530
<i>Halswell–Hornby–Riccarton Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		49,652
Member		24,826
<i>Linwood–Central–Heathcote Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		49,652
Member		24,826

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<i>Papanui–Innes Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	47,708
Member	23,854
<i>Spreydon–Cashmere Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	47,708
Member	23,854
Clutha District Council	
Office	Annual remuneration (\$)
Mayor	110,000
Deputy Mayor	31,308
Chairperson Standing Committee (3)	29,818
Member Executive Committee (4)	25,346
Member Creative Communities	23,856
Councillor with no additional responsibilities (5)	22,363
Councillor (Minimum Allowable Remuneration)	19,970
<i>Lawrence–Tuapeka Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	5,915
Member	2,958
<i>West Otago Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	7,011
Member	3,505
Dunedin City Council	
Office	Annual remuneration (\$)
Mayor	166,500
Deputy Mayor	91,244
Chairs (6)	86,215
Councillor (with no additional responsibilities) (7)	71,845
Councillor (Minimum Allowable Remuneration)	59,853
<i>Mosgiel–Taieri Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	19,526
Member	9,763

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Otago Peninsula Community Board

Office	Annual remuneration (\$)
Chairperson	16,488
Member	8,244

Saddle Hill Community Board

Office	Annual remuneration (\$)
Chairperson	16,705
Member	8,352

Strath Taieri Community Board

Office	Annual remuneration (\$)
Chairperson	14,889
Member	7,445

Waikouaiti Coast Community Board

Office	Annual remuneration (\$)
Chairperson	16,270
Member	8,135

West Harbour Community Board

Office	Annual remuneration (\$)
Chairperson	16,705
Member	8,352

Far North District Council

Office	Annual remuneration (\$)
Mayor	155,000
Deputy Mayor	112,721
Committee Chairperson (4)	91,250
Councillor with no additional responsibilities (4)	70,370
Councillor (Minimum Allowable Remuneration)	55,147

Bay of Islands–Whangaroa Community Board

Office	Annual remuneration (\$)
Chairperson	31,742
Member	15,871

Kaikohe–Hokianga Community Board

Office	Annual remuneration (\$)
Chairperson	27,208
Member	13,604

Schedule	Local Government Members (2021/22) Determination 2021	
	<i>Te Hiku Community Board</i>	
	Office	Annual remuneration (\$)
	Chairperson	27,775
	Member	13,888
	Gisborne District Council	
	Office	Annual remuneration (\$)
	Mayor	155,000
	Deputy Mayor	66,674
	Chairperson Operations Committee	57,784
	Chairperson Regional Transport Committee and Rural Councillor	53,339
	Chairperson Wastewater Management Committee	53,339
	Rural Councillor (3)	46,672
	Councillor with no additional responsibilities (6)	44,449
	Councillor (Minimum Allowable Remuneration)	37,915
	Gore District Council	
	Office	Annual remuneration (\$)
	Mayor	99,500
	Deputy Mayor	35,960
	Audit and Risk Committee Chair	30,450
	Capital Works Committee Chair	30,450
	Community and Strategy Committee Chair	30,450
	Councillor (with no additional responsibilities) (7)	23,345
	Councillor (Minimum Allowable Remuneration)	18,754
	<i>Mataura Community Board</i>	
	Office	Annual remuneration (\$)
	Chairperson	4,184
	Member	2,092
	Grey District Council	
	Office	Annual remuneration (\$)
	Mayor	102,000
	Deputy Mayor also Portfolio Councillor for Three Waters	41,412
	Councillor—Portfolio Transport	36,237
	Councillor—Portfolio Spatial Development, Finance and Risk	36,237
	Councillor (with no additional responsibilities) (5)	27,736
	Councillor (Minimum Allowable Remuneration)	22,552
	Hamilton City Council	
	Office	Annual remuneration (\$)
	Mayor	174,500
	Deputy Mayor	113,059

Local Government Members (2021/22) Determination 2021		Schedule
Office		Annual remuneration (\$)
Chair of Committee (7)		102,209
Deputy Chair of Committee (4)		92,963
Councillor (Minimum Allowable Remuneration)		74,925
Hastings District Council		
Office		Annual remuneration (\$)
Mayor		153,500
Deputy Mayor		78,962
Chair: Committees of the Whole (2)		65,425
Chair: Subcommittee (5)		56,401
Deputy Committee Chair (4)		51,889
Ambassador for Hastings		51,889
Champion—Flaxmere Development		47,377
Councillor (Minimum Allowable Remuneration)		43,765
<i>Hastings District Rural Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		15,262
Member		7,631
Hauraki District Council		
Office		Annual remuneration (\$)
Mayor		118,000
Deputy Mayor		41,690
Ward Committee Chairperson (3)		30,719
Emergency Management Committee Chairperson		28,525
Portfolio Leader (4)		26,330
Councillor with no additional responsibilities (4)		21,942
Councillor (Minimum Allowable Remuneration)		21,710
Horowhenua District Council		
Office		Annual remuneration (\$)
Mayor		129,000
Deputy Mayor		70,033
Deputy Chair Finance, Audit and Risk Subcommittee		42,797
Chairperson, Community Funding and Recognition Committee		46,688
Chairperson, Community Wellbeing Committee		46,688
Councillor (with no additional responsibilities) (6)		38,907
Councillor (Minimum Allowable Remuneration)		28,578
<i>Foxton Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		12,706

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Schedule	
Office	Annual remuneration (\$)
Member	6,353
Hurunui District Council	
Office	Annual remuneration (\$)
Mayor	102,500
Deputy Mayor	33,999
Councillor (with no additional responsibilities) (9)	24,285
Councillor (Minimum Allowable Remuneration)	20,534
Hanmer Springs Community Board	
Office	Annual remuneration (\$)
Chairperson	8,145
Member	4,073
Hutt City Council	
Office	Annual remuneration (\$)
Mayor	158,000
Deputy Mayor/Chair of Standing Committee	101,524
Chair of Standing Committee (3)	81,324
Deputy Chair of Standing Committee (4)	64,547
Chair Traffic Subcommittee	68,195
Councillor with no additional responsibilities (3)	54,540
Councillor (Minimum Allowable Remuneration)	53,628
Eastbourne Community Board	
Office	Annual remuneration (\$)
Chairperson	13,734
Member	6,867
Petone Community Board	
Office	Annual remuneration (\$)
Chairperson	16,351
Member	8,175
Wainuiomata Community Board	
Office	Annual remuneration (\$)
Chairperson	17,224
Member	8,612
Invercargill City Council	
Office	Annual remuneration (\$)
Mayor	140,000
Deputy Mayor	56,252

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Office		Annual remuneration (\$)
Infrastructural Services Standing Committee Chairperson		48,854
Infrastructural Services Standing Committee Deputy Chairperson		43,195
Performance, Policy and Partnership Standing Committee Chairperson		48,854
Performance, Policy and Partnership Standing Committee Deputy Chairperson		43,195
Councillor (with additional responsibilities) (7)		39,162
Councillor (Minimum Allowable Remuneration)		34,667
<i>Bluff Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		8,720
Member		4,360
Kaikōura District Council		
Office		Annual remuneration (\$)
Mayor		84,500
Deputy Mayor		40,252
Councillor with no additional responsibilities (6)		26,837
Councillor (Minimum Allowable Remuneration)		19,309
Kaipara District Council		
Office		Annual remuneration (\$)
Mayor		119,000
Deputy Mayor		55,837
Councillor with no additional responsibilities (7)		44,139
Councillor (Minimum Allowable Remuneration)		30,497
Kāpiti Coast District Council		
Office		Annual remuneration (\$)
Mayor		138,500
Deputy Mayor		60,900
Chair, Strategy and Operations		55,825
Portfolio A Holder (4)		51,369
Portfolio B Holder (4)		45,732
Councillor (Minimum Allowable Remuneration)		36,050
<i>Ōtaki Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		15,479
Member		7,739

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<i>Paekākāriki Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	8,066
Member	4,033
<i>Paraparaumu–Raumati Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	20,276
Member	10,138
<i>Waikanae Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	16,570
Member	8,285
Kawerau District Council	
Office	Annual remuneration (\$)
Mayor	93,500
Deputy Mayor	36,195
Chair of Regulatory and Services Committee	32,318
Councillor (with no additional responsibilities) (6)	25,854
Councillor (Minimum Allowable Remuneration)	17,945
Mackenzie District Council	
Office	Annual remuneration (\$)
Mayor	84,500
Deputy Mayor	35,249
Engineering and Services Committee Chair	35,249
Commercial and Economic Development Committee Chair	35,249
Planning and Regulatory Committee Chair	35,249
Councillor (with no additional responsibilities) (2)	18,956
Councillor (Minimum Allowable Remuneration)	18,956
<i>Fairlie Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	4,060
Member	2,030
<i>Tekapo Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	4,060
Member	2,030

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Twizel Community Board

Office	Annual remuneration (\$)
Chairperson	5,064
Member	2,532

Manawatu District Council

Office	Annual remuneration (\$)
Mayor	121,000
Deputy Mayor	47,099
Chairperson Audit and Risk Committee	40,371
Chairperson Community Development Committee	40,371
Chairperson Hearings Committee	40,371
Chairperson Ngā Manu Tāiko	40,371
Health and Safety Governance Representative	40,371
Councillor with no additional responsibilities (4)	33,642
Councillor (Minimum Allowable Remuneration)	28,751

Marlborough District Council

Office	Annual remuneration (\$)
Mayor	141,000
Deputy Mayor	58,042
Chairperson Standing Committee	51,510
Chairperson Statutory/Joint Committee (2)	46,460
Deputy Chairperson Standing Committee	43,430
Deputy Chairperson Standing Committee and Chairperson Sub-Committee (2)	45,450
Chairperson Sub-Committee (3)	42,420
Chairperson of 2 or more Sub-Committees	44,440
Councillor (with no additional responsibilities) (2)	40,400
Councillor (Minimum Allowable Remuneration)	37,047

Masterton District Council

Office	Annual remuneration (\$)
Mayor	122,000
Deputy Mayor	47,073
Chair—Infrastructure and Services Committee	47,073
Chair—Awards and Grants Committee	41,641
Chair—Hearings Committee	39,830
Councillor (with no additional responsibilities) (6)	36,210
Councillor (Minimum Allowable Remuneration)	29,638

Matamata–Piako District Council

Office	Annual remuneration (\$)
Mayor	123,000

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Office	Annual remuneration (\$)
Deputy Mayor	39,983
Chair of Corporate and Operations Committee	39,983
Councillor (with no additional responsibilities) (9)	34,768
Councillor (Minimum Allowable Remuneration)	27,472

Napier City Council

Office	Annual remuneration (\$)
Mayor	145,500
Deputy Mayor and Chair of Standing Committee	82,249
Chair of Standing Committee (3)	62,715
Deputy Chair of Standing Committee (4)	58,860
Portfolio Holder (4)	54,772
Councillor (Minimum Allowable Remuneration)	44,355

Nelson City Council

Office	Annual remuneration (\$)
Mayor	144,500
Deputy Mayor	67,332
Senior Chair (Chair of Infrastructure, Regional Transport Committee, Deputy Chair Environment and Climate Committee (Nelson Plan Lead))	58,134
Committee Chair (4)	58,134
Subcommittee Chair	49,995
Councillor (with no additional responsibilities) (6)	45,372
Councillor (Minimum Allowable Remuneration)	40,083

New Plymouth District Council

Office	Annual remuneration (\$)
Mayor	152,000
Deputy Mayor	81,172
Chairperson Strategy and Operations Committee	65,952
Chairperson Finance, Audit and Risk Committee	60,879
Chairperson Te Huinga Taumatua	60,879
Chairperson Strategy Projects Committee	60,879
Councillor with no additional responsibilities (9)	50,732
Councillor (Minimum Allowable Remuneration)	43,898

Clifton Community Board

Office	Annual remuneration (\$)
Chairperson	12,644
Member	6,322

Inglewood Community Board

Office	Annual remuneration (\$)
Chairperson	15,043

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Office	Annual remuneration (\$)	
Member	7,522	
<i>Kaitake Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson	13,517	
Member	6,758	
<i>Waitara Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson	15,043	
Member	7,522	
Ōpōtiki District Council		
Office	Annual remuneration (\$)	
Mayor	99,000	
Deputy Mayor	53,001	
Cultural Ambassador/Coast Community Board Chair	45,421	
Councillor (with no additional responsibilities) (4)	29,181	
Councillor (Minimum Allowable Remuneration)	21,714	
<i>Coast Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson	10,128	
Member	5,064	
Otorohanga District Council		
Office	Annual remuneration (\$)	
Mayor	92,500	
Deputy Mayor and Member Grants and Awards Committee	39,344	
Council Representative on Otorohanga Community Board and Member Grants and Awards Committee	30,621	
Council Representative on Otorohanga Community Board	28,425	
Chairperson Grants and Awards Committee	24,416	
Council Representative on Kawhia Community Board and Member Risk and Assurance Committee	27,509	
Member Risk and Assurance Committee (2)	25,479	
Councillor (Minimum Allowable Remuneration)	18,905	
<i>Kawhia Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson	4,060	
Member	2,030	

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<i>Otorohanga Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	14,530
Member	7,265
 Palmerston North City Council	
Office	Annual remuneration (\$)
Mayor	152,500
Deputy Mayor, Chair—Planning and Strategy Committee, and Chair—Hearings Committee	81,329
Chair—Finance and Audit Committee and Chair—Chief Executive's Performance Review Panel	58,033
Chair—Infrastructure Committee	54,675
Chair—Arts, Culture and Heritage Committee	51,318
Chair—Community Development	51,318
Chair—Economic Development Committee	51,318
Chair—Environmental Sustainability Committee	51,318
Chair—Play, Recreation and Sport Committee	51,318
Councillor (with no additional responsibilities) (7)	47,961
Councillor (Minimum Allowable Remuneration)	43,498
 Porirua City Council	
Office	Annual remuneration (\$)
Mayor	145,000
Deputy Mayor	71,659
Chair Te Puna Kōrero	68,862
Chair Chief Executive's Employment Committee	55,419
Councillor (with no additional responsibilities) (7)	50,852
Councillor (Minimum Allowable Remuneration)	39,200
 Queenstown—Lakes District Council	
Office	Annual remuneration (\$)
Mayor	128,000
Deputy Mayor	49,041
Chair of Standing Committee (4)	45,877
Councillor (with no additional responsibilities) (5)	39,549
Councillor (Minimum Allowable Remuneration)	32,914
 <i>Wanaka Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	24,318
Member	12,159

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Rangitikei District Council

Office	Annual remuneration (\$)
Mayor	107,000
Deputy Mayor and Chair of the Chief Executive Review Committee	40,914
Committee Chair (2)	29,244
Committee Deputy Chair (3)	25,184
Councillor (with no additional responsibilities) (5)	23,154
Councillor (Minimum Allowable Remuneration)	20,572

Ratana Community Board

Office	Annual remuneration (\$)
Chairperson	4,317
Member	2,158

Taihape Community Board

Office	Annual remuneration (\$)
Chairperson	8,806
Member	4,403

Rotorua District Council

Office	Annual remuneration (\$)
Mayor	152,000
Deputy Mayor, Lead—Economic Development Working Group, and Lead—Sustainable Environment Working Group	104,901
Chairperson Strategy, Policy and Finance Committee and Lead—Four Wellbeings Working Group	87,112
Chairperson Operations and Monitoring Committee, Lead—Liveable Communities Working Group, and Lead—Housing Working Group	87,112
Deputy Chairperson Strategy, Policy and Finance Committee, Lead—Economic Development (Housing Development) Working Group, and Lead—Sport and Recreation Working Group	74,218
Deputy Chairperson Operations and Monitoring Committee and Lead—Arts and Culture Working Group	74,218
Cultural Ambassador	74,218
Lead—Climate Change Working Group	74,218
Councillor with no additional responsibilities (3)	57,696
Councillor (Minimum Allowable Remuneration)	51,849

Rotorua Lakes Community Board

Office	Annual remuneration (\$)
Chairperson	17,049
Member	8,524

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<i>Rotorua Rural Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	19,055
Member	9,527
<i>Ruapehu District Council</i>	
Office	Annual remuneration (\$)
Mayor	109,500
Deputy Mayor	38,359
Councillor (with no additional responsibilities) (10)	26,098
Councillor (Minimum Allowable Remuneration)	19,932
<i>National Park Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	5,945
Member	2,972
<i>Waimarino–Waiouru Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	8,806
Member	4,403
<i>Selwyn District Council</i>	
Office	Annual remuneration (\$)
Mayor	136,500
Deputy Mayor	52,112
Councillor (with no additional responsibilities) (10)	43,431
Councillor (Minimum Allowable Remuneration)	35,132
<i>Malvern Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	17,986
Member	8,993
<i>South Taranaki District Council</i>	
Office	Annual remuneration (\$)
Mayor	126,000
Deputy Mayor	48,946
Member Audit and Risk Committee (4)	35,894
Councillor with no additional responsibilities (7)	32,631
Councillor (Minimum Allowable Remuneration)	25,791

**Local Government Members (2021/22) Determination
2021**

Schedule

Eltham-Kaponga Community Board

Office	Annual remuneration (\$)
Chairperson	11,571
Member	5,786

Pātea Community Board

Office	Annual remuneration (\$)
Chairperson	11,173
Member	5,587

Taranaki Coastal Community Board

Office	Annual remuneration (\$)
Chairperson	12,672
Member	6,336

Te Hāwera Community Board

Office	Annual remuneration (\$)
Chairperson	14,240
Member	7,120

South Waikato District Council

Office	Annual remuneration (\$)
Mayor	120,500
Deputy Mayor (Chair Community and Assets Committee)	49,326
Committee Chair A Corporate and Regulatory Committee	41,858
Committee Chair B Grants	39,245
Councillor (with no additional responsibilities) (7)	34,820
Councillor (Minimum Allowable Remuneration)	26,661

Tirau Community Board

Office	Annual remuneration (\$)
Chairperson	6,791
Member	3,396

South Wairarapa District Council

Office	Annual remuneration (\$)
Mayor	93,000
Deputy Mayor	35,275
Chair of Finance, Audit, and Risk Committee	27,934
Chair of Planning and Regulatory Committee	25,959
Chair of Assets and Services Committee	25,734
District Licensing Deputy Chair	23,501
Martinborough Community Board and Waste Minimisation responsibilities	26,422

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Local Government Members (2021/22) Determination 2021	
Schedule	
Office	Annual remuneration (\$)
Greytown Community Board and Water Management responsibilities	28,362
Martinborough Community Board	25,148
Wairarapa Policies and Road Safety Council	27,663
Councillor (Minimum Allowable Remuneration)	18,855
<i>Featherston Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	6,605
Member	3,302
<i>Greytown Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	6,605
Member	3,302
<i>Martinborough Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	6,605
Member	3,302
Southland District Council	
Office	Annual remuneration (\$)
Mayor	124,000
Deputy Mayor	44,146
Committee Chairperson (2)	38,318
Councillor (with no additional responsibilities) (9)	31,272
Councillor (Minimum Allowable Remuneration)	26,262
<i>Ardlussa Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	7,595
Member	3,798
<i>Fiordland Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	9,338
Member	4,669
<i>Northern Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	7,344
Member	3,672

**Local Government Members (2021/22) Determination
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Oraka-Aparima Community Board

Office	Annual remuneration (\$)
Chairperson	8,204
Member	4,102

Oreti Community Board

Office	Annual remuneration (\$)
Chairperson	10,571
Member	5,286

Stewart Island/Rakiura Community Board

Office	Annual remuneration (\$)
Chairperson	4,060
Member	2,030

Tuatapere Te Waewae Community Board

Office	Annual remuneration (\$)
Chairperson	7,165
Member	3,582

Waihopai Toetoe Community Board

Office	Annual remuneration (\$)
Chairperson	9,952
Member	4,976

Wallace Takitimu Community Board

Office	Annual remuneration (\$)
Chairperson	8,723
Member	4,361

Stratford District Council

Office	Annual remuneration (\$)
Mayor	90,500
Deputy Mayor	35,477
Chairperson Stratford Sport NZ Rural Travel Fund	26,354
Chairperson Farm and Aerodrome Committee	29,143
Councillor (with no additional responsibilities) (7)	25,342
Councillor (Minimum Allowable Remuneration)	18,905

Tararua District Council

Office	Annual remuneration (\$)
Mayor	112,500
Deputy Mayor	49,830
Councillor with no additional responsibilities (7)	38,316

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Local Government Members (2021/22) Determination 2021	
Schedule	
Office	Annual remuneration (\$)
Councillor (Minimum Allowable Remuneration)	27,119
<i>Dannevirke Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	11,831
Member	5,915
<i>Eketahuna Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	7,667
Member	3,834
Tasman District Council	
Office	Annual remuneration (\$)
Mayor	154,000
Deputy Mayor	68,069
Chairperson Standing Committee (2)	54,455
Councillor with no additional responsibilities (10)	45,379
Councillor (Minimum Allowable Remuneration)	37,791
<i>Golden Bay Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	13,300
Member	6,650
<i>Motueka Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	14,825
Member	7,413
Taupō District Council	
Office	Annual remuneration (\$)
Mayor	134,000
Deputy Mayor	48,311
Chair—Emergency Management Committee	46,297
Chair—Taupo Reserves and Roding Committee	46,297
Chair—Mangakino/Pouakani Representative Group	46,297
Chair—Kinloch Representative Group	44,284
Chair—Taupo East Rural Representative Group	44,284
Councillor (with no additional responsibilities) (5)	40,259
Councillor (Minimum Allowable Remuneration)	35,268

**Local Government Members (2021/22) Determination
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Turangi–Tongariro Community Board

Office	Annual remuneration (\$)
Chairperson	17,089
Member	8,544

Tauranga City Council

Office	Annual remuneration (\$)
Mayor	166,500
Deputy Mayor	122,079
Chairperson of Standing Committee (3)	114,648
Deputy Chairperson of Standing Committee (4)	108,279
Councillor (with no additional responsibilities) (2)	106,156
Councillor (Minimum Allowable Remuneration)	78,440

Thames–Coromandel District Council

Office	Annual remuneration (\$)
Mayor	130,000
Deputy Mayor, Member Audit and Risk Committee, and Member Chief Executive Liaison Committee	68,558
Chairperson Emergency Management Committee. Holder Emergency Management Portfolio, Member Audit and Risk Committee, Member Chief Executive Liaison Committee, and Member Regional Civil Defence Emergency Management Group	64,354
Holder Infrastructure Portfolio, Member Audit and Risk Committee, and Member Regional Transport Committee	64,354
Member Audit and Risk Committee, Member Coromandel Catchment Liaison Committee, and Member Emergency Management Committee	58,047
Member Audit and Risk Committee and Member Emergency Management Committee	48,423
Member Audit and Risk Committee and Member Chief Executive Liaison Committee	48,423
Member Audit and Risk Committee (2)	48,423
Councillor (Minimum Allowable Remuneration)	37,026

Coromandel–Colville Community Board

Office	Annual remuneration (\$)
Chairperson	15,950
Member	7,975

Mercury Bay Community Board

Office	Annual remuneration (\$)
Chairperson	19,083
Member	9,542

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<i>Tairua–Pauanui Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	15,950
Member	7,975
<i>Thames Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	20,223
Member	10,111
<i>Whangamata Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	17,374
Member	8,687
Timaru District Council	
Office	Annual remuneration (\$)
Mayor	132,500
Deputy Mayor	64,331
Chairperson Commercial and Strategy Committee	52,268
Chairperson Community Services Committee	52,268
Chairperson Environmental Services Committee	52,268
Chairperson Infrastructure Committee	52,268
Deputy Chairperson Commercial and Strategy Committee	46,238
Deputy Chairperson Community Services Committee	46,238
Deputy Chairperson Environmental Services Committee	46,238
Deputy Chairperson Infrastructure Committee	46,238
Councillor (Minimum Allowable Remuneration)	36,076
<i>Geraldine Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	11,173
Member	5,587
<i>Pleasant Point Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	8,762
Member	4,381
<i>Temuka Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	11,392
Member	5,696

**Local Government Members (2021/22) Determination
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Upper Hutt City Council

Office	Annual remuneration (\$)
Mayor	128,000
Deputy Mayor	54,698
Chair, Policy Committee	47,406
Chair, Finance and Performance Committee	47,406
Chair, City Development Committee	47,406
Chair, Risk and Assurance Committee	43,759
Chair, Hutt Valley Services Committee	43,759
Councillor (with no additional responsibilities) (4)	36,466
Councillor (Minimum Allowable Remuneration)	32,361

Waikato District Council

Office	Annual remuneration (\$)
Mayor	148,500
Deputy Mayor	80,525
Chairperson (Infrastructure Committee)	70,277
Chairperson (Strategy and Finance Committee)	70,277
Chairperson (Policy and Regulatory Committee)	70,277
Chairperson (Discretionary and Funding Committee)	56,124
Chairperson (Proposed District Plan Subcommittee)	60,393
Councillor (with no additional responsibilities) (7)	48,803
Councillor (Minimum Allowable Remuneration)	43,163

Huntly Community Board

Office	Annual remuneration (\$)
Chairperson	10,682
Member	5,341

Ngaruawahia Community Board

Office	Annual remuneration (\$)
Chairperson	10,682
Member	5,341

Onewhero–Tuakau Community Board

Office	Annual remuneration (\$)
Chairperson	11,119
Member	5,560

Raglan Community Board

Office	Annual remuneration (\$)
Chairperson	8,939
Member	4,470

Schedule	Local Government Members (2021/22) Determination 2021	
<i>Taupiri Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		4,060
Member		2,030
Waimakariri District Council		
Office		Annual remuneration (\$)
Mayor		137,500
Deputy Mayor		58,994
Councillor (with portfolio and committee chairing responsibilities) (9)		48,531
Councillor (Minimum Allowable Remuneration)		37,629
<i>Kaiapoi–Tuahiwi Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		17,742
Member		8,871
<i>Oxford–Ohoka Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		16,715
Member		8,358
<i>Rangiora–Ashley Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		22,885
Member		11,443
<i>Woodend–Sefton Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		14,658
Member		7,329
Waimate District Council		
Office		Annual remuneration (\$)
Mayor		87,500
Deputy Mayor		39,465
Councillor (with no additional responsibilities) (7)		26,310
Councillor (Minimum Allowable Remuneration)		19,309
Waipa District Council		
Office		Annual remuneration (\$)
Mayor		135,500
Deputy Mayor		43,985
Committee Chair (4)		40,601

