



# AGENDA

## Ordinary Council Meeting Wednesday, 22 September 2021

**Date:** Wednesday, 22 September 2021

**Time:** 10.30 am

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

Due to COVID-19 restrictions and limitations of the physical space, **public access will be available through the livestream and Microsoft Teams**. The link to the livestream will be available on the Central Otago District Council's website.

**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, 22 September 2021 at 10.30 am

Due to COVID-19 restrictions and limitations of the physical space, **public access will be available through the livestream and Microsoft Teams.**

The link to the livestream will be available on the Central Otago District Council's website.

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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), N Aaron (Community Development Advisor), P Penno (Community and Engagement Manager), A Crosbie (Senior Strategy Advisor), I Evans (Water Services Manager), C Green (Infrastructure Finance Officer), Q Penniall (Environmental Engineering Manager), J McCallum (Roading Manager), F Somerville (Roading Administration Assistant), L Stronach (Statutory Property Officer), A Rogers (Principal Policy Planner), L Webster (Regulatory Services Manager), K McCulloch (Corporate Accountant), G Robinson (Property Manager), P Keenan (Capital Projects Programme Manager), M De Cort (Communications Coordinator), R Williams (Governance Manager) and W McEnteer (Governance Support Officer)

**1 APOLOGIES**

**2 PUBLIC FORUM**

**3 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 11 August 2021



{ TC "Ordinary Council Meeting - 11 August 2021" \14 }

**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, 11 AUGUST 2021 COMMENCING AT 10.30 AM**

**PRESENT:** His Worship the Mayor T Cadogan (Chairperson), Cr N Gillespie, Cr T Alley, 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), A Rodgers (Principal Policy Planner), D Rushbrook (General Manager, Tourism Central Otago), D Shaw (Property and Facilities Officer – Cromwell), T Bates (Property Officer), N Lanham (Economic Development Manager), Q Penniall (Environmental Engineering Manager), C Green (Infrastructure Finance Officer), A McDowall (Finance Manger), G Robinson (Property Manager), M De Cort (Communications Coordinator) and R Williams (Governance Manager)

## 1 APOLOGIES

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### RESOLUTION

**Moved:** Cadogan

**Seconded:** Jeffery

That apologies from Cr S Calvert be received and accepted.

**CARRIED**

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## 2 PUBLIC FORUM

Brent Nicolson from Rural Networks South Island Ltd spoke about the rent review for Rural Networks South Island Ltd before responding to questions.

## 3 CONFIRMATION OF MINUTES

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### RESOLUTION

**Moved:** McPherson

**Seconded:** Alley

That the public minutes of the Ordinary Council Meeting held on 30 June 2021 be confirmed as a true and correct record.

**CARRIED**

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## 4 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. Cr Alley declared an interest in item 21.6.2 and withdrew from discussion and voting on that item.

Note: Edward Guy and Emily Walker from Rationale and Tim Church and Stephanie Griffiths from Boffa Miskell joined the meeting for item 21.6.2.

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

Note: Cr Alley declared an interest and withdrew from discussion and voting on this item.

## 5 REPORTS FOR DECISIONS

### 21.6.2 DRAFT VINCENT SPATIAL PLAN ENGAGEMENT DOCUMENT

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

Emily Walker from Rationale and Tim Church from Boffa Miskell spoke to a presentation about the process undertaken to date and how the options had been developed, incorporating the public feedback received before responding to questions.

Following discussion it was agreed that the consultation document would be circulated to councillors for input prior to public distribution.

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#### RESOLUTION

**Moved:** McKinlay

**Seconded:** Laws

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

**CARRIED**

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Note: Cr Paterson left the meeting at 11.40 am and returned at 11.42 am.

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

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

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#### RESOLUTION

**Moved:** McPherson

**Seconded:** Alley

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.

**CARRIED**

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

Note: Cr Duncan left the meeting at 11.54 am.

#### **21.6.4 CROMWELL BIKE PARK SHELTER CONSTRUCTION**

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.

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#### **RESOLUTION**

**Moved:** Gillespie

**Seconded:** McKinlay

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.

**CARRIED**

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Note: Cr Duncan returned to the meeting at 11.56 am.

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

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.

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#### **RESOLUTION**

**Moved:** Gillespie

**Seconded:** McKinlay

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.

**CARRIED**

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**21.6.6 CROMWELL AERODROME - REFUELING FACILITY**

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

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**RESOLUTION**

**Moved:** McPherson  
**Seconded:** Alley

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.

**CARRIED**

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**21.6.7 WOOLON 2021 EVENT REQUEST FOR GRANT**

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

The Mayor and Cr McPherson noted their previous involvement with the event and noted they did not have a conflict of interest in the matter given the time that had lapsed since then.

During discussion, the potential of the event and its ability to showcase one of the district's key industries was noted. However concern was expressed at the quality and timeliness of the application and that it had to be considered outside of the grants process.

Following discussion it was agreed adherence to the correct grant application processes would be a requirement for future applications and that assistance from staff for the event's organising committee and the possibility of Council having a liaison position at the Board table may be considered.

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**RESOLUTION**

**Moved:** Duncan  
**Seconded:** Claridge

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 district general reserves

**CARRIED** With Crs McKinlay, McPherson and Cooney recording their vote against.

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**21.6.8 ECONOMIC RECOVERY PLAN PROGRESS REPORT**

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

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**RESOLUTION**

**Moved:** Duncan  
**Seconded:** Alley

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

**CARRIED**

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

**21.6.9 WASTE SERVICES REVIEW**

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

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**RESOLUTION**

**Moved:** Duncan  
**Seconded:** McPherson

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.

**CARRIED**

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Note: The meeting adjourned at 12.57 pm and reconvened at 1.32 pm.

Note: Cr Claridge returned to the meeting at 1.39 pm.

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

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

During discussion it was noted that the proposed recommendations were in line with Council's procurement policy.

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**RESOLUTION**

**Moved:** Paterson  
**Seconded:** Cooney

That the Council

- A. Receives the report and accepts the level of significance and notes that resolutions B-G are consistent with Council's procurement policy
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- 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.

**CARRIED**

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#### **21.6.11 NASEBY WATER SUPPLY**

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

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#### **RESOLUTION**

**Moved:** Claridge  
**Seconded:** Alley

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.

**CARRIED**

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

#### **21.6.12 APPOINTMENT OF CONSULTANT FOR BRIDGE STRUCTURAL ADVICE FOR 2021-24**

To consider the direct appointment of a consultant for advice for bridges during the 2021-24 Long Term Plan period.

During discussion it was noted that the proposed recommendations were in line with Council's procurement policy.

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**RESOLUTION**

**Moved:** Jeffery  
**Seconded:** Paterson

That the Council

- A. Receives the report and accepts the level of significance and notes that resolutions B is consistent with Council's procurement policy.
- B. Approves the direct appointment of Beca for the provision of structural advice for bridges for the 2021-24 Long Term Plan period.

**CARRIED**

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**21.6.13 ROAD RENAMING APPROVAL REPORT - PORTION OF WATSON ROAD**

To ratify the Vincent Community Board's recommendation to rename a portion of Watson Road to Pihoihoi Road.

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**RESOLUTION**

**Moved:** McPherson  
**Seconded:** Alley

That the Council

- A. Receives the report and accepts the level of significance.
- B. Rename a portion of Watson Road to Pihoihoi Road.

**CARRIED**

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Note: The Mayor assumed the Chair.

**21.6.14 RURAL NETWORKS SOUTH ISLAND RENT REVIEW**

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.

This item had been considered at the 24 March 2021 Council meeting (item 21.2.3) and left to lie on the table.

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**RESOLUTION**

**Moved:** Cadogan  
**Seconded:** Alley

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.
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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.

**CARRIED**

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### **21.6.15 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 and to adopt the Delegated Authorities Operating Schedule – Resource Management Act, contained in the Staff Delegations Manual.

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#### **RESOLUTION**

**Moved:** Gillespie  
**Seconded:** Jeffery

That the Council

- A. Receives the report and accepts the level of significance.
- B. 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.*
- C. Adopts the Delegated Authorities Operating Schedule – Resource Management Act delegations

**.CARRIED**

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### **21.6.16 AUDIT NEW ZEALAND INTERIM AND FINAL REPORT OF THE 2021-31 LONG-TERM PLAN AND CONSULTATION DOCUMENT**

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.

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**RESOLUTION**

**Moved:** Cadogan  
**Seconded:** Gillespie

That the report be received.

**CARRIED**

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**21.6.17 FINANCIAL REPORT FOR THE PERIOD ENDING 31 MAY 2021**

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

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**RESOLUTION**

**Moved:** Duncan  
**Seconded:** Jeffery

That the report be received.

**CARRIED**

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**21.6.18 REMUNERATION AUTHORITY DETERMINATION 2021**

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.

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**RESOLUTION**

**Moved:** Cadogan  
**Seconded:** McPherson

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.

**CARRIED**

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**6 REPORTS FOR INFORMATION**

Nil

**7 MAYOR'S REPORT****21.6.19 MAYOR'S REPORT**  
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The Mayor provided an update on issues and events since the previous meeting. The Deputy Mayor congratulated the Mayor for his interview on the Q+A talkback show.

  
-----**RESOLUTION**

**Moved: Cadogan**  
**Seconded: Gillespie**

That the Council receives the report.

**CARRIED**

  
-----**8 STATUS REPORTS****21.6.20 AUGUST 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: Cadogan**  
**Seconded: Duncan**

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).

**CARRIED**

  
-----**9 COMMUNITY BOARD MINUTES****21.6.21 MINUTES OF THE VINCENT COMMUNITY BOARD MEETING HELD ON 20 JULY 2021**  
-----**RESOLUTION**

**Moved: Duncan**  
**Seconded: Jeffery**

That the unconfirmed Minutes of the Vincent Community Board Meeting held on 20 July 2021 be noted.

**CARRIED**

  
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**21.6.22 MINUTES OF THE MANIOTOTO COMMUNITY BOARD MEETING HELD ON 22 JULY 2021**

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**RESOLUTION**

**Moved:** Duncan  
**Seconded:** Jeffery

That the unconfirmed Minutes of the Maniototo Community Board Meeting held on 22 July 2021 be noted.

**CARRIED**

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**21.6.23 MINUTES OF THE CROMWELL COMMUNITY BOARD MEETING HELD ON 29 JULY 2021**

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**RESOLUTION**

**Moved:** Duncan  
**Seconded:** Jeffery

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 29 July 2021 be noted.

**CARRIED**

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**21.6.24 MINUTES OF THE TEVIOT VALLEY COMMUNITY BOARD MEETING HELD ON 30 JULY 2021**

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**RESOLUTION**

**Moved:** Duncan  
**Seconded:** Jeffery

That the unconfirmed Minutes of the Teviot Valley Community Board Meeting held on 30 July 2021 be noted.

**CARRIED**

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**10 DATE OF NEXT MEETING**

The date of the next scheduled meeting is 22 September 2021.

**11 RESOLUTION TO EXCLUDE THE PUBLIC**

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**RESOLUTION**

**Moved:** Cadogan  
**Seconded:** Duncan

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

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of

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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
<b>21.6.25 - Private Plan Change 16 - Molyneux Lifestyle Village</b>	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
<b>21.6.26 - Major Event Funding</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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
<b>21.6.27 - Council's role in affordable housing: Policy direction</b>	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
<b>21.6.28 - Gair Avenue, Cromwell</b>	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
<b>21.6.29 - August 2021 Confidential Governance Report</b>	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
<b>21.6.30 - Confidential Minutes of the Vincent Community Board Meeting held on 20 July 2021</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(i) - the withholding of the information is necessary to	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

	enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
<b>21.6.31 - Confidential Minutes of the Maniototo Community Board Meeting held on 22 July 2021</b>	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
<b>21.6.32 - Confidential Minutes of the Cromwell Community Board Meeting held on 29 July 2021</b>	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**

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The public were excluded at 2.44 pm and the **Meeting closed at 4.04 pm.**

## **4 DECLARATION OF INTEREST**

### **21.7.1 DECLARATIONS OF INTEREST REGISTER**

**Doc ID: 551020**

#### **1. Purpose**

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

#### **2. Attachments**

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

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Tamah Alley	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) Wooing 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

### 21.7.2 COUNCIL COMMUNITY GRANT APPLICATIONS 2021-24 FINANCIAL YEAR

Doc ID: 549365

#### 1. Purpose of Report

To consider round one of applications to the 2021-22, 2022-23 and 2023-24 Council general grants fund and to determine the grant allocation of each applicant.

#### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Considers the following applications:
  - i. Central Otago Health Inc to cover administration costs
 

2021/22 Requested: \$7,556	Recommend Decline: \$0
2022/23 Requested: \$7,556	Recommend Decline: \$0
2023/24 Requested: \$7,556	Recommend Decline: \$0
  - ii. Central Otago Heritage Trust to cover operational costs
 

2021/22 Requested: \$40,000	Recommend Approve: \$40,000
2022/23 Requested: \$45,000	Recommend Decline: \$0
2023/24 Requested: \$50,000	Recommend Decline: \$0
  - iii. Central Otago District Arts Trust to cover operational costs
 

2021/22 Requested: \$47,488.10	Recommend Approve: \$31,250
2022/23 Requested: \$67,926.47	Recommend Decline: \$0
2023/24 Requested: \$63,458.16	Recommend Decline: \$0
  - iv. Life Education Trust Heartland to cover operational costs in Central Otago
 

2021/22 Requested: \$5,000	Recommend Approve: \$3,000
2022/23 Requested: \$5,000	Recommend Decline: \$0
2023/24 Requested: \$5,000	Recommend Decline: \$0
  - v. Sport Otago for Sport Central operational costs in Central Otago
 

2021/22 Requested: \$48,000	Recommend Approve: \$41,549
2022/23 Requested: \$48,960	Recommend Decline: \$0
2023/24 Requested: \$49,960	Recommend Decline: \$0

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 vi. Sport Central for annual sports awards

2021/22 Requested: \$1,000	Recommend Decline: \$0
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2022/23 Requested: \$1,000	Recommend Decline: \$0
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2023/24 Requested: \$1,000	Recommend Decline: \$0
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## 2. Background

A new grant policy was adopted by Council in 2019, which has resulted in all grants now going through a contestable and transparent application process. Through the 2021-2031 Long-term Plan, Council approved \$151,000 per annum for district-funded community grants. This budget was to be allocated via two annual funding rounds. The current round is the first for the 2021/22 financial year and the second round will occur in the third quarter. Council may wish to consider any allocations in this round will have on its budget for the second round and any opportunities that come up then.

A hardship grant was introduced for groups who historically received money from Council to ensure that these groups did not experience financial hardship as a result of the new grants process. The Council received hardship grant requests from Central Otago District Arts Trust (CODAT) and Alexandra District Museum Inc. Through this process, CODAT was granted \$8,750 to keep them going until the September round of funding. Therefore, the total amount of funding available for 2021-22 is \$142,250. The 2022-23 and 2023-24 financial years both have \$151,000 available.

All applicants who have historically received grants from Council and community boards through the Long-term Plan received correspondence in February 2021 advising them of the new process and when applications would be open. This included an initial email, followed by a phone call and final email, to ensure that the information was understood. Applications to grants, via the Council website, opened on 1 July 2021 and closed on 1 August 2021.

According to the grant policy, applicants can submit for up to three years of funding during year 1 of the Long-term Plan, and Council and community boards are able to allocate funding in advance on a recurring basis for up to three financial years. Seven applications have been submitted to the Council for community grants, as detailed below, and all applicants have applied for three years of funding.

A matrix evaluation has been completed to assist the Council in assessing applications against the grant policy and criteria for funding. Staff have completed a matrix for each financial year, assessing the applications against the policy. These matrices also demonstrate the availability of grant funds for the second funding round in this financial year, plus funding rounds in future years, should new applicants wish to apply (Appendix 1).

## 3. Discussion

Community grants support community-driven initiatives which enhance the well-being of residents. They fund projects which fall outside of the promotions grant criteria and demonstrate a clear connection to one or more aspects of community well-being (social, economic, environmental and cultural). These grants are funded through ward and Council rates.

Any grants approved for future years cannot be uplifted until the applicants have reported back on their previous year's grant, including how the funds were used and outcomes that

were delivered. If applicants are approved multi-year grants, they are still eligible to put in a second application for something else if they wish.

The total amount of funds requested in this first funding round for the 2021/22 financial year is higher than the entire year's grant budget, as are the requested funds for 2022/23 and 2023/24. If Council chooses to fully allocate the community grants budget for the current year, plus years two and three of the Long-term Plan, this would result in no further opportunity to facilitate contestable community grant funding rounds.

The assessment matrices for 2022/23 and 2023/24 demonstrate a match with the current purpose and eligibility grant criteria for some applicants, and multi-year grants would provide greater financial security for projects that run over multiple years. However, staff advice is to be circumspect at committing grant funds from future years' budgets:

- The majority of the contestable grant budgets will be used in this first round, leaving little opportunity for future applicants.
- Applicants receiving annual grants may not be incentivised to seek out alternative funding sources.
- Council's grant policy is to be reviewed in November 2021 with the intent of providing clearer direction for applicants and decision-makers; this review may alter future eligibility criteria.
- Fully committing grant budgets in advance will mean there is less flexibility to respond to adverse financial situations, such as when Council agreed to reduce contestable grant budgets to zero for 2020/21 to reduce the impact of a rates rise during the COVID-19 pandemic.
- Multi-year funding may impact decision-making abilities for elected members voted into office at the next local authority elections, in 2022.

Staff have reviewed each of the applications and provided comment below to assist Council with their decision-making.

**Application:**                    **Central Otago Health Inc Trust GRA10749852 (App. 2)**  
**Project:**                        Administration of Incorporated Society  
**Amount Requested:**        2021/22 \$7,556  
    2022/23 \$7,556  
    2023/24 \$7,556

- Council has been providing financial support to the Trust since 2000, with an annual grant of \$7,556 introduced in the 2016/17 financial year.
- The Trust administers the assets of Dunstan Hospital on behalf of the community.
- Funding from Council is used toward administration costs, secretarial services, advertising and associated costs for director recruitment, accounting costs, and applying for grants.
- If Council does not continue to fund the Trust, funds will have to be used from income received from Dunstan Hospital, which would decrease the amount of funds available to purchase equipment for the hospital.
- Not a clear alignment with community well-being, community outcomes or Council strategies.