Local Government Members (2021/22) Determination 2021		Schedule
Office	Annual remuneration (\$)	
Councillor (with no additional responsibilities) (8)	33,834	
Councillor (Minimum Allowable Remuneration)	32,007	
<i>Cambridge Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson	19,060	
Member	9,530	
<i>Te Awamutu Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson	18,404	
Member	9,202	
Wairoa District Council		
Office	Annual remuneration (\$)	
Mayor	101,000	
Deputy Mayor	43,510	
Councillor (with no additional responsibilities) (5)	39,940	
Councillor (Minimum Allowable Remuneration)	26,063	
Waitaki District Council		
Office	Annual remuneration (\$)	
Mayor	114,500	
Deputy Mayor	43,418	
Main Committee Chair (2)	36,540	
Other Committee Chair (3)	31,465	
Deputy Chair (4)	31,465	
Councillor (Minimum Allowable Remuneration)	24,487	
<i>Ahuriri Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson	11,814	
Member	5,907	
<i>Waihemo Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson	12,268	
Member	6,134	
Waitomo District Council		
Office	Annual remuneration (\$)	
Mayor	98,500	
Deputy Mayor	49,479	

Local Government Members (2021/22) Determination 2021	
Schedule	
Office	Annual remuneration (\$)
Councillor with no additional responsibilities (5)	33,134
Councillor (Minimum Allowable Remuneration)	24,087
Wellington City Council	
Office	Annual remuneration (\$)
Mayor	180,500
Deputy Mayor	130,227
Chair of Committee of the Whole (5)	113,025
Councillor (with no additional responsibilities) (8)	111,225
Councillor (Minimum Allowable Remuneration)	86,874
<i>Makara–Ohariu Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	9,570
Member	4,785
<i>Tawa Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	19,092
Member	9,546
Western Bay of Plenty District Council	
Office	Annual remuneration (\$)
Mayor	136,500
Deputy Mayor and Chairperson Annual Plan, Long Term Plan, Regulatory Hearings, and District Plan Committees	60,900
Chairperson Performance and Monitoring Committee	48,720
Chairperson Katikati—Waihi Beach Ward Forum	44,153
Chairperson Kaimai Ward Forum	44,153
Chairperson Maketu—Te Puke Ward Forum	44,153
Councillor with no additional responsibilities (6)	40,724
Councillor (Minimum Allowable Remuneration)	33,453
<i>Katikati Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	11,173
Member	5,587
<i>Maketu Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	5,914
Member	2,957

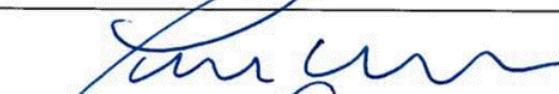
Local Government Members (2021/22) Determination 2021		Schedule
<i>Omokoroa Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		8,107
Member		4,053
<i>Te Puke Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		11,173
Member		5,587
<i>Waihi Beach Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		9,201
Member		4,600
Westland District Council		
Office		Annual remuneration (\$)
Mayor		91,500
Deputy Mayor		29,724
Chairperson Capital Projects and Tenders Committee		37,814
Chairperson Planning and Regulatory Services Committee and Community Development Committee		41,772
Councillor (with no additional responsibilities) (5)		22,865
Councillor (Minimum Allowable Remuneration)		19,006
Whakatāne District Council		
Office		Annual remuneration (\$)
Mayor		134,000
Deputy Mayor		67,351
Committee Chairperson (3)		56,126
Deputy Committee Chairperson (2)		41,159
Councillor with no additional responsibilities (4)		37,417
Councillor (Minimum Allowable Remuneration)		33,375
<i>Murupara Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		8,107
Member		4,053
<i>Rangitāiki Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		10,515
Member		5,258

Schedule	Local Government Members (2021/22) Determination 2021
<i>Tāneatua Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	8,107
Member	4,053
<i>Whakatāne–Ōhope Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	17,581
Member	8,790
Whanganui District Council	
Office	Annual remuneration (\$)
Mayor	141,000
Deputy Mayor	50,631
Chairperson Strategy and Finance Committee	46,737
Chairperson Infrastructure, Climate Change, and Emergency Management Committee	46,737
Chairperson Property and Community Services Committee and Advisory Group Chair	48,683
Advisory Group Chair (2)	42,842
Deputy Chair (3)	42,842
Councillor (with no additional responsibilities) (3)	38,947
Councillor (Minimum Allowable Remuneration)	33,404
<i>Whanganui Rural Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	11,392
Member	5,696
Whangarei District Council	
Office	Annual remuneration (\$)
Mayor	156,000
Deputy Mayor	86,087
Chairperson Infrastructure Committee	75,327
Chairperson Community Development Committee	75,327
Chairperson Strategy, Planning and Development Committee	75,327
Chairperson Te Karearea Strategic Partnership Forum	75,327
Chairperson Civic Honours Committee	59,185
Councillor with no additional responsibilities (7)	53,805
Councillor (Minimum Allowable Remuneration)	49,360

Dated at Wellington this **30** day of **June** 2021.

Local Government Members (2021/22) Determination
2021

Explanatory memorandum

 Chairperson.

 Member.

Member.

Explanatory memorandum

This memorandum is not part of the determination, but is intended to indicate its general effect.

This determination comes into force on 1 July 2021 and expires on the close of 30 June 2022.

The mandatory criteria that the Remuneration Authority must have regard to when making a determination covering members of local authorities, local boards, and community boards are listed in clause 7 of Schedule 7 of the Local Government Act 2002. In addition, section 18A of the Remuneration Authority Act 1977 requires the Authority to take into account prevailing adverse economic conditions. This is an important criterion at this time.

Although the economy has proven to be more resilient than predicted at this time last year, the further waves of COVID-19 recurring around the world continue to present a highly volatile and uncertain global environment, which is continuing to have a negative impact on many regions within New Zealand. Given this uncertainty, the Authority has taken a conservative approach to its determination of local government members' remuneration for the 2021/22 year. Some councils have received no increases, while the majority of councils have received a 1% to 1.5% increase to their remuneration. A small number of councils have been given larger increases as part of the phased implementation of the changes the Authority made in 2019 to its approach to determining local government elected members' remuneration. The implementation was delayed in 2020 as a result of the COVID-19 pandemic, so it has resumed this year.

Communications allowance

In the face of COVID-19, most local authorities have had to operate far more extensively in a virtual world. Members are increasingly required to work from home or away from their councils' offices and both members and the public can now attend meetings that are streamed online or via an audio link. This means that members are requiring more reliable, stronger, faster, and fit-for-purpose information and communication services and equipment to support their work. It is the Authority's preference that councils supply the full range of information and communication technology (including mobile telephone and related mobile telephone service) to their members

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**Local Government Members (2021/22) Determination
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for use on local authority business rather than requiring members to use their own personal equipment and services. However, if a local authority requires its members to use their own personal equipment, consumables, and services, the Authority has increased the communications allowance to reflect the growing costs of working remotely.

Childcare allowance

The childcare allowance has been in place since 2019 and the Authority has reviewed it, taking into account feedback from a number of local authorities. The Authority has amended the allowance to remove any perceived discrimination based on family status. However, the upper limit of the reimbursement allowance has not changed and remains at \$6,000 per annum.

Vehicle kilometre allowance

The vehicle kilometre reimbursement allowance has been adjusted to reflect the current rates prescribed by the Inland Revenue Department.

All other allowances and hearing fees remain at their 2019 levels until the expiry of this determination.

Governance remuneration pool table

The table below sets out the local government governance remuneration pool, which will apply on and after 1 July 2021, for the councillors of each local authority.

Part 1

Remuneration pools for councillors of regional councils

Council	Governance remuneration pool (\$)
Bay of Plenty Regional Council	869,154
Canterbury Regional Council	964,061
Hawke's Bay Regional Council	557,483
Manawatu–Wanganui Regional Council	638,974
Northland Regional Council	580,951
Otago Regional Council	703,598
Southland Regional Council	555,828
Taranaki Regional Council	473,595
Waikato Regional Council	933,748
Wellington Regional Council	921,454
West Coast Regional Council	322,503

**Local Government Members (2021/22) Determination
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Part 2

Remuneration pools for councillors of territorial authorities

Territorial authority	Governance remuneration pool (\$)
Ashburton District Council	383,524
Auckland Council	2,556,478
Buller District Council	268,362
Carterton District Council	223,635
Central Hawke's Bay District Council	271,273
Central Otago District Council	280,627
Chatham Islands Council	149,700
Christchurch City Council	1,843,200
Clutha District Council	357,816
Dunedin City Council	1,111,450
Far North District Council	759,201
Gisborne District Council	637,845
Gore District Council	290,725
Grey District Council	252,564
Hamilton City Council	1,200,366
Hastings District Council	798,640
Hauraki District Council	355,461
Horowhenua District Council	439,649
Hurunui District Council	252,564
Hutt City Council	835,500
Invercargill City Council	514,483
Kaikōura District Council	201,271
Kaipara District Council	364,815
Kāpiti Coast District Council	505,129
Kawerau District Council	223,635
Mackenzie District Council	178,908
Manawatu District Council	383,524
Marlborough District Council	589,302
Masterton District Council	392,878
Matamata–Piako District Council	392,878
Napier City Council	724,920
Nelson City Council	609,333
New Plymouth District Council	786,354
Ōpōtiki District Council	215,148
Otorohanga District Council	201,271
Palmerston North City Council	786,354
Porirua City Council	551,900
Queenstown–Lakes District Council	430,295
Rangitikei District Council	290,725
Rotorua District Council	749,084
Ruapehu District Council	299,336

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memorandum**Local Government Members (2021/22) Determination
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	Governance remuneration pool (\$)
Territorial authority	
Selwyn District Council	486,420
South Taranaki District Council	420,941
South Waikato District Council	374,170
South Wairarapa District Council	245,998
Southland District Council	402,232
Stratford District Council	268,362
Tararua District Council	318,044
Tasman District Council	630,773
Taupō District Council	477,066
Tauranga City Council	1,111,450
Thames–Coromandel District Council	449,004
Timaru District Council	458,358
Upper Hutt City Council	430,295
Waikato District Council	749,493
Waimakariri District Council	495,775
Waimate District Council	223,635
Waipa District Council	477,066
Wairoa District Council	243,210
Waitaki District Council	336,753
Waitomo District Council	215,148
Wellington City Council	1,585,152
Western Bay of Plenty District Council	486,420
Westland District Council	223,635
Whakatāne District Council	467,712
Whanganui District Council	523,837
Whangarei District Council	823,214

Note: The above remuneration pools do not apply to mayors, regional chairpersons, Auckland local board members, or community board members.

However, if a council has delegated significant powers and functions to its community board(s) and as a consequence proposes an increase to the remuneration of community board members, the additional funds will come out of the council's governance remuneration pool.

Issued under the authority of the Legislation Act 2012.
Date of notification in *Gazette*:

ELECTED MEMBERS' ALLOWANCES AND REIMBURSEMENT



DEPARTMENT:	Governance
RESPONSIBILITY:	Governance Manager, Governance Support
ADOPTED:	11 August 2021
REVIEW:	Every three years, or as required
CONSULTATION:	None required
RELATED DOCUMENTS:	Local Government Act 2002, Remuneration Authority Act 1977, Local Government Elected Members (2021/22) (Certain Local Authorities) Determination 2021

POLICY OBJECTIVE

To provide a framework for allowances, expenses claimed, and resources available to elected members during their term of office.

DEFINITIONS

Actual: means as evidenced by the original receipt attached to the claim form.

All elected members: includes the Mayor, members of Council and members of the Community Boards.

Council Offices: includes the Council office at 1 Dunorling Street, Alexandra as well as the Community Board meeting chambers at Cromwell, Ranfurly and Roxburgh.

Council business: includes: formal Council and Community Board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public. It does not include events where the primary focus is on social activity.

Entertainment and hospitality: covers a range of items such as tea, coffee, and catering including meals. It also includes non-catering items such as entry to sporting or cultural events.

Reasonable: means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.

Remuneration authority: is the body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

1. INTRODUCTION

This policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

2. CONTACT PERSON

Contact person for queries is:

Governance Manager, Governance Support

Email: rebecca.williams@codc.govt.nz

Telephone: 03 440 0634

3. AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

- 3.1 From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.
- 3.2 Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.
- 3.3 The process for reimbursement of claims includes the following principles:
 - The "one-up" principal must be applied to the maximum extent possible, in the case of the Mayor, approval is required from the Deputy Mayor and the Executive Manager – Corporate Services, and in the case of the Deputy Mayor, approval is required from the Chief Executive.
 - any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy;
 - an exception to the "one-up" principle is expense claims for childcare allowance and travel to and from board meetings as outlined in section 4. These are approved by the Governance Manager, Governance Support and full original receipts are required; and
 - cost reimbursements will be made via the payroll system.
- 3.4 In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.
- 3.5 In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.
- 3.6 The Council's internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.
- 3.7 All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

4. ALLOWANCES AND EXPENSES BY GROUP OF MEMBERS

Position	Expense/Allowance	Description
All elected members	Taxis	<p>Taxis may be used for council business, instead of private vehicles or public transport, for the following reasons:</p> <ul style="list-style-type: none"> a) safety/security reasons, and b) when travelling outside the district if a taxi is the most appropriate form of transport. <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option. Rental cars booked by Governance staff should be considered as an option in such circumstances.</p> <p>Costs paid for directly by the individual for travel within in New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
	Travel and attendance at conferences/ seminars/training programmes	<p>Prior approval is required for all attendances.</p> <p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at these events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"> a) related expenditure being accommodated within existing budgets, and b) the appropriate approvals as outlined in this policy <p>and excluding reimbursement for purchases from hotel mini-bars and charges for in-room video or cable movies.</p> <p>All travel and accommodation arrangements for elected members are to be made by Governance Support officers with the Council's preferred travel agents, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p>

Position	Expense/Allowance	Description
All elected members	Exceptional circumstances for council related meetings	Staff may arrange overnight accommodation when travel or business requirements do not allow for the return on the same day, e.g. if it is unreasonable for an elected member to travel to their home after a late meeting.
	Domestic air travel	All elected members are entitled to utilise domestic air travel for council related travel, generally where travel by air is the most cost effective travel option.
	International air travel	As a general policy all elected member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council. The approval of the Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.
	Air points	Council will not provide or maintain 'airpoints' or 'airdollars' subscriptions or programmes for elected members.
	Private accommodation provided by friends/relatives	a) \$75 per night payment when staying in private accommodation, to cover accommodation, breakfast and dinner; or b) \$50 per night payment when staying in private accommodation to cover accommodation only. It is intended that at least a portion of this allowance is paid to the accommodation provider.
	Parking expenses	Reimbursement of casual carparking costs related to community board or council business. This will be on receipt of a signed claim accompanied by a receipt.
	Childcare allowance	Reimbursement for childcare allowance payments where these payments are incurred to enable elected members to undertake the following activities: i. Attendance at Council, Committee or Community Board meetings where the elected member is either a member of the Committee or Community Board, or is a Council appointee to the Committee; and

		<p>ii. Attendance at portfolio or working party meetings to discuss items of Council business.</p> <p>The maximum value for reimbursement is set at the Living Wage per hour (plus GST if applicable), per child, and that</p> <p>i. The child is to be under 14 years of age; and</p> <p>ii. <u>The childcare is provided by a person who –</u></p> <p style="padding-left: 40px;">a. <u>is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and</u></p> <p style="padding-left: 40px;">b. <u>does not ordinarily reside with the member; and</u></p> <p>iii. Evidence of payment made and received are to be appended to any expense claim; and</p> <p>The maximum accrual allowance is to be \$6,000 per qualifying child</p>
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Position	Expense/Allowance	Description
Mayor	Car	<p>The Mayor will be provided with a vehicle that will also be available for his/her private use.</p> <p>A deduction will be made from his/her salary as determined by the Remuneration Authority.</p> <p>The Mayor will not be able to claim for vehicle mileage.</p>
	Travel and attendance at conferences / seminars / training programmes	<p>The prior approval of the Chief Executive is required for travel within New Zealand for: council business; attendance at conferences / courses / training events / seminars; other purposes associated with the position of Mayor. With the expense claims being signed off as per the “one-up” principle, as outlined in 3.3 above.</p> <p>The prior approval of the Council is required for all international travel, where costs or partial costs are paid for by council funds.</p> <p>Where the Mayor or the Mayor’s authorised representative is accompanied by his/her partner on international travel, the Council will only meet the cost of the partner’s travel, accommodation and incidental costs where the partner’s involvement directly contributes to a clear council business purpose.</p>
	Telephone costs	<p>A cellphone for council business is provided; or</p> <p>Full payment by the council of:</p> <ul style="list-style-type: none"> a) home telephone toll charges relating to council business, and b) cellphone based call charges relating to council business.
	Airline club	<p>Given frequent travel requirements for the role, payment of an Air New Zealand Koru Club subscription is available.</p>
	Entertainment and hospitality	<p>The Mayor may hold a credit card to pay directly for any entertainment or hospitality expenses incurred while carrying out council business.</p> <p>Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.</p>

		All expenditure on this card is approved by the Deputy Mayor.
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Position	Expense/Allowance	Description
Mayor, Councillors	Car parking	The Mayor has an assigned carpark and limited parking is available for Councillors at the Dunorling Street office for use on council business.
	Rental Cars	Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost effective travel option.
Mayor, Councillors and Community Board Chairs	ICT Allowance	<p>The Remuneration Authority states that Council may allow for either of the following options:</p> <ul style="list-style-type: none"> a) provision of a tablet computer. Full technical support is provided for council business; or b) provision of an annual allowance for any or all equipment provided by the elected member, as follows: <ul style="list-style-type: none"> i) \$50 for a multi-functional or other printer ii) \$200 for a mobile telephone iii) \$400 for a personal computer, tablet or laptop, including any related docking station iv) Up to \$200 for ICT consumables <p>(These annual allowance values are provided from the Remuneration Authority).</p> <p>Remuneration for personal computer or electronic tablet is not available as council has chosen to provide elected members with tablets.</p>
	Stationery and consumables	Supply of reasonable amounts of paper and printer consumables required for Council business.

Councillors	Travel and attendance at conferences / seminars and training programmes	<p>The conference, course, seminar or training event must contribute to the Councillor's ability to carry out council business.</p> <p>Attendance at these events when held in New Zealand must be approved by both the Mayor (or the Deputy Mayor) and the Chief Executive. Attendance at these events when held overseas must be approved by the Council.</p>
	Entertainment and hospitality	Reimbursement of costs incurred while hosting official visitors to the council, or while travelling on council business.
Position	Expense/Allowance	Description
Board Chairs	Special events	<p>Events such as payment of koha, or purchasing a wreath for attendance at a commemorative event.</p> <p>Prior approval by the Chief Executive Officer for the expenditure is required.</p> <p>The items should be appropriate to the occasion and expenditure should be moderate and conservative.</p>
Councillors, Community Board members	Vehicle mileage	<p>Members living more than 15 kilometres away from the Council office may claim the allowance for distances in excess of the normal commuting distance, i.e. a round trip distance of 30 kilometres in any one day.</p> <p>The 30 kilometre threshold applies only to travel from the member's home to a council office.</p> <p>For other travel by members, no threshold distance will apply.</p> <p>Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Mileage will be paid to eligible members on receipt of a completed and signed mileage claim, and approved by the Governance Manager, Governance Support.</p>
	Mobile and Internet connection	Monthly reimbursement (on production of invoice) for the usage costs that can be identified as relating to council business.

Position	Expense/Allowance	Description
Councillors, Community Board members	Travel time	<p>Reimbursement at \$37.50 per hour for travel time (including travel to and from the member's residence) for travel undertaken on any one day to attend a Council or Community Board related meeting or event with a minimum threshold of one hour of time travelled.</p> <p>Only time in excess of this threshold will qualify for payment and only if the travel is by the quickest form of transport reasonable in the circumstances.</p> <p>The hourly reimbursement rate is as per the Remuneration Authority - Local Government Travel Time Allowance.</p>
Community Board members	Travel and attendance at conferences / seminars and training programmes	<p>Attendance at conferences, courses, seminars and training programmes requires the prior approval of the relevant community board.</p> <p>All expenditure will be approved on the condition that it can be met within relevant budget provisions.</p> <p>Exceptions to approval of the community board being required are:</p> <ul style="list-style-type: none"> a) when a board member is to be the Council's representative at a conference or event; in such cases the approval of the Council is required, and b) for RMA hearings training, as there is a separate budget for such training which is managed by staff.

Relevant Legislation or Regulations:

Public Audit Act 2001

Local Government Act 2002 (Legislative Compliance)

Related Procedures or Documents:

- a) Code of Conduct (elected members)
- b) Sensitive Expenditure Policy
- c) Fraud Policy
- d) Conflict of Interest
- e) Vehicle Use Policy
- f) Delegations Register
- g) Information Systems & Technology User Policy

Document Management Control:

Prepared by: Governance Manager

File Location Reference: Doc ID XXXXX

Date Issued: DD/MM/YYYY

6 REPORTS FOR INFORMATION

Nil

11 August 2021

7 MAYOR'S REPORT

21.6.19 MAYOR'S REPORT

Doc ID: 547765

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Council receives the report.

Deputy Mayor Neil and I attended the LGNZ National Conference in Blenheim in July. This is the fourth, and by far the most interesting of these I have had the privilege of attending. It is also the first that I can remember where the sitting Minister for Local Government and the Opposition spokesperson with that mandate also attended for the full two days. There were a number of interesting speakers, but as with these things and probably more so at this one, it was the talk around the margins that was most interesting and enlightening. That is not surprising given the sector has not come together like this for two years and also of course because of the huge wave of reform we are all riding, or being tossed about in at the moment.

I would have to say that I have never seen the sector so divided, particularly over the Three Waters reforms. There appeared to me to be three camps; those that welcome the proposals, those that have already decided it will happen over their dead bodies and those who are still in the intelligence-gathering stage, recognising that there is no need to make a decision yet, and that we do not have all the information in front of us to do so. I remain firmly in that third camp and am somewhat surprised at those who have already decided their course of action; particularly the significant number who appear to be making the decision based on party political lines.

I listened intently to the Prime Minister in her speech and to Minister Mahuta in the times that she spoke and there was not one word, not one syllable, that indicated that the reforms are not going to happen. Also stated was that the reforms will only work if everyone is in. Add those factors together alongside the fact this is a majority Government that doesn't have to do deals with a minor party to make this happen and it is not hard to see where this is heading.

The Government announced at the start of the meeting the financial "incentive" for all councils who decide to opt in to the reform. Ours is \$12.8m but it is important that people read past the headlines and see the constraints that surround it. These are that the use of this funding:

- supports communities to transition to a sustainable and low-emissions economy, including by building resilience to climate change and natural hazards;

and supports delivery of infrastructure and/or services that:

- enable housing development and growth, with a focus on brownfield and infill development opportunities where those are available,
- support local place-making and improvements in community well-being.

The support package will be allocated to territorial authorities using a nationally consistent formula based on:

- a 75% allocation based on population size
- a 20% allocation based on the New Zealand deprivation index
- a 5% allocation based on land area (excluding national parks)

It is good to see some (albeit small) recognition given to land area in the formula but districts like us that have a huge influx of people over summer (31% growth from winter numbers according to the Government dashboard) have no recognition of that. I have asked that we be part of a group representing a number of similar councils that is pushing this point to Government.

It appears about a quarter of the funding will be available by July 2022 with the remainder from 1 July 2024, but what isn't written in as many words is that the funding only applies to those councils that opt in, rather than those that may well be forced in later on.

There is now a pause from Government for 8 weeks from conference for councils to work through what the package means for them and to test this and develop a clear understanding of their position. We also need this time to have an independent report of the Government dashboard numbers. 8 weeks (which leads to the mid-September date) was given for this work. Once that time is up, the Government will take further decisions on the next steps of the reform pathway, which I anticipate will include a clear sense of when decision day is and what consultation will look like. In the interim, council will be undertaking an information-sharing programme with our public.

Blenheim itself was a revelation. Like many, I had done nothing much more than drive through it on my way somewhere else, but other than the weather, it really showed off. Neil and I were not the only ones who were way out in our estimation of its size. The town itself has 28,000 people making it the sixth largest urban centre in the South Island just behind Timaru, while the Marlborough District has just over 49,000. The ASB Theatre where the event was held has four rooms including the main 711 seat auditorium and again, it was incredibly impressive.

Going back to the Three Waters; it has been disappointing to see misinformation getting spread via a YouTube clip by a fellow Mayor. The decision facing council is an extraordinarily difficult one and having inaccuracies and outright errors put into the public arena by someone in a position such as a Mayor is, as I say, extremely disappointing.

Back home, it has been good to get the LTP signed off at our last meeting and to receive a clear report from Audit New Zealand for the Plan and the consultation leading up to it. One of the consequences of the LTP has been \$49,000 in District funding being diverted from Alexandra District Museum Incorporated (the Board that manages the Central Stories Museum and Art Gallery) to, it is envisaged, some form of Trust created by the combined museum sector. Council has faced criticism from members of ADMI and others in the public due to consequences from the loss of funding to the running of Central Stories. I am bemused that the ADMI Board called a meeting of its members to discuss the issue after the LTP was passed and that "Members present at the meeting were asked to start lobbying CODC Elected members and staff to have the funds reinstated" (Minutes of that meeting). This is an organisation that chose to not speak to its submission opposing the diversion of the funds and did not provide prior to the decision (or since as far as I am aware) any indication how it intended to fulfil the roles it was being paid to undertake, roles it had failed by its own admission to do for the last three years.