**Application:**                    **Central Otago Heritage Trust GRA210707636 (App. 3)**  
**Project:**                        Central Otago Heritage Trust (COHT)– Programme Coordination  
**Amount Requested:**        2021/22 \$40,000  
    2022/23 \$45,000  
    2023/24 \$50,000

- Central Otago Heritage Trust (COHT) was established in 2008, with a working heritage strategy in place since 2012.

- The Trust was awarded \$40,000 per annum through the 2018-28 Long-term Plan process, and has uplifted the full amount for the past three years.
- COHT is made up of a large amount of member groups, and represents the collective interest of the groups in protecting, preserving, and celebrating local heritage.
- The applicant has included seven letters of support from Trust members, including four community-led museums, as well as other local Trusts and a local historian.
- COHT provides an important connection between various heritage related groups across the district, and provides ongoing facilitation and support in this space, including to the museum sector.
- Funding from Council is used to pay a part-time coordinator and some administration costs. This includes: a quarterly newsletter which is circulated electronically, as well as in hard copy format to members; the hosting and updating of two websites; the printing of a heritage trails brochure (in the 2021/22 financial year).
- The application aligns with the purpose and criteria for Council's community grants, with the sole exception of becoming self-sustaining.

**Application:**                    **Central Otago District Arts Trust GRA210739079 (App. 4)**  
**Project:**                        Central Otago District Arts Trust (CODAT) Operational Costs  
**Amount Requested:**        2021/22 \$47,488.10 (pro rata for nine months)  
     2022/23 \$67,926.47  
     2023/24 \$63,458.16

- Central Otago District Arts Trust (CODAT) has been receiving an annual grant of \$35,000 from Council since 2011. This has been used for the salary costs of the part-time coordinator (25 hours/week).
- CODAT works towards ensuring Central Otago arts and artists are well resourced, promoted, supported, and fully integrated into the local community.
- CODAT's work is guided by the Central Otago Arts Strategy, which it refers to on a regular basis to ensure it is achieving the outlined objectives. It revises this strategy annually and ticks off high-priority tasks as they are fulfilled and creates a new focus document for the year going forward.
- CODAT works with artists, art organisations, event organisations and the community, as required, and continues to seek feedback to ensure the services offered continue to be relevant and achieve positive outcomes.
- If CODAT does not receive funding from Council, it will not be able to continue to operate. While it does seek funding for additional projects, Council funds all of the core operational costs of the Trust.
- The application aligns with the purpose and criteria for Council's community grants, with the sole exception of becoming self-sustaining.

**Application:**                    **Life Education Trust Heartland Otago Southland GRA210707797 (App.5)**  
**Project:**                        Costs towards delivery of the Life Education programme  
**Amount Requested:**        2021/22 \$5,000  
     2022/23 \$5,000  
     2023/24 \$5,000

- The Trust runs a health and wellbeing programme in schools covering topics such as: respect for yourself and others; reinforcing the ability to resist peer pressure through building self-esteem; developing strategies and resilience to cope with bullying; healthy living and eating; drug, alcohol, and nicotine use.
- The Trust develops lesson overviews and provides teachers with teaching resources to create a continuous learning experience. Schools choose which areas they want to focus on.
- A fully qualified specialist is employed and travels around the region with a mobile classroom to each of the schools.

- The programme is available to around 1,510 young people across Central Otago; it reaches 90% of children between the ages of 5 years and 13 years.
- The programme reaches all primary and intermediate schools across the district on a biennial schedule. The Trust has a goal to scale up resources to be able to offer more services.
- The Trust was awarded a three-year grant through the 2018-28 Long-term Plan process and has received \$2,500 for the past three years.
- In 2020/21 other council contributions were as follows:
  - Clutha District Council: \$5,133
  - Gore District Council: \$2,500
  - Dunedin City Council: \$3,000
  - Queenstown Lakes District Council: \$0
- The Trust's application meets all funding criteria, with the exception of becoming self-sustaining, and some of the grant purposes.

**Application: Sport Otago GRA210739299 (App. 6)**

Project: Sport Central – Operational Funding

Amount Requested: 2021/22 \$48,000

2022/23 \$48,960

2023/24 \$48,960

- Sport Otago has received an annual grant from Council since 2001, and this has remained at \$41,549 per annum since 2015.
- In addition to this grant application, Council's Parks and Recreation budget funds \$9,890+GST to cover the cost of renting office space at the Cromwell Pool. This could arguably be considered as additional grant funding, albeit non-contestable.
- The requested funding contributes to salaries for three staff based in Central Otago, and includes human resources, programme delivery resources, general operational costs and travel costs.
- Central Otago based staff also work across Queenstown Lakes, and Queenstown Lakes District Council contributes towards Sport Central's operating costs.
- The Community and Schools Advisor focuses on children ages 0-13 years through Wriggle and Rhyme, On Your Marks, Physical Activity Leaders programmes and potentially some new 'Play' based initiatives. The Sport and Active Recreation Coordinator works with youth aged 12-18 years to facilitate opportunities for them to engage in sport and active recreation. They also play a role working alongside sport and recreation clubs to build their capability and increase and enhance the quality of physical activity opportunities (including facility and hub development).
- Sport Otago manages the Central Lakes Swim Safe programme from Dunedin.
- Sport Central staff promote three community funds to support active recreation.
- Sport Otago works with Council's Parks and Reserves team annually to adjust work plans and set priorities.
- The application aligns with the purpose and criteria for Council's community grants, with the sole exception of becoming self-sustaining.

**Application: Sport Central GRA210756824 (App. 7)**

Project: Central Otago Sports Awards

Amount Requested: 2021/22 \$1,000

2022/23 \$1,000

2023/24 \$1,000

- The Central Otago Sports Awards were first held in 2021, and the intention is now to make it an annual event.
- Council funding will be used to attract an inspiring public speaker, who would be available to speak at Council or a community event.

- The Sports Awards are about inspiring, sharing, and empowering the sporting community, as well as encouraging connections.
- The event has wide community sponsorship.
- Candidates from the Central Otago Sports Awards go on to compete in the Otago Sports Awards.
- The 2021 annual awards were held in Wanaka, and the application indicates that the 2022 awards may be held in Queenstown. Grant funding is specifically for activities within the Central Otago District area.
- Community grants have not previously been used to fund speakers.

#### 4. Options

##### Option 1 – (Recommended)

That Council considers the applications received and reviews the recommended grant amounts as specified in the grant assessment matrix for each of the three years of the 2021-2031 Long-term Plan.

That the Council allocates grants for the following applicants:

Name of Applicant	2021/22	2022/23	2023/24
<b>Opening balance</b>	\$151,000	\$151,000	\$151,000
Less hardship grant (CODAT)	\$8,750	-	-
Proposed applicant funding:			
• Central Otago Heritage Trust	\$40,000	-	-
• Central Otago District Arts Trust (CODAT)	\$31,250*	-	-
• Life Education Trust Heartland Otago and Southland	\$3,000	-	-
• Sport Otago	\$41,549	-	-
<b>Total amount allocated in this round:</b>	<b>\$115,799</b>		
<b>Total 2021/22 grants budget remaining:</b>	<b>\$26,451</b>	<b>\$151,000</b>	<b>\$151,000</b>

\* Reduced amount in lieu of the hardship grant paid earlier this financial year.

That the Council declines grants for the following applicants:

Name of Applicant	2021/22	2022/23	2023/24
Central Otago Health Inc Trust	\$7,556	\$7,556	\$7,556
Central Otago Heritage Trust	-	\$45,000	\$50,000
Central Otago District Arts Trust (CODAT)	\$16,238	\$67,926	\$63,926
Life Education Trust Heartland Otago and Southland	\$2,000	\$5,000	\$5,000
Sport Otago	\$6,451	\$48,960	\$48,960
Sport Central Sports Awards	\$1,000	\$1,000	\$1,000
<b>Total applied for but not allocated:</b>	<b>\$33,245</b>	<b>\$180,442</b>	<b>\$181,442</b>

Advantages:

- The recommended allocation is within community grant budgets: \$33,245 remains in the 2021/22 budget and the full budget allocation remains in the 2022/23 and 2023/24 financial years.

- Most applicants receive all or a partial amount of what they asked for, which will allow them to carry out their projects.
- Arts and heritage are all being funded at an equivalent amount, reflective of the similar value that they contribute to the community.
- While not receiving the amount requested, Sport Otago's operational grant will be consistent with previous years.
- The Council is declining applicants whose projects do not clearly align with the 2019 Grant Policy.
- Remaining funds are available for a second funding round in 2021/22 and full budgets are available for future years.

Disadvantages:

- The recommended grant amounts are insufficient to allow those applications seeking operational support to increase staff wages as budgeted.
- Two applicants will not receive any funding, which may compromise the quality of their service delivery.
- Limiting grant funding to a single year reduces financial stability for applicants running longer term projects and may jeopardise their ongoing functionality.

Option 2

The Council consider allocating different amounts of funding to applicants, in line with the grants criteria and available budget, taking into consideration the following:

- Alignment with the grants criteria.
- Total budget and available funds.
- Ongoing functionality of well-performing community organisations.
- A second funding round to be advertised in the third quarter of the 2021/22 financial year, and two funding rounds per year in the 2022/23 and 2023/24 financial years.

Advantages:

- Council has the discrepancy to allocate grants of a lesser or greater amount, in line with the 2019 Grant Policy and assessment matrix, and within the set budgets.

Disadvantages:

- Recommendations have been made with consideration to the available budgets, and the 2019 Grant Policy and assessment matrix.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the (social/cultural/economic/environmental) wellbeing of communities, in the present and for the future by providing financial support for community-led projects and initiatives.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	Yes

<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Yes, consistent with the 2019 Grant Policy.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	None
<b>Risks Analysis</b>	There is a risk that some applicants may not be able to carry out their projects as outlined due to insufficient funding.
<b>Significance, Consultation and Engagement (internal and external)</b>	None required

## 6. Next Steps

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

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

If approved, payment of the approved grant is made once an accountability form has been submitted for any previous grants, and an invoice is received.

## 7. Attachments

**Appendix 1 - Council Community Grant Assessment Matrix 21-24.pdf** [↓](#)

**Appendix 2 - Central Otago Health Inc Grant Application.pdf** [↓](#)

**Appendix 3 - Central Otago Heritage Trust Grant Application.pdf** [↓](#)

**Appendix 4 - Central Otago District Arts Trust Grant Application.pdf** [↓](#)

**Appendix 5 - Life Education Trust Heartland Otago Southland Grant Application.pdf** [↓](#)

**Appendix 6 - Sport Otago Grant Application.pdf** [↓](#)

**Appendix 7 - Sport Central Grant Application.pdf** [↓](#)

Report author:

Reviewed and authorised by:



Nikki Aaron  
Community Development Officer  
3/09/2021



Sanchia Jacobs  
Chief Executive Officer  
15/09/2021

Council Funding Applications  
Evaluation Matrix

Council Grant Cost Centre 1431 2435

Balance Budget 2021-22

\$ 151,000

Granted

\$8,750.00

Surplus / Deficit

\$142,250.00

Applicant/Project	Ref	Purpose				Criteria					\$ Funded Previously	\$ Cost	\$ Applied	\$ Recommended to Grant	Comments	
		Empowers local communities	Community-driven, enhances well-being of residents	Supports approved strategies plans	Delivers community-outcomes	Project well planned defined	Benefits clearly demonstrated	Costs clear reasonable	Broad community gain not individual	Demonstrates ability to become self-sustaining	Historically funded per annum					
Central Otago Health Inc Trust	GRA2 10749 852	Some	Some	No	Some	No	Some	Some	Yes	No	\$7,556.00	\$144,498.00	\$7,566.00	\$0	CODC has provided an annual grant to the Trust since it's inception. The Trust is not for profit and funds support administrative costs. Application does not align strongly with CODC Grants Criteria.	
Central Otago Heritage Trust	GRA2 10707 636	Yes	Yes	More	More	Yes	Yes	Yes	Yes	No	\$40,000.00	\$50,030.90	\$40,000.00	\$40,000	This is the same amount that the Trust has received for the past 3 years and covers 80% of funding required for Trust operations.	
Central Otago District Arts Trust	GRA2 10739 079	Yes	Yes	More	Yes	Yes	Yes	Yes	Yes	No	\$35,000.00	\$47,488.10	\$47,488.10	\$31,250	Some increased cost accounts for increased wages for coordinator. Other costs include request for support with running costs which have historically not been included in the grant. Recommend increasing annual grant to \$40,000 to support increased wages for coordinator and ensure heritage, arts and sports are all receiving the same contribution (off-set by the \$8,750 hardship grant paid to CODAT earlier this financial year).	
Life Education Trust Heartland Otago Southland	GRA2 10707 797	Yes	Some	No	Some	Yes	Yes	Yes	Yes	No	\$2,500.00	\$150,000.00	\$5,000.00	\$3,000	Reaches all primary and intermediate schools in Central Otago on a biennial basis. Recommend \$3,000 for 2021/2022, to align with comparable grants from Gore District and Dunedin City Councils.	
Sport Otago	GRA2 10739 299	Yes	Yes	More	More	Yes	Yes	Yes	Yes	No	\$41,549.00	\$304,312.00	\$48,000.00	\$41,549	Sport Otago works with Council's Parks and Recreation team on a set of deliverables for the district, in exchange for an annual grant of \$41,549. Council also supplies Sport Otago with office space (at a value of \$9,890pa). Increasing their grant will skew the differential between them and the heritage and arts contributions.	
Sport Central	GRA2 10756 824	Some	Some	Some	Some	Some	Some	Yes	Yes	No	\$0.00	\$4,724.86	\$1,000.00	\$0	This funding is specifically for a speaker at a sports awards event, who Sport Central would like to also make available to CODC. Community grants have not previously been used to fund speakers. Candidates from the Central Otago Sports Awards go on to compete in the Otago Sports Awards. Previous awards held in Wanaka with indication that 2022 awards will be held in QLDC.	
											\$126,605.00	\$701,053.86	\$149,054.10	\$115,799.00		
<b>TOTAL</b>											\$126,605.00	\$701,053.86	\$149,054.10	\$115,799.00		

No - does not align with criteria  
 Some - aligns somewhat with criteria  
 More - goes above expectations for criteria alignment  
 Yes - aligns with criteria

Council Funding Applications  
Evaluation Matrix

Council Grant Cost Centre 1431 2435 Balance Budget 2022-23 \$ 151,000 Granted \$0.00 Surplus / Deficit \$151,000.00

Applicant/Project	Ref	Purpose				Criteria					\$ Funded Previously	\$ Cost	\$ Applied	\$ Recommended to Grant	Comments
		Empowers local communities	Community-driven, enhances well-being of residents	Supports approved strategies plans	Delivers community-outcomes	Project well planned defined	Benefits clearly demonstrated	Costs clear reasonable	Broad community gain not individual	Demonstrates ability to become self-sustaining					
Central Otago Health Inc Trust	GRA21 07498 52	Some	Some	No	Some	No	Some	Some	Yes	No	\$7,556.00	\$144,498.00	\$7,566.00	\$0	CODC has provided an annual grant to the Trust since it's inception. The Trust is not for profit and funds support administrative costs. Application does not align strongly with CODC Grants Criteria.
Central Otago Heritage Trust	GRA21 07076	Yes	Yes	More	More	Yes	Yes	Yes	Yes	No	\$40,000.00	\$54,346.00	\$45,000.00	\$0	Some increased cost accounts for increased wages for coordinator.
Central Otago District Arts Trust	GRA21 07390 79	Yes	Yes	More	Yes	Yes	Yes	Yes	Yes	No	\$35,000.00	\$67,926.47	\$67,926.47	\$0	Some increased cost accounts for increased wages for coordinator. Other costs include request for support with running costs, including upgraded IT equipment, which have traditionally not been included in the grant.
Life Education Trust Heartland Otago Southland	07077 97	Yes	Some	No	Some	Yes	Yes	Yes	Yes	No	\$2,500.00	\$150,000.00	\$5,000.00	\$0	23% of outreach is in Central Otago (1510 young people). 23% of total Otago/Southland budget is \$34,500.
Sport Otago	GRA21 07392 99	Yes	Yes	More	More	Yes	Yes	Yes	Yes	No	\$41,549.00	\$304,312.00	\$48,960.00	\$0	Operating costs potentially reflect agreed projects and deliverables with Council. It is anticipated that Council will continue to provide a rent contribution of \$9,890 +GST for office space at the Cromwell Pool.
Sport Central	GRA21 07568 24	Yes	Some	Yes	Yes	Some	Some	Yes	Yes	No	\$0.00	\$4,724.86	\$1,000.00	\$0	This funding is specifically for a speaker at a sports awards event, who Sport Central would like to also make available to CODC. Community grants have not previously been used to fund speakers. Candidates from the Central Otago Sports Awards go on to compete in the Otago Sports Awards. Previous awards held in Wanaka with indication that 2022 awards will be held in QLDC.
											\$126,605.00	\$725,807.33	\$175,452.47	\$0.00	
<b>TOTAL</b>											\$126,605.00	\$725,807.33	\$175,452.47	\$-	

Council Grant Cost Centre 1431 2435														Balance Budget 2023-24		\$ 151,000		Granted		\$0.00		Surplus / Deficit		\$151,000.00	
Applicant/Project	Ref	Purpose				Criteria					\$ Funded Previously	\$ Cost	\$ Applied	\$ Recommended to Grant	Comments										
		Empowers local communities	Community-driven, enhances well-being of residents	Supports approved strategies plans	Delivers community-outcomes	Project well planned defined	Benefits clearly demonstrated	Costs clear reasonable	Broad community gain not individual	Demonstrates ability to become self-sustaining	Historically funded per annum														
Central Otago Health Inc Trust	GRA2 10749 852	Some	Some	No	Some	No	Some	Some	Yes	No	\$7,556.00	\$144,498.00	\$7,566.00	\$0	CODC has provided an annual grant to the Trust since it's inception. The Trust is not for profit and funds support administrative costs. Application does not align strongly with CODC Grants Criteria.										
Central Otago Heritage Trust	10707 636	Yes	Yes	More	More	Yes	Yes	Yes	Yes	No	\$40,000.00	\$54,346.00	\$50,000.00	\$0	Some increased cost accounts for increased wages for coordinator.										
Central Otago District Arts Trust	GRA2 10739 079	Yes	Yes	More	Yes	Yes	Yes	Yes	Yes	No	\$35,000.00	\$63,458.16	\$63,458.16	\$0	Some increased cost accounts for increased wages for coordinator. Other costs include request for support with running costs, including upgraded IT equipment, which have traditionally not been included in the grant.										
Life Education Trust Heartland Otago Southland	GRA2 10707	Yes	Yes	No	Some	Yes	More	Yes	Yes	No	\$2,500.00	\$150,000.00	\$5,000.00	\$0	23% of outreach is in Central Otago (1510 young people). 23% of total Otago/Southland budget is \$34,500.										
Sport Otago	GRA2 10739 299		Yes	More	More	Yes	Yes	Yes	Yes	No	\$41,549.00	\$304,312.00	\$49,960.00	\$0	Operating costs potentially reflect agreed projects and deliverables with Council. It is anticipated that Council will continue to provide a rent contribution of \$9,890 +GST for office space at the Cromwell Pool.										
Sport Central	GRA2 10756 824	Some	Some	Some	Some	Some	Some	Yes	Yes	No	\$0.00	\$4,724.86	\$1,000.00	\$0	This funding is specifically for a speaker at a sports awards event, who Sport Central would like to also make available to CODC. Community grants have not previously been used to fund speakers. Candidates from the Central Otago Sports Awards go on to compete in the Otago Sports Awards. Previous awards held in Wanaka with indication that 2022 awards will be held in QLDC.										
											\$126,605.00	\$721,339.02	\$176,984.16	\$0.00											
<b>TOTAL</b>											\$126,605.00	\$721,339.02	\$176,984.16	\$-											

No - does not align with criteria  
 Some - aligns somewhat with criteria  
 More - goes above expectations for criteria alignment  
 Yes - aligns with criteria

# Community Development - Grants

## GRA210749852



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  
GRA210749852

## The Applicant:

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

Central Otago Health Incorporation  
Judy Hamilton  
0274648799  
cohealthinc@gmail.com  
PO Box 355, Alexandra 9340  
Incorporated Society

## The Project:

**Project Name  
Description**

Administration of Incorporated Society

The CODC has financially assisted the administrative function of COHINC since it's inception. As an elected community board the members administer the assets of Dunstan Hospital for the community - the ultimate owners. COHINC enhances the whole of the Central Otago community by providing Dunstan Hospital with the best possible equipment and facilities. They are the 100% shareholder of Central Otago Health Services Ltd (the entity which manages the day to day running of Dunstan) and are also responsible for appointing the directors. The elected members are committed to creating the best possible health outcomes for those who use Dunstan Hospital or any of it's associated services - ie: Palliative Care.

**Start Date  
End Date**

01/07/2021  
30/06/2022

The 4 well beings

**Social**

Best possible health services through a well equipped hospital. Also a sense of pride in the fact that there is community ownership of such.

**Economic**

It helps to provide the service that keeps our community in good health and therefore economically sustainable.

<b>Environmental</b>	COHINC does not make a profit - the funds received are used to upgrade and purchase equipment.
<b>Cultural</b>	Supports COHSL in all endeavours to make Dunstan Hospital as environmentally sound as possible. Our table consists of: Each elected member represents a different region of Central Otago. Representative from Tangata Whenua - this is selected by them. There are two medical professionals elected by their peers, and a representative for the CODC.
<b>Measures</b>	Continued strong governance and administration of community assets held at Dunstan Hospital.

Meet at least three of the strategic priorities:

## The Budget:

Year 1 - 2021/22:	6000.00
Year 2 - 2022/23:	6000.00
Year 3 - 2023/24:	6000.00
<b>Total Requested \$</b>	<b>18000.00</b>

<b>Cost Breakdown</b>	Help towards administration costs which includes: Minimal meeting fees, transport costs, secretarial services, advertising and associated costs for director recruitment, accounting costs, applying for grants, and all other general administrative costs.
<b>Previously received funding?</b>	Yes
<b>Amount Received</b>	6000.00
<b>Backup Plan</b>	Any costs will have to come out of the income we receive from COHSL. This is highly undesirable as the rental received from COHSL is then used to purchase and update equipment for the hospital - it would cut into our ability to fund equipment which benefits the whole community.

## The End:

<b>Attachments Ticked</b>	<ul style="list-style-type: none"> <li>• Financial accounts (for applications of \$10,000 or more)</li> </ul>
<b>All information provided is complete and correct</b>	True
<b>Have read and acknowledge the standard Central Otago Terms and Conditions of Grant Funding</b>	Yes
<b>Acknowledge that your application will be assessed in</b>	Yes

accordance with the principles and objective contained in the Grants Policy and that Council's representative funding committee is the final decision-making authority

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: Tracy Paterson

Date 28/07/2021

Signature (10 kb)



**Central Otago Health Incorporated  
2020/21 Capital Expenditure Budget**

		Estimated Costs	Payments	Unders/ Overs	Radiology purchase
<b>Annual Replacement</b>					
M10 Electric bed & Mattress	VW	11500	10428	1072	
Alaris volumetric pump	VW	3400	3200	200	
GH Plus pump	VW	2000	2000		
SIRR system	Radiology	1400 (not capex treated as operational)		1400	
Vacuum cleaner	HospitalSer	3898	3898		
Elite Venture	Physio	1700			
Office desks chairs cabinets	Admin	5000	1705 shelving 287 High back chair 470 Chair & Drawers	2538	
<b>Essential New</b>					
Satellite phone	CEO	4400	1965	2405	
Drinks fridge for Café	HospitalSer	1200	1048	152	
<b>Information Technology</b>					
Annual IT replacement	IT	50000	22800 10LTops/DeskTops 1032 Iphone Wanaka 12774 10EliteDesk2Ipad2Monitor		
<b>Contingency Replacement</b>					
Telemetry	VW	10000	2549 Transmitter		
Contingency		10000			
<b>Radiology</b>					
General Provision for replacement (year 3)		35000			35000
COHInc contribution to CLT project		5000			5000
<b>Total COHInc</b>		<b>144498</b>	<b>64156</b>	<b>7767</b>	
<b>Carry Over</b>					
Radiology provision (years 1&2)		70000			70000
Telemetry (unspent 2017/18 to 2019/20)		30000			
General contingency (unspent 2018/19 & 2019/20)		20000	6233 Blood bank fridge		
Contribution to CLT project (unspent 2018/19&2019/20)		10000			10000
Alaris volumetric pump (carryover 2019/20)		3400	3600 1600/2000		
GH plus Syringe pump (carryover 2019/20)		3300			
IT replacement (carryover 2019/20)		13668	13875		
Primary After Hours IT solution (carryover 2019/20)		25000	no longer required. Will use for kitchen refit if Pub Charity unsuccessful. Pub Charity successful.		25000
Bain Marie (carryover 2012/13)		8000			8000
Medchart (carryover 2017/18)		14400			
Carpet cleaner (carryover 2017/18)		2000			2000
		<b>199768</b>	<b>87864</b>		<b>155000</b>
<b>Friends of Dunstan Hospital</b>					
Trauma Stretcher (carryover 2019/20) - Blood refrigerator		8762	8762		
Zeast Enable walker	Physio	2750			
Outpatient Waiting room chairs		2200	2163		
Paediatric wheelchair & cushion	Occ Therapy	4650			
Self-propel wheelchair & cushion	Occ Therapy	5000			
Exobeam Led Illuminator	Out Patients	1200			
Welch Allyn Macroview	Out Patients	1650			
Event Holter Monitors - 3	Out Patients	2500			
		<b>28712</b>	<b>10925</b>		
<b>Total Payments</b>			<b>98789</b>		
<b>Donations</b>					
Friends of Dunstan	10925				
Cash Back Promotions	500				
Dickinson Public Trust	400				
Palliative Care	1000				
<b>Rental - \$165000 due July\$50000/November\$65000/March\$50000</b>					
<b>Asset Disposal</b>					
Alaris GP Plus pump - Asset 21269 Purchased 19/12/2018					
Telemetry Transmitter - Asset 20955 Purchased 2/9/2016 \$3900 - scrapped					

**Nikki Aaron**

---

**From:** Tracy Email <tracy@matakanui.co.nz>  
**Sent:** Monday, 2 August 2021 3:11 pm  
**To:** Nikki Aaron  
**Subject:** COHINC application for funding.  
  
**Categories:** Purple Category

Hi Nikki

Can you please amend our application as we have incorrectly applied for \$6,000 per annum. Can you please use the figure of \$7,556 per annum which is exactly the same as previous years.

Apologies for the confusion.

Thank you.

Tracy Paterson  
Chairman

Sent from my iPhone

**Central Otago Health Incorporated**  
**Statement of Financial Position**  
**As at 30 June 2021**

	Note	2021 \$	2020 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Bank accounts and cash	3.1	176,270	58,750
Debtors and prepayments	3.2	-	70,291
<b>Total current assets</b>		<b>176,270</b>	<b>129,041</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	4.	1,389,873	1,577,899
Investments	3.3	606,948	588,779
<b>Total non-current assets</b>		<b>1,996,821</b>	<b>2,166,678</b>
<b>Total assets</b>		<b>2,173,091</b>	<b>2,295,719</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	3.4	7,417	36,635
<b>Total liabilities</b>		<b>7,417</b>	<b>36,635</b>
<b>Net Assets</b>		<b>2,165,674</b>	<b>2,259,084</b>
<b>ACCUMULATED FUNDS</b>			
Accumulated surplus/(deficit)		2,163,173	2,256,583
Reserves		2,501	2,501
<b>Total Accumulated Funds</b>		<b>2,165,674</b>	<b>2,259,084</b>

*The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.*

**Central Otago Health Incorporated**  
**Notes to the Performance Report**  
**For the Year Ended 30 June 2021**

1. Analysis of revenue	2021 \$	2020 \$
1.1 Revenue from fundraising, grants and donations		
<b>Revenue From Grants And Donations</b>		
Central Otago District Council	7,556	7,556
Central Lakes Trust	-	364,000
Donations - Friends of Dunstan Hospital	10,925	12,456
Donations - Other	1,900	500
	<u>20,381</u>	<u>384,512</u>
<b>Total - fundraising, grants and donations</b>	<u>20,381</u>	<u>384,512</u>
1.2 Revenue from providing goods or services		
Rent Received	230,000	165,000
<b>Total revenue from providing goods or services</b>	<u>230,000</u>	<u>165,000</u>
1.3 Interest, dividends and other investments revenue		
BNZ	8,509	19,365
<b>Total interest, dividends and other investments revenue</b>	<u>8,509</u>	<u>19,365</u>
1.4 Other revenue		
Sundry Income	75	-
<b>Total other revenue</b>	<u>75</u>	<u>-</u>

*The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.*

**Central Otago Health Incorporated**  
**Notes to the Performance Report**  
**For the Year Ended 30 June 2021**

2. Analysis of expenses	2021 \$	2020 \$
<b>2.1 Administration and overhead costs</b>		
Bank charges	26	115
CODC Expenses	10,044	8,810
Freight & courier	24	14
<b>Total administration and overhead costs</b>	<b>10,094</b>	<b>8,939</b>
<b>2.2 Grants and donations made</b>		
Education Grant SDHB Funds	-	1,424
Donations - Flemming Trust	76,295	-
<b>Total grants and donations made</b>	<b>76,295</b>	<b>1,424</b>
<b>2.3 Other expenses</b>		
Accountancy fees	6,719	6,700
Audit fees	3,500	3,250
Interest - Inland Revenue	20	11
Penalties - I.R.D	205	-
Depreciation	250,662	225,333
Depreciation - loss on sale	4,888	44,372
Depreciation recovered - profit on sale	(7)	-
<b>Total other expenses</b>	<b>265,987</b>	<b>279,666</b>

*The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.*

## Central Otago Health Incorporated

### Notes to the Performance Report For the Year Ended 30 June 2021

3. Analysis of assets and liabilities	2021 \$	2020 \$
<b>3.1 Bank accounts and cash</b>		
BNZ	168,758	52,193
BNZ - General Funds Call Account	5,289	5,337
Dunstan Hospital Palliative Care - 00	5	5
Dunstan Hospital Palliative Care - 97	1,008	6
CT Scanner	1,049	1,048
CT Scanner Call Account	161	161
<b>Total bank accounts and cash</b>	<b>176,270</b>	<b>58,750</b>
<b>3.2 Debtors and prepayments</b>		
Receivables - Interest	-	1,165
GST refunds due from IRD	-	69,126
<b>Total debtors and prepayments</b>	<b>-</b>	<b>70,291</b>
<b>3.3 Investments</b>		
Portfolio investment entities (sub-code for each PIE if required)	1,309	-
<b>Term Deposit SDHB Capital</b>	<b>-</b>	<b>75,000</b>
<b>BNZ Term Investment 011 - CT Scanner</b>	<b>188,444</b>	<b>188,444</b>
<b>BNZ Term Investment 013</b>	<b>105,930</b>	<b>104,183</b>
<b>BNZ Term Investment 014 - Radiology Plant Carryover</b>	<b>184,217</b>	<b>96,591</b>
<b>BNZ Term Investment 015</b>	<b>127,048</b>	<b>124,561</b>
<b>Total investments</b>	<b>606,948</b>	<b>588,779</b>
<b>3.4 Creditors and accrued expenses</b>		
Payables	-	36,635
GST payable to IRD	7,417	-
<b>Total creditors and accrued expenses</b>	<b>7,417</b>	<b>36,635</b>

*The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.*

**Central Otago Health Incorporated**  
**Notes to the Performance Report**  
**For the Year Ended 30 June 2021**

4. Property, plant and equipment	Opening Carrying Amount	Purchases	Sales and Disposals	Current year Depreciation /Impairment	Gain/loss On sale	Closing Carrying Amount	Current Valuation
<b>This year</b>							
Fittings	1,493	903	-	(225)	-	2,171	
Tenants Improvements	354,315	-	-	(31,273)	-	323,042	
General Furniture and Equipment	132,019	17,246	-	(29,593)	-	119,672	
Technical/Clinical Equipment	996,406	10,797	-	(160,122)	(4,888)	842,193	
IT Equipment	79,470	38,571	-	(26,331)	-	91,710	
Plant and machinery	1,123	-	-	(337)	-	786	
Kitchen Equipment	13,073	-	-	(2,774)	-	10,299	
<b>Total</b>	<b>1,577,899</b>	<b>67,517</b>	<b>-</b>	<b>(250,655)</b>	<b>(4,888)</b>	<b>1,389,873</b>	
<b>Last year</b>							
Fittings	777	801	-	(85)	-	1,493	
Tenants Improvements	385,640	-	-	(31,325)	-	354,315	
General Furniture and Equipment	144,916	20,170	-	(33,067)	-	132,019	
Technical/Clinical Equipment	649,750	554,051	(26,087)	(136,988)	(44,320)	996,406	
IT Equipment	73,002	27,055	-	(20,535)	(52)	79,470	
Plant and machinery	1,460	-	-	(337)	-	1,123	
Kitchen Equipment	14,989	1,080	-	(2,996)	-	13,073	
<b>Total</b>	<b>1,270,534</b>	<b>603,157</b>	<b>(26,087)</b>	<b>(225,333)</b>	<b>(44,372)</b>	<b>1,577,899</b>	

*The accompanying notes form part of these financial statements. These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Compilation Report.*

## Cash flow

### CENTRAL OTAGO HEALTH INCORPORATED

Cash mode  
01 Jul 2020 - 30th June 2021  
Generated 12th June 2021

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
<b>Income</b>													
Donations - Friends of I	-	-	8,762	-	-	-	-	-	2,163	-	-	-	10,925
Donations - Other	-	500	400	-	1,000	-	-	-	-	-	-	-	1,900
Grants - Central Otago	-	-	-	7,556	-	-	-	-	-	-	-	-	7,556
Rent Received	-	50,000	-	-	65,000	-	-	-	50,000	-	65,000	-	230,000
<b>Other Income</b>													
Interest Income - BNZ	1,165	1,734	130	0	0	76	1,747	39	66	3,406	0	1,309	9,674
<b>Total Income</b>	<b>1,165</b>	<b>52,234</b>	<b>9,292</b>	<b>7,556</b>	<b>66,000</b>	<b>76</b>	<b>1</b>	<b>39</b>	<b>52,230</b>	<b>3,406</b>	<b>65,000</b>	<b>1,309</b>	<b>260,055</b>
<b>Gross Profit</b>	<b>1,165</b>	<b>52,234</b>	<b>9,292</b>	<b>7,556</b>	<b>66,000</b>	<b>76</b>	<b>1</b>	<b>39</b>	<b>52,230</b>	<b>3,406</b>	<b>65,000</b>	<b>1,309</b>	<b>260,055</b>
<b>Less Expense</b>													
Accountancy Fees	-	-	-	5,400	-	-	-	-	-	1,319	-	-	6,719
Audit Fees	-	-	-	-	3,500	-	-	-	-	-	-	-	3,500
Bank charges	42	2	6	2	-	5	3	1	2	3	3	-	68
CODC Admin Services	256	388	33	-	306	400	138	299	388	306	-	269	2,782
CODC Advertising	-	-	-	-	-	247	-	-	-	-	-	-	247
CODC Administration & General	18	28	255	259	131	26	14	-	25	34	226	8	1,024
CODC Meeting Fees	-	23	-	-	238	158	178	178	-	-	-	-	775
CODC Meeting Fees	450	400	250	200	300	200	-	450	250	150	250	150	3,050
CODC Travel	407	516	164	155	255	80	-	345	155	155	205	273	2,710
Freight & Courier	-	-	-	-	24	-	-	-	-	-	-	-	24
Interest - Inland Revenue	-	-	-	20	-	-	-	-	-	-	-	-	20
Penalties - Inland Revenue	-	-	-	205	-	-	-	-	-	-	-	-	205
<b>Total Expense</b>	<b>1,174</b>	<b>1,356</b>	<b>708</b>	<b>6,241</b>	<b>4,754</b>	<b>1,115</b>	<b>333</b>	<b>1,273</b>	<b>820</b>	<b>1,968</b>	<b>683</b>	<b>700</b>	<b>21,125</b>
<b>Operating Profit</b>	<b>(9)</b>	<b>48,670</b>	<b>8,584</b>	<b>1,315</b>	<b>61,247</b>	<b>(1,039)</b>	<b>(332)</b>	<b>(1,234)</b>	<b>51,410</b>	<b>1,438</b>	<b>64,317</b>	<b>609</b>	<b>238,930</b>