Councillor Shirley Calvert, myself and CEO Sanchia Jacobs and Chief Advisor Saskia Righarts attended two meetings in Dunedin last month. The first was with the Future for Local Government Panel who were seeking the sectors views on the strengths and weaknesses, opportunities and threats to local government as they work toward its first report to Parliament which is due on 30 September 2021. This is an interim report presented to the Minister signalling the probable direction of the review and key next steps.

The meeting itself was interesting with a very wide scope of views put before the Panel. The real value to me though was being able to find some one-on-one time with almost all the Panel members in the breaks. One of the big issues I tried to impart to them is the challenges that a large geographical area poses to the organisation and its elected members and that, if amalgamations are to come sometime in the future, the Panel needs to be aware that basing any model on population size alone will be very detrimental to many in our district.

The second day was an LGNZ Zone 6 and Ngai Tahu meeting with Minister Mahuta to discuss, of course, the three waters reforms. There is not much to add from this meeting that hasn't already been covered other than to repeat my impression from my time with this Minister that the reforms are happening, no matter what.

I have attended the ORC managed Manuherehia Reference Group meetings for the last two years, with Councillor Tracy Paterson alongside me since the election. The last of these concluded on 19 July with the end result of those two years, and 14 meetings being very little to show. One of the purposes of the Group was to provide Regional Councillors with a combined view on what the minimum flow should be. We never got close and realistically, probably never stood a chance to do so. That chance would have been greater however had there been a clearer and greater amount of science in the room to guide the group. Without that, any discussion was unlikely to rise above pre-determined positions. Both my time on the Group and its failure will remain one of the greatest frustrations of my time as Mayor.

I can't finish this report without noting a very enjoyable afternoon with Councillor Martin McPherson at the opening of the new Alexandra Pétanque Club facility on Poole Street. This was an absolute showcase of how a dedicated group can make things happen when they put their minds, and their backs into it and full credit is owed to club members for creating another attraction in Central Otago. Martin and I (with partners who actually knew what they were doing, given they were former NZ reps) got to play the opening match on the new surface and shall we just say that pétanque was the winner on the day.

2. Attachments

Nil

Report author:



Tim Cadogan
Mayor
30/07/2021

8 STATUS REPORTS

21.6.20 AUGUST 2021 GOVERNANCE REPORT

Doc ID: 544131

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

- A. Receives the report.
 - B. Ratifies both the Central Otago District Council's and the Otago - Southland Councils' joint submissions on the Natural and Built Environment Act (Exposure Draft).
-

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.

Otago Museum's June Report to Contributing Local Authorities

Otago Museum's June report to contributing local authorities had been circulated and is attached for information.

Central Otago District Council's submission and the Otago - Southland Councils' Joint Submission to the Natural and Built Environment Act (Exposure Draft)

Due to the timing of when submissions were due, both the Central Otago District Council's and the Joint Otago / Southland Councils' submission to the Natural and Built Environment Act (Exposure Draft) have been circulated via email for approval and are included here for ratification.

3. Attachments

Appendix 1 - August Forward Work Programme [↓](#)

Appendix 2 - August Status Updates [↓](#)

Appendix 3 - Chief Executive Officer Legacy Status Report [↓](#)

Appendix 4 - Infrastructure Services Legacy Status Report [↓](#)

Appendix 5 - Planning and Environment Legacy Status Report [↓](#)

Appendix 6 - Otago Museum's June Report [↓](#)

Appendix 7 - Central Otago District Council's Submission to the Natural and Built Environment Act [↓](#)

Appendix 8 - Otago-Southland Council's Joint Submission to the Natural and Built Environment Act [↓](#)

Report author:

Reviewed and authorised by:



Rebecca Williams
Governance Manager
2/08/2021



Sanchia Jacobs
Chief Executive Officer
6/08/2021

**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		W				
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.									D			
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	W			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					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			D		D				D

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.							D					U

Key – W = workshop, D = decision, U = update

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	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 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.	Property and Facilities Officer (Vincent and Teviot Valley)	11 Feb 2021 Action memo sent to Property and Facilities Officer (Vincent and Teviot) 24 Feb 2021 The lease agreement is with the Youth Trust for signing. 16 Apr 2021 Scouts Association have signed their agreement. Awaiting the Youth Trust signatories. 16 Jun 2021 Scouts have signed the agreement. Awaiting Youth Trust. A meeting has been set with the Youth Trust representative to discuss where they are at with signing the documents. 28 Jul 2021 Meeting with Youth Trust representative completed. The representative reported that the building has had new maintenance issues: a heat pump and toilet stopped working. The Youth Trust has funding application in with external funders to help with maintenance of this building and the results of these applications will determine if they will proceed or not with taking over the building ownership and ground lease.
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	That the Council A. Receives the report and accepts the level of significance. B. Notes the updated housing market analysis C. Agrees in principle that council has a role in affordable housing. 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	Chief Advisor	10 Mar 2021 Further advice will be presented at the 24 March 2021 meeting. 15 Apr 2021 A workshop will be held at the 3 May 2021 meeting. 16 Jun 2021 A paper will be presented at the 11 August 2021 Council meeting. 28 Jul 2021 Report on this matter going to Council's 11 August meeting. MATTER CLOSED.

			Queenstown Lakes Community Housing Trust Secure Home model E. Request staff to include the provision of inclusionary zoning as part of the work programme for the District Plan.		
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 Licencee 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> <p>15 Jun 2021 Meeting held with applicant to discuss lack of evidence and to ask how he thinks the matter could be progressed. Additional report being drafted.</p> <p>28 Jul 2021 Report on this matter going to Council's 11 August meeting. MATTER CLOSED.</p>
24/03/2021	Rural Fire Land and Buildings	21.2.6	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	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>16 Jun 2021 Draft documentation is with FENZ for review. Awaiting their response.</p> <p>28 Jul 2021 Millers Flat Depot - agreements executed. Tarras Depot - draft documentation under review. Omakau Depot - draft documentation under review.</p>

			<p>3 Fire and Emergency New Zealand covers the legal costs associated with the sale and the preparation of the lease</p> <p>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</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	District Plan Review Programme	21.2.10	<p>That the Council</p> <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	30 Mar 2021 Action memo sent to report writer.

					<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> <p>16 Jun 2021 Expert noise and transportation reports to support the Industrial Chapter review have been commissioned. RFP for the Residential section of the Plan closes 18 June.</p> <p>28 Jul 2021 RFP for Residential Chapter Review released and contract awarded - initial workshop with stakeholders completed and review underway; GIS mapping plan change notified; ePlan contract awarded and operative District Plan in ePlan and being tested by planners; Industrial zone plan change for Cromwell (reflecting Cromwell Spatial Plan) being finalised; Industrial Chapter Review underway</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	C. Adopt Council's preferred option contained in the consultation document for the district museum function but delay implementation to enable sector feedback on alternative options to be worked through and reported back to Council within three months for final determination.	Chief Advisor	<p>11 Jun 2021 Action memo sent to Chief Advisor. Memo sent to Executive Manager Corporate Services for information.</p> <p>29 Jul 2021 Museum staff met with the sector on 17 June 2021 to discuss various options for sector-led delivery. These options are being analysed and a further sector meeting is planned for 12 August 2021. This project is on track for a decision paper being presented to the 22 September 2021 Council meeting.</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	E. Agrees to the recommendation from the Cromwell Community Board on the draft 2021-31 Long-term Plan that staff are requested to investigate the request for a toilet from the Cromwell Bike park	Property and Facilities Officer (Cromwell)	<p>11 Jun 2021</p>

			further and provide a report for consideration in a future annual or long-term plan.		Action memo sent to Property and Facilities Officer Cromwell. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021. 06 Jul 2021 Email sent to Cromwell Bike Park committee to request an extensive survey of usage be carried out to determine what toilet facility may be required in the future.
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	F. Agrees to the recommendation from the Cromwell Community Board on the draft 2021-31 Long-term Plan to amend the fees and charges schedule so that the fees charged at the Cromwell Pool be \$30 per hour for lane hire for private swim schools as well as a concession card charging \$1 for pool entry for all swim school students.	Parks and Recreation Manager	11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services, Chief Advisor, Finance Manager and Corporate Accountant for information. For action following final adoption of the Long-term Plan on 30 June 2021. 28 Jul 2021 Fees and charges updated and operational. MATTER CLOSED.
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	G. Agrees to the recommendation from the Cromwell Community Board on the draft 2021-31 Long-term Plan that it proceeds with the preferred option in the consultation document for the Arts, Culture and Heritage Precinct projects being the town hall/events centre and the museum. The Board recommends Council acknowledge that the size of the hall/event centre can change as necessary once further planning and detailed design work has been undertaken to understand needs, growth and future opportunities. This work would also explore options for construction, operation and ownership of the facility.	Property and Facilities Manager	11 Jun 2021 Action memo sent to Property Manager. Memo sent to Executive Manager Corporate Services, Chief Advisor, Executive Manager Planning and Environment, Finance Manager and Corporate Accountant for information. For action following final adoption of the Long-term Plan on 30 June 2021. 28 Jul 2021 Report on this matter going to Cromwell Community Board's 29 July meeting. Further updates will follow that resolution. MATTER CLOSED.

1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	H. That Council notes the recommendation from the Cromwell Community Board on the draft 2021-31 Long-term Plan consultation document for the town centre. Council approves the funding for the town centre projects to enable further design work, noting that the library and service centre building will not be demolished. Following completion of design work, Council will review district costs in the 2023/24 annual plan.	Property and Facilities Manager	<p>11 Jun 2021 Action memo sent to Property Manager. Memo sent to Executive Manager Corporate Services, Chief Advisor, Finance Manager and Corporate Accountant for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Report being written, intended to be presented at Cromwell Community Board's 7 September meeting.</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	I. Agrees to the recommendation from the Cromwell Community Board on the draft 2021-31 Long-term Plan to proceed with the preferred timing option as outlined in the consultation document, being the hybrid option.	Property and Facilities Manager	<p>11 Jun 2021 Action memo sent to Property Manager. Memo sent to Executive Manager Corporate Services, Chief Advisor, Finance Manager and Corporate Accountant for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Projects will proceed in accordance with the agreed timeline. Reports will be compiled and presented at scheduled meetings as need arises, with work progressing accordingly, and therefore relevant status updates will follow specific resolutions. MATTER CLOSED.</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	J. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan that staff are requested to investigate a request for an extension of the junior playground at Pioneer Park and provide a report for consideration in a future annual or long-term plan.	Parks and Recreation Manager	<p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p>

					<p>28 Jul 2021 Preparatory work that will support further investigation and underpin a report for consideration is being undertaken. Funding to be considered for 2022-2023 Annual Plan.</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	K. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan that staff provide a report regarding a request Ice Inline for future consideration.	Parks and Recreation Manager	<p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Background data for report being collated.</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	L. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan that staff convene a meeting of Central Otago District Council, Central Otago Hockey Association, Central Lakes Trust and Molyneux Turf Incorporated to discuss a way forward on the proposed multi-use turf and facilities at Molyneux Park.	Parks and Recreation Manager	<p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Meeting convened on 5 July 2021. Molyneux Turf Incorporated (MTI) preparing additional information.</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	M. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan to proceed with the preferred option in the consultation document for the Riverside Park.	Chief Advisor	<p>11 Jun 2021 Action memo sent to Chief Advisor. Memo sent to Executive Manager Corporate Services for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p>

					<p>29 Jul 2021 Council has secured \$325,000 of Tourism Infrastructure Funding for this project. Staff are working with Land Information New Zealand to secure legal rights to the land (either via a lease or land management agreement). Future updates will be provided to the Vincent Community Board. MATTER CLOSED</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	N. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan to proceed with the preferred option in the consultation document for the Omakau Hub.	Community and Engagement Manager	<p>11 Jun 2021 Action memo sent to Communication and Engagement Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>29 Jul 2021 A community collective is progressing the hub project. Financial input from Council is programmed for year three of the 2021-24 of the Long-term Plan.</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	O. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan to amend the fees and charges schedule so that the fees charged at the Alexandra Pool be \$30 per hour for lane hire for private swim schools as well as a concession card charging \$1 for pool entry for all swim school students.	Parks and Recreation Manager	<p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services, Chief Advisor, Finance Manager and Corporate Accountant for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Fees and charges updated and operational. MATTER CLOSED.</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	P. Agrees to the recommendation from the Teviot Valley Community Board on the draft 2021-31 Long-term Plan to proceed with the preferred option in the consultation document for the Roxburgh Pool.	Parks and Recreation Manager	<p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p>

					28 Jul 2021 Funding allocated pending request from Pool Committee.
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	Q. Agrees to the recommendation from the Maniototo Community Board on the draft 2021-31 Long-term Plan that Council consider the importance of the bridge strategy and to engage with the community prior to any action being undertaken.	Executive Manager - Infrastructure Services	11 Jun 2021 Action memo sent to Executive Manager Infrastructure Services. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021. 28 Jul 2021 Data being collected now for Strategy. MATTER CLOSED
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	R. Agrees to the recommendation from the Maniototo Community Board on the draft 2021-31 Long-term Plan that Council request staff to consider the suggestion of filling in the ice rink with water, add planting and creating walkways and report back to the Board.	Parks and Recreation Manager	11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021. 28 Jul 2021 Request under consideration.
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	S. That Council requests staff progress discussions around the scope of a partnership agreement with Kā Rūnaka, via Aukaha, and report back to Council for consideration in the 2022-23 Annual Plan.	Chief Executive Officer	11 Jun 2021 Action memo sent to Chief Executive Officer. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021. 29 Jul 2021 The CEO has been in correspondence with Aukaha to begin discussions.
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	D. Agrees to the recommendation from the Cromwell Community Board on the draft 2021-31 Long-term Plan that funding for the Cromwell museum be increased by \$4,000 to take the proposed funding from \$36,000 to \$40,000 per annum.	Property and Facilities Manager	11 Jun 2021

					<p>Action memo sent to Property Manager. Memo sent to Executive Manager Corporate Services, Chief Advisor, Communication and Engagement Manager, Finance Manager and Corporate Accountant for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Funding increased to \$40,000 per annum. MATTER CLOSED.</p>
30/06/2021	Adoption of the 2021-31 Long-term Plan and the 2021/22 Rates Resolution	21.5.2	<p>That the Council:</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Accepts the decisions recommended as part of the submissions and deliberations process.</p> <p>C. Adopts the following policies and strategies to be included in the 2021-31 Long-term Plan;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Infrastructure Strategy <input type="checkbox"/> Financial Strategy <input type="checkbox"/> Revenue and Financing Policy <input type="checkbox"/> Rating Policy <input type="checkbox"/> Investment Policy <input type="checkbox"/> Liability Management Policy <input type="checkbox"/> Significance and Engagement Policy <input type="checkbox"/> Significant Forecasting Assumptions and Risks <input type="checkbox"/> Development and Financial Contributions Policy <p>D. Sets the 2021-22 Fees and Charges as detailed in Appendix 1.</p>	Executive Manager - Corporate Services	<p>05 Jul 2021 Action memo sent to Executive Manager Corporate Services for action and Chief Advisor for noting.</p> <p>06 Jul 2021 A copy of the 2021-31 Long-term Plan book as well as the fees and charges, policies and strategies included in the draft 2021-31 Long-term Plan has been uploaded to the website. Design work is being carried out on the book and will be printed and distributed within 1 month after the adoption of the Long-term Plan for the public., The 2021/22 rates will be struck in July 2021 and sent to the property owners by rates assessments and rates invoices.</p> <p>28 Jul 2021 Rate invoices have been sent and the Long-term plan and other relevant documentation is available on the website. MATTER CLOSED</p>

			<p>E. Adopts the 2021-31 Long-term Plan in accordance with Section 93 of the Local Government Act 2002, as detailed in Appendix 2.</p> <p>F. Requests the Chief Executive Officer prepare the final 2021-31 Long-term Plan for publication.</p> <p>G. Requests the Chief Executive Officer to formally advise submitters of its decisions.</p> <p>For the setting of rates, the Council:</p> <p>H. Acknowledges that the rates, the subject of this report, relate to the financial year 1 July 2021 to 30 June 2022, and are all GST inclusive.</p> <p>I. Sets the rates for 2021-22, for the year commencing 1 July 2021, as detailed in Appendix 3 - Schedule of Rates, as included in the 2021-31 Long-term Plan in accordance with section 23 of the Local Government (Rating) Act 2002.</p> <p>J. Resolves that the rates for 2021-22 (other than for metered water) be payable in four equal instalments on the dates as detailed below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 20 August 2021 <input type="checkbox"/> 22 November 2021 <input type="checkbox"/> 21 February 2022 <input type="checkbox"/> 20 May 2022. <p>K. Resolves that Council charge postponement fees on postponed rates in accordance with Council's postponement of rates policy and sections 87 and 88 of the Local Government (Rating) Act 2002.</p> <p>L. Resolves that Council set penalties for 2021-22 on unpaid rates (other than for metered water) under sections 24, 57 and 58 of the Local</p>		
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			<p>Government (Rating) Act 2002 on unpaid rates as follows:</p> <ul style="list-style-type: none"> □ 10% on any outstanding amount of any instalment not paid by the due date. The penalty will be applied on 27 August 2021, 26 November 2021, 28 February 2022 and 27 May 2022 respectively for each instalment; □ 10% on amounts outstanding from earlier years, such penalty being applied on 1 October 2021 and 1 April 2022. □ Requests for waiver of penalties, should be sent, in writing, to the Rates Officer, in accordance with the Council's Remission of Penalties Policy; <p>M. Sets the due dates for 2021-22, for the year commencing 1 July 2021 for metered water billing as follows:</p> <p><i>Bannockburn, Ranfurly, Naseby, Patearoa, Omakau, Clyde and Roxburgh:</i></p> <ul style="list-style-type: none"> i. 21 October 2021, reading taken in September 2021 ii. 21 April 2022, reading taken in March 2022 <p><i>Cromwell and Pisa:</i></p> <ul style="list-style-type: none"> iii. 23 December 2021, reading taken in November 2021 iv. 23 June 2022, reading taken in May 2022 <p><i>Alexandra:</i></p> <ul style="list-style-type: none"> v. 25 November 2021, reading taken in October 2021 vi. 26 May 2022, reading taken in April 2022 		
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			<p>N. Resolves set penalties for 2021-22 under sections 57 and 58 of the Local Government (Rating) Act 2002 on unpaid metered water rates as follows:</p> <p>O. Sets a charge 10% on any metered water rates unpaid after the due date. The penalty will be applied on the date below for the respective instalments:</p> <p><i>Bannockburn, Ranfurly, Naseby, Patearoa, Omakau, Clyde and Roxburgh</i></p> <p>i. 29 October 2021 and 29 April 2022</p> <p><i>Cromwell and Pisa Moorings</i></p> <p>ii. 21 January 2022 and 30 June 2022</p> <p><i>Alexandra</i></p> <p>iii. 03 December 2021 and 03 June 2022</p>		
30/06/2021	Hardship Grant Application for Alexandra District Museum Inc.	21.5.5	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Declines a hardship grant application request of \$12,242 plus GST.</p>	Community Development Officer	<p>05 Jul 2021 Action memo sent to Community Advisor for action and finance staff for noting.</p> <p>07 Jul 2021 The applicant has been informed of the outcome of their application. CLOSED.</p>
30/06/2021	Central Otago District Council Emissions Inventory and Management Plan	21.5.7	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Notes council's 2019-2020 emissions inventory report.</p> <p>C. Agrees to set a target of reducing gross emissions by 52% over the next 5 years.</p> <p>D. Approves council's emissions management and reduction plan.</p>	Environmental Engineering Manager	<p>05 Jul 2021 Action memo sent to Environmental Engineering Manager.</p> <p>28 Jul 2021 Council is required to do annual reporting on its carbon emissions and progress against targets. MATTER CLOSED</p>

30/06/2021	Proposed Road Stopping - Unnamed Road off McArthur Road	21.5.9	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to approve the proposal to stop the western end of the unnamed unformed road off McArthur Road, (outlined in red, in figure 4), in subject to:</p> <ul style="list-style-type: none"> - Public notification and advertising in accordance with the Local Government Act 1974. - No objections being received within the objection period. - The right of way (new access to Lots 27 and 28) being formed over Lot 4 DP 498411. - The Road being surveyed into two parcels ("A" and "B") as shown in figure 3. - Parcel "A" being amalgamated with new Lot 27 and parcel "B" being amalgamated with new Lot 28 as shown in figure 3. - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the areas marked "A" and "B" as shown in figure 7. - An easement (in gross) in favour of (and as approved by) Leaning Rock Services Limited being registered over the areas marked "A" and "B" as shown in figure 7. - An easement (in gross) in favour of (and as approved by) Rabbit Developments Limited being registered over the areas marked "A" and "B" as shown in figure 7. - An easement (in gross) in favour of (and as approved by) Pioneer Energy Limited being registered over the areas marked "A" and "B" as shown in figure 7. 	Property Officer - Statutory	<p>05 Jul 2021 Action memo sent to Property Officer - Statutory for action and finance staff for noting.</p> <p>28 Jul 2021 Applicants notified. Works with contractor to manage. MATTER CLOSED.</p>
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			<ul style="list-style-type: none"> - The applicants paying for the land at valuation. - The applicants paying all costs associated with the stopping. <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>		
30/06/2021	Proposed Road Stopping and Legalisation - Mutton Town Road	21.5.10	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to:</p> <ol style="list-style-type: none"> 1. Legalise the portion of Mutton Town Road that is formed over Section 3 Block LV Town of Clyde by taking the land shown as Section 2 in figure 3, being approximately 3008 square metres, and vesting it as legal road, subject to: <ul style="list-style-type: none"> - Approval of the Minister of Health. - Council paying the Southern District Health Board's legal fees. - Ngāi Tahu approval. - Waka Kotahi New Zealand Transport Agency agreeing to remove the reference 	Property Officer - Statutory	<p>05 Jul 2021 Action memo sent to Property Officer - Statutory for action and finance staff for noting.</p> <p>28 Jul 2021 Applicants notified. Works with contractor to manage. MATTER CLOSED.</p>

			<p>to gazette notice 440764 and/or approval to the vesting.</p> <p>2. Stop approximately 4970 square metres of Mutton Town Road, shown as Section 1 in figure 3, subject to:</p> <ul style="list-style-type: none"> - The legalisation of the portion of Mutton Town Road that is formed over Section 3 Block LV Town of Clyde. - Council and the applicants sharing the survey costs, LINZ fees, and the costs of the LINZ Accredited Supplier. - Each party to the stopping paying their own legal costs. - The applicants paying for the land at valuation (\$300,000 plus GST (if any)). - The road to be stopped being amalgamated with Record of Title OT17D/237 <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>		
30/06/2021	Request for Minister of Conservation's Consent to Easement over Recreation Reserve [PRO 62-2000-00]	21.5.13	<p>That the Council</p> <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 an easement over Lots 7 and 8 Deposited Plan 429123 (recreation reserve) in favour of Lot 1 Deposited Plan 27556 being the lease area occupied by Spark Trading New Zealand Limited.</p>	Property Officer - Statutory	<p>05 Jul 2021 Action memo sent to Property Officer - Statutory.</p> <p>28 Jul 2021 Consent granted. Applicant to manage works. MATTER CLOSED.</p>

30/06/2021	Request for Minister of Conservation's consent to grant easements over, and to reclassify part of, the Clyde Recreation Reserve [PRO: 63-4066 and PRO: 63-4068]	21.5.14	<p>That the Council</p> <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:</p> <ol style="list-style-type: none"> 1. Reclassifying part of Section 4 Block XLIX Town of Clyde (site 1) and part of Section 34 Block IV Town of Clyde (site 2), being part of the Clyde Recreation Reserve, as Local Purpose (Pumping Station) Reserve. 2. Granting easements containing the right to convey water, wastewater, and power over Section 4 Block XLIX Town of Clyde and Section 34 Block 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 	Property Officer - Statutory	<p>05 Jul 2021 Action memo sent to Property Officer - Statutory.</p> <p>28 Jul 2021 Submissions heard by Hearings Panel. Minister of Conservation's consent granted. Survey and gazettal works with contractors to manage. MATTER CLOSED.</p>
30/06/2021	Plan Change 17 - Operative District Plan Mapping to GIS	21.5.11	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Recommends that Plan Change 17 be notified in accordance with Clause 5 of the First Schedule to the Resource Management Act 1991</p>	Principal Policy Planner	<p>05 Jul 2021 Action memo sent to Principal Policy Planner.</p> <p>28 Jul 2021 Plan Change 17 notified</p>
30/06/2021	Cromwell Menz Shed - New Lease	21.5.12	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to lease the proposed area to the Cromwell Menz Shed</p>	Property and Facilities Officer (Cromwell)	<p>05 Jul 2021 Action memo sent to Property and Facilities Officer - Cromwell.</p> <p>06 Jul 2021 Cromwell Menz Shed updated on resolution., Meeting arranged between property and infrastructure for 9 July to discuss actions required.</p>

			<p>C. Agrees to a lease 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 DP526140.</p> <p>D. Authorise the Chief Executive to do all that is necessary to give effect to this resolution.</p>		<p>26 Jul 2021 Meeting scheduled with Menz Shed for 30 July to review and discuss Draft Lease.</p>
30/06/2021	Cromwell Aerodrome Licence to Occupy	21.5.15	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to grant a new licence to occupy to the Central Lakes Equestrian Club over a reduced area of 7.3 hectares on the Cromwell Aerodrome Reserve for a period of five 5 years commencing from 1 July 2021.</p> <p>C. Approves that the licence will be under the same terms and conditions as the previous licence with the following amendments and additional conditions.</p> <p style="padding-left: 40px;">I. Annual rental of \$525 plus GST</p> <p style="padding-left: 40px;">II. Remove requirement for the Club to mow Aerodrome runways in lieu of rental.</p> <p style="padding-left: 40px;">III. Allowance for either party to terminate the licence to occupy with 6 months written notice.</p> <p>D. Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolutions.</p>	Property Officer	<p>05 Jul 2021 Action memo sent to Property Officer for action and finance staff for noting.</p> <p>28 Jul 2021 Licence to Occupy (LTO) being prepared for Central Lakes Equestrian Club</p>
30/06/2021	Sensitive Expenditure Policies	21.5.17	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance</p> <p>B. Adopts the Sensitive Expenditure Policy, the Travel Policy and the Credit Card Policy</p> <p>C. Resolves to amend clause 3.3 of the Elected Members Allowances and Reimbursement Policy</p>	Risk and Procurement Manager	<p>05 Jul 2021 Action memo sent to Business Risk and Procurement Manager.</p> <p>28 Jul 2021 The Sensitive Expenditure Policy, the Travel Policy and the Credit Card Policy have been uploaded to the council intranet for staff information. The Elected Members Allowances and Reimbursement Policy has been updated.</p>