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
<b>Less Asset</b>													
<b>Term Deposits</b>													
Term Deposit SDHB Cap	-	-	-	1,295	-	-	-	-	-	-	-	-	1,295
Term Deposit 013 - Int	-	-	-	-	-	-	1,747	-	-	-	-	-	1,747
Term Deposit 014 - Int	-	1,708	-	-	-	-	-	-	-	901	-	-	2,609
Term Deposit 15 - Inter	-	-	-	-	-	-	-	-	-	2,488	-	-	2,488
Term Deposit 016 - Int	-	-	-	-	-	-	-	-	-	16	-	-	16
BNZ Term Investment (	-	-	-	-	-	-	-	-	85,000	-	-	-	85,000
Term Deposit SDHB	-	-	-	-	-	-	-	-	(76,295)	-	-	-	(76,295)
Term Deposit 014	-	-	-	-	-	-	-	-	-	(85,016)	-	-	(85,016)
Term Deposit 014	-	-	-	-	-	-	-	-	-	85,016	-	-	85,016
Flemming Trust	-	-	-	-	-	-	-	-	-	76,295	-	-	76,295
<b>Total Current Assets</b>	-	1,708	-	1,295	-	-	1,747	-	8,705	79,700	-	-	93,154
<b>Fixed Assets</b>													
Fittings - purchases	-	1,487	-	217	-	-	-	-	-	-	-	-	1,705
IT Equipment - purchas	-	13,875	-	-	25,797	-	-	-	-	-	-	12,774	52,446
General Furniture & Fit	-	-	-	287	3,898	-	-	-	12,778	282	-	-	17,246
Technical/Clinical Equip	-	7,833	8,762	3,048	-	-	-	2,000	-	3,200	-	2,549	27,392
<b>Total Fixed Assets</b>	-	23,195	8,762	3,552	29,695	-	-	2,000	12,778	3,482	-	15,323	98,788
<b>GST</b>													
G.S.T. payments	-	-	-	4,113	-	-	4,663	-	-	-	4,854	-	13,630
G.S.T. refunds	(64,424)	-	-	-	(2,837)	-	-	-	(356)	-	-	-	(67,617)
<b>Total GST</b>	(64,424)	-	-	4,113	(2,837)	-	4,663	-	(356)	-	4,854	-	(53,987)
<b>Total Asset</b>	(64,424)	23,195	8,762	8,960	26,858	-	4,663	2,000	21,128	83,182	4,854	15,323	137,955
<b>Plus GST Movement</b>													
GST collected	-	7,500	-	-	9,750	-	-	-	7,500	-	9,750	-	34,500
GST paid	(3)	(3,384)	(1,353)	(1,485)	(5,038)	(49)	(29)	(327)	(1,921)	(725)	(34)	(2,300)	(16,646)
<b>Total GST Movement</b>	(3)	4,116	(1,353)	(1,485)	4,712	(49)	(29)	(327)	5,579	(725)	9,716	(2,300)	17,854
<b>Opening Balance</b>	58,749	123,162	150,150	151,618	142,592	181,693	180,607	175,581	172,020	207,881	125,412	194,591	58,749
<b>Total Cash Movement</b>	64,413	29,988	(1,531)	(9,027)	39,100	(1,089)	(5,024)	(3,560)	35,861	(82,469)	69,179	(17,013)	118,829
<b>Closing Balance</b>	123,162	153,150	151,619	142,591	181,693	180,604	175,581	172,020	207,881	125,412	194,591	177,578	177,578

**General Ledger**

01 Jun 2021 - 30 Jun 2021

Account number	Account name								
<b>2-2200</b>	<b>GST paid</b>								
Date	Reference number	Transaction description	Quantity	Gross amount (\$)	Tax amount (\$)	Debit (\$)	Credit (\$)	Balance (\$)	Line description
29/06/2021	14	N Nevill 10.75 Hrs 9.40 Disb Other A/c 3890070761487001 DC		(1.23)	0.00	1.23		(93,681.24)	
29/06/2021	15	CCL 10 HP EliteD IT Replaceme Ass21454-68 Other A/c 208200530664029 DC		(1,916.10)	0.00	1,916.10		(95,597.34)	
29/06/2021	19	GE Healthcare Tele Transmi CapEx Teleme Ass 21502 Other A/c 600670345687006 DC		(382.31)	0.00	382.31		(95,979.65)	
<b>Total</b>				<b>(2,299.64)</b>	<b>0.00</b>	<b>2,299.64</b>		<b>(95,979.65)</b>	
<b>2042</b>	<b>Technical/Clinical Equipment - purchases</b>								
Date	Reference number	Transaction description	Quantity	Gross amount (\$)	Tax amount (\$)	Debit (\$)	Credit (\$)	Balance (\$)	Line description
29/06/2021	19	GE Healthcare Tele Transmi CapEx Teleme Ass 21502 Other A/c 600670345687006 DC		2,931.07	382.31	2,548.76		564,847.76	
<b>Total</b>				<b>2,931.07</b>	<b>382.31</b>	<b>2,548.76</b>		<b>564,847.76</b>	
<b>2052</b>	<b>IT Equipment - purchases</b>								
Date	Reference number	Transaction description	Quantity	Gross amount (\$)	Tax amount (\$)	Debit (\$)	Credit (\$)	Balance (\$)	Line description
29/06/2021	15	CCL 10 HP EliteD IT Replaceme Ass21454-68 Other A/c 208200530664029 DC		14,690.10	1,916.10	12,774.00		66,391.33	
<b>Total</b>				<b>14,690.10</b>	<b>1,916.10</b>	<b>12,774.00</b>		<b>66,391.33</b>	
<b>7600</b>	<b>Interest Income - BNZ</b>								
Date	Reference number	Transaction description	Quantity	Gross amount (\$)	Tax amount (\$)	Debit (\$)	Credit (\$)	Balance (\$)	Line description
29/06/2021	CR000188	80885760-0011 INT \$1308.52 EXEMPT TAX BATCH Other A/c 209160998982020 Batch 3297 TD		1,308.52	0.00		1,308.52	9,673.22	
30/06/2021	CR000189	BONUS CR INTEREST \$0.12 EXEMPT		0.12	0.00		0.12	9,673.34	

Date	Reference number	Transaction description	Quantity	Gross amount (\$)	Tax amount (\$)	Debit (\$)	Credit (\$)	Balance (\$)	Line description
		Other A/c 209160009232097 INT							
30/06/2021	CR000190	BASE CR INTEREST \$0.04 EXEMPT Other A/c 209160009232097 INT		0.04	0.00		0.04	9,673.38	
30/06/2021	CR000191	GROSS CR INTEREST \$0.04 EXEMPT Other A/c 209160014277002 INT		0.04	0.00		0.04	9,673.42	
30/06/2021	CR000192	GROSS CR INTEREST \$0.01 EXEMPT Other A/c 209160014277025 INT		0.01	0.00		0.01	9,673.43	
30/06/2021	CR000193	GROSS CR INTEREST \$0.22 EXEMPT Other A/c 209160014277066 INT		0.22	0.00		0.22	9,673.65	
<b>Total</b>				<b>1,308.95</b>	<b>0.00</b>		<b>1,308.95</b>	<b>9,673.65</b>	
<b>8410/01 CODC Travel</b>									
Date	Reference number	Transaction description	Quantity	Gross amount (\$)	Tax amount (\$)	Debit (\$)	Credit (\$)	Balance (\$)	Line description
29/06/2021	13	T Paterson Travel & MF JUne Other A/c 106950045378050 DC		49.00	0.00	49.00		2,486.80	
29/06/2021	17	B Christensen Travel & MF JUne Other A/c 1232340020315000 DC		50.40	0.00	50.40		2,537.20	
29/06/2021	18	L Overton Travel JUne Other A/c 317390099082000 DC		74.20	0.00	74.20		2,611.40	
29/06/2021	20	C Tamblyn MF JUne Other A/c 209160104790000 DC		50.00	0.00	50.00		2,661.40	
29/06/2021	21	T Lloyd Travel JUne Other A/c 203580234792000 DC		49.00	0.00	49.00		2,710.40	
<b>Total</b>				<b>272.60</b>	<b>0.00</b>	<b>272.60</b>		<b>2,710.40</b>	
<b>8410/02 CODC Administration &amp; Disbursements</b>									
Date	Reference number	Transaction description	Quantity	Gross amount (\$)	Tax amount (\$)	Debit (\$)	Credit (\$)	Balance (\$)	Line description
29/06/2021	14	N Nevill 10.75 Hrs 9.40 Disb Other A/c 3890070761487001 DC		9.40	1.23	8.17		1,024.30	
<b>Total</b>				<b>9.40</b>	<b>1.23</b>	<b>8.17</b>		<b>1,024.30</b>	
<b>8410/05 CODC Admin Services</b>									
Date	Reference number	Transaction description	Quantity	Gross amount (\$)	Tax amount (\$)	Debit (\$)	Credit (\$)	Balance (\$)	Line description
29/06/2021	14	N Nevill 10.75 Hrs 9.40 Disb Other A/c 3890070761487001 DC		268.75	0.00	268.75		2,782.30	
<b>Total</b>				<b>268.75</b>	<b>0.00</b>	<b>268.75</b>		<b>2,782.30</b>	
<b>8410/06 CODC Meeting Fees</b>									
Date	Reference number	Transaction description	Quantity	Gross amount (\$)	Tax amount (\$)	Debit (\$)	Credit (\$)	Balance (\$)	Line description
29/06/2021	13	T Paterson Travel & MF JUne Other A/c 106950045378050 DC		50.00	0.00	50.00		2,950.00	

29/06/2021	16	R Roy MF June Other A/c 1539590110537000 DC	50.00	0.00	50.00	3,000.00
29/06/2021	17	B Christensen Travel & MF June Other A/c 1232340020315000 DC	50.00	0.00	50.00	3,050.00
<b>Total</b>			<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>3,050.00</b>
<b>Grand total</b>				<b>18,321.92</b>	<b>1,308.95</b>	

## Community Development - Grants

### GRA210707636



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  
GRA210707636

## The Applicant:

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

Central Otago Heritage Trust  
Maggie Hope  
0275702485  
centralotagoheritagetrust@gmail.com  
34 Sunderland Street, Clyde 9330  
Charitable Trust

## The Project:

**Project Name  
Description**

Central Otago Heritage Trust - Programme Coordination  
The Central Otago Heritage Trust, established in 2008, comprises member groups within our local heritage community. Our role is to represent the collective interests of these groups in protecting, preserving, and celebrating central Otago's unique heritage. COHT acknowledges, and appreciates, the three-year grant from council (2018 -2021) that has enabled us to employ a part-time heritage coordinator. This has successfully fostered a more integrated and cohesive approach to achieving the tasks set out in our 2018 plan. Over this time, we have enjoyed a productive working relationship with Council and foresee this strengthening into the future. Disruptions from the pandemic and the associated delay in replacing our Heritage Coordinator slowed our progress. Nonetheless, since late October 2020, when our new Heritage Coordinator was appointed, we have picked up speed in delivering on our objectives. We have just completed our accountability report to Council, reflecting on our activities over the last financial year (appended). We have made some great progress, but recognise there is still more important work to be done. A recent review of our 2018 Plan confirmed that the goals set out in the 2012 'Towards Better Heritage Outcomes for Central Otago' consultation report are still

**Start Date**

relevant today. Our appended Draft 2021-2024 Strategic Plan therefore reflects these community-led aspirations. We are now in the process of seeking feedback from our members on this draft plan.

Our three-year plan sets out our programme of work that will deliver on three strategic goals.

- Supporting the guardians of Central Otago heritage to identify, record, protect and preserve our heritage.
- Working together to enhance best practice for protecting and managing our heritage.
- Celebrating our heritage.

Each of these goals has an assigned set of tasks that, together, will result in tangible, positive outcomes for safeguarding and promoting Central Otago's heritage.

01/07/2021

**End Date**

30/06/2024

The 4 well beings

**Social**

COHT brings together heritage organisations and the wider community into a network to ensure that Central Otago's unique and diverse heritage is respected, valued, protected, preserved and celebrated for present and future generations.

COHT is governed by trustees nominated and elected by members:

- Alexandra Miners Village & Riverside Park Trust
- Central Lakes Trust
- Central Otago District Council
- Central Otago Environmental Society
- Central Otago Libraries
- Central Stories Museum and Art Gallery
- Clyde Museum
- Cromwell Museum
- Department of Conservation
- Drybread Cemetery Trust
- Heritage New Zealand Pohere Taonga
- Otago Goldfields Heritage Trust
- Otago Museum
- Promote Dunstan
- St Bathans Heritage and Environmental Protection Society
- Teviot Valley District Museum
- Upper Clutha Historical Records Society

By working proactively with our members, we offer a more unified approach to our safeguarding and celebrating our heritage.

**Economic**

We believe heritage is an important asset and a valuable resource, attracting new residents, businesses and visitors to the area which contribute to the region's prosperity and economic well-being.

Celebrating Central Otago's unique heritage contributes to this economic wellbeing. COHT will:

- Continue to promote heritage as valuable resource and asset through our established communications channels (heritagecentralotago.org.nz, newsletters, Facebook page)
- Work with our five museums, Tourism Central Otago

**Environmental**

and the wider heritage community, we will take a 'World of Difference' approach to developing a Central Otago Heritage Trail (map/brochure), targeted at promoting our heritage offerings to residents and visitors to the district.

- Keeping abreast of proposed national and local policies and plans that impact on our heritage offerings and make submissions for safeguarding these assets where relevant.

**Cultural**

Central Otago's heritage starts with our powerful landscape. We have a plethora of heritage sites located on conservation land, pastoral farms, riversides and lake margins. COHT is committed to working with the guardians of heritage to safeguard these sites for future generations by:

- Keeping abreast of proposed national and local policies and plans that impact on our natural environment and where make submissions where relevant.
- Connecting with advocating on behalf of our member working towards improved environmental outcomes.

Heritage is an integral part of our distinctive regional character and identity -whether it be artifacts in museums, restored early settlement buildings, Māori customs and traditions and the stories that bring our heritage to life.

COHT is committed to:

- Identifying, encouraging, promoting and providing advocacy for work being undertaken by heritage groups across Central Otago District.
- Supporting the Central Otago Museum Sector in developing a network approach for the greater benefit of the sector
- Telling our stories through the of Oral History Project and MemoryBank.
- Celebrating our heritage through networking events
- Maintaining support for the Otago Goldfields Heritage Site Inventory
- Supporting and advocating for the updating of heritage aspects as part of the District Plan review and relevant plan changes
- Promoting heritage offerings, news and events through our established communications channels (heritagecentralotago.org.nz, newsletters, Facebook page)

**Measures**

The Trust has developed a three-year work programme to focus our activities (please see the appended Draft Strategic Plan).

CODC funding will enable the Trust to continue employing a part-time Heritage Coordinator, who is tasked with ensuring we are successful in achieving the goals set out in this plan.

The Trust has a dedicated team, comprising eight Trustees, who are committed to maintaining the momentum and successes we have achieved over the last three years through Council's financial support. More specific measures include the following:

- The Trust meets every 6-8 weeks to monitor progress.
- We value having a representative from Council on our Board.

- We will continue to provide accountability reports back to Council.
- We will continue to work closely with our members to ensure that we reflect the needs and aspirations of the guardians of heritage.

Meet at least three of the strategic priorities:

## The Budget:

Year 1 - 2021/22:	40000.00
Year 2 - 2022/23:	45000.00
Year 3 - 2023/24:	50000.00
<b>Total Requested \$</b>	<b>135000.00</b>

<b>Cost Breakdown</b>	A cost breakdown is included in the appended budget
<b>Previously received funding?</b>	Yes
<b>Amount Received</b>	120000.00
<b>Backup Plan</b>	COHT will need to apply to other funding agencies for financial support.

## The End:

**Attachments Ticked**

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

<b>All information provided is complete and correct</b>	True
<b>Have read and acknowledge the standard Central Otago Terms and Conditions of Grant Funding</b>	Yes
<b>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</b>	Yes
<b>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</b>	Yes
<b>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</b>	Yes

**Name:**

Maggie Hope - Central Otago Heritage Trust Coordinator

**Date**

28/07/2021

**Signature (8 kb)**

A handwritten signature in black ink, appearing to be 'MAGGIE HOPE', written in a cursive style.

# Central Otago Heritage [DRAFT] Strategic Plan 2021 - 2024



*Protecting, preserving & celebrating  
Central Otago's heritage*

## ABOUT US

The Central Otago Heritage Trust, established in 2008, comprises member groups and organisations within the local heritage community. The role of the Trust is to represent the collective interests of these groups in protecting, preserving, and celebrating our unique heritage. It is governed by trustees nominated and elected by members.

### Our Trustees

David Ritchie (Chair), Greg Bodeker, Russell Garbutt, Lynda Gray, John Kerr, Ross Naylor, Kristy Rusher & Graye Shattky. David Campbell (Council Representative).

### Our Members

- Aukaha (*formerly Kai Tahu ki Otago*)
- Alexandra Miners Village & Riverside Park Trust
- Bodeker Scientific
- Central Otago Environment Society
- Central Lakes Trust
- Central Otago District Council
- Central Otago Libraries
- Central Stories Museum and Art Gallery
- Clyde Museum
- Cromwell Museum
- Department of Conservation
- Drybread Cemetery Trust
- Heritage New Zealand
- Otago Goldfields Heritage Trust
- Otago Museum
- Promote Dunstan
- St Bathans Heritage and Environmental Protection Society
- Teviot District Museum
- Upper Clutha Historical Records Society.

## WHAT IS HERITAGE?

Heritage is widely recognised as an important element in defining a 'sense of place' and providing a tangible link with the past. Heritage also plays an important role in the economic well-being in contributing to its attractiveness as a place in which to live and invest, and in helping create a desirable destination for domestic and international tourism.

### A Definition

Heritage is that which is inherited from past and current generations, cared for in the present and handed on for the benefit of future generations, and includes:

**Built heritage** - the legacy of man-made buildings, structures, and objects and associated intangible attributes.

**Natural heritage** - the legacy of natural places, objects and intangible attributes encompassing the rural and natural environment, including flora and fauna.

**Cultural heritage** - comprises two components: the tangible – artefacts, ecofacts, buildings, gardens, landscapes, historic places, relics of the past, material remains big and small; and the intangible - folklore, language, music, dance, manners, memories, customs, traditions, histories and notions of identity.

**Archaeology** - a place or item associated with pre-1900 human activity, where there may be evidence relating to the history of New Zealand. Archaeology includes both in-ground and above ground remnants and can include any of the heritage resources mentioned under Built Heritage and Cultural Heritage above.

## CENTRAL OTAGO'S RICH HERITAGE.

Central Otago's rich heritage starts with our powerful landscape, sunny, dry and brown with weathered ancient mountains and fast-flowing rivers. From early Māori settlements, pioneering pastoral farmers, the rush for gold, to fruit and wine – all bringing a mix of cultures, customs, traditions and architecture and giving us a unique sense of place. Heritage surrounds us - it is part of our every day. We live within it, use it, build businesses around it, record it, preserve it, restore it, adapt it and celebrate it.

## COMMUNITY ASPIRATIONS FOR HERITAGE

The 2012 'Towards Better Heritage Outcomes for Central Otago' (TBHO) consultation document sets out nine community-inspired recommendations for managing Central Otago's heritage into the future. These nine recommendations are as follows:

### Protecting and Preserving our Heritage

1. Central Otago's heritage is identified and recorded.
2. The community needs to have a good understanding of the statutory and regulatory requirements and access to the processes relating to heritage.
3. Ensure relationships are strong between agencies with an interest in heritage.
4. There is a range of incentives that facilitate the preservation of heritage preservation.
5. Museums are adequately resourced to care for, collect and celebrate our heritage effectively.

### Celebrating our Heritage

6. Heritage is innovatively promoted to ensure the community understands its value and visitors are enticed to come here.
7. Communities share and celebrate heritage in ways that resonate with them.

### Funding

8. To ensure that funding for heritage is improved and accessible.

## OUR VISION AND GOALS

This strategic document sets out the vision and goals for the Central Otago Heritage Trust's role in progressing the recommendations set out in the TBHO. It also provides a framework and plan for our programme of work over the next three years.

<b>OUR VISION</b>	Central Otago's heritage is respected, valued, protected, preserved and celebrated for present and future generations.										
<b>OUR GOALS</b>	<ol style="list-style-type: none"> <li>1. Supporting the guardians of Central Otago heritage to identify, record, protect and preserve our heritage.</li> <li>2. Working together to enhance best practice for protecting and managing our heritage.</li> <li>3. Celebrating Central Otago's heritage</li> </ol>										
<b>OUR VALUES</b>	<table> <tr> <td>Proactive</td> <td>making things happen by identifying needs and opportunities</td> </tr> <tr> <td>Collaborative</td> <td>achieving more through positive engagement with others</td> </tr> <tr> <td>Responsive</td> <td>being receptive and ready for change</td> </tr> <tr> <td>Innovative</td> <td>seeking creative ways to solve problems</td> </tr> <tr> <td>Accountable</td> <td>accepting responsibility for achieving common goals</td> </tr> </table>	Proactive	making things happen by identifying needs and opportunities	Collaborative	achieving more through positive engagement with others	Responsive	being receptive and ready for change	Innovative	seeking creative ways to solve problems	Accountable	accepting responsibility for achieving common goals
Proactive	making things happen by identifying needs and opportunities										
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Responsive	being receptive and ready for change										
Innovative	seeking creative ways to solve problems										
Accountable	accepting responsibility for achieving common goals										



## OUR PLAN: 2021 – 2024

Our three-year plan sets out our programme of work that will deliver on three strategic goals. Each of these goals has an assigned set of tasks that, together, will result in tangible, positive outcomes for safeguarding and promoting Central Otago's heritage:

<b>Goal 1: Supporting the guardians of Central Otago heritage to identify, record, protect and preserve our heritage</b>				
#	Tasks	Project Group(s)	Priority	Notes
1.1	Support and advocate for the updating of heritage aspects as part of the District Plan review and any relevant plan changes	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ OGHT</li> <li>▪ CODC</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Participate in CODC review of heritage provision in the District Plan (late 2021/2022)</li> </ul>
1.2	Maintain support for the Otago Goldfields Heritage Site Inventory.	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ OGHT</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Work with OGHT to progress next steps on the heritage site inventory project</li> </ul>
1.3	Identify, encourage, promote and provide advocacy for work being undertaken by heritage groups across Central Otago District.	<ul style="list-style-type: none"> <li>▪ COHT</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Update list of projects being undertaken by heritage groups</li> </ul>
1.4	Continue the work of the Oral History Programme based on the proven systems and processes developed in the pilot phase.	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ Museum sector</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Continuation of the programme for another two years is reliant on the success of funding applications.</li> <li>▪ Progress finding a long-term, sustainable 'home' for the Oral History Project</li> </ul>
1.5	Conclude investigation into a cost-effective online repository and management plan that is suitable for the MemoryBank and Oral History projects.	<ul style="list-style-type: none"> <li>▪ COHT</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Scoping document completed (Kinski Ltd)</li> <li>▪ Review 'Recollect' programme with Central Otago Libraries as an alternative platform</li> </ul>

## Goal 2: Working together to enhance best practice for protecting and managing our heritage

#	Tasks	Project Group	Priority	Notes
2.1	Review COHT's relationship with our members and the heritage sector every two years.	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ Members</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Identify and promote membership to organisations concerned with safeguarding and celebrating Central Otago heritage</li> </ul>
2.2	Review the role and responsibilities of COHT Trustees every three years during the COHT Heritage Plan review	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ Members</li> </ul>	Every 3 years	<ul style="list-style-type: none"> <li>▪ Ensure we have the right mix of skills amongst Trustees to achieve our objectives</li> </ul>
2.3	Work with Central Otago Museum sector and heritage groups to identify and implement heritage training opportunities focussed on best practice for protecting heritage.	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ Museum sector</li> <li>▪ Members</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Engaging skills and expertise from Te Papa, Heritage New Zealand and Otago Museum for relevant Museum network events</li> </ul>
2.4	Provide up-to-date information on NZ's heritage framework & heritage best practice to member groups.	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ Heritage NZ</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Keeping abreast of changes in heritage policies and processes (National, Local Govt, Heritage NZ). Any such changes would be communicated to our members and the wider heritage sector</li> </ul>
2.5	Identify and promote awareness of incentives that encourage property owners to maintain and enhance Central Otago's heritage.	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ Heritage NZ</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Continue progress on establishing a Heritage Award at CODC biennial business awards.</li> <li>▪ Promote current incentives e. g. Heritage Equip, CODC resource consent waivers, others?</li> <li>▪ Advocate for greater incentives in District Planning process</li> <li>▪ Review what other districts are doing in this area.</li> </ul>
2.6	Identify and develop new funding sources for Central Otago heritage.	<ul style="list-style-type: none"> <li>▪ COHT</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Work with current funders to develop and promote a list of opportunities that are suited to heritage projects.</li> </ul>

2.7	Support the Central Otago Museum Sector with the implementation of the proposed District Museum Function	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ CODC</li> <li>▪ Museum Sector</li> <li>▪ Otago Museum</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Continue to provide co-ordination support to the sector until such time as the sector has a resourced self-sustaining model of operation.</li> <li>▪ Provide COHT membership as Trustee on the proposed Central Otago Museums' Trust and provide recommendations for an independent Chair.</li> </ul>
2.8	Review COHT Heritage Plan every three years	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ Members</li> </ul>	Every 3 years	<ul style="list-style-type: none"> <li>▪ Ensure ongoing engagement with members to re-confirm our current direction and anticipate future needs and opportunities</li> </ul>

### Goal 3: Celebrating our heritage

#	Tasks	Project Group	Priority	Notes
3.1	Maintain and promote a calendar of heritage, culture, tourism, and arts events within Central Otago.	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ Members</li> <li>▪ CODAT</li> <li>▪ Museum Sector</li> <li>▪ CODC</li> <li>▪ Tourism Central Otago</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Expand events calendar to include relevant culture, tourism, and the arts.</li> <li>▪ Events are listed and promoted on our website, social media and newsletters</li> </ul>
3.2	Work with the Central Otago Museum Network and Tourism Central Otago to develop a 'Central Otago Heritage Trails' digital brochure/map.	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ Museum Sector</li> <li>▪ Tourism Central Otago</li> <li>▪ DoC</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ This goal is also included in the Draft Museum Sector Strategy</li> </ul>

3.3	Work with Central Otago schools and educators to develop relevant ways of using Oral History as a learning tool.	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ Central Otago schools &amp; educators</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Progress discussions with Terrace Primary and Dunstan High schools</li> </ul>
3.4	Maintain a heritage website and media presence that promotes and celebrates Central Otago heritage to the wider community.	<ul style="list-style-type: none"> <li>▪ COHT</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Heritage website launched in December 2020 and Facebook page in February 2021.</li> </ul>
3.5	Use existing communications channels to network with heritage groups from the wider Otago region.	<ul style="list-style-type: none"> <li>▪ COHT</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Otago Key stakeholders include: Wakatipu Heritage Trust, Otago Museum, Early Settlers Museum, Heritage South, Upper Clutha Records Society, Queenstown Historical Society.</li> </ul>
3.6	Publish a quarterly Central Otago Heritage publication with input from member and heritage groups from the wider Otago region.	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ Members</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Encourage member contributions to each newsletter</li> </ul>
3.7	Identify opportunities to develop heritage educational and networking events that are relevant to members and the wider community.	<ul style="list-style-type: none"> <li>▪ COHT</li> <li>▪ Members</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Run heritage seminars and presentations (e.g., Winter series: Heritage Café)</li> <li>▪ Keep abreast of research and projects taking place outside of our region that inspire new ways of thinking and the development of new projects</li> </ul>

**Year One****Budget 2021-2022**

Budget Item	Description	Costs (GST excl)
<b>Independent Contractor</b>		
60 hours per month	Coordination of tasks outlined in the COHT Plan 2021 - 2023	\$26,400
Monthly home office expense	\$19/month x 11 months	\$209
Mileage	IRD rate of 82c/km (estimated 1,200 km)	984
<b>Meetings &amp; Events</b>		
Venue Hire	Based on \$110 per event	\$880
Presentation equipment	Projector	\$607
Catering	Events and meetings	\$750
Koha	Gifts for guest speakers	\$720
<b>Websites</b>		
<a href="http://www.hertiagecentralotgao.org.nz">www.hertiagecentralotgao.org.nz</a>	domain and hosting	
<a href="http://www.memorybank.co.nz">www.memorybank.co.nz</a>	domain and hosting	\$681
External website support	estimate - as required	\$2,600
<b>Oral History Programme</b>		
COHT contribution to programme	Based on CLT recommendation	\$3,000
Memorybank & Oral History repository development	Quote Kinski Ltd	\$7,000
<b>Stationery &amp; Printing</b>		
Quarterly newsletter	to members and wider heritgae community	\$2,340
Stationery	Estimate	350
Heritage Trails Brochure	Brochure/production	\$2,510
<b>Marketing</b>		
	Newspaper advertising ( estimate)	\$600
Events and meetings	Social media ( Facebook campaigns @ \$50/campaign)	\$400
<b>Total Expenses</b>		<b>\$ 50,030.90</b>

**Year One****Budget 2021-2022**

<b>Budget Item</b>	<b>Description</b>	<b>Costs (GST excl)</b>
<b>Independent Contractor</b>		
60 hours per month	Coordination of tasks outlined in the COHT Plan 2021 - 2024	\$26,400
Office expense disbursements	\$19/month x 11 months	\$209
Mileage	IRD rate of 82c/km (estimated 1,200 km)	984
<b>Meetings &amp; Events</b>		
Venue Hire	Based on \$110 per event	\$880
Presentation equipment	Projector	\$607
Catering	Events and meetings	\$750
Koha	Gifts for guest speakers	\$720
<b>Websites</b>		
<a href="http://www.heritagecentralotgao.org.nz">www.heritagecentralotgao.org.nz</a>	domain and hosting	
<a href="http://www.memorybank.co.nz">www.memorybank.co.nz</a>	domain and hosting	\$681
External website support	estimate - as required	\$2,600
<b>Oral History Programme</b>		
COHT contribution to programme	Based on CLT recommendation	\$3,000
Memorybank & Oral History repository development	Quote Kinski Ltd	\$7,000
<b>Stationery &amp; Printing</b>		
Quarterly newsletter	to members and wider heritage community	\$2,340
Stationery	Estimate	350
Heritage Trails Brochure	Brochure/production	\$2,510
<b>Marketing</b>		
	Newspaper advertising ( estimate)	\$600
Events and meetings	Social media ( Facebook campaigns @ \$50/campaign)	\$400
<b>Total Expenses</b>		<b>\$ 50,031.00</b>

## Years Two & Three Budget 2022-2024

Budget Item	Description	Costs (GST excl)
<b>Independent Contractor</b>		
70 hours per month	Coordination of tasks outlined in the COHT Plan 2021 - 2024	\$30,800
Office expense disbursements	\$25/month x 11 months	\$275
Mileage	IRD rate of 82c/km (estimated 1,500 km)	1230
<b>Meetings &amp; Events</b>		
Venue Hire	Based on \$110 per event	\$1,100
Catering	Events and meetings	\$1,200
Koha	Gifts for guest speakers	\$720
Sundry	Winter series - heritage café	\$550
<b>Websites</b>		
<a href="http://www.heritagecentralotgao.org.nz">www.heritagecentralotgao.org.nz</a>	domain and hosting	
<a href="http://www.memorybank.co.nz">www.memorybank.co.nz</a>	domain and hosting	\$681
External website support	estimate - as required	\$2,600
<b>Oral History Programme</b>		
COHT contribution to programme	Based on CLT recommendation	\$3,000
Memorybank & Oral History repository development	Implementation of digital memories into new repository	\$7,700
<b>Stationery &amp; Printing</b>		
Quarterly newsletter	to members and wider heritage community	\$2,340
Stationery	Estimate	650
<b>Marketing</b>		
	Newspaper advertising ( estimate)	\$850
Events and meetings	Social media ( Facebook campaigns @ \$50/campaign)	\$650
<b>Total Expenses</b>		<b>\$ 54,346.00</b>

## Balance Sheet

Central Otago Heritage Trust  
As at 30 June 2020



### Assets

Current Assets	
<b>Cash and Bank</b>	
<b>COHT Coordination</b>	
Kiwibank COHT Savings Account	\$ 31,553
Kiwibank COHT Working Account	\$ 10
<b>Total COHT Assets</b>	<b>\$ 31,563</b>
<b>Oral History Pilot Project</b>	
Kiwibank Oral History Savings Account	\$ 10,633
Kiwibank Oral History Working Account	\$ 1
<b>Total Oral History Project Assets</b>	<b>\$ 10,634</b>
<b>Total Current Assets</b>	<b>\$ 42,197</b>
<b>Fixed Assets - Oral History Pilot Project</b>	
Oral History Laptop	\$ 1,517
Oral History Recording Equipment (depreciated)	\$ 2,233
<b>Total Fixed Assets</b>	<b>\$ 3,750</b>
<b>Total Assets</b>	<b>\$ 45,947</b>

### Liabilities

Current Liabilities	
GST Payable	\$ -
Accounts Payable	\$ -
Bank Overdraft	\$ -
Loans	\$ -
<b>Total Current Liabilities</b>	<b>\$ -</b>
<b>Trust Equity</b>	<b>\$ 45,947</b>
<b>Liabilities + Trust Equity</b>	<b>\$ 45,947</b>

*These accounts have been prepared without conducting an audit or review engagement  
As per the COHT Trust Deed (February 2021), the Trust is no longer required to have end of year accounts audited*

## Statement of Profit or Loss

Central Otago Heritage Trust  
As at 30 June 2020



### Income (GST Exclusive)

COHT Coordination	
Central Otago District Council Grant	\$ 40,000
Oral History Pilot Project	
Otago Community Trust Grant	\$ 2,800
Central Lakes Trust Grant	\$ 8,345
Historic Places Central Otago Grant	\$ 5,400
Lotteries (LEH) Grant	\$ 6,000
Alexander Turnbull Library Endowment Fund Grant	\$ 500
<b>Total Oral History Project</b>	<b>\$ 23,045</b>
Other Income:	
Interest Received	\$ 114
<b>Total Income</b>	<b>\$ 63,159</b>

### Operating Expenses (GST Exclusive)

COHT Coordination	
Heritage Coordinator Contractor	\$ 26,570
Websites	\$ 610
General Expenses	\$ 297
Bank Fees	\$ 20
Withholding tax	\$ 12
Meetings and Venue Hire	\$ 85
Oral History Pilot Project	
Oral History Coordinator Services	\$ 11,870
Oral History Training	\$ 732
Oral History Equipment	\$ 872
Stationery & Equipment	\$ 105
<b>Total Operating Expenses</b>	<b>\$ 41,172</b>
<b>Net Surplus for the Year</b>	<b>\$ 21,987</b>

*These accounts have been prepared without conducting an audit or review engagement  
As per the COHT Trust Deed (February 2021), the Trust is no longer required to have end of year accounts audited*

**CENTRAL OTAGO HERITAGE TRUST**

34 Sunderland Street  
Clyde 9330



16 July 2021

To: Central Otago District Council

Kia ora

**Letter of Support for Central Stories Museum and Art Gallery**

The Central Otago Heritage Trust (COHT) would like to take this opportunity to acknowledge the considerable value Central Stories Museum and Art Gallery brings to both residents and visitors to our district.

The collection at this museum showcases our unique and diverse heritage. It also provides a first-class venue for established and developing local artists to showcase their works.

The John McGraw research room has been a valuable resource for COHT and the wider community.

COHT appreciates the support we have received from Central Stories over the last two-years with the Oral History Pilot Project. The museum has provided a venue for weekly volunteer drop-in sessions as well as providing assistance with office and administrative support.

This community-inspired venue provides a place where the community can gather, learn, reflect on our past and imagine our future.

We strongly recommend that Central Stories Museum and Art Gallery be provided with sufficient funding to support the museum's ongoing operational costs.

Kind regards

A handwritten signature in black ink, appearing to read "D. Ritchie".