			<p>by adding the words “and the Executive Manager – Corporate Services” to the following statement:</p> <p>3.3 The process for reimbursement of claims includes the following principles:</p> <ul style="list-style-type: none"> □ The “one-up” principal must be applied to the maximum extent possible, in the case of the Mayor, approval is required from the Deputy Mayor and the Executive Manager – Corporate Services, and in the case of the Deputy Mayor, approval is required from the Chief Executive. 		MATTER CLOSED
30/06/2021	Register of Delegations	21.5.18	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the following change to the Register of Delegations;</p> <p>Replace the current paragraph in section 76 as follows:</p> <ul style="list-style-type: none"> o <i>The Chief Executive Officer may approve all unbudgeted legal claims or other proceedings, such as the authorisation to undertake settling actions and prosecutions taken against Council, where it is in the CEO’s opinion that such settlement best protects Council’s interest, up to a value of \$500,000. Where claims or other legal proceedings are likely to exceed \$500,000, the CEO is required to communicate with relevant elected members prior to entering into mediation.</i> o <i>The Chief Executive Officer may delegate to council officers the authority to represent Central Otago District Council in legal claims or other proceedings.</i> o <i>Confidential settlements, other than those which relate to employment matters, shall be</i> 	Risk and Procurement Manager	<p>05 Jul 2021 Action Memo sent to Business Risk and Procurement Manager.</p> <p>28 Jul 2021 A report has been submitted at the 11 August meeting 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 and to adopt the Delegated Authorities Operating Manual – RMA delegations. MATTER CLOSED</p>

			<p><i>presented in a separate report to the Audit and Risk Committee or any other council body as appropriate.</i></p> <p>C. Approves the following change to the Register of Delegations</p> <p>Add the following to Part V – Delegations to Committees of Council – Audit and Risk Committee – Scope of Activity:</p> <ul style="list-style-type: none"> o <i>Oversight of unbudgeted legal claims or other proceedings other than those which relate to employment matters.</i> 		
30/06/2021	Financial Reserves Policy	21.5.19	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance</p> <p>B. Adopts the Financial Reserves Policy.</p>	Executive Manager - Corporate Services	<p>05 Jul 2021 Action memo sent to Executive Manager Corporate Services.</p> <p>06 Jul 2021 Financial Reserves Policy has been uploaded to the website. CLOSED</p>
30/06/2021	June 2021 Governance Report	21.5.22	<p>That the Council</p> <p>A. Receives the report.</p> <p>B. Ratifies the Central Otago District Council's submission on Supporting Sustainable Freedom Camping in Aotearoa New Zealand.</p> <p>C. Ratifies support for the Queenstown Lakes District Council's remit to the Local Government New Zealand's Annual General Meeting about a review of the accommodation supplement system zones.</p> <p>D. Ratifies the Central Otago District Council's submission on minimum flow scenarios for the Manuherekiia catchment to the Otago Regional Council.</p>	Governance Manager	<p>05 Jul 2021 Action memo sent to Governance Manager.</p> <p>05 Jul 2021 Ratification of submissions noted. CLOSED</p>
30/06/2021	Revocation of Part of Greenway Reserve off Waenga Drive	21.5.4	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p>	Parks and Recreation Manager	<p>05 Jul 2021 Action memo sent to Parks and Recreation Manager</p>

			<p>B. Agrees to progress the revocation of the Local Purpose (Amenity) Reserve classification from the specified 619m² (subject to survey) area from Lot 201 DP 359519.</p> <p>C. Agrees public notification of the proposed revocation in accordance with section 24(2)(b) of the Reserve Act 1977.</p> <p>D. Agrees (following the successful completion of the public notification process, and decision) that the Minister of Conservation is notified in writing of the Council decision and request that the specified part of Waenga Drive Greenway Reserve be approved for revocation and notified in the Gazette.</p> <p>E. Agrees that if reserve status of the specified Part of Waenga Drive Greenway Reserve is successfully revoked via Gazette notice, that all affected parties are notified and the underlying land is disposed of, subject to subdivision, to the adjoining landowner being Foodstuffs South Island Properties Limited on behalf of Cromwell New World.</p> <p>F. Agrees that the remainder of Lot 201 DP 359519 of the Waenga Drive Greenway Reserve (excluding the relevant part of Waenga Drive Greenway Reserve in recommendation B above) remain as Local Purpose (Amenity) Reserve.</p>		<p>19 Jul 2021 This is now progressing through the public submission stage which closes in August, with Council's Hearings Panel to hear submissions in September.</p>
30/06/2021	Community Grants Policy	21.5.6	<p>That the Council</p> <p>A. Approves the updated grants policy.</p> <p>B. Agree to a formal review of the policy in late 2021.</p>	Senior Strategy Advisor	<p>05 Jul 2021 Action memo sent to Senior Policy Advisor for action and grants staff for noting.</p>
30/06/2021	Proposed Road Stopping - Unnamed Road off Earnsclough Road	21.5.8	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p>	Property Officer - Statutory	<p>05 Jul 2021 Action memo sent to Property Officer - Statutory for action and finance staff for noting.</p> <p>28 Jul 2021 Applicants notified. Works with contractor to manage. MATTER CLOSED.</p>

			<p>B. Approves the proposal to stop the unnamed unformed road off Earnsclough Road, subject to:</p> <p>Public notification and advertising in accordance with the Local Government Act 1974.</p> <ul style="list-style-type: none"> - No objections being received within the objection period. - Easements (in gross) in favour of (and as approved by) Earnsclough Irrigation Society being registered the areas marked "A", "B", and "C" in figure 5. - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over Lot 3 DP 352186 and the area marked "B" as shown in figure 5. - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the area marked "C" as shown in figure 6. - The Road being surveyed into three parcels ("A", "B", and "C"), and amalgamated in accordance with the plan shown in figure 3. - Each applicant paying for their respective parcel of land at valuation. - The applicants sharing all other costs associated with the stopping. <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>		
30/06/2021	Roxburgh Aerodrome - Request for hangar site	21.5.16	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves a lease for a hangar only site at Roxburgh Aerodrome to Central Heliwork Ltd for 841m2 of land described as part of Lot 3 DP 8420 situated at Teviot Road, Roxburgh.</p>	Property Officer	<p>05 Jul 2021 Action memo sent to Property Officer</p> <p>28 Jul 2021 Lease document being prepared for Central Heliwork Ltd.</p>

			C. Authorise the Chief Executive Officer to do all that is necessary to give effect to the resolutions.		
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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

July 2021 – In the next few months Council staff will be undertaking work on Council investment in the museum sector. This information will feed into future decision-making for the Central Stories building.

November 2020-June 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

July 2021 – A draft plan change report has been prepared on behalf of Naseby Vision. This needs to be finalised and further documentation provided prior to this being presented to Council for adoption and plan change notification. It is expected that this will be in the latter half of this year.

February-June 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.

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.

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

May - June 2021 – A report on the Ripponvale Supply will be provided to the September Council meeting.

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.

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

July 2021 – No change.

January to June 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
- 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

CLOSED

July 2021 - The 2018-21 Roding Improvement Program has now been completed, and any further, or deferred work is required to be reconsidered for the 2021-24 program. An update on the individual 2018-21 projects is outlined below.

- *New Footpaths – 2018-2021 program complete. A 2021-24 program will be subject to Waka Kotahi funding approval*
- *Clyde Historic Precinct – construction work on Stage 1 now underway*
- *Speed thresholds – deferred for reconsideration in 2021-24 after speed bylaw is reviewed.*
- *Small bridge replacement – A program of small timber bridge replacements has been prepared. This work will now be undertaken within the routine renewals program.*
- *Swindon Street Ophir traffic calming – completed*
- *Scotland Street, Roxburgh – work completed*
- *Naseby drainage upgrades – work completed*

May – June 2021 –

- *New footpaths – nearing completion, Roding team have discussed the Pisa Moorings footpaths with residents group chairperson, intention is to utilise the remaining funds by end of financial year to make a start here.*
- *Clyde Historic Precinct streetscape work – physical works underway May 2021.*
- *Small bridge replacement – underway.*
- *Speed threshold and restriction treatments – Not proceeding this NLTP period (not until new speed limit bylaw implemented in future.*
- *Swindon Street, Ophir traffic calming – works underway April 2021, completion before end of June 2021.*
- *Roxburgh streetscape improvements – works underway May 2021, completion before end of June 2021.*
- *Naseby drainage upgrades – community consultation completed, works programmed for June 2021.*

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.*
- *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, Oamakau – 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.*
- *Harvey Street/Deaker Street, Oamakau – 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, Roding 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.*
- *Oamakau – 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.*
- *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 Oturehua 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.*
- *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.*
- *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.

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

July 2021 – Meeting request to the Committee for July 2021 was declined by the Committee citing workloads and health issues of committee members. The Committee will make contact when their schedule allows.

June 2021 – May meeting was postponed until July 2021

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.
- 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–July 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 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

July 2021 – Negotiations nearing completion.

April–June 2021 – Negotiations ongoing.

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.

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:
- 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–July 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.

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.

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.



2020/21 At a Glance



Target: 350,000
YTD Total: 298,602 *
Prior Year YTD: 258,336

*Please note: this includes 45,903 visitors to the annex/UBS

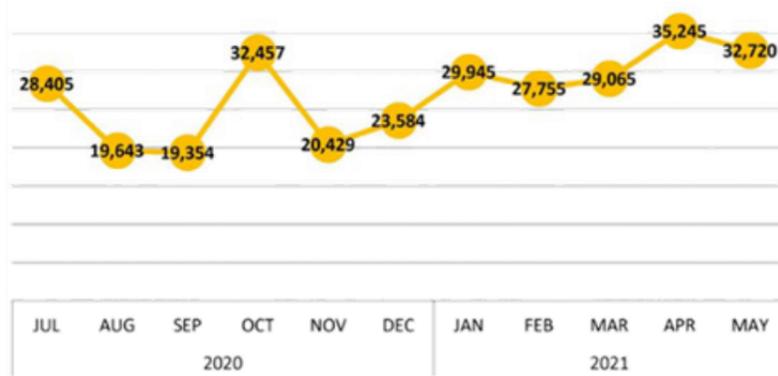


Target: 65,000
YTD Total: 67,878
Prior Year YTD: 48,571



Target: 15,000
YTD Total: 14,559
Prior Year YTD: 10,994

Visitor Numbers



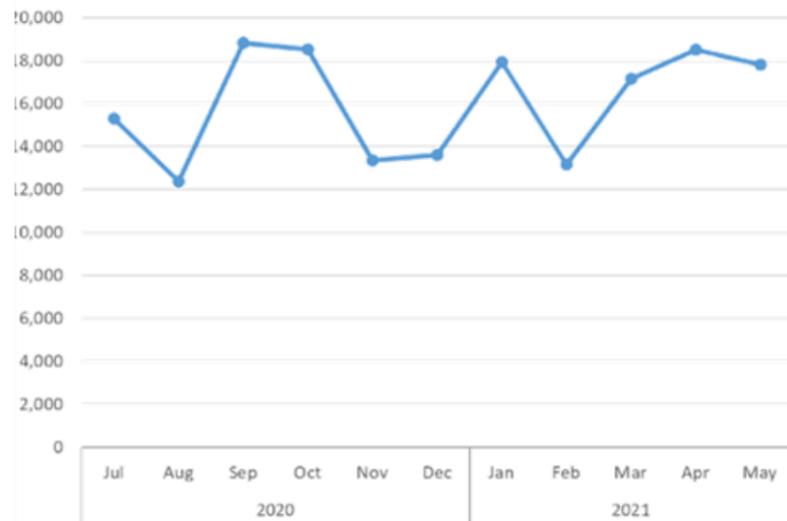
Tuhura Paid Admits



Planetarium Paid Admits



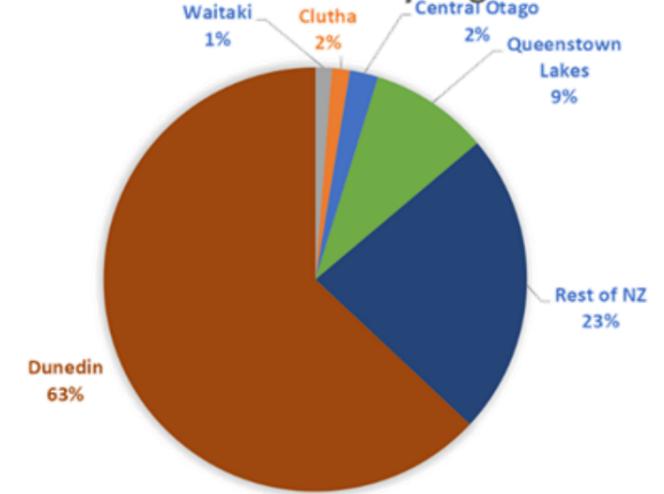
Website Hits



People Engaged Through Science Outreach



Science Outreach by Region





2020/21 At a Glance



Target: 10,000
YTD Total: 7,816
Prior Year YTD: 11,394

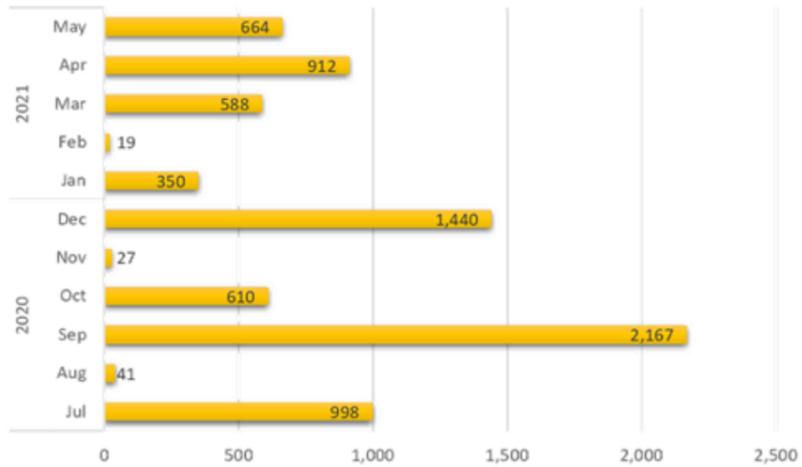


Target: 5,000
YTD Total: 10,775
Prior Year YTD: 10,832



Target: 20
YTD Total: 24
Prior Year YTD: 54

Collection Items Digitised



Student participation in Education Programmes



Publications Based on Collections



OTAGO MUSEUM
Report to Contributing Local Authorities
June 2021
For the period 1 April 2021 to 31 May 2021

DIRECTOR'S REPORT



Otago Museum image of the Lunar Eclipse taken from the University of Canterbury's Mount John Observatory 26th May 2021

It has been another really busy period for the Museum team. Despite the massive impact of Covid-19, annual visitor numbers to our campus exceeded 300,000 by early June. The *Fashion FWD >> Disruption Through Design* exhibition continues to prove popular. We have had a record number of entries to the Otago Museum Photographic Awards, nearly double the previous best ever number. These numbers are truly remarkable given the year we have had, and I believe it is a real tribute to the staff's drive and enthusiasm to pivot and innovate. I'd like to put on record my thanks to the entire Museum team.

As I type this introduction in mid-June there has been some really good news concerning funding. The Ministry of Culture and Heritage have just announced that the Otago Museum has been awarded \$315,722 to deliver Tū Tonu, a holistic, multi-layered package of support and resilience building for heritage-focused cultural institutions across Otago and Southland. We are excited that this project will support the development not just of our museum, but museums across Otago and Southland.

We were also delighted to hear that, as a result of our submission to the long term plan, the Dunedin City Council has awarded \$175,000 in FY 2022/23 to support the cost of a new seismic survey for the Museum. That such funding could be found in an incredibly tight budget year is much appreciated.

This report shows that the Museum's education and outreach teams continue to deliver great service to large numbers of young people.

On a personal note, following the resignation of the entire previous Board of Museums Aotearoa, I was elected on to the interim Board. I also led the Museum team which, thanks to our long term partnership with the University of Canterbury, was given exclusive access to the telescopes at the Mount John Observatory to share the lunar eclipse of 26/27 May with the world via social media.

I continue to write my weekly astronomy column which appears on Saturdays in "The Mix" in the Otago Daily times: https://www.odt.co.nz/search/results/skywatch?sortby=published_at%20DESC

There was significant media coverage as a result of the Museum's lunar eclipse outreach activities. See appendix A for links to these articles.

ODT

Once in a blue moon chance to see red one

<https://www.odt.co.nz/news/dunedin/once-blue-moon-chance-see-red-one>

I continue to write my weekly astronomy column which appears on Saturdays in "The Mix" in the Otago Daily times: https://www.odt.co.nz/search/results/skywatch?sortby=published_at%20DESC

Below is a list of talks that I have presented since the last board meeting:

Title	Group	Date	Numbers
Adventures in Astronomy	Wanaka branch of the Royal Society	28/05/2021	250

POUHERE KAUPAPA MĀORI

- The major focus for this period was facilitating a 20 May meeting of the Māori Advisory Committee. Key issues were a discussion on koha towards a policy statement and agreeing a proposed Puaka Matariki programme.
- A whakatau was coordinated for new kaupapa Māori staff who have joined the Museum, including the two Science Engagement Māori Coordinators and the Assistant Curator Māori. These are all new roles and increase Māori capacity in the Museum.
- Māori staff were supported to participate in Zoom meetings for Kahui Kaitiaki Māori participation in the review of Museums Aotearoa.
- Staff waiata sessions are continuing kindly lead by Pru Jopson.

COMMERCIAL

Finance

Although we are on track to end this financial year ahead of budget, we are facing some challenges with the budget for the 2021/2022 financial year.

We were grateful for the Dunedin City Council granting the Museum \$175,000 towards our seismic survey which we need to assess the current state of the Otago Museum complex of buildings. However, a decision by the DCC not to approve an increase in our Local Authority Levy for 2021/2022 (6.5% requested), and the non-renewal of an annual grant of \$75,000 for specific projects, means we need to find savings in next year's budget of \$306,245. We are working through the options, but with the Museum already running a lean model, and potential pressures on increased minimum wage levels in 2022, this will undoubtedly have an impact on staff.

Fortunately we been successful in some grant applications. However this income is for a fixed term for specific purposes, so won't change the situation operationally. We have also taken up the STAPP fund loan option of \$1 million in order to assist with the replacement of the Tropical Forest roof.

Following Deloitte's decision to discontinue providing payroll services we decided to bring the payroll operations fully in-house.

As with other organisations, Covid-19 continues to give uncertainty to our events and venue bookings.

Venues

May was a busy month for the Venues team.

The listening-assisted system was installed into the Hutton Theatre and we are in the process of installing a new venue booking system, Priava, for use by our Venues and Education teams, and others across the organization.

Along with the DCC team, we attended the MEETINGS 2021 event in Auckland for the business events industry. We met with 15 potential clients to pitch for conferences to be held in Dunedin.



Facilities Team

The Facilities Team are working on or have completed the following tasks/projects:

- Completed installation of LED down lights in Atrium 1 and 2 (replace 50 Watt down-lights with new 12 Watt LED lights). Annual savings in power estimated at \$2,000 per annum.

- Started to upgrade emergency lighting around museum, now 75% complete.
- Plant room painting and tidy-up completed.
- Clean-up of off-site store underway.
- Painting of Friends room completed.
- 8 museum staff have now completed training for safe use of the elevated work platform.
- Fixed leak in roof above DPad.
- Fire drill for museum carried out.
- Hot water pipe leak in the café kitchen ceiling repaired.

Master Planning Update

We are in the final stages of having a draft report ready in preparation for meeting with the Museum Board.

We have received a geo desktop review for our off-site store on Maclaggan Street.

IT

- New server for Building Management System installed and most workloads migrated to it.
- Priava Venues Management system implementation in progress.
- Roller ticketing system implementation completed.
- Phone System software upgrade completed.
- Infinity upgrade underway.

HR

Current Recruitment:

- Casual Communicators - 34
- HR Manager - 10
- Gardener PT - 13
- Science Engagement Coordinator (Internal Candidates) - 4
- Science Communicator x2 - 21
- Science Engagement Manager – 19

Health and safety

Ongoing review of incidents and improvement of how we manage/mitigate risks. We continue also to provide training on the new Vault health and safety management system to transition fully to the new system.

COLLECTIONS, RESEARCH, EDUCATION & DESIGN (CRED)**Access requests completed**

	Image	Item/physical
Humanities/Taoka Māori	4	5
Natural Science		5
Other		

Details:

- Dr Natalie Smith was provided with images of individual garments, and some gallery shots of *Fashion FWD*, to use in a review of the exhibition.
- Mariachiara Franceschini and Paul Pasieka were provided with images of the stamnos, E48.262 for publication in a paper that will appear in the *Römische Mitteilungen's* RM 127, 2021.
- Finn Adams was provided with images of ancient Classical arms and armour in the collection, as part of constructing a teaching resource. The project is part of an internship at the Teece Museum.
- Clara Bosshard, a post-graduate student in Fashion Design at Otago Polytechnic, visited to examine tailored garments, as part of an investigation into the use of tailoring techniques to inform designing and construction of a contemporary sustainable fashion collection.
- Bryce Campbell, independent researcher, was sent images to include in an unpublished research essay, "Stone ti'i of the Society Islands".
- James Tweed of Aihika visited the Brian Patrick Lepidoptera collection to assist with identification work for survey contracts he is currently working on.
- Broad-nose weevil taxonomist Sam Brown (Plant and Food Research) visited as a follow-up to his 2012 visit while working on his PhD. This involved updating the taxa of the collection and the deposition of specimens from his collecting work.
- The majority of New Zealand Entomological Conference delegates were given basement collection tours as part of the conference offerings. It was the first Dunedin conference in over 15 years. The 2020 conference had been postponed due to Covid-19 lockdown level 4.
- Tour of the stores were undertaken with the Collections team from the Otago University Anatomy Museum.
- Dr Ngarino Ellis, University of Auckland, made a research visit to examine the waka huia collection.
- Te Rūnanga o Ōtākou's visit to the wāhi tapu to evaluate kōiwi and taoka for repatriation was facilitated.
- Piupiu Turei (DPAG) and James Rickard, a Tohunga Whakairo (Master Carver), inspected a carved mantelpiece from the Rotorua area. New information including suggestions of carver attribution and identification of people in inset photographs were added to the record.
- Louis Munro was provided access to a toki (adze) that was loaned by his late uncle to the Museum.



Etruscan red-figured stamnos, E48.262. Willi Fels Memorial Gift; Otago Museum Collection

Loans

Outward loans sent:

- Interloan was arranged between Otago Museum and Te Papa for an OMNZ VT1062 a native skink *Oligosoma* spp. from Stewart Island, so it can be accessed by Wellington based reptile taxonomist Geoff Paterson.
- A loan of several fossil penguin specimens was sent out to Otago University Geology Department.

Inward loans received:

- No inward loans to report.

Other loan activity:

- The NIWA loan material was returned to the lenders.

Collections item records

	This period	Financial year to date
New/digitised:	1,576	7,816
Revised:	10,341	107,350
Imaged:	2,364	10,324

Details/Highlights:

- Recent Natural Science discussions on how best to catalogue information on Vernon CMS where we have photos, notes and measurements for observations (e.g. Strandings) are collected but not the physical items. The decision was to log these as OBS records. The sunfish stranding and report records, which are requested regularly by researchers, have been catalogued using this new methodology.
- The pinned 'micro moths' are in the process of being catalogued, with over 5,000 moths (mostly donated by Brian Patrick in the early 2000s) captured into spreadsheets. The data will be processed and added to Vernon CMS over the summer. This work adds to the work started during the Ahi Pepe project, which focussed on the macro moth families. Once this is done the majority of the Brian Patrick moths collection will have been catalogued.
- Pinned specimens in the ichneumonid wasp family have all been catalogued and added to Vernon CMS.
- An inventory of the Natural Science Wet Store is underway.
- Recent insect and moa acquisitions have been added to Vernon CMS.

- Two interns from the Classics Department of the University of Otago worked on cataloguing, photographing and measuring the Museum's collection of Greek coins, which can now be added into the Vernon database.
- The newly acquired Margery Blackman collection of textiles has been almost completely catalogued and photographed.
- Work to update the status and location of every Humanities collection object continues.

Acquisitions and Deaccessions

	Acquisitions	Deaccessions
Humanities/Taoka Māori	60	106
Natural Science	4	

Details/Highlights:

- The Margery Blackman Textile Collection consisting of c. 60 primarily domestic textiles from Southeast Asia to Western Asia, which has been built up over more than 30 years.
- Two turtle shells for non-collection material.
- A series of 46 feather samples collected for a research project.
- A male short-haired bumble bee (*Bombus subteraneus*). The rarest of the four species of bumble bee found in Aotearoa. Until now it was not represented in the collection.
- 31 specimens of broad-nosed weevils, including 4 paratypes of new species.
- An issues paper on kōiwi and associated taoka deaccessioning was delivered to the Otago Museum Trust Board meeting.
- 80 registered kōiwi tangata and 26 taoka associated with kōiwi provenanced to the takiwā of Te Rūnanga o Ōtākou were formally deaccessioned by the Otago Museum Board at a special meeting at Ōtākou Marae on 28th April 2021.