David Ritchie  
Chair: Central Otago Heritage Trust

17 July 2021

The Clyde Museum strongly supports the Central Otago Heritage Trust in their funding application to the Central Otago District Council's Community Fund.

We value the support and assistance the CO Heritage Trust provides the museum sector in all respects. The Trust has played a crucial role in assisting the Museum sector with the ongoing development of both the Museum Strategy and the Museum Trust over this past year.

We acknowledge the excellent work the Trust has provided to the wider community to promote and provide resources to strengthen Central Otago's heritage.

Regards,  
Andrea Ritchie  
Chairperson, The Clyde Museum.



47 The Mall  
Cromwell, Central Otago 9310  
New Zealand  
Ph 03 445 3287  
Email: info@cromwellmuseum.nz

15<sup>th</sup> July 2021

Central Otago District Council

Re: Central Otago Heritage Trust Community Funding Application

To Whom It May Concern:

The Central Otago Heritage Trust has since 2008 worked intensively for the region, providing support, advice and advocacy for the museum and heritage sectors. As a member of the COHT collective, the Cromwell Museum enjoys the benefits that the Trust provides as well as contributing, along with other members, to the wider goal of protecting and preserving Central Otago's heritage.

In light of recent developments and discussions regarding the museums of Central Otago, the COHT has been a guiding hand, suggesting an alternative option to the proposed draft museum strategy in the CODC LTP. Their professionalism and sound advice has resulted in a workable solution that has the co-operation of the other museums in the region.

It is without hesitation that the Cromwell Museum supports the COHT's application for continued community funding, their positive and diligent contribution to the sector is a worthy and invaluable asset and we hope that the COHT will continue to develop and progress their role in the heritage community.

Yours sincerely

Jennifer Hay

Director, Cromwell Museum

Drybread Cemetery Trust  
c/o Tony Glassford  
419 Glassford road  
Drybread  
1.R.D.  
Omakau  
9376

To whom it may concern

On behalf of the Drybread Cemetery Trust I am writing in support of the Central Otago Heritage Trust.

The Central Otago Heritage Trust plays an important part in the care and preservation of our communities physical and social history through community-based initiatives, as was born out last year with its project to record local oral history called *Telling our stories*. This project captured and preserved a rich, complex, slice of everyday local life and is as worthy of our attention as are our historic buildings and objects throughout Central Otago.

This organisation is a truly local asset/resource uniquely positioned to preserve, support and care for the special things that shaped Central Otago both physically, and socially in our past, as such the Drybread Cemetery trust would like to offer our support in any application for funding the Central Otago Heritage Trust would care to make.

Yours Faithfully.

Mark Huddleston.  
President.



**To Central Otago District Council**

I write in support of continued and even increased funding for the Central Otago Heritage Trust.

As an historian I am intimately aware of the important roles the narratives of the past and the built heritage left behind by earlier generations play in people's perceptions and enjoyment of Central Otago.

I have published about 30 books and when I settled in Maniototo (eventually writing about ten books of local history) I found that that region particularly and Central Otago generally are as rich in history as they were in gold, and that much needs to be done to preserve that history. The Central Otago Heritage Trust are doing a fine job but they would be the first to admit that there is much still to be done and adequate and assured long-term funding is essential if the Trust is to continue its multi-faceted task.

Perhaps just one example would be useful: in Patearoa the local-stone Hastie hut, built in the 1850s and now sitting on private farmland, may be one of Central Otago's oldest surviving buildings. The local community seek to have it assessed and preserved and the input of the Otago Heritage Trust and the bodies with which it works will be crucial. The project would be a long one and an expensive one, needing wider input than just the resources of the local community.

I strongly support any funding requests made by the Central Otago Heritage Trust.

Jim Sullivan  
Patearoa  
July 2021  
[history@xtra.co.nz](mailto:history@xtra.co.nz)

19<sup>th</sup> July 2021

Central Otago District Council

Re: Central Otago Heritage Trust Community Funding Application

To Whom It May Concern:

The Central Otago Heritage Trust has been of valuable assistance to the Maniototo Early Settlers Museum, providing advice and advocacy for the volunteer group who run the museum.

Without hesitation the museum committee supports the COHT's application for continued community funding, their positive and diligent contribution to the sector is an invaluable asset and we hope that the COHT will continue to develop and progress their role in the heritage community.

Yours sincerely

Maryann Devereux

Curator/Secretary - Maniototo Early Settlers Museum Association.

15 July 2021

To whom it May Concern

The Otago Goldfields Heritage Trust (OGHT) is a founding member of the Central Otago Heritage Trust and is a strong supporter of its role regarding policy, strategy and coordination between heritage bodies in Central Otago.

The OGHT sees itself as a heritage hands-on, get-it-done body, and the COHT as a heritage policy and forward planning group with a wider 'umbrella of interest'.

Both these roles are important for a coordinated approach to heritage, ensuring there is minimal overlap of function between various history and heritage groups. Heritage and history forward strategy planning in a 'big picture' sense is a valuable asset for Central Otago.

We strongly recommend that the Central Otago Heritage Trust application be considered favourably and it continue to be provided with sufficient funding to ensure its ongoing success.

Regards,

Rex Johnson

President

Otago Goldfields Heritage Trust

# Community Development - Grants

## GRA210739079



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  
GRA210739079

## The Applicant:

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

The Central Otago District Arts Trust  
Rebekah de Jong  
+44220170478  
info@centralotagoarts.com  
14 - 20 Centennial Avenue, Alexandra, Central Otago  
9320  
Charitable Trust

## The Project:

**Project Name  
Description**

The Central Otago District Arts Trust  
CODAT works towards ensuring the arts, across a range of disciplines, in Central Otago are well resourced, promoted, supported, and fully integrated into the community to maximize the social, cultural, and economic benefits to the Central Otago district. We strive toward achieving objectives as outlined in the Central Otago Arts Strategy as well as responding to the immediate needs of artists, art organizations, event organizers, and the Central Otago community. This includes achieving CODAT core responsibilities of which we are seeking funding from the CODC, as well as additional community arts projects for which we seek alternative funding. Please see an outline of our services/ core responsibilities in the document attached.  
If we do not receive funding from the CODC, CODAT will not be able to continue to operate.

**Start Date  
End Date**

01/10/2021  
30/06/2024

The 4 well beings

**Social**

Supporting, developing, and promoting the arts in a community helps shape community identity, increase

participation in community events, increase community connection and cohesion, offer experiences and education, and can help improve community mental health and wellbeing. The arts make people happier, smarter, more innovative, and more connected.

**Economic**

Supporting, developing, and promoting the arts in a community contributes to economic growth. Artists, businesses, and art organizations survive financially and in turn, contribute to our local economy. Artists, businesses, art organizations, and arts events attract people locally, and from out-of-town and in turn, contribute to our local economy. When art is included in building, infrastructure, and environment, a region becomes an appealing and culturally significant place to visit, as well as reside, which in turn contributes to our local economy

**Environmental**

The arts in Central Otago are intrinsically aligned with the Central Otago environment and often represent and advertise the spectacular nature of our landscape and unique aspects of our communities, both visually and literally. The arts are also a useful way to convey environmental topics and are a universally understood vehicle by which to inspire and instigate change. Incorporating arts into our infrastructure not only makes our region more vibrant but helps tell the story of our unique identity. The means by which the arts are created and presented does not normally impact the environment in any way, instead, it enhances it.

**Cultural**

The arts reinforce the culture of a community. Visual, literary, and performing arts can define and record our landscape, heritage, and people.

**Measures**

CORE: CODAT refers back to The Arts Strategy on a regular basis to ensure we are achieving the outlined objectives. We revise this strategy annually and tick off high-priority tasks as they are fulfilled and create a new focus document for the year going forward. We constantly seek feedback from artists, organizations, and the community to ensure the services we offer continue to be relevant and achieve positive outcomes. ADDITIONAL PROJECTS; The success of each project is assessed and included in reports back to funders. Factors such as cost, attendance, final product, and public feedback are reviewed by Trustees, the Arts Coordinator, and funding bodies.

Meet at least three of the strategic priorities:

## The Budget:

Year 1 - 2021/22:	47488.10
Year 2 - 2022/23:	67926.47

Year 3 - 2023/24:	63458.16
<b>Total Requested \$</b>	<b>178872.73</b>

<b>Cost Breakdown</b>	This funding will be used for the ongoing delivery of services pertaining to the Central Otago Arts Strategy.
<b>Previously received funding?</b>	Yes
<b>Amount Received</b>	35000.00
<b>Backup Plan</b>	The Arts Trust will either reduce services or cease to operate

## The End:

<b>Attachments Ticked</b>	<ul style="list-style-type: none"> <li>• Your project plan</li> <li>• Financial accounts (for applications of \$10,000 or more)</li> </ul>
<b>All information provided is complete and correct</b>	True
<b>Have read and acknowledge the standard Central Otago Terms and Conditions of Grant Funding</b>	Yes
<b>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</b>	Yes
<b>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</b>	Yes
<b>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</b>	Yes
<b>Name:</b>	Rebekah de Jong
<b>Date</b>	23/07/2021
<b>Signature (6 kb)</b>	



*Moonrise over the Hawkduns* by Sheena Lassen.

Arts and cultural experiences are a vital part of New Zealander's wellbeing, education, and identity. The Central Otago District Arts Trust work toward ensuring this sector continues to flourish in Central Otago. By responding to the Central Otago Arts Strategy, the immediate requirements of our wider artistic community and those of Central Otago people and by supporting, developing, and promoting artists and the arts in our region we ensure the following.

- **All Central Otago people have access to and can participate in arts and culture.**
- **Arts and culture are built-in to Central Otago's place making.**
- **Central celebrates a unique cultural identity.**
- **Central Otago has a robust and flourishing creative economy.**
- **Central Otago has a network of vibrant arts and culture organisations and facilities.**
- **Our region values and invests in arts and culture.**
- **Our regions creative sector is recognised on a national and international level.**

#### **ABOUT**

The Central Otago District Arts Trust (CODAT) is a Charitable Trust, which supports local artists and the arts. CODAT was founded in 2009 to implement **The Central Otago Arts Strategy**. The Strategy document was created following discussions facilitated by Central Otago District Council, Central Otago artists and representatives across art genres living in the region. These groups looked at ways of further developing the arts of Central Otago. The strategy was revised by the CODC in 2013 and has since been revised annually by Trustees. CODAT is governed by a volunteer Board of Trustees who meet once a month and bring a wide range of attributes and skills to their role of governance. Trustees include Jan Bean (Chairperson), Dr Roger Browne (Secretary), Dorothy Piper, Jill Tosswill, Russell Read, Amie

Pont and Judy Lane. Rebekah de Jong is the arts coordinator employed by CODAT to follow through the objectives outlined in The Arts Strategy. Accountant Rachael Buttar is the honorary treasurer providing financial services and advice.

#### WHY WE SHOULD SUPPORT THE ARTS

CODAT supports the arts in Central Otago across a range of disciplines; the visual arts, music, performing and literary arts. *The arts*

- **contribute to the economy**
- **improve educational outcomes**
- **create a more highly skilled workforce**
- **improve health outcomes**
- **improve personal well-being**

#### *And the arts...*

- **rejuvenate cities**
- **support democracy**
- **create social inclusion**
- **are important to the lives of New Zealanders**

Refer to [www.creativenz.govt.nz](http://www.creativenz.govt.nz)

#### CENTRAL OTAGO ARTS OVERVIEW

Central Otago is home to a number of renowned artists and volunteer art organisations as well as those achieving within our community as art educators, leaders, practitioners, and businesspeople. Central Otago is defined by our dramatic landscape, agriculture, horticulture, the cycle trails, and our unique townships. Places such as the Heritage Precinct in Cromwell, Historic Clyde, Otarehua and the Teviot Valley are destinations for visitors and locals alike. The presence of art galleries, artists' studios, public art and the support, development and marketing of arts experiences are some of what helps shape locals and visitors' experiences. The arts play an important role in the overall wellbeing of our community and the shaping of our regional identity.

The arts in Central Otago have made it to New Zealand media on several occasions this year, i.e., Otarehua writers on TVNZ – these stories contribute to a national appreciation of our landscape, culture, and achievements.

CODAT are being approached by a younger generation of artists in Central Otago looking for support to get started on their career paths. We want to be able to continue to provide services to these people and encourage the further development of the arts for individuals, groups, organisations, and communities in our region.



Hawea Flat School Pupils attending *Winterstellar 2021* at Central Stories Museum and Art Gallery.

#### **OVERVIEW OF CODATS SERVICES – 2021-2024**

To achieve objectives as outlined in The Arts Strategy, this includes, but is not limited to, the following.

- \*Continue to work on the primary action plan to develop Central Otago as an Arts Destination
- \*Continue to aspire to the values of our Central Otago World of Difference identity brand.
- \*Continue to promote and broaden the value of arts activities and encourage the support of activities that enable the public to actively participate in arts and cultural experiences for leisure and wellbeing purposes.
- \*Continue to encourage the inclusion of public art in our infrastructure.
- \*Encourage and facilitate arts and cultural independent practitioners and groups to engage in local decision-making through participation.
- \*CODAT is the first point of contact for all arts-related queries within and outside of the Central Otago district.
- \*Manage and update the region's main public art profile [www.centralotagoarts.com](http://www.centralotagoarts.com) and social media pages. Within this we include news articles, a Central Otago arts directory,

Central Otago venue directory, an arts calendar, the Central Otago Arts Trail, educational and funding resources, and any opportunities in the arts relevant to our area.

\*Manage the What's on in the Arts in Central Otago newsletter. Includes advertising all arts related events and opportunities in Central Otago on behalf of the district's community.

\*Work with neighbouring districts to maximize positive outcomes in the arts for Central Otago.

\*Encourage multi-cultural collaboration between artists of all genres district wide.

\*Encourage collaboration between sectors - cycling, wine, food, heritage - based on recognizing the contribution the arts can bring to attracting visitors to the region.

\*Encourage the inclusion of regional and international concerts on our arts calendar.

\*Facilitate, provide access to, and advice for, arts programs, exhibitions, workshops, events across the district.

\*Work with community organizations, groups, community members, businesses, and the CODC to achieve the best possible outcomes for their projects with art components.

\*Advocate the benefits of children and young people's exposure to the arts - provide access to art experiences for young people.

\*Help (where necessary) to ensure arts events are successful. Sometimes facilitating projects, sometimes helping to coordinate these.

\*Continue to provide assistance with art exhibitions to the Central Stories Art Gallery

\*Seek additional funding to coordinate community art projects with the purpose of further achieving objectives outlined in The Arts Strategy.

#### **PROPOSED PROJECTS 2021/22 – IN ADDITION TO OUR CORE SERVICES & SUBJECT TO ADDITIONAL FUNDING FROM OTHER ORGANISATIONS.**

Central Lakes Trust, Otago Community Trust, Southern Trust, Creative Communities, Dept of Internal Affairs, Trustpower Lend a Hand, Pub Charities, sponsorship, and other local and national funding bodies.

\*The literary/public sculpture walk

\*Literary salons – building on the one arranged for this September.

\*Ongoing People and Place project – stages 2 and 3

\*The Unichem mural in Alexandra

\*Working with Cromwell Rotary on art for the Lake Dunstan Trail

\*Cromwell art education project for children

\*Art and infrastructure in the Teviot Valley

\*Chorus box decoration – Central Otago \*Artists

Boot Camp in conjunction with DCC

\*Continue to update and revise the website.

\*Move the Arts Trail to digital format only.

\*Continue to develop relationships with wine tourism and Eat Taste Central

\*Working with Clyde Museum on exhibition ideas which incorporate an art component.



International Act performing at Central Stories recently - Sam from *The Feelers*, Leanne, and Matt from Sydney.

**Central Otago People celebrate their sense of self and their environs through creative expression. The Central Otago District Arts Trust works toward ensuring the arts in Central Otago are well resourced, promoted, supported, and fully integrated into the community to maximise the social, cultural, and economic benefits to the Central Otago district.**

#### **NOTES TO BUDGET**

Since 2009 CODAT has received an annual grant of \$35,000 from the CODC to deliver their services. This amount has never been reviewed and we believe it is no longer in line with grants for similar services in the region and beyond. Our Arts Coordinator is employed for 25 hour per week at \$25 per hour. We would like to review this rate of pay and increase the hourly rate to \$40. This is commensurate with fellow arts, heritage, and cultural coordinators throughout New Zealand.