Kauer woman's long-sleeved cropped jacket, Sumatra. Margery Blackman Textile Collection.
Photograph: Jen Copedo



19th century batik head and shoulder cloth, Sumatra. Margery Blackman Textile Collection.
Photograph: Jen Copedo



Embroidered cap, Central Asia. Margery Blackman Textile Collection. Photograph: Jen Copedo



Kiekie kete made by Diggeress Te Kanawa, 1980s. Margery Blackman Textile Collection. Photograph: Jen Copedo



Detail from the back of a double saddlebag (khorjin), Bakhtiyari people, Iran. Margery Blackman Textile Collection. Photograph: Jen Copedo



Sofreh, meal cloth, Baluch people, Iran. Margery Blackman Textile Collection. Photograph: Jen Copedo



Embroidered cushion cover, Hazara people, Northwest Pakistan. Margery Blackman Textile Collection. Photograph: Jen Copedo



Shorthaired Bumblebee – *Bombus subteraneus* - collected by Rod Morris - Photo: Kane Fleury – Otago Museum

Enquiries

	Public Enquiries	Item Receipts
Humanities/Taoka Māori	4	10
Natural Science	12	7
Conservation	5	

- Offer of kewcorstorphine@group.scouts.nz coin operated meter; copy of Scoullar & Chisholm’s Cookery Book and Household Management; historic cottage, Whitcombes Dominion Atlas; vintage shackles,

Protected Objects Act

The following taoka have been notified to the Ministry of Culture and Heritage under the Protected Objects Act (1975):

- No items were lodged during the reporting period

Publications & Social Media: On the collection

	Internal researcher	External researchers
Research publications/papers	2	1
Blogs	1	
Other		

The following is a reference list of recent publications on the collection:

- Fleury, Kane – *Gone but not forgotten*, Cool and collected – Otago Daily Times, 15 May 2021
- Burns, Emma – *Still life and living stories*, The Mix - Otago Daily Times 15 May 2021
- Fleury, Kane – Thicc Bee-auties, Otago Museum Blog, 19 May 2021 – (Repost from 2020).

External researchers:

- Towle, I & Loch, C. Brief Communication: Tooth chipping prevalence and patterns in extant primates. *American Journal of Physical Anthropology*. 17 January 2021.

Collection team contributions to projects, exhibitions and programmes

Collection based projects:

- A large project has been started to continue cataloguing the Forster spider collection. This is to be done with the help of James Crofts-Bennett, a PhD student who will be using the data for his studies. So far we have catalogued 800 specimens, with many more to come in the next 6 months. All of the specimens catalogued in this project will be added to Vernon CMS by the end of the calendar year, and will mean that a significant amount of our wet collection will be fully catalogued into Vernon CMS.
- Resolved permitting requirements for sending birds for skeletisation and taxidermy with DOC permitting office.
- Submitted the Otago Museum's annual report for the International Whaling Commission on marine mammal collection and research activity.
- The Humanities team are continuing to review and resolve historic inward and outward collection loans.
- Locks have been fitted to the handles of each of the units in the Ceramics & Antiquities store to allow for individual locking for earthquake damage mitigation.
- Gerard O'Regan contributed to the submission of a final round of MBIE Endeavour Smart Ideas application on 3D artefacts recording. He is listed as 0.1 FTE on the project.
- A reorganisation of kōiwi in the wāhi tapu was undertaken in preparation for repatriations to Ōtākou.
- A presentation of kōiwi and associated taoka was made at a meeting at Ōtākou Marae to facilitate the Rūnaka decision-making on their repatriation request.
- A review of waka tūpāpaku (burial chests) has been initiated in response to a request for the repatriation of the Museum collection burial chest lid currently on loan to Tai Rawhiti Museum.
- A kōiwi from Kaikoura was received from the public for transfer to the rūnaka and a review of other similarly provenanced kōiwi has been initiated.

- A hui with Kāti Huirapa Rūnaka ki Puketeraki was facilitated with University of Otago doctoral student, Anne-Claire Mauer, looking to research taoka pounamu from Whareakeake.
- A proposal by Dr Catherine Smith, (University of Otago), to sample South Island tapa was processed and approved by our Māori Advisory Committee.
- Contributions have been made to two second-round Marsden applications that will reference Otago Museum archaeological collections.

In house exhibitions, programs and gallery projects:

- Install of the Freshwater Fish stairwell display is postponed to April 2022.
- Work in preparation for a display of the Margery Blackman Textile Collection is well underway.
- Work on the next stairwell case – Humanities collection objects celebrating the International Year of Fruit and Vegetables – is nearly complete.
- Curators, collection managers, conservators as well as guides and external researchers contributed to Archaeology Week by delivering short videos about aspects of archaeology linked to the Museum's collection. The conservator's video, touching on the storage of archaeological metals, was very well received and shared across conservation and archaeology social media sites.
- The Conservation team have run several conservation lab visits for members of the Museum's science team over this period. This is part of the wider series of visits for non-collection staff, organised to increase understanding and awareness of conservation and the work that the team do.
- Ongoing contributions have been made by the collections team to planning for the *Kura Pounamu* exhibition.

External projects (e.g.: Industry networks, partnerships, community work and events)

- Jane Malthus and Moira White are part of the planning group for the *Disruption* symposium - the scholarly activity of iD Dunedin Fashion Week 2021.
- Moira White was re-elected Secretary of the Costume and Textile Association of New Zealand at their 2021 AGM.
- The natural science curators participated in this year's annual International City Nature Challenge event, visiting an area of the Leith Saddle, (historically a popular site for collecting by the Forsters) to collect photos for iNaturalist.



Catoptes censorius a broad nosed weevil observed as part of the City Nature Challenge at Leith Saddle. Photo: Kane Fleury.

- Kane Fleury, Cody Phillips, On Lee Lau and Emma Burns attended the 2021 Entomology Society of New Zealand conference, which was hosted at the Otago Museum. They also attended the entomology national curators meeting.
- Moira White and Jane Malthus attended the 2021 Costume and Textile Association of New Zealand symposium.
- Gerard O'Regan coordinated a meeting of Aukaha and Te Ao Marama staff with Lakes District Museum to explore the redevelopment of the Māori displays in Arrowtown.
- The Leadership team met members of the new Canterbury Executive team. Knowledge and equipment sharing, particularly where this supports conservation, were seen as potential avenues for further collaboration.
- Nyssa Mildwaters and Robert Morris met with Jane Macknight and Fiona McLaughlin from Toitū to discuss areas of immediate and future collaboration across resources, equipment and research. As a result of this meeting a joint Lotteries fund application to look at Hazards in museum collections will be drafted for the August funding round and the conservation team will assist the Toitū team with parts of their preventive conservation program by making Otago Museum's walk-in freezer available for the treatment of oversized items from Toitū's collection.
- The CRED and VESE teams submitted an application to the Ministry for Culture and Heritage's Capability Fund to deliver Tū Tonu, a holistic, multi-layered package of support and resilience building for heritage-focused cultural institutions across Otago and Southland.

Honorary curators, volunteer and internship activity

- Melville Carr is working on a blog about stamps depicting New Zealand fruit-and-vegetables, to coincide with the next stairwell case changeover.
- Jane Malthus has been heavily involved with public and educational programmes associated with *Fashion FWD>> disruption through design*.
- Tony Reay is continuing his work cataloguing the geology collection and assisting with offers for donation.
- Rosi Crane has submitted the first draft of her early history of the Otago Museum to the Otago University Press editors.
- Collections volunteer, Natural Science, Allison Miller is assisting with cataloguing and updating the identification of the Museum's small collection of sea cucumbers – utilising her expertise on this taxa.



A peck of pickled sea cucumbers collected from the Kermadec Islands in 1911, part of the wet collection being reviewed with volunteer Allison Miller. Photo: Kane Fleury, Otago Museum.

- Two interns from the Classics Department of the University of Otago, Cassandra Baehr and Hannah Schmierer worked on cataloguing, photographing and measuring the Museum's collection of Greek coins, which can now be added into the Vernon database. They have both requested to continue volunteering with Humanities collections after their internships conclude.
- The conservation team hosted the second conservation placement of Laura Van Echten's two preventive focused placements at Otago Museum.
- The conservation team have accepted a request to host an Archaeological Conservation Internship for Otago University Student Sam Finch and an internship for Science Communication Student Nathan Hollows.

Presentations, talks and interviews

Title	Date	External Audience	Delivered by
Grand Vision to Teaching Collection to Break-up and Dispersal	30 April 2021	CTANZ Vision symposium	Jane Malthus
'Seen from One Side or the Other: reversible garments'	1 May 2021	CTANZ Vision symposium	Moirra White
Godmothers of Fashion – Q & A with Sara Munro, Company of Strangers hosted by Jane Malthus	7 May 2021	OM public programme	Jane Malthus
Edge Radio interview about the science of slapping a chicken in order to cook to the meat.	9 April 2021	National Radio station – The Edge	Kane Fleury
Edge radio interview about the correct name for Coccinellidae beetles, is it ladybird or ladybug?	6 May 2021	National Radio station – The Edge	Kane Fleury
Friends of the OM: Wildlife Afterlife	29 April 2021	OM Public programme	Emma Burns
Tangata Whenua Gallery redevelopment programme	26 May 2021	ODT	Gerard O'Regan

Conservation

Preventive

- As part of the wider Integrated Pest Management (IPM) strategy, data analysis and visualisation changes have been a focus. Having obtained their MWEPs licences the Conservation team will plan with the Facilities team and Spotless staff IPM activities to include annual high gallery cleaning and gallery maintenance work.
- The team is exploring options to treat a wasp's nest in the roof above animal attic which is complicated by significant access constraints.
- The Conservation Manager is currently working with one of the facilities officers to undertake a more comprehensive mapping of the building's HVAC systems to identify issues

and develop a plan for improvements and changes where possible. The survey will also inform an updated temperature and RH section for the environmental controls strategy.

- The Conservator continues to undertake Oddy testing of various materials throughout the Museum as well as work on the gallery mounting survey.

Projects

- Work continues to support the preparation of a number of upcoming exhibitions and displays including the Margery Blackman textiles installation, the Fruit and Vegetables stairwell display and the de-installation of the Jim Cooper Exhibition.
- The Conservation team continue to assist with processing a number of recent acquisitions, to prepare items for outward loan or loan return and undertake remedial treatments. Work has also continued on the Museum's wet collection.
- The Conservator has finalised the Archaeological Metals Project. Work to address at-risk metals items will commence in July.
- Contracts to join MCH's supplier panel for the conservation of wet Taoka Tūturū have been signed.

Regional Museums

- The Conservation Manager visited Vallance Cottage at the request of the Central Otago District Council's (CODC) property and facilities manager Christina Martin, to discuss possible ways Otago Museum could support CODC and the Vallance Cottage Working Group to make the Cottage more attractive and accessible to visitors while preserving the cottage.
- The Conservation team also visited Tuapeka Goldfields Museum at their request and discussed possible support and funding options as well as viewing the significant gallery refresh work currently underway at the museum. The Conservation Manager wrote two letters of support for funding applications by Tuapeka Goldfields Museum and Tokomairiro Historical Society to the Museum Hardship fund (administered by Te Papa), the results of which are still pending. A trip to Waitaki Museum and possibly to Waikouaiti Museum are being planned.

Training

- The Conservation team have obtained their Mobile Elevated Work Platform (MEWP) training and licences. The Conservator attended a presenting skills workshop with ICON, the Institute of Conservation. Both team members have attended a variety of on-line presentations and workshops as part of the ICOM-CC and the AIC/SPNHC conferences.

Exhibitions & Creative Services

Exhibitions and displays showing:

- *Fashion FWD >> Disruption through Design*. Until 17 October 2021.
- *No. 9 – Works in a number nine year* - Jim Cooper. Extended until June 21 in People of the World gallery.
- *Te Huna a te Moa*. Until June 21 in People of the World gallery.
- *Connection > Collection: Papua New Guinea* stairwell display until 19 September 2021.
- *Our Evolutionary Past: Branches Through Time* Opened 16 April – June 10 in Beautiful Science gallery.
- Display in Nature gallery to commemorate the 50th anniversary of the last shark attack in Dunedin.

In Development:

- *Kura Pounamu* – touring exhibition from Te Papa. Contract signed. Exhibition planned to open 4 December 2021 and run until 1 May 2022 in 1877 Gallery.

- *2021 iD International Emerging Designer Finalist Showcase* – digital display 11 June – 25 June in Beautiful Science Gallery.
- *Fresh Produce – Celebrating the International Year of Fruit and Vegetables* 21 September – 10 April 2022 in the Stairwell Display. This will be followed by a display on freshwater fish.
- *Otago Museum Photography Awards 2021* – record number of entries and entrants – 4055 entries – 26 June – 17 September in Beautiful Science gallery.
- *"It's all in the making" The Margery Blackman Textile Collection* – 27 July 2021 – 26 July 2022 in People of the World gallery.
- *INDx Art* exhibition - 27 September - 11 December in Beautiful Science gallery.
- Rock Art collaboration with Canterbury Museum ongoing.
- Discussions underway looking at permanent placement of the moa footprints in Southern Land, Southern People gallery, once conservation is completed.
- Preparing to take *Our Evolutionary Past: Branches Through Time* exhibition to Cromwell Museum from 11 June until 3 October. This will be swapped for a condensed and Central Otago focussed edition of the Otago Museum Photography Awards.

Creative Services:

- Provided a recommendation report to Quarantine Island following our visit.
- Provided display recommendations report for Central Stories Museum and Art Gallery which have been approved by their board. Working with them on some next steps to help put this into action.
- Provided a recommendation report to Clyde Museum.
- Design services for planetarium collateral. Annah is working on graphics for the development of a children's planetarium show. Also working on a new Sky Guide and promotions for the revamped Night Sky Live show.
- Design support for upcoming programmes and events – Gin & The Collections, Wine and Design, After Dark, Pyjamarama, Matariki.
- Working with science engagement coordinators to support Solar Tsunamis and Tū Manawa projects.
- Redecoration of the Boardroom is almost complete, just awaiting a new whiteboard and clock.
- Worked with DOC on a new range of Urban Nature panels which have now been printed and installed.
- In discussion with Dunedin airport to provide graphics for their international tunnel. Also looking at ways to help revitalise the kids' zone.
- Working with the Facilities team on soft seating options for the Café.
- Created infographics to support the Otago Museum Economic and Social Impact report.
- Graphic support for the roll out of Roller, the Museum's new ticketing system.
- Craig Scott was interviewed for Sightlines on Otago Access Radio about the *Fashion FWD* exhibition.
- Craig Scott was invited to talk with three classes at Māori Hill Primary School on making a great exhibition. The team will be going back in June to provide them with feedback on their projects.
- Shanaya attended a review session for the Otago Polytechnic's 3rd Year Communication Design Student projects.
- The team assisted a group of Otago Polytechnic 3rd Year Communication Design students and provided feedback for a pop-up immersive exhibition project that will open in June, called 'Aquanauts'.
- Provided some assistance along with Conservation to the Otago Rugby Club in the lead-up to an anniversary event they were holding.

- Held two exhibition tours with Margo Barton for the McMillan & Co sponsors event in support of the *Fashion FWD* exhibition.

Education

Explorer's club

- Explorer's club will be running over both weeks of the next school holidays - 12/7/21 to 16/7/21 and 19/7/21 to 23/7/21.
- We are running a science theme for part of these July school holidays to tie in with the New Zealand International Science Festival, and other science-based Museum offerings.
- Currently reviewing lunch options to include morning tea, afternoon tea and a vegetarian alternative.

Sleepovers

Sleepovers continue to be popular, with nearly all our available slots for Term 4 being booked, and enquiries streaming in for the rest of the year. Numbers for each term so far:

- Term 1 – 14 Sleepovers from 12 schools
- Term 2 – 14 Sleepovers from 7 schools
- Term 3 – 13 Sleepovers from 8 schools
- Term 4 – 22 Sleepovers from 13 schools

LEOTC

Curriculum changes

- The Education team attended an online hui in mid-April to learn more about the changes to the NZ & Aotearoa Histories curriculum.
- Attended an online hui run by Te Papa regarding the new draft curriculum - 27th May.
- LEOTC Tender has yet to be announced, but work has begun in earnest. Completed RealMe login and GETS sign-up and have subscribed for notifications for all Ministry of Education tenders, including LEOTC tenders.

Education projects

- In early Term 3, Donald James from Te Papa is running a workshop designed to support teachers with Digital storytelling. It involves teachers getting hands on with digital tools and exploring possibilities to use them in the classroom. He wants to work with the Education team to run an all-day workshop, with time to play with the tools and after lunch work on incorporating the tools with authentic contexts in their classrooms. It is a great opportunity for Otago Museum to share teacher resources and the programmes we offer, as well as helping teachers to find ways of using them as part of their unit planning.
- Education Officer Amanda George had been working with St Hilda's Year 9 cohort to arrange visits to the *Fashion FWD* exhibition, coordinating with the Collections team and experts involved in the exhibition. This was held on Wednesday 19th May. Waiting on evaluations to be returned. Positive feedback from the team involved.
- The Education team is involved, with Dr Frances Steel, with a primary school teachers hui around the draft NZ & Aotearoa history curriculum in early June. A meeting was held and there

was a discussion around what works best, expectations teachers might have and possible content and resource sharing.

- The Planetarium update has affected our ability to offer some programmes. Updates to our programmes and training are ongoing.
- Created a new Survey Monkey for teacher evaluations.
- A review of all education programmes is underway in relation to the new draft Aotearoa & NZ Histories curriculum.

A table recording student number participation follows. Please note these numbers include multiple programmes by the same class on the same visit – excluded from Ministry’s criteria for student counting, to be reported in Milestone Reports. This table does not include numbers from non-applicable institutions or adults.

Please note that Planetarium numbers for Education programmes are replicated in the Planetarium report.

LEOTC APPLICABLE ONLY						
July 2020 – June 2021						
Annual Participation to: 1 June 2021						
Actual participation in LEOTC programmes for:	Year 0-3	Year 4-6	Year 7-8	Year 9-10	Year 11+	Total
Total Year to Date	2244	4600	2040	646	336	9962
Target (July 2020 - June 2021)	1280	1256	1142	799	343	4,567
Target Percentage to 1 July 2021	218.4 %	366.3 %	178.7 %	92.8 %	98.1 %	218.1 %
<i>Targets are calculated based on an 11-month school year.</i>						



Kaikorai Primary School visit: senior school learning about Pacific migration | students investigating the Shag Point diorama in Tangata Whenua gallery | middle school students finding out about the life and times of early Māori.

CRED Personnel changes:

- Chris Burgess started as Education Manager on the 3rd May.
- Lana Arun started as Assistant Curator, Māori on 17th May.

MARKETING

OMPA

The Otago Museum Photography Awards competition (a refreshed Otago Wildlife Photography Competition) was an undisputed success. In 2020 we received 1600 entries, and this year we more than doubled that, with 4055 entries; also doubling the number of people entering. The previous record in the 22-year history of the awards was 2385 entries in 2018, so this year was a remarkable achievement.

The primary reason for the increase was our strategy of partnerships with other organisations in Dunedin. This not only gave additional channels which amplified our message, but reached new audiences who had not previously engaged with the competition.

Adding a Social Media category also created more exposure: allowing the Otago community to upload and enter images via Facebook and Instagram not only offered free marketing for the Museum but also brought the competition into the 21st century.

***Fashion FWD* exhibition**

Fashion FWD visitor numbers have been better than expected from an exhibition that has a relatively niche audience. With visitor numbers tracking around the same as *Est. 1868*, we are pleased with the performance so far.

***Fashion FWD* – Fashion Fridays**

Marketing has had a strong focus on PR for Fashion Fridays (such as articles in *Otago Daily Times*’ *The Mix* magazine), which has been highly successful. Every talk has sold out, and we have had wonderful feedback from both attendees and speakers. As a result of these talks, we have received Venues bookings, and Shop takings for the evenings have been strong. We are also using these events to build a new audience for the Museum, and stepping outside our reliance on the family market.

***Fashion FWD* – Design your own weekend**

To promote *Fashion FWD* and its supporting events we printed a guide to Dunedin. This pocket-sized 40-page booklet features our exhibition, events, weekend packages, as well as the best of Dunedin’s restaurants, bars, cafes, and shops for the high-end market. Featured businesses contributed financially for cost-neutral printing, and encouraged visitors to come to Dunedin to spend a weekend enjoying Dunedin’s urban life.

The booklet was sent to luxury clothing stores in New Zealand’s main centres who stock the Godmothers’ (of Fashion) clothing, and is also available in contributing businesses’ counters, online, iSite and is supported by Enterprise Dunedin. It has had very high click through rates on social media and on our website and we believe it has significantly contributed to the success of the exhibition and Fashion Friday events.

Super Blood Moon

Marketing leveraged our presence at Mount John Conservatory for the super blood moon and we were able to generate a lot of good PR. We were featured on Breakfast, Newstalk ZB, NZ Herald, Seven Sharp, Newshub, Stuff, 3 News, One News, cnet, Christchurch Star, Eminentra, Universe, and the Otago Daily Times.

Three members of staff who went on this trip took over social media and were very successful with fun and engaging stories that reached 60,162 impressions on Facebook and 19,716 impressions on Instagram.

This media engagement is great for our brand, reaching national and international audiences and ensuring that the public knows about the science outreach work that we do.

Wild Dunedin

Otago Museum partnered with Wild Dunedin again this year. The events held at the Museum achieved the most visitor numbers of all of the host organisations in the city, and generated the most donations. We are looking forward to continuing our relationship with Wild Dunedin next year.

Competitions

During this period we held three paper-based, in-house competitions for separate target audiences: families, couples, and Shop (which was part of a wider campaign for Mothers' Day). These were popular and allowed us to build our databases with over 400 entries whom we can now email-market to. This building of internal marketing channels builds our brand, ensures higher visitor numbers to events, forges new audience segments, and reduces media spend.

School Holidays

The school holidays were successful with strong visitor numbers over the period. We marketed this through our usual advertising channels as well as to schools and utilising our Kids' Newsletter. As usual, the newsletter promotes other organisations in the community and is getting increased readership because of its usefulness for parents. We have also created a package with Larnach Castle and the Albatross Colony, where families can book for all three organisations on a weekend trip to Dunedin.

Miscellaneous

#NZArchaeologyWeek

This year we supported Archaeology Week with a digital offering. Videos were shot by the Marketing team of staff talking about their favourite collection item. This reached many people on social media platforms and had good media engagement.

Extra and Family Times

Otago Museum has been partnering with the above publications, providing both video and press columns on science in order to market our Tūhura Otago Community Trust Science Centre. These partnerships are going extremely well, with excellent readership, full-page spreads featuring the Museum, and video content going to 90% of secondary schools in New Zealand. These PR activities, while more labour intensive, have higher engagement and are cost free. We have also partnered with *Extra* on their School Quiz. This is being widely marketed with our branding and the final will be held at the Museum later in the year.

Messaging

We are trying to ensure that the Otago public understands the work that Otago Museum does in the community, in education, outreach, and research. We have placed signage in the Museum Café to aid this, and have started to increase this messaging in print advertising as well.

Millipedes

As a result of Ireland Jacobs' lack of squeamishness, we got our first front page article in a year, with a giant African millipede in the *Otago Daily Times*.

Planetarium Free Day

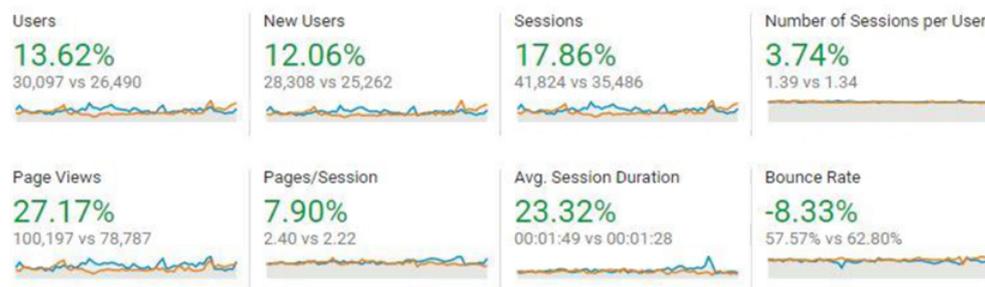
The planetarium free day was very successful with around 600 attendees viewing shows.

Television

This period we were featured in two episodes of the children's show *Code Fun*, filmed in the Tropical Forest. These went very well and were excellent national advertising. As a result, Marketing reached out to *What Now* who have invited us to film a pilot, with the idea of having a regular Tūhura segment on the show.

Digital media Statistics

Social media statistics have jumped up yet again, with excellent results on all platforms.



Facebook



Twitter

28 day summary with change over previous period



Please note, we are trialling using the Shop Instagram as our linked account, and as a result, statistics from this platform are not available for this period.

VISITOR EXPERIENCE AND SCIENCE ENGAGEMENT (VESE)

Tūhura Otago Community Trust Science Centre

During the period 1 April to 31 May 2021 Tūhura attracted 15,117 visitors, averaging 247 per day. Science Communicators engaged 2,226 (15%) of those visitors with explorations (averaging 51/day), and 4,285 people enjoyed the *First Flight* shows (averaging 48/release). For the April school holidays a successful programme of activations *All-Things-Wild*, was developed to support the Wild Dunedin Festival. The programme included a new free pop-up science show (*Wild Science*), new explorations for a *Wild Tūhura Treats* menu, and *Wild Weather* demonstrations in the Tūhura Tropical Forest.

Tūhura Treats are included with Tūhura Science Centre admission and have been scheduled during the school holidays and afterwards over the weekends and public holidays. Over this period, these *Treats* have attracted 602 attendees (averaging 22/day). Our free science show, *Wild Science*, is following the same scheduling pattern; and attracted 1,135 attendees (averaging 54/day). We feel these extra activations are proving to be an effective attendance drawcard.