**CODAT OPERATING COSTS BUDGET**  
**CENTRAL OTAGO DISTRICT ARTS TRUST**  
 October 2021 - June 2024

<b>EXPENDITURE</b>	<b>Oct 2021 - June 2022</b>	<b>July 2022 - June 2023</b>	<b>July 2023 - June 2024</b>
Acc	\$ 81.90	109.15	109.15
Arts Trail Advertising	\$ 240.80	321.1	321.1
Advertising General	\$ 452.70	603.60	603.60
Consulting and Accounting	\$ 461.50	615.35	615.35
Electricity	\$ 267.25	356.33	386.10
Food and Beverage	\$ 642.10	856.15	884.35
Gifts	\$ 228.80	305.10	305.10
General	\$ 375.00	500.00	500.00
Insurance	\$ 188.70	251.65	259.96
Kiwisaver	\$ 1,170.00	1560.00	1560.00
Office Expenses	\$ 39.70	52.90	52.90
Printing and Stationery	\$ 299.20	398.90	398.90
Rates	\$ 66.10	88.13	91.00
Subscriptions	\$ 28.75	38.35	38.35
Salary	\$ 39,000.00	52000.00	52000.00
Telephone and Internet	\$ 615.70	820.96	848.05
Website Foxyemail	\$ 583.59	778.10	778.10
Website Domain	\$ 298.31	397.75	397.75
Equipment replacement laptop&cell	\$ -	4608.90	0.00
Mileage	\$ 928.80	1238.40	1238.40
Office lease	\$ 1,008.20	1344.25	1388.60
Legal Expenses	\$ 19.40	25.90	25.90
Website Hosting	\$ 207.00	276.00	276.00
Website Development	\$ 284.60	379.50	379.50
<b>TOTAL EXPENDITURE</b>	<b>\$47,488.10</b>	<b>\$67,926.47</b>	<b>\$63,458.16</b>

## Profit and Loss

Central Otago District Arts Trust  
For the year ended 30 June 2020

Cash Basis

	2020	2019	2018
<b>Trading Income</b>			
Annual Grant	35,000.00	35,000.00	35,000.00
AonRT - Funding	-	4,776.00	9,000.00
Arts Coordinator Time	1,605.00	-	-
Arts Trail - Funding	-	1,000.00	6,500.00
Arts Trail Registration	520.00	2,870.00	567.73
Clutha Gold Arts Trail	-	756.85	250.00
Featured Web Listing	1,050.00	1,270.00	1,572.27
Funding - Top Art	-	1,000.00	-
Interest - Notice Saver	9.66	91.02	159.23
Other Funding	150.00	-	-
Teviot Valley Community Project	18,648.55	-	-
Youth Initiative - Funding	-	9,977.00	13,357.00
<b>Total Trading Income</b>	<b>56,983.21</b>	<b>56,740.87</b>	<b>66,406.23</b>
<b>Gross Profit</b>	<b>56,983.21</b>	<b>56,740.87</b>	<b>66,406.23</b>
<b>Operating Expenses</b>			
.ACC Levy	97.34	118.04	112.07
Advertising - Art Awards	58.65	-	-
Advertising- General	533.03	812.21	465.52
AonRT - Advertising	-	-	1,196.00
AonRT - Brochure Design	-	385.00	1,094.80
AonRT - Brochure Printing	-	1,362.75	1,437.50
AonRT - Coordinator Time	-	1,600.00	5,412.50
AonRT - Printing	-	-	111.55
AonRT - Wedderburn Photography Exhibition	-	-	258.75
Arts Trail - Advertising	436.33	472.25	54.63
Arts Trail - Coordinator Time	-	600.00	2,400.00
Arts Trail - Printing Brochure	345.00	8,053.45	-
Bank Fees	-	3.00	-
Clutha Gold Trail - Coordinator time	-	-	350.00
Clutha Gold Trail expenses	-	-	1,009.70
Consulting & Accounting	621.00	655.73	569.28
Coordinator Time - Art Awards	-	900.00	-
Electricity	365.74	326.88	376.37
Food & Beverage	364.44	1,115.00	1,089.01
General Expenses	-	242.68	235.75
Gifts	200.00	264.99	450.30
Insurance	258.93	496.00	-
KiwiSaver Employer Contributions	141.75	-	-

Profit and Loss Central Otago District Arts Trust

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## Profit and Loss

	2020	2019	2018
Legal expenses	-	77.68	-
Mileage	1,011.01	984.78	1,719.41
Office Expenses	-	58.81	99.99
Office Lease	1,344.25	1,144.08	1,048.74
Printing & Stationery	250.13	584.54	362.04
Rates	83.02	89.24	92.13
Salaries	39,656.00	32,440.00	26,962.90
Subscriptions	-	-	115.00
Telephone & Internet	732.83	684.15	1,045.90
Teviot Valley Community Project Expenses	16,475.68	4,148.55	-
Top Art	-	599.92	552.68
Website - Foymail	622.91	748.36	963.09
Website Development AoRT - AoCT	-	1,012.00	-
Website-Development	-	94.88	31.63
Website-Domain Names	316.30	592.30	284.67
Website-Hosting	276.00	-	276.00
Youth - Coordinator	-	-	3,675.00
Youth - Top Art	-	160.96	289.80
Youth Initiative - Admin	-	-	225.05
Youth Initiative - Advertising	-	-	974.78
Youth Initiative - Website	-	-	3,687.12
Youth Initiative - Project Management	-	5,714.94	13,028.42
<b>Total Operating Expenses</b>	<b>64,190.34</b>	<b>66,543.17</b>	<b>72,058.08</b>
<b>Net Profit</b>	<b>(7,207.13)</b>	<b>(9,802.30)</b>	<b>(5,651.85)</b>

*J E Bean*

*Chair*

*Central Otago District Arts Trust*

*21.06.21*

## Balance Sheet

Central Otago District Arts Trust

As at 30 June 2020

Cash Basis

	30 JUN 2020	30 JUN 2019
<b>Assets</b>		
<b>Bank</b>		
Business Edge Account (00)	5,713.58	10,680.35
Business Online Call Acct (01)	10.53	260.53
Notice Saver (02)	263.27	2,253.61
<b>Total Bank</b>	<b>5,987.38</b>	<b>13,194.49</b>
<b>Fixed Assets</b>		
Computer Equipment	2,537.00	2,537.00
Office Equipment	803.00	803.00
<b>Total Fixed Assets</b>	<b>3,340.00</b>	<b>3,340.00</b>
<b>Total Assets</b>	<b>9,327.38</b>	<b>16,534.49</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Historical Adjustment	2,860.00	2,860.00
Rounding	136.80	136.78
<b>Total Current Liabilities</b>	<b>2,996.80</b>	<b>2,996.78</b>
<b>Total Liabilities</b>	<b>2,996.80</b>	<b>2,996.78</b>
<b>Net Assets</b>	<b>6,330.58</b>	<b>13,537.71</b>
<b>Equity</b>		
Current Year Earnings	(7,207.13)	(9,802.30)
Retained Earnings	13,537.71	23,340.01
<b>Total Equity</b>	<b>6,330.58</b>	<b>13,537.71</b>

*J. Bean*  
*Chair*  
 Central Otago District Arts Trust  
 21.06.21

## Community Development - Grants

GRA210707797



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  
GRA210707797

## The Applicant:

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

Life Education Trust Heartland Otago Southland  
Dana Young  
021805754  
heartland@lifeedtrust.org.nz  
24 Perriam Place, RD 3, Cromwell 9383  
We are a charitable trust - registration number CC20301

## The Project:

**Project Name  
Description**

Costs towards delivery of the Life Education programme  
We are a health and wellbeing programme that use a range of technology to engage children's imaginations, teaching them how brilliant the human body is, about relationships and communities, and about resilience and their identities.  
Children and adolescents face a lot of challenges, and the decisions we make as children can dramatically affect how we live our lives in the future – and this is why Life Education exists. Through education we help students to understand how decisions they make today can affect their future health and well-being.  
Lessons include topics such as:  
Respect for yourself and others, along with appreciating our differences;  
Reinforcing the ability to resist peer pressure through building self-esteem;  
Developing strategies and resilience to cope with bullying and cyber bullying;  
Digital Citizenship;  
Healthy living and eating – how the body works and how to maintain a healthy lifestyle;  
The dangers and consequences of drug, alcohol, and nicotine use.  
We employ a fully qualified health education specialist teacher and travel around our region with our mobile

classroom. Children are excited to enter our high tech classroom where they have fun, engaging and memorable learning experiences.

Although we align with the NZ health curriculum, and our Educators are all registered teachers, Life Education NZ does not receive government funding. Each regional trust is responsible for running the total Life Education operation in their region, including employing staff, purchasing of/maintenance of educational resources and associated technology, as well as supplying and maintaining the mobile classroom, tractor unit (truck), and the Educator's vehicle. Our annual operating costs are high at approximately \$150,000, due to the large, mainly rural geographical area we cover. Your help will enable us to continue this successful and highly regarded programme in the Central Otago region, which has seen considerable growth over the past few years.

**Start Date** 26/07/2021

**End Date** 17/12/2021

The 4 well beings

**Social**

That we will educate and inspire generations to embrace positive choices for a healthy mind and body. We will reach over 90% of the children aged between five and 13 years in our area, and after being involved in our programme they will be equipped with the knowledge they require to make informed decisions effecting their own health and wellbeing. Our tamariki need support with their mental health and wellbeing more than ever during these uncertain times.

A major benefit of our programme is that the knowledge and skills gained by participation in the programme extends through families and therefore whole communities, now, and well into the future.

**Economic**

Tamariki equipped with the knowledge and skills to make life long positive health and wellbeing choices, is Inevitably of economic benefit to the community as there will be less of a burden on health resources. Our sessions on stress and anxiety, and supporting tamariki with their mental wellbeing will also lead to less of a burden on the health sector - our tamariki will have the skills to manage their own stressors.

Part of the uniqueness of our programme is that we travel to all our schools, making sure that all our rural and geographically isolated communities are included. This obviously lessens the economic burden on small schools being involved in the programme.

**Environmental**

Healthy families and communities care more about their environment and its protection.

**Cultural**

We incorporate different languages and cultures into our resources so that they are relatable to our tamariki and reflective of the communities we visit. The use of Te Reo is already widespread, and we hope to have more resources in other languages coming soon.

**Measures**

We have an online evaluation process managed independently by Research NZ. This is a continuous

process updated each month, which also gives us a benchmark for our region against other communities in New Zealand for relativity. Each class teacher attends the lessons provided by our specialist teacher, and each teacher is invited by Research NZ to evaluate our programme across a range of factors including how we met the children's learning needs. This information is utilised to support our programme development, resources, and our teacher's skill development. We use this information together with research of the Ministry of Health, and other agencies, to understand community needs, trends, and how our evaluation aligns to this. Measuring our success by seeing positive change in young people's mental and physical health indicators is our ultimate outcome.

Meet at least three of the strategic priorities:

## The Budget:

Year 1 - 2021/22:	5000.00
Year 2 - 2022/23:	5000.00
Year 3 - 2023/24:	5000.00
<b>Total Requested \$</b>	<b>15000.00</b>

### Cost Breakdown

Funding would help with subsidising school fees (it costs \$21 per student, schools only pay \$4 per student), costs towards Educators salary, vehicle and classroom running costs, and purchasing of classroom resources.

### Previously received funding?

Yes

### Amount Received

2500.00

### Backup Plan

We will continue to apply for grants and appeal to our service groups. We are also planning some fundraising events for later in the year.

## The End:

### Attachments Ticked

- Your project plan
- Information about other funding you have applied for
- Financial statement (for applications under \$10,000)
- 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: Dana Young

Date 06/07/2021

Signature (23 kb)



## Life Education Trust Heartland Otago Southland



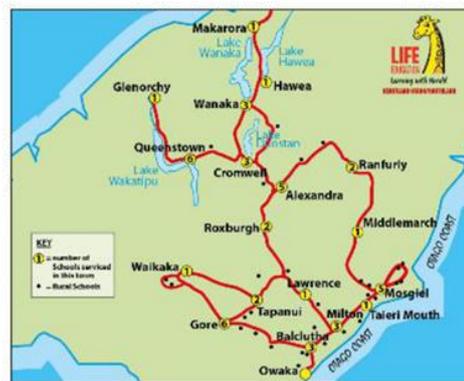
### Summary outcomes

We use a range of technology to engage children's imaginations, teaching them how brilliant the human body is, about relationships and communities, and about resilience and their identities.

Children are excited to enter our mobile classrooms, where they have fun, engaging and memorable learning experiences. Our specialist Educator is a registered teacher, uses a shared planning approach to create tailored lessons to ensure we meet individual children's learning needs.

### Efficient use of community resources:

- The Heartland Otago/Southland Trust and their mobile classroom taught 6,707 children from 45 local Primary and Intermediate Schools (down from previous years due to the nationwide Covid 19 Level 4 and 3 lockdowns).
- The Trust's territory includes:
  - Mosgiel
  - Gore
  - Queenstown Lakes District
  - Central Otago
- Of the approximate 11,800 aged 5-13years children in the area, 70% participate each year
- Over a two year cycle the Trust will teach at 52 of the local schools in the area.



**Why we exist:** In our complex and changing society, the mental health and wellbeing of children shapes their success in life. Young people face an increasing number of issues that can seriously impact their wellbeing. Simply put – growing up isn't easy.

### We know:

- **New Zealand has one of the worst youth suicide rates in the OECD** – and on average 20 young people are admitted to hospital each week as a result of self-harm. (Ministry of Justice 2018)
- New Zealand has **one of the highest child obesity rates and we know this leads to poor mental health**, higher incidences of being a victim of bullying and lower educational achievement. (Taking Action on Childhood Obesity, WHO, 2016)
- How critical the neurological processes and natural brain maturation is for our young people and **the impact alcohol and other substances has on an adolescent brain** during this critical period. (NZ Govt National Drug Policy 2015-2020)
- **Alcohol education needs to take place well before the legal drinking age.** Thirty percent of children aged 13 or less have tried alcohol and 18% of that group say they 'currently drink', with nearly 7% saying they have been 'binge drinking' in the last four weeks. (The University of Auckland Youth 2012)

All young people want the same things - to be included, opportunities to learn, to take risks and experience success, to have friends who value and accept them and to feel competent and confident.

**Local Community engagement:**

Schools – participated in 2020	Local Territory	Number of children
Wanaka Primary School	Queenstown – Lakes District	570
Cromwell Primary School	Central Otago District	339
Cromwell College	Central Otago District	186
Goldfields School (Cromwell)	Central Otago District	275
Queenstown School	Queenstown – Lakes District	195
Queenstown School	Queenstown – Lakes District	462
St Joseph’s School (Queenstown)	Queenstown – Lakes District	131
Tarras School	Central Otago District	11
Poolburn School	Central Otago District	32
St John’s School (Ranfurly)	Central Otago District	52
Strath Taieri School	Dunedin City	52
East Taieri School	Dunedin City	342
Big Rock Primary School	Dunedin City	113
Taieri Beach School	Dunedin City	5
Waihola District School	Dunedin City	34
Rosebank School (Balclutha)	Clutha District	264
Clutha Valley School	Clutha District	129
Kaitangata School	Clutha District	107
St Joseph’s School (Balclutha)	Clutha District	54
The Catlins Area School	Clutha District	79
Tahakopa School	Clutha District	5
Romahapa School	Clutha District	79
Warepa School	Clutha District	54
Waikaka School	Gore District	61
Knapdale School	Gore District	64
Blue Mountain College	Clutha District	92
Tapanui School	Clutha District	100
Waikoikoi School	Clutha District	10
East Gore School	Gore District	124
West Gore School	Gore District	228
St Peter’s College (Gore)	Gore District	142
Gore Main School	Gore District	194
Longford Intermediate	Gore District	218
St Mary’s School (Gore)	Gore District	228
Waiwera South School	Gore District	29
Taieri College	Dunedin City	372
St Mary’s School (Milton)	Clutha District	84
Lawrence Area School	Central Otago District	104
Waitahuna School	Clutha District	17
Millers Flat School	Central Otago District	36
Roxburgh Area School	Central Otago District	105
Mt Aspiring College	Queenstown – Lakes District	365
The Terrace School (Alexandra)	Central Otago District	375
Clyde School	Central Otago District	164
Clyde Playcentre	Central Otago District	25
		<b>Total = 6707</b>

**The *difference* we make:**

We work with each school individually through a shared planning approach so we meet the needs of their children in their community. From this we develop a lesson overview and provide teachers with teaching resources to ensure we are part, of a continuous learning experience to support their children.

Schools will choose how they use us to support their children's health education covering:

- Food and Nutrition - understanding food, our needs and how our body processes foods
- Emotional - Resilience, peer pressure, cyber safety, bullying and stress management strategies
- Substances - Alcohol and other drugs where we explore peer pressure, how our brain responds and how our body processes alcohol and other drugs.

We work closely with other experts and strongly believe in collaboration to get better outcomes.

We have a continuous evaluation process, managed independently, which provides us with outstanding results and feedback from schools of our value and our effectiveness.

**Schools MEASURES as outcomes**

**Each year 11,000 teachers participate in lessons with our specialist health teachers.** Life Education has a continuous evaluation process managed independently by Research NZ. Teacher's measures of the outcomes in meeting the needs of young people in 2020: In the Heartland Trust area:

- 98% agree (83% strongly agree / 15% agree) that they'd definitely recommend Life Education to other schools in their area.
- 99% agree (72% strongly agreed / 27% agree) that Life Education helps provide children in their school with the information they need to make positive decisions.

The following are summary comments when asked about Life Education in the Otago Heartland Southland area in 2020:

*As always, the Life Education visit is one of the major highlights for our students. While the school maintains and carries out its health curriculum, Life Ed has an approach that spans the whole school (in an Area School this implies a wide age range). And it's the approach that is the key point of difference. (Maniototo Area School)*

*I believe Life Education's Key point of difference is they way the lessons are delivered. They environment of the mobile classroom is set up to help engage students imagination in a way that we can't set up our own classes. The cosiness of the classroom allows students to feel safe sharing which is also important. (Longford Intermediate)*

*I have seen this programme at many levels in the schools of South Otago where I relieve and every time [Educator] delivers it she amazes me with her enthusiasm and her super rapport she has with all age/class levels. Content is always relevant and kids take it on board more I feel because of the experience. Harold is a hot with all age levels. Disco lights great too! (Kaitangata Primary)*

*Great interactive activities that capture the imagination of children. Good visuals aids that make this programme accessible for all students and interesting. The way the programme is delivered by Pip is a credit to her. Everyone loves seeing [Educator] and Harold each year.*

*Our students always look forward to the visit from the Life Education Bus. The lessons are exciting and interesting. Students love the technology that is available in the bus, that helps to bring the learning to life. The resources that [Educator] has are engaging and colourful. [Educator] engages with all students and is always positive and fun. **(Outram School)***

*Something different to normal classroom learning. Getting on the bus is familiar to them but also a little bit mysterious. It is comfy and cosy and the students have had Harold and [Educator] all through their schooling so they get excited. It is a safe environment and an even platform for all students to express ideas and ask questions. It seems like a wee haven away from normal interruptions. [Educator] is really engaging with the students but also very firm when need be. **(Longford Intermediate)***