Other initiatives of note over this period included:

- Hosting a special premiere of a new planetarium show *Sea Lions: Life by a Whisker* and, on 16 April, a late opening within Tūhura for our Tūhura Annual Pass holders. This was held in conjunction with the NZ Sea Lion Trust, who provided images that adorned the Beautiful Science gallery.
- The successful launch of the Term 2 Tūhura Club, our after school programme. It has attracted 69 participants over the first three sessions.
- Arrangement with organisations that routinely bring children into Tūhura (Oranga Tamariki, Stand Children Services, Pact, and Catholic Social Services) remain productive with regular visits being scheduled.
- Developing wellbeing and fun-focused student packages for promotion to the University of Otago's halls of residence and other groups.
- The new *Secrets of Life – Afterhours Tour* was launched during the Wild Dunedin Festival and included several items sourced from the collection.
- In support of the *Fashion FWD >> Disruption through Design* exhibition the Science Team developed a silk worm display in what had previously been Manawa's enclosure.
- Designed and submitted our programme of events for the New Zealand International Science Festival (NZISF). This will involve 13 different initiatives to be delivered on and off site, including new explorations, a Tropical Forest demonstration featuring our new residents (*Giants of the Forest*), a new science show (*Light Cycles*), and redeveloped *Spacetronauts: Mighty Moons* edition. These, as well as some of our mainstay offers like *Tūhura Top Hits*, *Glow with the Flow*, and *Far From Frozen*, will all be promoted via the NZISF programme.
- In May we advertised for Science Communicator and Gardener roles to replace Alice Morrison and Ireland Jacobs who have resigned from their positions as Science Communicators to travel further afield, and Julia Bohorquez from her position as Gardener to take up a fulltime role next door in the Botany Department.

Living Environments

In addition to the ever-popular *First Flight Butterfly Release* noted above, visitors were also offered a *Wild Weather* experience during the school holidays in support of the Wild Dunedin Festival. This rain show reached 813 visitors (51/show). Attendees learned how flora and fauna have adapted to live in tropical rainforests.

Following the school holidays, and to coincide with the *Fashion Fwd* exhibition, a number of native plants used to make traditional Māori kākahu (cloaks or garments) were put on display in the Tūhura Tropical Forest exhibition space.

This period also saw the Tūhura Tropical Forest welcome its newest residents, giant African millipedes. Donated by the Wellington Zoo, these fascinating creatures can grow 35 cm long and weighing around 80g. They are already proving popular with visitors and have featured in a well-received article in the Otago Daily Times: <https://www.odt.co.nz/news/dunedin/%E2%80%98kind-tickly%E2%80%99-museum%E2%80%99s-new-attraction-has-legs>.



Giant African millipedes

Along with the millipedes, the Wellington Zoo donated twenty Goliath Stick Insect eggs, five of which have hatched so far. Once matured, these will go on display alongside the butterfly pupae, in a new set of hatching and display cabinets also installed during this period.



Juvenile Goliath Stick Insect

New Hatching / Display Cabinets

To house its butterflies and other exotic species, the Otago Museum's Tropical Forest holds the status of an approved containment facility in accordance with the Standard for Zoo Containment Facilities 2018. To maintain this status, Otago Museum must demonstrate to the Ministry for Primary Industries (MPI) via internal and external audits that all the standards and controls are met. An audit of Otago Museum was carried out in May and was given a pass.

Perpetual Guardian Planetarium

The planetarium had 2,251 attendees over this period, with the following per show averages:

- *The Sky Tonight*: 13 attendees per show.
- *Sea Lions - Life by a Whisker*: 9 attendees per show.
- *Spacetronauts - Searching for Life*: 18 attendees per show.
- *Amazing Universe*: 10 attendees per show.
- *We Are Aliens*: 12 attendees per show.

While the planetarium was closed over much of May for the Digistar-7 upgrade, the team held a number of after-hours events that were well received, including our regular *Fashion Friday* and *Sci-Fi Friday* screenings. One highlight was screening *Brave New Wilderness*, a locally produced documentary featuring the Orokonui Ecosanctuary. This screening was held in collaboration with Orokonui, featured Tahu Mackenzie as a guest speaker, and attracted 36 attendees.

The upgrade of our planetarium's software and hardware has allowed for lighting improvements and realistic black hole simulations. We also have a new suite of educational simulations across the STEAM range, as well as a new navigation system allowing staff to present live shows more interactively. The upgrade enabled a refresh of our *Sky Tonight* show to a more Dunedin-centric version, and this has been relaunched as *Night Sky Live*. Feedback has been positive, including after hour trial runs with the Dunedin Astronomical Society and with the St Hilda's school ball.

Despite being closed for three weeks, the planetarium remained open during the weekends. On one weekend the team ran a free 'taster day' in the planetarium: two short, shows, *Far from Frozen* and *A Clockwork Ocean*, attracted over 500 visitors (more than double our regular daily capacity) with the hope that many will come back to view a full/paid show on the upgraded system.

Science Engagement Team

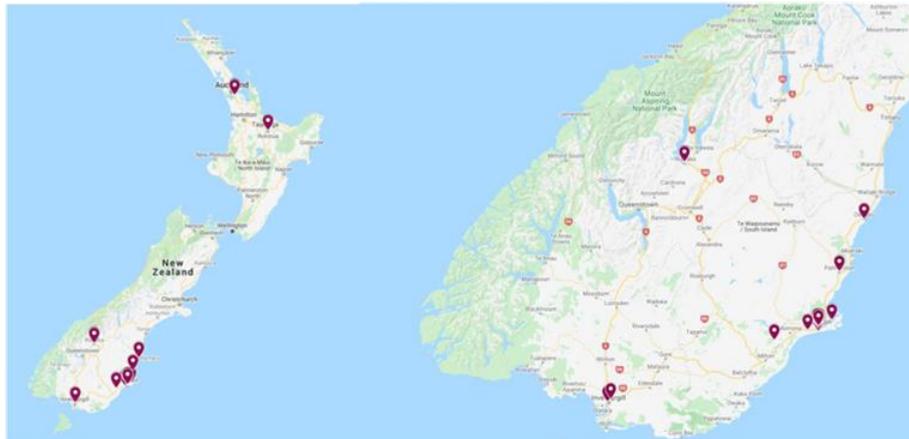
With Dr Claire Concannon's departure to RNZ, and a growing number of team members recruited to deliver on new external contracts (e.g., Solar Tsunamis), a Science Engagement Manager was recruited to lead the Science Engagement team. After a national search, we are pleased to report that Senior Science Engagement Coordinator, Jessa Barder, has now been appointed to this role (with a process underway to backfill the Science Engagement Coordinator position this shift has created).

Despite being a team member down over this period, there has been no drop-off in outreach effort. This period saw outreach delivery across a number of external contracts and partnerships, beginning with the penultimate *Olympic Science* event at the South Island Surf Championships, and closing with the penultimate panel discussion for *Full STE(a)M Ahead*, in Oamaru. Particularly notable in this period was our inaugural, and long-awaited, participation at ASB Polyfest in Auckland, in partnership with the Dodd-Walls Centre. The team directly engaged over 3,500 visitors over a 4-day period.

Additionally, the Museum has been active trying to communicate the science around Coronavirus and vaccination to address some of our publics' queries about the severity of the virus and vaccine hesitancy. In addition to setting up a new interactive on our Virtua Body Table in Tūhura - see: [Exhibit shows Covid damage | Otago Daily Times Online News \(odt.co.nz\)](#) - the team partnered with the University of Otago's *Science of Medicines* project team to foster new connections with the Southern District Health Board. As part of this, our touchscreen featuring Interspectral's Covid-19 software (secured via Lotteries Funding) was taken to several locations around Otago and Southland, including an extended period of time over May at the SDHB's vaccination centre in the Meridian Mall.

A summary of the outreach over this period is provided below:

DATE	DISTRICT	AUDIENCE	EVENT	DIRECT ENGAGEMENT
2-Apr	Dunedin	General Public	Olympic Science Surf South Island	75
3-Apr	Dunedin	General Public	Olympic Science Surf South Island	100
4-Apr	Dunedin	General Public	Olympic Science Surf South Island	125
8-Apr	Dunedin	Girls yrs 7-13	FSA - People Like Me #4	31
14-17 Apr	Rest of NZ	General Public	ASB Polyfest	3,780
16-Apr	Dunedin	General Public	Annual Passholders Night	15
20-Apr	Auckland	Students/Staff	Tūhura Show	22
21-Apr	Dunedin	General Public	Tū Manawa Pop-up	50
23-Apr	Dunedin	General Public	Science of Medicines	120
28-Apr	Dunedin	General Public	Tū Manawa Pop-up	75
1-May	Dunedin	Families	Children's Day	300
2-May	Invercargill	General Public	Infinite Possibilities Tour Event	53
3-May	Invercargill	Years -	Infinite Possibilities Tour Event	35
5-May	Dunedin	Pasifika class	MSC Climate Change workshop	20
6-May	Dunedin	Yr 11 Boys	Bacteria vs Viruses	80
6-May	Dunedin	Girls yrs 7-13	People Like Me #5	30
6-May	Dunedin	Balmac Yr 8	School Camp - Glow Show	35
6-May	Dunedin	School kids	Tū Manawa Pop-up	0
7-May	Dunedin	School kids	Science Fair Show	103
7-May	Dunedin	School Kids	Tū Manawa Pop-up	10
10-28 May	Dunedin	General public	Covid-19 Education (Meridian Mall pop-ups on: 10, 13-15, 17,19-21, 26, 28 May)	426
10-May	Dunedin	Yr 9 students	Tūhura Show	97
13-May	Dunedin	School kids	Tū Manawa Pop-up	30
14-May	Dunedin	School kids	Tū Manawa Pop-up	30
16-May	Dunedin	General Public	IDoL: Shine Bright with us	200
18-May	Dunedin	General public	FfF: Cl Ch discovery session	25
20-May	Dunedin	Girls yrs 7-13	People Like Me #6	21
22-May	Dunedin	General public	Community Pōwhiri	25
24-May	Queenstown	Years 4-6	Astronomy & StarLab	300
25-May	Queenstown	Years 1-3	Astronomy & StarLab	275
25-May	Queenstown	Year 4	Eclipses and Aurorae Talk + Demos	100
27-May	Waitaki	Primary students	Science Fair Igniter	98
27-May	Dunedin	School kids	Tū Manawa Pop-up	10
27-May	Dunedin	Balmac Yr 7-8	School Camp - Glow Show	33
28-May	Dunedin	School kids	Tū Manawa Pop-up	8
30-May	Waitaki	General public	Infinite Possibilities Tour Event	31
Total this period:				6,813
Total 2021 year to date:				13,215



Otago Museum Outreach locations over April & May 2021

Outreach Highlights:

Coronavirus vaccination outreach with Science of Medicines (April - May)

The Covid-19 exploration software and touch screen accompanied University of Otago’s Science of Medicines project to the Octagon, where it was set up in Lab-in-a-Box on 23 April. Engagement was steady with some excellent conversations with visitors about the virus and the vaccine, and good coverage in the ODT: <https://www.odt.co.nz/news/dunedin/events-raise-awareness-vaccination>. Over May, the team set-up in the Meridian Mall beside the main vaccination hub and travelled to Invercargill and Gore. The team received excellent feedback on its proactive approach to providing facts about the Coronavirus, its impact, and how the new vaccines work. These efforts have been effective at countering a significant level vaccination hesitancy within our communities.



Science of Medicine and Coronavirus Outreach in Octagon, Meridian and Gore

Children's Day (1 May)

Due to Covid-19 level 2 restrictions, Children's day was postponed to 1 May this year. This stadium event was a great platform for the Museum to deliver a Tūhura Science Show on stage and also have the gazebo with lots of science demos that kids could enjoy.



Children's Day at the Stadium

Araiteuru Manaakitanga Pōwhiri (22 May)

For the second manaakitanga pōwhiri at Araiteuru marae, the Team brushed up on the pūrākau of Mahuika and Rūaumoko and brought along demonstrations not only about fire, but also about heat, to tautoko/support this community event.



Outreach activities at Araiteuru Manaakitanga Powhiri

StarLab Sessions @ Wānaka Primary (24/25 May)

StarLab sessions were delivered to the whole of Wānaka Primary School via 20-minute sessions across two days. As this was just before a total lunar eclipse, the StarLab content about our night sky

was paired with science demonstrations about our solar system and how eclipses occur. The team also visited the Year 4 pod to speak more specifically about lunar eclipses and aurorae, and shared the significance of eclipses in Te Ao Māori.



Wānaka Primary School

School and camp sessions

The *Glow Show* was taken to Balmacewan Intermediate' Year 8 camp at Berwick, in partnership with the Dunedin Astronomy Society which took telescopes. The *Glow Show* featured Dodd-Walls Centre experiments around phosphorescence and fluorescence.



Light demos at Berwick Balmacewan camp

A Tūhura Show for Palmerston Area School on the 28 May focused on sustainability and after the show included some water testing of the river that runs through the school.



Palmerston Are School show and demos

A Tūhura Show took place on 9 April for all juniors at Kaikorai Valley College focussing on forces.



Tūhura Show at Kaikorai Valley College

Externally Contracted Outreach

MBIE Unlocking Curious Minds: Science Journeys – Our Changing Climate

Parts of the exhibition were successfully displayed in Queenstown during this period, including a visit by the U.S. State Department and ministers. Parts of this successful exhibition will be utilised in the refreshed *Far from Frozen – Going to Extremes* showcase.

MBIE Unlocking Curious Minds: Far from Frozen II – Going to Extremes

Over this period the revised text for banners were finalised and the interactives largely completed. Meetings were held with NIWA to confirm the latest emission levels data, and a storyboard for a short planetarium show was compiled and discussed with NIWA who will help supply images. The team also took the opportunity to:

- Pilot an extension of the showcase at the Marine Studies Centre to a group of Pasifika science extension students (one who recalled the showcase from when it travelled to Niue).
- Share the VR headset experience with residents at a local retirement home.
- Screen the *Far from Frozen* planetarium show as part of the free public day in the Perpetual Guardian Planetarium, attracting ~250 attendees.
- Plan a pre-launch tour of Central Otago in support of the NZ International Science Festival, and for its launch at the Science Festival in July in the old Scottish Shop in the Civic Centre.

MBIE Unlocking Curious Minds: Olympic Science

The Olympic Science demos were enjoyed in the National Surf Championship over 3-4 April. A final report for this programme has started to be developed and plans underway for a closing event timed when the Olympics are due to start in July.



Olympic Science Demos at Surf Champs

Tū Manawa Active Aotearoa

The pop-up phase of this project officially got underway at the Golden Centre to a positive reception during the April school holidays. Once Term 2 began and the team began checking out youth ‘hang out’ spots, it became clear that during autumn and winter the most popular hangout locations were the likes of in malls, McDonald’s and other warm, dry places. Additionally, the team increased the array of activities available, including poi and tī rākau.



Tū Manawa Active Aotearoa in action at the Golden Centre

MBIE Unlocking Curious Minds: Full STE(A)M Ahead

The remainder of the *People Like Me* workshops were delivered during this period, with themes on Conservation and Climate Change, Humans are Weird, and Computer Science and Technology. The evaluation forms have all been collected now and the most common request was to make the workshops longer or more frequent to offer the students more opportunities to talk with the role

models one-on-one. Participants also reported feeling inspired and reassured by the diversity of options and pathways available to them.



People Like Me workshops

This period saw two different tour stops and associated panel discussions for *100 women, 100 words... infinite possibilities*. The first stop was in Invercargill, where the exhibition was on display for six weeks. At the beginning of May, Jessa travelled down to He Waka Tuia to facilitate a panel discussion with some of the local women from the exhibition. The audience response was encouraging and demonstrated a hunger for more events like this. The following day, she and two of the panellists/exhibition subjects travelled to their former school in Invercargill where they delivered another talk, as well as chemistry and nanotechnology demonstrations, to the students.



100 women, 100 words... infinite possibilities engagement in Invercargill

The exhibition then opened in Oamaru in mid-May, with the panel discussion occurring at the end of the month, again to very positive feedback. The Oamaru panel was also the first to feature two of the younger exhibition subjects, who impressed the audience with their eloquence and openness in sharing their stories.

After Oamaru the exhibition will go to Gore with a final panel discussion scheduled for mid-June.



100 women, 100 words... infinite possibilities engagement and showcase in Oamaru

Solar Tsunamis

The call for collaboration on a logo design went out to all the kura and wharekura in Aotearoa New Zealand during this period. This enabled the team to develop a nationwide set of contacts with kura. The teachers and administrators spoken to at the kura and wharekura were particularly excited to learn that this request for collaboration was specifically for them, as it was a first for them. Upon closing off the entries, one school included a summary with their submissions, explaining that the call had prompted the class to undertake a unit based on Tamanuiterā and tūārangi, which was precisely our desired result. The submissions are currently being judged.

Over this period, work went into preparing a new science show called *Light Cycles* to take on outreach and for presentation at the Museum. The *Light Cycles* show will span Solar Tsunamis content as well as content relevant to DWC and Matariki.

Other Engagement & Outreach Activities

Otago Participatory Science Platform (PSP)

All new 2021 contracts are now in place and project teams set up with all their required PSP-related collateral. Two seed project queries have been received and the team is working with those potential applicants to explore their ideas further. Final reports from 2020 are also being received, with several showing excellent research insights and deep community engagement.

Dodd-Walls Centre Partnership (DWC)

This was a particularly busy period for DWC-based activities, kicking off with our first ever attendance at ASB Polyfest, which was occurring for the first time after two years of cancellations. The team took the Tech Tent and all associated DWC demonstrations up to Auckland where they engaged with record numbers of people over the four-day festival, supported by volunteers from the University of Auckland.

Visitors were thoroughly impressed and intrigued. Many attendees thanked the team for providing experiences that weren't normally offered at this event, and the organiser requested a repeat visit for next year's festival.



DWC and Otago Museum at ASB Polyfest 2021

Over this period, a set of draft Education & Outreach targets were developed as the potential basis for the next tranche of DWC funding. On 11 May the DWC Education & Outreach Committee convened to discuss KPIs for the next funding period. The discussion from this meeting closely aligned with the draft targets, which were subsequently adopted by the DWC.

The International Day of Light followed on 16 May. The Museum teamed up with the Otago Optics Chapter to offer fun activities in the Atrium around light and optics. This event is becoming an annual favourite, with many repeat visitors from previous years.



MacDiarmid Institute Partnership

This period was primarily dedicated to finalising the content for the *Far From Frozen – What Can We Do About It* module. This module is based around understanding Aotearoa New Zealand's contributions to greenhouse gas emissions and how it is also developing emerging green technologies for climate change mitigation. The informative and interactive display will engage and educate people, and help them realise they all have power to enact change directly.

NZ in Space Exhibition

Over this period, MBIE's Curious Minds team, in conjunction with their Space Agency, issued a call for proposals for a travelling exhibition about New Zealand's space activities, aimed at engaging youth in STEM and getting them to better appreciate the array of space-based career prospects that might exist. Otago Museum developed and submitted a proposal called *Tūhura Tuarangi – Aotearoa in Space Showcase*. The proposal partnered with MOTAT, research providers from across the country and industry stakeholders. We expect MBIE to confirm and announce the outcome of this in June.

Visitor Experience and Programmes & Events

April School Holidays

The Museum Guides and Programmes & Events teams had a busy holiday period. Looking after, informing, and entertaining young and old alike, with two trails, a fashion tour, and some very well received craft activities in Makerspace. These holiday activities were based around the dual themes of *Wild Dunedin* and *Fashion FWD>>>*, ensuring there was something on offer for everyone.

Activities in support of Wild Dunedin festival

Having been postponed in 2020, this annual festival was a hit with local visitors and those visiting from across New Zealand. Activities included:

- A new family tour of the Nature Gallery helped visitors to look at the natural world holistically. Taking the perspective of water flow, the tour linked the various environments and ecosystems within Otago and explained how actions in one area can affect other parts - for good or for bad.
- A *Re-Wilding Trail* looked at nature in all its guises through the galleries.
- *Wild Movies* in the Barclay theatre attracted a strong crowd over the week's run of *Orangutan Jungle School*.

- *Wildlife ER* saw children bring their soft toys to the Museum for some instruction and attention from members of the Wildlife Hospital.
- A series of public talks included a look at filmmaking in Sub-Antarctica and a panel of wildlife experts competing for the title of best speaker.

Activities in support of Otago Museum Photography Competition

We held range of talks, workshops and fieldtrips to support and promote the Museum's photography competition. These included a look at macro photography, a trip to Orokonui, a beginner's photography talk, and a talk on photographing birds.

Activities in support of Fashion FWD >> Disruption through Design exhibition

The *Fashion FWD >> Disruption through Design* has continued to attract interested visitors from a range of demographics, with the associated Gallery Tour a popular addition to the experience.

The *Fashion Fridays* talks, with fashion personalities Margarita Robertson of Nom*D and Sara Munro of Company of Strangers, on 23 April and 7 May respectively, attracted capacity crowds to the Beautiful Science gallery and the *Fashion FWD>>>* exhibition.

A New Ticketing System

May saw the launch of Otago Museum's new ticketing system - *Roller*. This takes over from a number of previous bookings, ticketing and payment systems, bringing these processes together into a single out-of-the-box product that will streamline processes internally and create a more robust and user friendly system for visitors to our website and our ticketing desks.

Qualmark Awards

Following an audit on all aspects of operation from customer service, safety, sustainability and business processes, Otago Museum has received gold level certification and classification as an awarded visitor activity. These awards independently validate Otago Museum as a quality tourism business and helps to give us a higher listing on tourism websites.

Regular Community Happenings

The Visitor Experience team are working on a set of regular programmes that will cater to different groups within our communities such as seniors, under 5s, neuro-diverse, and multi-cultural groups. April saw our first monthly Language Exchange meeting. Interest in these events is building both online and in-person.

Other notable events/activities

- ANZAC Day remembrance programmes consisted of Rosemary for Remembrance and a performance by the Cantoris Choir.
- The team facilitated the *Friends in Focus* talk *Wildlife Afterlife*. This talk gave members a chance to hear stories from behind the scenes and see some of the Natural Science collections maintained for research and display.
- Archaeology week was marked with *Bottles, Barrels and Bygones*, a talk highlighting an Archaeologist's View of Early Dunedin.
- Staff attended TRENZ2021 – a tourism hui organised by Tourism New Zealand. This two day hui looked at the tourism sector now and what opportunities could be investigated to bounce back better.
- Staff attended a series of workshops developed by Enterprise Dunedin on Emergency Management and Business Continuity Planning. Further work will be undertaken in this area in coming months.

- Live @OM managed to incorporate the visiting Ashburton College Phoenix Choir alongside the New Zealand Red Cross Choir for a double-barrelled performance.
- Recruitment and training took place for Casual Communicators to support the team in the run up to the July holidays and over a period of low staffing within the VESE division.

A summary of these activities over this period is given below:

Event Type	Event	Dates	Attendance	Free or Paid
Meetup	People of the World - Otago Language Exchange Club	Tuesday 6 April	5	FREE
Gallery Trail	The Rewilding Gallery Trail	Saturday 17 April – Sunday 2 May	620	FREE
Makerspace	Styled for the Wild	All day, Monday 19 – Friday 30 April	2016	FREE
OM Friends – In Focus	Wildlife Afterlife	12.15pm, Tuesday 20 April	19	FREE
Family Fun	Wild Movies @ OM	Thursday 22 – Wednesday 28 April	258	FREE
Event	7X7 Wild Talks	Thursday 22 April	85	KOHA
Q&A	Fashion Fridays >> Margarita Robertson	Friday 23 April	104	PAID
Anzac Offering	ANZAC Day Rosemary for Remembrance	Sunday 25 April	120	FREE
Live Show	ANZAC Day @ OM	Sunday 25 April	90	FREE
Family Fun	Wildlife ER	Tuesday 27 April	85	KOHA
Public Talk	Sub Antarctic Stories	Tuesday 27 April	77	KOHA
Public Talk	Hold That Pose	Wednesday 28 April	67	KOHA
Public Talk	Bottles, Barrels and Bygones	5.30pm, Thursday 29 April	18	FREE
Gallery Trail	The Totally Fabulous Fashion FWD>> Trail	Monday 3 May – Sunday 17 October	336	FREE
Meetup	People of the World - Otago Language Exchange Club	Tuesday 4 May	25	FREE
Expert Talk	Fashion Fridays >> Sara Munro	Friday 7 May	108	PAID
Hands-on Workshop	An Introduction to Macro Photography	Tuesday 11 May and Wednesday 12 May	20	PAID
Yoga with the Butterflies	Hot Yoga Dunedin class	Thursday 13 May	39	PAID
Field Trip	Wildlife Photography Field Trip	Saturday 15 May	30	PAID
Public Talk	Photography 101 Talk - Steve Ting	Wednesday 19 May	16	FREE
Live @ OM	New Zealand Red Cross Choir + Phoenix Chorus	Sunday 30 May	170	FREE
Total			4,308	

END OF REPORT

APPENDIX A

Media coverage as a result of the Museum's lunar eclipse outreach activities:

Breakfast on 1: 26/5

<https://www.youtube.com/watch?v=Ta-BPsBOitc>

Newstalk ZB: 26/5

<https://www.iheart.com/podcast/211-heather-du-plessis-allan-24837940/episode/ian-griffin-what-you-need-to-82972147/>

NZ Herald: 26/5

Blood supermoon: Spectacular display wows stargazers

<https://www.nzherald.co.nz/nz/blood-supermoon-spectacular-display-wows-stargazers-around-the-country/T6YDM5CHWCD6QW4COIU52552FM/>

Seven Sharp: 27/5

<https://www.youtube.com/watch?v=iAwSUxhYVjM>

Newshub: 27/5

Kiwis watched in captivation as rare blood supermoon graced New Zealand skies

<https://www.newshub.co.nz/home/new-zealand/2021/05/kiwis-watched-in-captivation-as-rare-blood-supermoon-graced-new-zealand-skies.html>

Stuff: A wonderful shade of red': Rare blood supermoon delights NZ stargazers

<https://www.stuff.co.nz/science/300317562/a-wonderful-shade-of-red-rare-blood-supermoon-delights-nz-stargazers>

cnet: 27/5

Relive the stunning 'super flower blood moon' total lunar eclipse

<https://www.cnet.com/how-to/relive-the-stunning-super-flower-blood-moon-total-lunar-eclipse/>

Christchurch Star: 27/5

Blood supermoon blossoms over Canterbury

<https://www.odt.co.nz/star-news/star-christchurch/blood-supermoon-blossoms-over-canterbury>

Eminetra: 27/5

Blood Supermoon: A spectacular display that amazes Stargazers across the country

<https://eminetra.co.nz/blood-supermoon-a-spectacular-display-that-amazes-stargazers-across-the-country/274371/>

NASA Universe today

<https://www.universetoday.com/151277/amazing-views-of-wednesday-mornings-total-lunar-eclipse/>

ODT

Once in a blue moon chance to see red one

<https://www.odt.co.nz/news/dunedin/once-blue-moon-chance-see-red-one>

CODC submission - NBA

July 2021

NBA Exposure Draft – Central Otago District Council submission

The Council have considered the Natural and Built Environment Bill in the short time period provided and have sought to provide comment on the main areas of concern, noting that some of the detail is missing from the Bill as well as the linkages to the other two main pieces of proposed legislation. There remains significant areas of uncertainty around district council and consenting functions under any of the proposed legislation and we would welcome greater engagement on this going forward. The transitional arrangements and level of funding support will need to be carefully navigated as the expected shift in resourcing will have an impact on councils, particularly smaller councils such as Central Otago.

#	SUBMISSION POINT	KEY COMMENT
1	Note that the implementation costs are uncertain and could duplicate costs for the Council as we are in the process of a rolling plan review, particularly to accommodate growth pressures in parts of the district. Implementation costs will only be worthwhile if the new resource management systems bring significant improvements to the current system. As it stands, the draft NBA creates significant uncertainties without bringing about significant improvements to the system.	In particular, the new system should: <ul style="list-style-type: none"> • Set clear priorities/directions to guide decision-making • Enable the management of local conditions, informed by the local environment, and local communities' aspirations Provide for a strong monitoring, assessment and review process. Also, the more specific and clear the NBA is, the more efficient its implementation will be.
2	Need for clear priorities and direction	<ul style="list-style-type: none"> • The NBA currently fails to provide any sense of direction or priorities to guide decision-making: <ul style="list-style-type: none"> ○ The draft purpose is all encompassing and sets Te Oranga o te Taiao on the same level as people's ability to support their wellbeing. ○ The concepts of "te Oranga o te Taiao", "Health of the natural environment" are not well-defined and very open for interpretation. ○ Clause 8 (Environmental outcomes) provides a long-list of outcomes, which compete or conflict with one another. No clear priority between these outcomes is provided (unless it is implicit through their orders; or through the list of outcomes clause 13 requires national directions on). • Note that, under clauses 13 and 22, direction on how to address conflicts between outcomes will be provided in the national planning framework (NPF) and the plans. However:

CODC submission - NBA

July 2021

		<ul style="list-style-type: none"> ○ Direction and priorities at the level of the NBA are needed, in order to assess the quality and appropriateness of the NPF. ○ If the NPF only address the outcomes listed in clause 13, then it will not provide direction on key conflicts (e.g. urban development and protection of highly productive land). ● It is not clear if the “soils” matter listed under clause 13 (1)(a) encapsulates the NPS on Highly Productive Land that has been proposed or whether it will be narrowed down to just focus on soil quality. ● The exposure draft does not require the NPF and plans to set outcomes that reflect and provide a greater level of specificity than those set in the NBA. Outcomes in the NPF and plans can be very useful tool to direct the resolution of conflicts, by ensuring that they are specific and mutually compatible.
3	Enabling management of local conditions and aspirations	<ul style="list-style-type: none"> ● Support having a set of national directions, and environmental limits set at a national level. ● As it stands, the exposure draft does not provide for Planning committees to: <ul style="list-style-type: none"> ○ set environmental limits unless prescribed to do so by the NPF; ○ adopt provisions which are more stringent than the NPF’s provisions ● Ecosystems, land uses, catchments and communities vary widely across the country and regions. It is important that environmental limits and other regulation be tailored for local conditions where necessary: <ul style="list-style-type: none"> ○ Planning committees should be able to set environmental limits, even when not prescribed by the NPF, or set limits which are more stringent than those in the NPF. ○ The NBA should allow planning committees to set rules and regulations which are more stringent than those in the NPF. ● The plan-making processes and decision-making arrangements need to be designed to enable/require meaningful consultation with local communities. That also includes the setting of any location-based environmental limit in the NPF, as provided for in clause 12(2), when these locations are very specific.
4	Monitoring and assessment	<ul style="list-style-type: none"> ● The exposure draft does not set any requirement for the assessment and review of the NPF and natural and built environments plans. The NBA should include such requirements. ● There is no requirement for the NPF and plans to set measurable outcomes and a method to assess the effectiveness of these planning documents. Such requirement should be added to the NBA.
5	Clarity of proposed framework	The NBA exposure draft creates significant uncertainty:

CODC submission - NBA

July 2021

		<ul style="list-style-type: none"> • The relationship between the NBA and other acts (such as the SPA) should be made clear. • It uses vague and uncertain terms that “dilute” the strength of the framework it sets up (e.g. “promote”, “further” a purpose – which “enables” and “upholds”). • It uses new terminology with “protect” (is that equivalent to “avoid”?) or “marine environment”. • The typology of provisions for the NPF and plans is unclear (strategic goals, vision, direction, priorities, processes); and how each type of provisions relates to the other is uncertain. • It is unclear what change this terminology is driving towards.
6	Treaty clause	Support strengthening the Treaty clause, and looking forward to working further with mana whenua on environmental management in Central Otago.
7	Urban development and urban form	<ul style="list-style-type: none"> • Very little emphasis on the quality of the built environment, CPTED principles, sustainable housing and cities’/towns’ amenity values • Plans should be required to incorporate housing development capacity targets at a suitable scale <p>Proposed wording Section 8 <i>To assist in achieving the purpose of the Act, the national planning framework and all plans must promote the following environmental outcomes:</i> <i>(K) urban areas that are well-functioning and responsive to and enable growth and other changes, including by—</i></p> <p style="padding-left: 40px;"><i>(i) enabling providing for a range of economic, social, and cultural activities; and</i> <i>(ii) provide a quality urban environment</i> <i>(iii) ensuring an resilient urban form that responds/adapts to growth needs with and provides good transport links within and beyond the urban area:</i></p> <p><i>(L) a housing supply is developed to that—</i></p> <p style="padding-left: 40px;"><i>(i) provide choice to consumers; and</i> <i>(i) contributes to the affordability of housing by providing choice to consumers, including for lower cost and sustainable housing; and</i> <i>(ii) meets the diverse and changing needs of people and communities, including affordable housing for those whose needs are not met by the market;</i> <i>and</i> <i>(iii) support Māori housing aims:</i></p>

CODC submission - NBA

July 2021

8	Rural development	<p>We note that Clause 8(m) relates to rural development and is not included in Clause 13 as an identified topic that is to be included in the National Planning Framework. Given the majority of the Central Otago District is rural and does not meet the threshold of the NPS-UD, we query if this is an omission or that rural development is not considered a priority under the NPF. It is also not clear how the highly productive land issue relates to the soil issue, as identified in #2 above.</p> <p>We also note further that highly productive land is also impacted on by more than just development in rural areas, particularly urban growth, so would appear to be limited scope for such impacts on HPL to be considered under the current framework, other than through the narrower “quality of soils” contained in clause 13(1)(a).</p>
9	Natural hazards and climate change	<p>Section 8(p) appears to be trying to achieve a lot, but with little clarity. We acknowledge that other legislation (Climate Change Response Act and Climate Adaptation Act) should address the climate change aspect of this, so it should be removed.</p>
10	Planning committee/secretariat	<p>The establishment of Planning committees and their secretariats raises many questions and challenges, including:</p> <ul style="list-style-type: none"> • The representativeness of the Planning committee • The expertise/skills expected from members • The organisational structure of the committee and secretariat • Funding mechanisms, including budget control from, and cost allocation to, the funders. <p>It is also not clear as to the criteria for membership to the Planning committee from each tla and whether it is expect to be an elected member, independent commissioner, other and the requisite commissioner accreditation they may need to hold.</p> <p>How the disparate levels of current permissive v restrictive planning provisions between districts within a region will be dealt with by the Planning committee. This is also not addressed under Part 4 and will there be an ability to set different thresholds for various sub-regional areas?</p> <p>The lack of clarity on the organisational structure of these committee secretariats – with no clearly imposed structure, it will be up to a region’s councils to negotiate how Planning committee secretariats will be established, which would be inefficient.</p>

CODC submission - NBA

July 2021

We would welcome an opportunity to engage with MfE on these matters, before the full bill is submitted to Parliament for first reading.

Council wishes to appear before the Environment Select Committee to speak to its submission (with a preference via Microsoft Teams).

**COMMENTS INQUIRY ON THE NATURAL AND BUILT ENVIRONMENTS BILL: PARLIAMENTARY PAPER
OTAGO-SOUTHLAND COUNCILS' JOINT SUBMISSION**

This submission is from the ten councils of Otago and Southland regions:

- Central Otago District Council,
- Clutha District Council,
- Dunedin City Council,
- Environment Southland,
- Gore District Council,
- Invercargill City Council,
- Otago Regional Council,
- Queenstown Lakes District Council,
- Southland District Council, and
- Waitaki District Council.

Address for service:

Telephone: 03 4
Fax: 03 4
Email:
Contact person:

Introduction

Otago and Southland's councils thank the Environment Select Committee (Select Committee) for the opportunity to submit on the exposure draft of the Natural and Built Environments Act (NBA).

The signatories acknowledge that there is still a significant amount of work to be done on the design of the new legislative system, including drafting the balance of the NBA and the Spatial Planning Act (SPA) and the Climate Change Adaptation Act (CAA). There is also a considerable amount of work to be done to put in place necessary arrangements to enable an effective transition from the current system to the new one.

While we appreciate it was never intended that the exposure draft would contain all the detail that will be included in the final Bill, not being able to consider a comprehensive proposal, made up of the NBA, SPA and CAA, makes it challenging to comment on the draft NBA provisions.

In preparing this submission, signatories were supported by their planning teams, who provided technical input on the exposure draft and its possible implications.

This submission reflects the signatories' shared view on the proposal and may be supplemented by individual comments from each of the councils.

Overall position

Councils have put significant investment in implementing the current resource management system, and these investments are ongoing. Many councils in the Otago and Southland regions have recently completed a review of their plans or have started a review process. The implementation costs of a new system will be substantial, especially in view of the more recent plan reviews. Depending on the timing of change, it is also likely to be disruptive to current work programmes and forward progress towards supporting additional housing capacity and work to implement the Government's freshwater package. Such costs and delays will only be worthwhile if the new resource management system brings significant improvements to the current system, which at this stage is uncertain.

In our view, to be effective, the new system needs to provide:

1. Strong directions and priorities that usefully guide decision-making at every level;
2. The ability to provide for local conditions, including the local environment, and local communities' aspirations
3. A strong monitoring, assessment and review process; and
4. Clear and unambiguous legislation.

The NBA draft, as it stands, does not give us confidence that the reform will meet these expectations, and enhance the effectiveness and efficiency of the resource management system.

The strong focus on environmental bottom-lines ("environmental limits"), and the weak requirement to "promote" environmental outcomes implies that environmental degradation will be tolerated down to bottom lines. This is against the stated reform's objective to "protect and restore the environment (...)".

In addition, the lack of focus on the built environment is unlikely to result in enabling good-quality urban development, which is also one of the key purposes of the reform.

We also note that many questions remain on the planning committee model that is being proposed, how it is going to work, and whether it is the most appropriate model.

Treaty Clause

Before expanding further on our concerns with the exposure draft, we acknowledge the importance of a deep and significant partnership with mana whenua on resource management and offer our support in principle for the draft Treaty Clause, and the requirement to “give effect to”, rather than “take into account” te Tiriti o Waitangi.

We note that the practical implications of this change are still uncertain and wish to see some clarification on the matter. We agree with the Resource Management Panel that guidance on how to implement te Tiriti should be developed. We would like confirmation that such guidance will be provided in the full Bill.

A lack of clear directions and priorities

The NBA exposure draft does provide the purpose and direction that is needed for effective and efficient resource management; and to inform decision-making.

Purpose of the Act

As a foundation to the Act and to its implementation, the purpose section needs to be clear and unambiguous. As it is, the draft purpose of the Act falls short of these expectations and is likely to give rise to long and costly arguments and litigation, as planning processes will try to achieve a purpose many will interpret differently.

In particular:

- The definition of “Te Oranga o te Taiao” is ambiguous, and not limiting. “Incorporates” implies that there are components to the concept which are not listed in the definition. And as it is not a tikanga concept, it is likely to meet the same interpretation challenges as the concept of “Te Mana o te Wai” in the National Policy Statement for Freshwater Management (2020) (NPSFM);
- The term “uphold” is vague and lacks strength. Moreover, it is not appropriate to some of the elements of “Te Oranga o te Taiao” (“upholding the interconnectedness of all parts of the natural environment”);
- The health of the natural environment is also a concept open for interpretation;
- There is no priority or guidance over how conflicts between Te Oranga o te Taiao and the ability of people to support their needs should be managed.

Under section 5, environmental limits and environmental outcomes are the key two mechanisms by which the purpose of the Act is to be achieved. The direction to “comply with” environmental limits, and “promote” environmental outcomes seems to give precedence to environmental limits, relative

to outcomes. For the Act to effectively change the focus of resource management from managing effects to achieving outcomes, there should be a higher emphasis on the environmental outcomes.

Environmental outcomes

Clause 8 (Environmental outcomes) should complement the purpose of Act and provide more detail over what needs to be achieved, and what resource management's priorities are. The current draft provides a long list of outcomes, between which conflict is inevitable. No clear priority between these outcomes is provided, unless it is implicit through their order; or through the list provided in section 13.

Although we acknowledge the intention of providing guidance on how conflicts will be resolved through the National Planning Framework and the Natural and Built Environments Plans (plans), a clear sense of priorities between outcomes within the NBA itself will make for a more efficient system, avoid lengthy and costly litigation on how conflicts should be resolved, and greatly assist decision-makers.

Given that, under draft section 13, the National Planning Framework is required to provide direction on only nine of the 17 environmental outcomes listed in section 8, the National Planning Framework is unlikely to provide appropriate direction to resolve key conflicts unless the Ministry for the Environment extends its scope to additional, discretionary, outcomes. In particular, guidance would be useful from government on how to enable urban development (section 8(k) and (l)) and protect highly productive land from inappropriate subdivision, use, and development (section 8(m)(iii)).

The National Planning Framework and plans could usefully provide guidance on how to resolve conflicts between outcomes if they were to translate the NBA's environmental outcomes into a set of mutually compatible outcomes adapted to the place they apply to. This would also better reflect the need for local place-based planning decisions to reflect the needs and values of the communities affected by them, and the variation that exists across New Zealand's regions, cities and districts.

Enabling management of local conditions and aspirations

We support the fact that national directions be required, rather than discretionary, on matters of national significance. We also support the setting of environmental limits at a central level. As demonstrated by the NPSFM, national bottom-lines set useful parameters to the engagement of local communities on objectives, policies and rules for their local environment.

Regions can have a large variation in climate, geophysical and ecosystem characteristics, and economic, social and cultural characteristics. The trade-offs, outcomes and limits prescribed in legislation can only be meaningful if they are adapted to the local environment and to local communities' aspirations.

The NBA exposure draft should provide adequately for the tailoring of provisions to local and regional communities and their environment:

- It should allow for plans to set environmental limits unless prescribed by the National Planning Framework (Section 7(2))
- It should explicitly provide for plans setting provisions, including environmental limits, which are more stringent than the National Planning Framework's provisions.

We note that Schedules 1 and 2 are currently placeholders, and that the exposure draft does not provide any indication of what community engagement will be expected as part of the preparation of both the National Planning Framework and plans. The growing importance given to national directions, and the regionalisation of plans, could curtail local communities' input in environmental management if participation processes are not adequate. The processes set out in both Schedules 1 and 2 should ensure that there is adequate input from local and regional communities, on the decisions that affect them, and the places in which they live.

Monitoring, assessment, and review

We agree with the Resource Management Review Panel (Randerson Report) finding that under the current RMA the link between environmental monitoring and reporting and the assessment and review of plans has been weak. The evaluation and assessment framework for both plans and national directions should be strengthened. We note that the explanatory material released with the exposure draft recognises that the monitoring, assessment and review of the National Planning Framework have not been provided for in Parts 3 and 4 of the exposure draft, and that these matters will be part of the full Bill. We seek confirmation that the full Bill will set up a stronger monitoring and assessment framework that applies across the whole system.

As highlighted by the Resource Management Review Panel, the lack of clear goals and measurable outcomes has partially accounted for inadequate monitoring and oversight in the resource management system. Not requiring the National Planning Framework and plans to set clear and measurable environmental outcomes is likely to undermine future provisions on the monitoring, assessment and evaluation of plans and the National Planning Framework.

Setting a clear and unambiguous framework

It is difficult to understand from the exposure draft what the various planning instruments (National Planning Framework and plans) will look like, and how they will interact. The strength, format and level of specificity of the National Planning Framework's provisions are uncertain, especially when it comes to the "strategic goals", "vision", "direction" and "priorities" it must prescribe. Similarly, the level at which environmental limits will be set in the National Planning Framework is uncertain. Lastly, there is no clear provision on the relationship between national and regional rules. These are important matters, that need to be clarified to facilitate the implementation of the reform.

It is also important that the NBA integrates with the SPA and CAA. It remains to be seen how well the three pieces of legislation will integrate, and ultimately contribute to the achievement of the Government's reform objectives.

The language used in the Act should be clear and unambiguous. At present this is not achieved with terms such as "promote", "further", or "uphold" creating opportunities for misunderstanding and potential litigation. The relative weakness of these terms contribute to the Act not providing a strong sense of direction, and leaves many of its core concepts and provisions open for interpretation and challenge.

In addition, the draft deviates from the traditional RMA terminology, without providing a clear indication of what the change means (e.g. "marine environment" vs. "coastal environment"; or

“matters” vs. “issues). Using terms which have been reviewed and interpreted by Courts over the years provides the benefits of case-law and some certainty over how commonly used concepts are to be interpreted. The purpose of this change from status quo is not entirely clear, and creates uncertainty and ambiguity.

A lack of focus on the urban environment and urban form

One of the stated objectives for the reform of the Resource Management system is to better enable development. However, there is little emphasis on urban development and urban form. Even though it is mentioned in Part 2 of the exposure draft, it is unclear how urban development is to be provided for in plans. Presumably, it is expected that such direction will be provided by the National Planning Framework. However, given the reform’s objectives, and the housing crisis New Zealand is experiencing, the exposure draft could have been expected to provide for development more explicitly.

It is our understanding that regional spatial strategies will be instrumental in directing urban growth and development where it is most appropriate. The NBA exposure draft does not, however, draw an explicit relationship between regional spatial strategies and plans, in providing for urban growth.

The only focus of the sections addressing urban development is about quantity of supply, and there is no mention of the quality of the built environment, including the quality of housing, the liveability of new housing/mixed use areas, or the importance of good urban design to people and community wellbeing. These matters are of critical importance to councils and their communities and this should be reflected as a key outcome to be achieved in the NBA.

We note that the NBA seems to put more emphasis on urban development than on rural development. It is unclear whether rural development is to be enabled to the same degree as urban development, or whether rural development will be subjected to a more restrictive framework. The importance of development in small rural towns should be recognised in the NBA.

Lastly, Section 7 requires environmental limits to be prescribed for matters which relate to the natural environment. Consideration should be given to whether environmental limits could also be set in relation to the built environment and its link to human health.

Planning committees

The proposal to move the responsibility for plan making from local authorities to planning committees raises many issues that need to be addressed before one can judge whether this model is appropriate or not. For example:

- The responsibility of “maintaining the plan” is not well defined and could be interpreted in different ways.
- The composition of the planning committee may raise issues with respect to its representativeness. Potentially, residents of rural, sparsely populated councils, will be “over-represented” relative to residents of larger cities and districts with high populations driven by the visitor economy.
- The draft NBA sections and explanatory material do not provide direction over how decisions will be made by the committee (consensus/majority).

- Similarly, there is no indication whether committee members are expected to have specific skills and competence, or if they will be appointed for their ability to bring in a local perspective to decision-making.
- The draft NBA does not clarify the organisational structure of the committee and its secretariat. Is it expected that secretariat officers will be made of employees seconded from councils? Or will they be employed by the committee? Such questions result in uncertainty as to ongoing resourcing and skill requirements for local councils.

Lastly, we note that councils are expected to fund the secretariat. Beyond the likely challenges of designing a funding system that is equitable for all local authorities in the region, this removes councils' control over part of their budgets, as spendings will be authorised by a third party. This is likely to create practical challenges which need to be considered and addressed before this new model is confirmed.

In view of these challenges, and of the impact of this new model on local councils' resourcing and functioning, Otago/Southland councils would welcome an opportunity to engage with MfE on the planning committee model before the full bill is submitted to Parliament for first reading.

Transition

The resource management reform will have a significant impact on local councils, and clear implementation timeframes and transition provisions will be critical for councils to plan ahead, and resource their future activities. The implementation process and transition timeframes should be developed as soon as possible, in consultation with local councils, mana whenua, and all other parties which will have functions under the Act.

They should be designed to keep momentum on ongoing planning work seeking to bring about positive change; and to coordinate with the local government reform.

RELIEF SOUGHT

- 1) Develop direction on how to give effect to te Tiriti o Waitangi in the full Bill
- 2) Review Part 2 of the NBA to clarify the Act's purpose, and provide clear priorities and directions to guide decision-making
- 3) Consolidate and prioritise the outcomes set out in clause 8.
- 4) Require the National Planning Framework to address protection of highly productive land as an additional matter in section 13.
- 5) Require the National Planning Framework and plans to set clear priorities and measurable environmental outcomes for the matters and geographical areas they address.
- 6) Enable Planning Committees to:
 - a. Set environmental limits, even when not prescribed to do so through the National Planning Framework;

- b. Set provisions, including environmental limits, that are more stringent than those in the National Planning Framework
- 7) Require appropriate community participation at both regional and local level in Schedules 1 and 2
 - 8) Revise the draft, and clarify its terminology, to ensure that its provisions are clear and set out a clear planning architecture
 - 9) Clarify how the NBA and other legislation will interact
 - 10) Make more explicit provision on how plans will interact with regional spatial strategies for urban development
 - 11) Recognise and provide for the importance of the quality of the built environment and the importance of quality housing and good urban design for people and community wellbeing; and consider setting environmental limits that relate to the built environment
 - 12) Refine the planning committee model, in consultation with local councils, including those from Otago and Southland
 - 13) Engage with local councils, including those from Otago-Southland, on the implementation of the new system, and on transition provisions
 - 14) Design the implementation processes and timeframes to keep momentum on ongoing planning work seeking to bring about positive change; and to coordinate with the local government reform

Yours faithfully

Central Otago District Council

Clutha District Council

Dunedin City Council

Environment Southland

Gore District Council

Invercargill City Council

Otago Regional Council

Queenstown Lakes District Council

Southland District Council

Waitaki District Council

11 August 2021

9 COMMUNITY BOARD MINUTES

21.6.21 MINUTES OF THE VINCENT COMMUNITY BOARD MEETING HELD ON 20 JULY 2021

Doc ID: 547099

Recommendations

That the unconfirmed Minutes of the Vincent Community Board Meeting held on 20 July 2021 be noted.

1. Attachments

Appendix 1 - Minutes of the Vincent Community Board Meeting held on 20 July 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 TUESDAY, 20 JULY 2021 COMMENCING AT 2.00 PM**

PRESENT: Cr M McPherson (Chairperson), Mr R Garbutt (Deputy Chair), Dr R Browne, Cr I Cooney, Ms A Robinson (via Microsoft Teams)

IN ATTENDANCE: S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), G Robinson (Property and Facilities Manager), G Bailey (Parks and Recreation Manager), C Martin (Property and Facilities Officer – Vincent and Teviot Valley), F Somerville (Roading Administration Assistant) and W McEnteer (Governance Support Officer)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Garbutt

Seconded: Cooney

That the apologies received from Cr Claridge and Ms Stirling-Lindsay be accepted.

CARRIED

2 PUBLIC FORUM

Aaron Dykes – President, Alexandra United Football Club

Mr Dykes spoke in support of the football club's application for a container for storage at Molyneux Park. He mentioned that at present their current storage area is insufficient for their needs and there were a number of members of the club that kept equipment at their home on behalf of the club. He noted that the club would like a longer term solution for storage, which may happen in the future perhaps if there were other building developments at Molyneux Park. Mr Dykes then responded to questions from the Board.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cooney

Seconded: Browne

That the public minutes of the Vincent Community Board Meeting held on 9 June 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

Note: Ms Robinson and Mr Garbutt declared an interest in item 21.6.2. To maintain quorum Mr Garbutt remained at the table, but abstained from discussing and voting on the item.

21.6.2 VALLANCE COTTAGE - STATEMENT OF INTENT AND COMMUNITY ORCHARD AGREEMENT

To consider endorsement of a Statement of Intent of the Vallance Cottage working group and renewal of its Community Orchard Agreement.

COMMITTEE RESOLUTION

Moved: McPherson
Seconded: Browne

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the Statement of Intent of the Vallance Cottage working group.
- C. Approves the Vallance Cottage working group's Community Orchard Agreement.

CARRIED with Mr Garbutt and Ms Robinson abstaining from the vote

21.6.3 ALEXANDRA RUGBY FOOTBALL CLUB INCORPORATED - LEASE RENEWAL

To consider granting a new ground lease to the Alexandra Rugby Football Club Incorporated over an area of the Molyneux Park Recreational Reserve.

COMMITTEE RESOLUTION

Moved: Browne
Seconded: Robinson

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant a ground lease of an area of approximately 476m² of the Molyneux Park Recreation Reserve, as outlined in the report, to the Alexandra Rugby Football Club Incorporated.

The lease will be issued under Section 54 of the Reserves Act 1977 and is subject to the Community Leasing and Licensing Policy 2021. The general terms and conditions are as follows:

Commencement Date:	1 April 2021
Term:	Fifteen years
Rights of Renewal:	One of fifteen years
Final Expiry Date:	30 March 2051
Annual Rent:	\$136 per annum
Rent Review:	Rent reviews shall occur every 5 years and will apply the formula of 2.5% of subscription income less any affiliation fees. This will be calculated as an average based on the tenant's most recent 5 years of financial statements.

Tenant's Outgoings	100% of all charges for rates, utilities, electricity, telephone, rubbish collection, and insurance.
Permitted Use:	The demised land shall be used solely for the purposes of a Rugby Club.
Insurance:	Full insurable value.
Special Conditions:	The landlord reserves the right to terminate the agreement with six months' notice if it requires part or whole of the occupied are for other actives.

The landlord will reimburse the tenant on a monthly basis for the grounds bunker and shed power usage which remains connected to the tenant's meter.

This reimbursed amount will be determined by the landlord taking a monthly reading of the check meter that covers the above areas and multiply this by the agreed rate of 21c per kWh.

This agreed rate can be reviewed at any time at the written request of the tenant. The basis of which the agreed rate will be determined is by averaging the \$/kWh over the last six-month power bills.

CARRIED

21.6.4 ALEXANDRA UNITED FOOTBALL CLUB APPLICATION TO SITE A CONTAINER

To consider a request from the Alexandra United Football Club to temporarily site a 6-metre storage container at Molyneux Park.

After discussion it was decided that two years would go quickly and that it was unlikely for there to be an alternate storage option for the club after that time. Therefore one right of renewal of two years for the lease would be more appropriate than no renewal.

COMMITTEE RESOLUTION

Moved: McPherson
Seconded: Cooney

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant a lease to the Alexandra United Football Club for the purpose of temporarily locating a 6-metre container on Lot 2 Deposit Plan 21404, being part of Molyneux Park Recreation Reserve, for a term of two years with one right of renewal of two years at \$1.00 per annum (if demanded), subject to:
 - The provisions of section 54 of the Reserves Act
 - The provisions of Council's Community Leasing and Licensing Policy
 - The container being located immediately adjacent to Central Otago Netball Club Incorporated's existing container
 - The container being painted to the satisfaction of the Parks and Recreation Manager
 - The Minister of Conservation's consent
- C. Authorises the Chief Executive to do everything necessary to give effect to the resolution.

CARRIED

21.6.5 ROAD RENAMING REPORT - PORTION OF WATSON ROAD

To consider a request to rename a portion of Watson Road, Waikerikeri.

COMMITTEE RESOLUTION

Moved: Robinson

Seconded: Cooney

That the Vincent Community Board

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

CARRIED with Dr Browne and Mr Garbutt voting against the motion

21.6.6 ROAD NAMING REPORT FOR APPROVAL - OFF GOLDEN ROAD

To consider a request to name a private right of way Sim Lane.

COMMITTEE RESOLUTION

Moved: Cooney

Seconded: Browne

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees that the private right of way off Golden Road be named Sim Lane.

CARRIED

21.6.7 ROAD NAMING REPORT FOR APPROVAL - ROCKDALE FARM SUBDIVISION

To consider a request to name an unnamed legal road Gorge Road.

After discussion it was noted that the road was not on the gorge, but rather led to the gorge and that historically there was a large flume operating in the area where the road was located. The board asked staff to clarify the new name with the developer before finalising the name.

COMMITTEE RESOLUTION

Moved: McPherson

Seconded: Garbutt

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees that the public road in the Rockdale Farm subdivision be named Flume Road, subject to acceptance from the developer.

CARRIED

21.6.8 ROAD NAMING APPROVAL REPORT - DUNSTAN PARK, ALEXANDRA

To consider a request to name five roads in the Dunstan Park subdivision in Alexandra.

COMMITTEE RESOLUTION

Moved: Cooney

Seconded: Browne

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to approve five road names, road one to be named Henderson Drive, road two to be named Pollock Street, road three to be named Stebbing Way, road four to be named Hewitt Crescent and road five to be named Gards Place as shown in appendix 1 of the report.

CARRIED

6 MAYOR'S REPORT**21.6.9 MAYOR'S REPORT**

His Worship the Mayor was not present at this meeting.

7 CHAIR'S REPORT**21.6.10 CHAIR'S REPORT**

The Chair gave an update on activities and issues since the last meeting:

- Noted the recent photograph with Russell Poole at the road renaming in Alexandra.
 - Attended the opening of the new petanque piste in Alexandra.
-

COMMITTEE RESOLUTION

Moved: McPherson

Seconded: Garbutt

That the report be received.

CARRIED

8 MEMBERS' REPORTS**21.6.11 MEMBERS' REPORTS**

Members gave an update on activities and issues since the last meeting:

Dr Browne reported on the following:

- Attended meetings of the Central Otago District Arts Trust.
- Attended a board meeting of ADMI.
- Attended a the AGM for Alexandra Community House.
- Attended a board meeting for REAP.
- Noted recent COVID-19 vaccinations.
- Attended the Winterstellar exhibition at Central Stories.
- Attended a recent concert at Central Stories and noted it was a well-attended and successful session.
- Attended a public meeting at ADMI which discussed the loss of council funding for Central Stories.
- Attended the Howl of a Protest in Alexandra.

Ms Robinson reported on the following:

- Attended the AGM of Alexandra Community House. Noted that Bernie Lepper was re-elected as Chair but this was going to be her last term.
- Attended a Treaty of Waitangi training session for REAP.
- Attended an Otago Catchment Group meeting. Noted discussions on the rural sector and the change in regulations facing the rural community.

Councillor Cooney reported on the following:

- Attended a district licence committee training session. Noted that committees were beginning to ask applicants for signed staff training plans in their applications.
- Attended a Council meeting. Noted that there was reduced funding coming from Waka Kotahi and the recent emissions audit that was presented to council.
- Attended a recent three waters workshop.

Mr Garbutt reported on the following:

- Noted assistance with a water consent for the Clyde Golf Course.
- Noted that there has been a lot of activity at the Blyth Street portion of the Clyde Museum, including changing some of the interior of the museum.
- Noted a number of U3A seminars recently.
- Noted recent COVID-19 vaccinations.
- Attended a public meeting at ADMI.
- Attended an information morning tea at St John.
- Attended the funeral for Jack Lanham.
- Attended a Central Otago Heritage Trust meeting.

COMMITTEE RESOLUTION

Moved: McPherson
Seconded: Cooney

That the report be received.

CARRIED

9 STATUS REPORTS**21.6.12 JULY 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: Cooney
Seconded: Garbutt

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 31 August 2021.

11 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
21.6.13 - July 2021 Confidential Governance Report	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

CARRIED

The public were excluded at 3:10 pm and the meeting closed at 3:11 pm.

.....
CHAIR / /

Unconfirmed

21.6.22 MINUTES OF THE MANIOTOTO COMMUNITY BOARD MEETING HELD ON 22 JULY 2021

Doc ID: 547986

Recommendations

That the unconfirmed Minutes of the Maniototo Community Board Meeting held on 22 July 2021 be noted.

1. Attachments

Appendix 1 - Minutes of the Maniototo Community Board Meeting held on 22 July 2021

**MINUTES OF A MEETING OF THE MANIOTOTO COMMUNITY BOARD
HELD IN THE RANFURLY SERVICE CENTRE, 15 PERY STREET, RANFURLY
ON THURSDAY, 22 JULY 2021 COMMENCING AT 2.00 PM**

PRESENT: Mr R Hazlett (Chair), Mr M Harris (Deputy Chair), Cr S Duncan, Mr D Helm, Ms S Umbers

IN ATTENDANCE: T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L van der Voort (Executive Manager - Planning and Environment), Q Penniall (Acting Executive Manager – Infrastructure Services), A McDowall (Finance Manager), D McKewen (Accountant) and W McEnteer (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 CONDOLENCES

The Chair referred to the deaths of Gwyn Brensell, Des Styles, Edith Burrows, Dorothy McKnight, John Steele, Kay Hodge and Mary Keenan. Members stood and observed a minute's silence as a mark of respect.

3 PUBLIC FORUM

There was no public forum at this meeting.

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Umbers
Seconded: Harris

That the public minutes of the Maniototo Community Board Meeting held on 20 May 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 INFORMATION

21.5.2 CENTRAL OTAGO DISTRICT COUNCIL EMISSIONS INVENTORY AND MANAGEMENT PLAN

To provide information on Council's 2019-20 emissions inventory and emissions management and reduction plan.

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: Helm

That the report be received.

CARRIED

21.5.3 MANIOTOTO FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2021

To consider the financial performance overview as at 31 March 2021.

COMMITTEE RESOLUTION

Moved: Umbers
Seconded: Harris

That the report be received.

CARRIED

7 MAYOR'S REPORT**21.5.4 MAYOR'S REPORT**

His Worship the Mayor reported on the following:

- Attended the recent Ranfurly business breakfast.
 - Noted a visit to one of the closed bridges in the Maniototo and mentioned that there will be further information on bridges at a future council meeting.
 - Attended a meeting with Southland DHB regarding the COVID-19 vaccine roll-out in Ranfurly and Roxburgh. Noted that it should be starting within the next couple of weeks.
 - Visited the new café that had opened in Naseby.
 - Noted the work on merging the Naseby winter sports facilities.
-

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: Helm

That the Maniototo Community Board receives the report.

CARRIED

8 CHAIR'S REPORT**21.5.5 CHAIR'S REPORT**

The Chair gave an update on activities and issues since the last meeting:

- Mentioned the 3 Waters reforms and a recent public information session with AWS Legal regarding water schemes.
-

- Noted that the felling of trees at the Waipiata domain is complete.
- Noted damage to walkway bridge at Patearoa, but noted that it was privately owned.
- Mentioned a phone call from Phil Dowling regarding the ice rink amalgamation.
- Noted a phone call from Hazel Harrison about the paperwork for the grant for the Naseby Early Settlers group.
- Mentioned a letter received from the Ranfurly business breakfast group regarding financial assistance for a community project. They were encouraged to apply as part of the contestable grants process.

COMMITTEE RESOLUTION

Moved: Hazlett
Seconded: Umbers

That the report be received.

CARRIED

9 MEMBERS' REPORTS

21.5.6 MEMBERS' REPORTS

Members gave an update on activities and issues since the last meeting.

Ms Umbers reported on the following:

- Noted that there had been poor reinstatement of the tar sealed areas from the recent fibre cable installation in Caulfield Street, Ranfurly. Staff mentioned that there will be an inspection of work when the work is completed to ensure that the ground has been reinstated correctly.

Mr Harris reported on the following:

- Mentioned recent discussions about 3 Waters reform.
- Noted that the Otago women's rugby team had a training session at Gimmerburn recently.

Mr Helm reported on the following:

- Mentioned the state of roads currently in the Maniototo and noted that they were in good condition this winter.
- Noted that there was quite a lot of water on Dungannon Street, Ranfurly which might indicate a leak.

Councillor Duncan reported on the following:

- Attended a Council meeting on 30 June.
- Attended the Ranfurly business breakfast.
- Attended the recent Howl of a Protest.
- Mentioned recent flooding in the South Island.

COMMITTEE RESOLUTION

Moved: Umbers
Seconded: Harris

That the report be received.

CARRIED

Note: Councillor Duncan left the meeting at 3:10 pm.

10 STATUS REPORTS**21.5.7 JULY 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: Harris
Seconded: Helm

That the report be received.

CARRIED

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 2 September 2021.

12 RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: Umbers
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
21.5.8 - Confirmation of Non-Public Minutes from 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

<p>21.5.9 - July 2021 Confidential Governance Report</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>	<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</p>
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CARRIED

The public were excluded at 3:12 pm and the meeting closed at 3.33 pm.

.....
CHAIR / /

Unconfirmed

21.6.23 MINUTES OF THE CROMWELL COMMUNITY BOARD MEETING HELD ON 29 JULY 2021

Doc ID: 548254

Recommendations

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 29 July 2021 be noted.

1. Attachments

Appendix 1 - Minutes of the Cromwell Community Board Meeting held on 29 July 2021

**MINUTES OF A MEETING OF THE CROMWELL COMMUNITY BOARD
HELD IN THE CROMWELL SERVICE CENTRE, 42 THE MALL, CROMWELL
ON THURSDAY, 29 JULY 2021 COMMENCING AT 2.00 PM**

PRESENT: Ms A Harrison (Chair), Mr W Murray (Deputy Chair), Mr T Buchanan, Cr N Gillespie, Cr C Laws, Cr N McKinlay, Mr B Scott

IN ATTENDANCE: T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), S Righarts (Chief Advisor), G Robinson (Property and Facilities Manager), D Shaw (Property and Facilities Officer – Cromwell) and W McEnteer (Governance Support Officer)

21.6.1 DECLARATION OF OFFICE

The new member of the Cromwell Community Board, Bob Scott, took the Declaration of Office.

Mr Scott read aloud and signed his Declaration of Office, which was sighted and signed by His Worship the Mayor.

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There was no public forum at this meeting.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Laws
Seconded: Buchanan

That the public minutes of the Cromwell Community Board Meeting held on 15 June 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

21.6.3 REQUEST FOR APPROVAL TO SITE A CONTAINER AT CROMWELL GOLF CLUB

To consider a request from the Cromwell Golf Club to site a '40-foot' storage container on Section 4 Block XCII Town of Cromwell, being recreation reserve leased from Council.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: McKinlay

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Authorises the Cromwell Golf Club to locate a container within the area currently used for storage as indicated in **Appendix 2** of the report.
- C. Recommends to Council under delegated authority for the Minister of Conservation that a container be located for storage at the Cromwell Golf Club in the area indicated in **Appendix 2** of the report.

CARRIED

21.6.4 CROMWELL TOWN HALL/EVENTS CENTRE PROJECT

To consider the programme for the planning phase for delivery of the Cromwell Town Hall/Events Centre project.

After discussion it was agreed that Ms Harrison and Cr McKinlay would be appointed as the Board's representatives on the Advisory Group. It was also agreed that the Advisory Group should decide if there would be an external stakeholder group formed.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Scott

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Receives the project structure.
- C. Approves the programme of work for the Cromwell Town Hall/Events Centre.
- D. Approves the establishment of an Advisory Group and appoints Anna Harrison and Nigel McKinlay to that group.
- E. Approves that the Advisory Group determines if an external stakeholder group is required and if so makes such a recommendation to the Cromwell Community Board.
- F. Agrees to apply for/confirm external funding for the Cromwell Town Hall/Events Centre.

CARRIED

6 MAYOR'S REPORT**21.6.5 MAYOR'S REPORT**

His Worship the Mayor gave an update on his activities since the last meeting:

- His Worship the Mayor congratulated Mr Scott on his election to the Board and noted the campaigns of both Mr Scott and the other candidate David George.
- Attended the opening of the new St John building in Cromwell.
- Attended the opening of the Golden View rest home in Cromwell.
- Attended a joint meeting of Central Lakes Trust, Central Otago District Council, Queenstown Lakes District Council, Otago Regional Council and Southland District Health Board to discuss issues, priorities and challenges for the coming year.
- Noted issues with parking at Cornish Point for the new riding trail, but thanked the Roding team for their work in helping to alleviate the problem.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Murray

That the Cromwell Community Board receives the report.

CARRIED

7 CHAIR'S REPORT**21.6.6 CHAIR'S REPORT**

The Chair gave an update on activities and issues since the last meeting:

- Attended the Central Otago Principals Executive meeting
- Had attended a number of swimming sports meets.
- Noted that the school term has started and that Goldfields School was currently holding an art exhibition at McNulty House.

COMMITTEE RESOLUTION

Moved: Harrison
Seconded: Murray

That the report be received.

CARRIED

Note: Councillor Gillespie left the meeting at 2.30 pm and returned at 2.31 pm.

8 MEMBERS' REPORTS**21.6.7 MEMBERS' REPORTS**

Members gave an update on activities and issues since the last meeting:

Councillor McKinlay reported on the following:

- Attended a Council meeting on 30 June. Noted reports on the emissions and the re-lease of the aerodrome reserve to the equestrian club.
- Attended the opening of the Golden View rest home in Cromwell.
- Attended a pre-agenda meeting for the next Council meeting.

Councillor Laws reported on the following:

- Attended a Council meeting on 30 June.
- Attended the AGM of the Cromwell Historic Precinct. Noted that the board is getting smaller as there was no one to take over.
- Attended a meeting of Cromwell Community House. Mentioned that they are trying to find a new chair.
- Attended Shortland Street, The Musical at Fine Thyme Theatre.
- Attended the opening of the Golden View rest home in Cromwell.
- Attended a pre-agenda meeting for the next Council meeting.
- Attended a farewell for the manager of Cromwell Community House, who is retiring.

Mr Murray reported on the following:

- Attended the Light Up Winter festival and mentioned that about 5000 people attended.
- Mentioned the current project to plant native trees from Deadmans Point to Lowburn. Noted that there have been issues with finding appropriate plants in large numbers.
- Met with LINZ and Felton Road wine growers regarding braiding of the Kawarau River at Bannockburn. Reported that the wine growers were upbeat about the braiding as it could form a new eco system in the area and that would bring other opportunities to the area.
- Was part of Shortland Street, The Musical. Noted that there were about 250 people every night and was very successful.

Mr Buchanan reported on the following:

- Attended a meeting of the Bannockburn camp ground. Mentioned that the camp ground is trying to get a basketball hoop and playground equipment and that the Cromwell Rugby Club were moving some old posts to Bannockburn as well.
- Attended the Howl of a Protest in Queenstown.
- Attended the opening of the Golden View rest home in Cromwell.

Councillor Gillespie reported on the following:

- Attended the Council meeting on 30 June via Microsoft Teams.
- Attended the opening of the Golden View rest home in Cromwell.
- Reported that he had been away recently.
- Acknowledged the recent flooding on the West Coast.
- Acknowledged His Worship's appearance on Q&A.

Mr Scott had nothing to report.

COMMITTEE RESOLUTION

Moved: **Laws**
Seconded: **Murray**

That the report be received.

CARRIED

Note: Mr Buchanan left the meeting at 2:43 pm.

9 STATUS REPORTS

21.6.8 JULY 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: Gillespie

Seconded: McKinlay

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 7 September 2021.

11 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Laws

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
21.6.9 - Gair Avenue, Cromwell	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
21.6.10 - July 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 2.45 pm and the meeting closed at 3.24 pm.

.....
CHAIR / /

Unconfirmed

21.6.24 MINUTES OF THE TEVIOT VALLEY COMMUNITY BOARD MEETING HELD ON 30 JULY 2021

Doc ID: 548253

Recommendations

That the unconfirmed Minutes of the Teviot Valley Community Board Meeting held on 30 July 2021 be noted.

1. Attachments

Appendix 1 - Minutes of the Teviot Valley Community Board Meeting held on 30 July 2021

**MINUTES OF A MEETING OF THE TEVIOT VALLEY COMMUNITY BOARD
HELD IN THE ROXBURGH SERVICE CENTRE, 120 SCOTLAND STREET, ROXBURGH
ON FRIDAY, 30 JULY 2021 COMMENCING AT 2.00 PM**

PRESENT: Mr R Gunn (Chair), Ms S Feinerman (Deputy Chair), Ms C Aitchison, Mr N Dalley, Cr S Jeffery

IN ATTENDANCE: T Cadogan (Mayor), S Jacobs (Chief Executive Officer), S Righarts (Chief Advisor), C Martin (Property and Facilities Officer – Vincent and Teviot Valley), M Gordon (Parks Officer – Projects) and W McEnteer (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

The was no public forum at this meeting.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Dalley
Seconded: Aitchison

That the public minutes of the Teviot Valley Community Board Meeting held on 17 June 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. Ms Feinerman declared an interest in 21.6.2 as the Chair of the Roxburgh Pool Committee.

Note: with the agreement of the meeting, item 21.6.3 was moved earlier.

5 MAYOR'S REPORT**21.6.3 MAYOR'S REPORT**

His Worship the Mayor gave an update on his activities since the last meeting:

- Attended the Roxburgh business breakfast in June.
- Attended the last Millers Flat coffee morning.
- Mentioned the recent power outages in Millers Flat and Ettrick. Noted Aurora offering power from a generator at the Millers Flat hall.
- Gave an update on current issues in the Three Waters reforms.

COMMITTEE RESOLUTION

Moved: Gunn
Seconded: Jeffery

That the Teviot Valley Community Board receives the report.

CARRIED

6 REPORTS FOR DECISIONS

Note: Ms Feinerman declared an interest in item 21.6.2 as the Chair of the Roxburgh Pool Committee. She withdrew from the conversation and did not vote on the item.

21.6.2 ROXBURGH POOL LEASE

To consider the termination of the Roxburgh Area School lease and the granting of a lease to Roxburgh Pool Punawai Ora "Safe Water" Incorporated over the land containing the Roxburgh Pool.

COMMITTEE RESOLUTION

Moved: Gunn
Seconded: Aitchison

That the Teviot Valley Community Board

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

CARRIED

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Aitchison

- B. Agrees to the termination of the Roxburgh Area School Lease over the land containing the Roxburgh Pool on 31 July 2021.

CARRIED

COMMITTEE RESOLUTION

Moved: Gunn
Seconded: Dalley

- C. Agrees to grant a ground lease of an area of approximately 991m² over the land containing the Roxburgh Pool, as outlined in the report, to Roxburgh Pool Punawai Ora "Safe Water" Incorporated.

The general terms and conditions are as follows:

Commencement Date:	1 August 2021.
Term:	Fifteen years.
Rights of Renewal:	One of fifteen years.
Final Expiry Date:	31 July 2051.
Annual Rent:	\$0 per annum.
Rent Review:	Five yearly and is based upon the terms of the Council's current Community Leasing and Licencing Policy.
Tenant's Outgoings	100% of all charges for rates, utilities, electricity, telephone, rubbish collection, and insurance.
Permitted Use:	Community pool.
Insurance:	Full insurable value.
Special Conditions:	The landlord reserves the right to terminate the agreement with six months' notice if it requires part or whole of the occupied area for other activities.

CARRIED

7 CHAIR'S REPORT

21.6.4 CHAIR'S REPORT

The Chair gave an update on activities and issues since the last meeting:

- Attended a meeting of the NZ Battery Project via Microsoft Teams.
- Attended a meeting of the NZ Battery Technical Reference Group.
- Attended two meetings of the Roxburgh Pool Committee.
- Attended a strategy session for the Roxburgh Medical Services Trust.
- Attended a meeting for the Roxburgh Medical Services Trust.
- Attended the Roxburgh business breakfast meeting.

COMMITTEE RESOLUTION

Moved: Feinerman
Seconded: Aitchison

That the report be received.

CARRIED

8 MEMBERS' REPORTS

21.6.5 MEMBERS' REPORTS

Members gave an update on activities and issues since the last meeting:

Ms Feinerman reported on the following:

- Attended two meetings of the Pool Committee meeting. Noted the successful grant from Central Lakes Trust and that the outcome of the grant application from Otago Community Trust would be known later in August.
- Attended the Teviot Prospects AGM and the ordinary meeting that followed.
- Attended a workshop on Boosted Sport, which is a crowd funding platform for sports.
- Attended the Roxburgh business breakfast meeting.

Ms Aitchison reported on the following:

- Attended the Lions Fodder Beat competition fundraiser.
- Attended the St John super shout event.
- Attended a Lions meeting
- Attended two meetings of the Dinner Club.
- Discussed the bus stop changes in Scotland Street.

Mr Dalley reported on the following:

- Attended a number of meeting for the Teviot Valley Rest Home.
- Attended a meeting of the Roxburgh Entertainment Centre.

Councillor Jeffery reported on the following:

- Attended a Tourism Central Otago operators meeting.
- Attended the funeral of Sir Eion Egdar.
- Attended the 30 June Council meeting.
- Attended the weekly update meeting of the Regional RSE Labour Chairs.
- Attended a strategy session for the Roxburgh Medical Services Trust.
- Attended a meeting for the Roxburgh Medical Services Trust.
- Noted the Career Progression Managers update report for the Central Otago Labour Market Governance Group.
- Attended an Infometrics session via Microsoft Teams.
- Attended the Teviot Prospects AGM.
- Attended a workshop for the Roxburgh Medical Services Trust
- Noted an email sent to Contact Energy regarding the toilet at lake Roxburgh, however there so far had been no response.
- Noted the installation of information kiosks over at the river, Pinders Pond and the Teviot Woolshed.

COMMITTEE RESOLUTION

Moved: Feinerman
Seconded: Aitchison

That the report be received.

CARRIED

9 STATUS REPORTS

21.6.6 JULY 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

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 9 September 2021.

The Meeting closed at 3.04 pm.

CHAIR / /

Unconfirmed

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 22 September 2021.

11 RESOLUTION TO EXCLUDE THE PUBLIC

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
21.6.25 - Private Plan Change 16 - Molyneux Lifestyle Village	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)(d) - 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
21.6.26 - Major Event Funding	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
21.6.27 - Council's role in affordable housing: Policy direction	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
21.6.28 - Gair Avenue, Cromwell	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
21.6.29 - August 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

21.6.30 - Confidential Minutes of the Vincent Community Board Meeting held on 20 July 2021	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
21.6.31 - Confidential Minutes of the Maniototo Community Board Meeting held on 22 July 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
21.6.32 - Confidential Minutes of the Cromwell Community Board Meeting held on 29 July 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