*Specialist teacher who knows her topic, is enthusiastic, energetic and experienced. **(Kaitangata Primary)***

contact\_report (63)

name	Physical Address	Physical Suburb	Physical Town	City	Students on Adjusted Roll	Type of Contact	Decile Rating	General Electorate	Ward	Roll
Alexandra School	Ventry Street		Alexandra		204	Full Primary	8	Waitaki	Alexandra Ward	204
St Gerard's School (Alexandra)	2 Station Street		Alexandra		136	Full Primary	9	Waitaki	Alexandra Ward	136
The Terrace School (Alexandra)	Manlin Street		Alexandra		368	Full Primary	8	Waitaki	Alexandra Ward	368
Abbotsford School	72 North Taieri Road	Abbotsford	Dunedin		297	Full Primary	8	Dunedin South	Area Outside Ward	297
Amasa Christian School	80 Gordon Road		Mosgiel		12	Composite	99	Dunedin South	Area Outside Ward	20
Big Rock Primary School	2 Bath Street	Dunedin Central	Dunedin		101	Full Primary	8	Dunedin South	Area Outside Ward	101
East Taieri School	11 Cemetery Road	East Taieri	Mosgiel		330	Contributing	9	Dunedin South	Area Outside Ward	330
Elmgrove School	74 Argyle Street		Mosgiel		311	Contributing	7	Dunedin South	Area Outside Ward	311
Fairfield School (Dunedin)	10 Sickels Street	Fairfield	Dunedin		456	Full Primary	9	Dunedin South	Area Outside Ward	456
Green Island School	3 Howden Street	Green Island	Dunedin		177	Full Primary	6	Dunedin South	Area Outside Ward	177
Lee Stream School	Clarks Junction		Dunedin		32	Full Primary	9	Dunedin South	Area Outside Ward	32
Outram School	1 Beaumaris Street	Outram			168	Full Primary	9	Dunedin South	Area Outside Ward	168
Silverstream (South) Primary School	52 Green Street		Mosgiel		283	Contributing	6	Dunedin South	Area Outside Ward	283
St Mary's School (Mosgiel)	87 Church Street		Mosgiel		134	Full Primary	8	Dunedin South	Area Outside Ward	134
St Peter Chanel School (Green Island)	242 Main Road	Green Island	Dunedin		66	Full Primary	8	Dunedin South	Area Outside Ward	66
Strath Taieri School	33 Swansea Street	Strath Taieri	Middlemarch		51	Full Primary	5	Dunedin South	Area Outside Ward	51
Taieri College	3 Green Street		Mosgiel		328	Secondary (Year 7-15)	7	Dunedin South	Area Outside Ward	1149
TKKM o Okepoi	378 Main South Road	Fairfield	Dunedin		40	Full Primary	2	Dunedin South	Area Outside Ward	40
Arrowtown School	9 Chalmers Place		Arrowtown		505	Full Primary	10	Clutha-Southland	Arrowtown Ward	505
Balclutha School	Lanak Street		Balclutha		164	Full Primary	5	Clutha-Southland	Balclutha Ward	164
Rosebank School (Balclutha)	Frances Street		Balclutha		263	Full Primary	6	Clutha-Southland	Balclutha Ward	263
St Joseph's School (Balclutha)	18 Stewart Street		Balclutha		54	Full Primary	5	Clutha-Southland	Balclutha Ward	54
Stirling School	50 Baker Street		Stirling		25	Full Primary	6	Clutha-Southland	Balclutha Ward	25
Milton School	Coronation Court		Milton		138	Contributing	4	Clutha-Southland	Bruce Ward	138
St Mary's School (Milton)	Chaucer Street		Milton		78	Contributing	4	Clutha-Southland	Bruce Ward	78
Taieri Beach School	204 Moturata Road	Taieri Mouth	Brighton		5	Full Primary	7	Clutha-Southland	Bruce Ward	5
Tokohi School	15 Leman Street		Milton		35	Contributing	4	Clutha-Southland	Bruce Ward	35
Tokomairiro High School	238 Union Street		Milton		69	Secondary (Year 7-15)	4	Clutha-Southland	Bruce Ward	240
Wahola District School	5 Kigour Street		Wahola		34	Full Primary	7	Clutha-Southland	Bruce Ward	34
Romahapa School	School Road		Balclutha		79	Full Primary	9	Clutha-Southland	Catins Ward	79
Tahakopa School	921 Tahakopa Valley Road RD 2		Owaka		5	Full Primary	8	Clutha-Southland	Catins Ward	5
The Catlins Area School	1 Stuart Street		Owaka		69	Composite	7	Clutha-Southland	Catins Ward	112
Clinton School	Halsey Street		Clinton		78	Full Primary	5	Clutha-Southland	Clinton Ward	78
Waivera South School	16 May Street		Waivera South		31	Full Primary	8	Clutha-Southland	Clinton Ward	31
Clutha Valley School	2155 Clutha Valley Road		Balclutha		132	Full Primary	7	Clutha-Southland	Clutha Valley Ward	132
Warepa School	Ois Port Road		Balclutha		53	Full Primary	7	Clutha-Southland	Clutha Valley Ward	53
Cromwell College	Barry Avenue		Cromwell		146	Secondary (Year 7-15)	8	Waitaki	Cromwell Ward	512
Cromwell Primary School	Molyneux Avenue		Cromwell		358	Contributing	9	Waitaki	Cromwell Ward	358
Goldfields School (Cromwell)	Gilling Place		Cromwell		282	Contributing	8	Waitaki	Cromwell Ward	282
Tarras School	Main Road		Tarras		13	Full Primary	6	Waitaki	Cromwell Ward	13
Clyde School	25 Blyth Street		Clyde		158	Full Primary	9	Waitaki	Earmacleugh-Manuherikia Ward	158
Omakau School	Deaker Street		Omakau		70	Full Primary	9	Waitaki	Earmacleugh-Manuherikia Ward	70
Poolburn School	Ida Valley-Omakau Road		Oturehua		32	Full Primary	10	Waitaki	Earmacleugh-Manuherikia Ward	32
East Gore School	3 Wentworth Street		Gore		124	Contributing	3	Clutha-Southland	Gore Ward	124
Gore Main School	39 Arndwick Street		Gore		185	Contributing	7	Clutha-Southland	Gore Ward	185
Longford Intermediate	5 Wayland Street		Gore		189	Intermediate	4	Clutha-Southland	Gore Ward	189
St Mary's School (Gore)	14 Arndwick Street		Gore		219	Contributing	7	Clutha-Southland	Gore Ward	219
St Peter's College (Gore)	121 Kakaao Street		Gore		124	Secondary (Year 7-15)	8	Clutha-Southland	Gore Ward	435
West Gore School	Kitchener Street		Gore		217	Contributing	6	Clutha-Southland	Gore Ward	217
Kaitangata School	Salcombe Street		Kaitangata		105	Full Primary	4	Clutha-Southland	Kaitangata-Mataiu Ward	105
Lawrence Area School	18 Harrington Street		Lawrence		86	Composite	6	Clutha-Southland	Lawrence-Tuapeka Ward	139
Waihahua School	Sunderland Street		Waihahua		20	Contributing	8	Clutha-Southland	Lawrence-Tuapeka Ward	20
Maniototo Area School	15 Caulfield Street		Ranfurly		90	Composite	8	Waitaki	Maniototo Ward	147
St John's School (Ranfurly)	6 Stuart Road		Ranfurly		53	Full Primary	8	Waitaki	Maniototo Ward	53
Genorochy School	Oban St		Genorochy		31	Full Primary	7	Clutha-Southland	Queenstown-Wakatipu Ward	31
Kingsview School	14 Vewlett Cres		Queenstown		78	Full Primary	10	Clutha-Southland	Queenstown-Wakatipu Ward	78
Queenstown School	20 Robins Road		Queenstown		641	Full Primary	10	Clutha-Southland	Queenstown-Wakatipu Ward	641
Remarkables Primary School	49 Lake Avenue	Frankton	Queenstown		566	Full Primary	10	Clutha-Southland	Queenstown-Wakatipu Ward	566
Sholover Primary School	15 Stalker Road		Queenstown		510	Full Primary	10	Clutha-Southland	Queenstown-Wakatipu Ward	510
St Joseph's School (Queenstown)	25 Beetham Street		Queenstown		131	Full Primary	10	Clutha-Southland	Queenstown-Wakatipu Ward	131
Millers Flat School	Teviot Road		Millers Flat		36	Full Primary	6	Waitaki	Teviot Valley Ward	36
Roxburgh Area School	Scotland Street		Roxburgh		104	Composite	7	Waitaki	Teviot Valley Ward	169
Knapdale School	Knapdale Road	Gore	Gore		42	Full Primary	8	Clutha-Southland	Wakaka Ward	42
Otama School	12 McBean Road	Otama	Gore		15	Full Primary	9	Clutha-Southland	Wakaka Ward	15
Pukerau School	24 Pukerau Street		Gore		53	Contributing	7	Clutha-Southland	Wakaka Ward	53
Waikaka School	22 Matheson Road RD 5		Gore		59	Full Primary	10	Clutha-Southland	Wakaka Ward	59
Willowbank School					7	Contributing	7	Clutha-Southland	Wakaka Ward	7
Hawaia Flat School	576 Campbell Road RD 2	Hawaia Flat	Wanaka		240	Contributing	10	Waitaki	Wanaka Ward	240
Holy Family School (Wanaka)	152 Aubrey Road		Wanaka		210	Full Primary	10	Waitaki	Wanaka Ward	210
Makarora Primary School	Rata Street	Makarora	Wanaka		9	Full Primary	7	Waitaki	Wanaka Ward	9
MT Aspiring College	Plantation Road		Wanaka		325	Secondary (Year 7-15)	10	Waitaki	Wanaka Ward	1139
Te Kura o Take Karara	3 Grace Wright Drive	Three Parks	Wanaka		113	Contributing	10	Waitaki	Wanaka Ward	113
Wanaka Primary School	7 Ironside Drive		Wanaka		600	Contributing	10	Waitaki	Wanaka Ward	600
Blue Mountain College	State Highway 90		Tapuanui		66	Secondary (Year 7-15)	9	Clutha-Southland	West Otago Ward	230
Heriot School	181 Roxburgh Street RD 2	Heriot	Tapuanui		63	Contributing	10	Clutha-Southland	West Otago Ward	63
Tapuanui School	Sussex Street		Tapuanui		97	Contributing	9	Clutha-Southland	West Otago Ward	97
Waikoloi School	Koi Flat Road		Waikoloi		14	Contributing	7	Clutha-Southland	West Otago Ward	14
Te Kura Whakapū o Kawirau (Proposed)	85 Howden Drive		Queenstown		50	Full Primary				50
Westmount School (Allanton)	5 Bardsey St	Allanton	RD @ Mosgiel		30	Full Primary				30

**Nikki Aaron**

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**From:** Heartland Otago/Southland Life Education Trust <heartland@lifeedtrust.org.nz>  
**Sent:** Thursday, 2 September 2021 7:55 pm  
**To:** Nikki Aaron  
**Subject:** Re: FW: CODC grant application  
**Attachments:** Contact report.xlsx

Hi Nikki,

Thanks for your email - yes we do visit all Central Otago primary and intermediate schools, just not annually. Due to high student numbers, and high demand for our service we are currently unable to see all schools every year. Some of our CO schools are biennial schools at the moment, but we are looking to purchase a second classroom/employ second educator in order to reach more kids every year.

No, QLDC does not give us money. They have offered us the use of their facilities free of charge in the past, but we have never used this. We are looking to apply to them again next year.

I have attached our Contact Report which lists all the schools we visit in our region. I have highlighted the CO ones in yellow. It has been exported from Numbers so hopefully that works for you ok.

Regards,

**Dana Young**

Administration Officer

**Life Education Trust Heartland Otago Southland**

**m:** 021 805 754

**a:** 24 Perriam Place, RD3, Cromwell 9384.

**w:** [www.lifeeducation.org.nz](http://www.lifeeducation.org.nz) **e:** [heartland@lifeedtrust.org.nz](mailto:heartland@lifeedtrust.org.nz)

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**Tamariki face many challenges to their mental health and hauora, and growing up isn't easy**

Factors like increased loneliness, discrimination, harmful environments, social pressures, worries about the future, increased social media, and the uncertainties upon us at this time are just a few of the struggles that impact the mental health of tamariki. 1

**Partnering to support tamariki through lifes challenges**



Life Education Trust and Anxiety NZ have come together, creating Healthy Minds to support young people's mental health and hauora to thrive. Healthy Minds supports schools to empower tamariki to grow their hauora and meet challenges with resilience, resources and connection.



Life Education's resources have been reviewed by Anxiety NZ's clinical team of experts, to ensure teaching models and resources fit with best practice in the field.

**Tamariki and rangatahi need knowledge and tools to manage their thoughts and feelings**

Three infographic boxes with statistics:

- Red box:** 23% of young people report significant symptoms of depression. 1 (Icon: brain in a head profile)
- Orange box:** New Zealand has the second highest youth suicide rate in the developed world. 2 (Icon: map of New Zealand)
- Green box:** One in five children feel 'really sad or stressed' about things most of the time'. 3 (Icon: person silhouette)

1. Youth19 Rangatahi Smart Survey, 2. Unicef Innocenti Report Card 2020, 3. Life Education Child Survey 2018

**Life Education is New Zealand’s leading external health education provider in primary and intermediate schools**

School leaders report that anxiety issues are the leading challenge tamariki face, with **86%** responding it was an issue for their children.

**Our Healthy Minds teaching**



Health, wellbeing and behaviours developed as a young person largely shape your success throughout life. Our young people are our future, and it's important they learn how to develop a positive growth mindset and resilience in order to be happy and healthy now and in years to come.

Our Educators encourage tamariki to think critically and consider the strategies and solutions that can make it easier to manage emotionally, preparing them for when challenges arise.



Our teaching is focused on the magnificence of the brain, building a positive identity, and ability to identify and regulate different feelings, thoughts, and behaviours.



**Outcomes of our teaching**

“Students understand the feelings they have and how to manage themselves. They know it’s ok to feel this way - but show respect and care for self and others. They know how to have a positive mindset and what it is like to ‘walk in someone else’s shoes!’” - Central Otago

“Increased awareness of themselves and their peers in relation to learning kindness. Students using the terminology from the lessons to unpack their feelings and emotions.” - Waipa

**Find out more about how Life Education can support the mental health of your students at:**  
**[www.lifeeducation.org.nz](http://www.lifeeducation.org.nz) | 0800 454 333**

4. Ministry of Education 2018 National Monitoring Study of Student Achievement Report,  
 5. Life Education Teacher Evaluation Research 2020

Switch to delivery statistics

Heartland Otago/Southland

Trust report

-

Educator report

Section:  
Outcomes

Log out

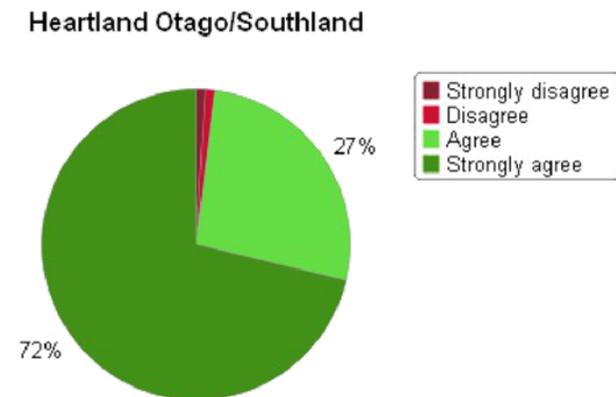
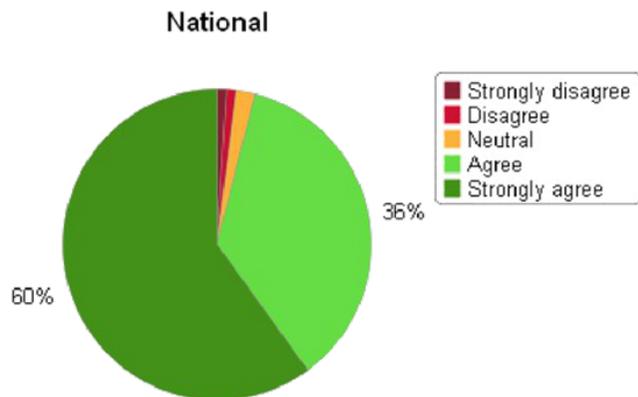
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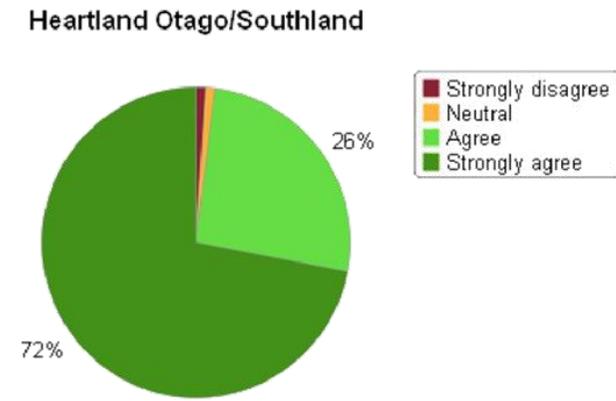
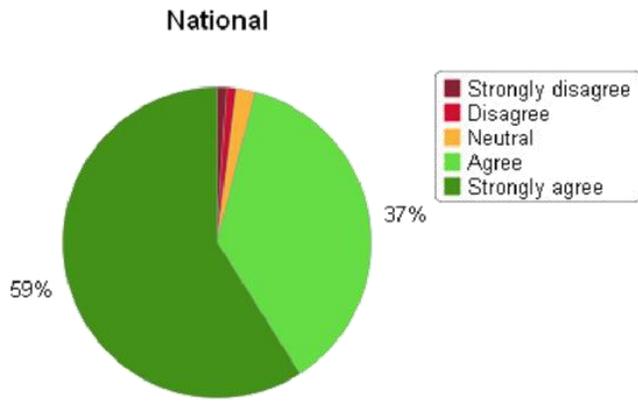


## OUTCOMES

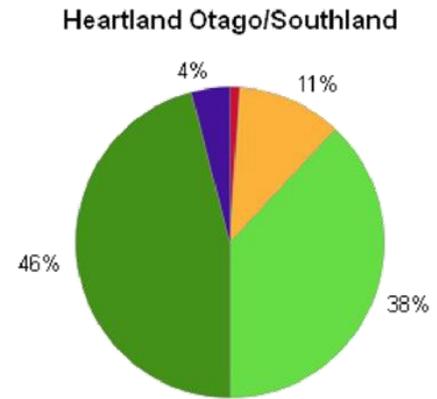
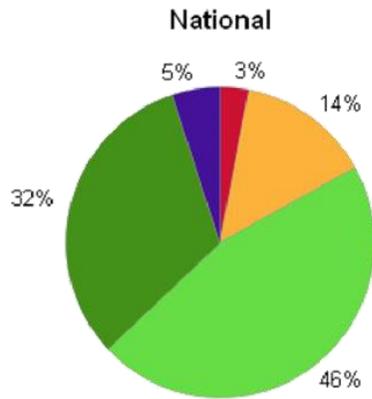
LIFE EDUCATION HELPS PROVIDE CHILDREN IN MY SCHOOL WITH THE INFORMATION THEY NEED TO MAKE POSITIVE DECISIONS.



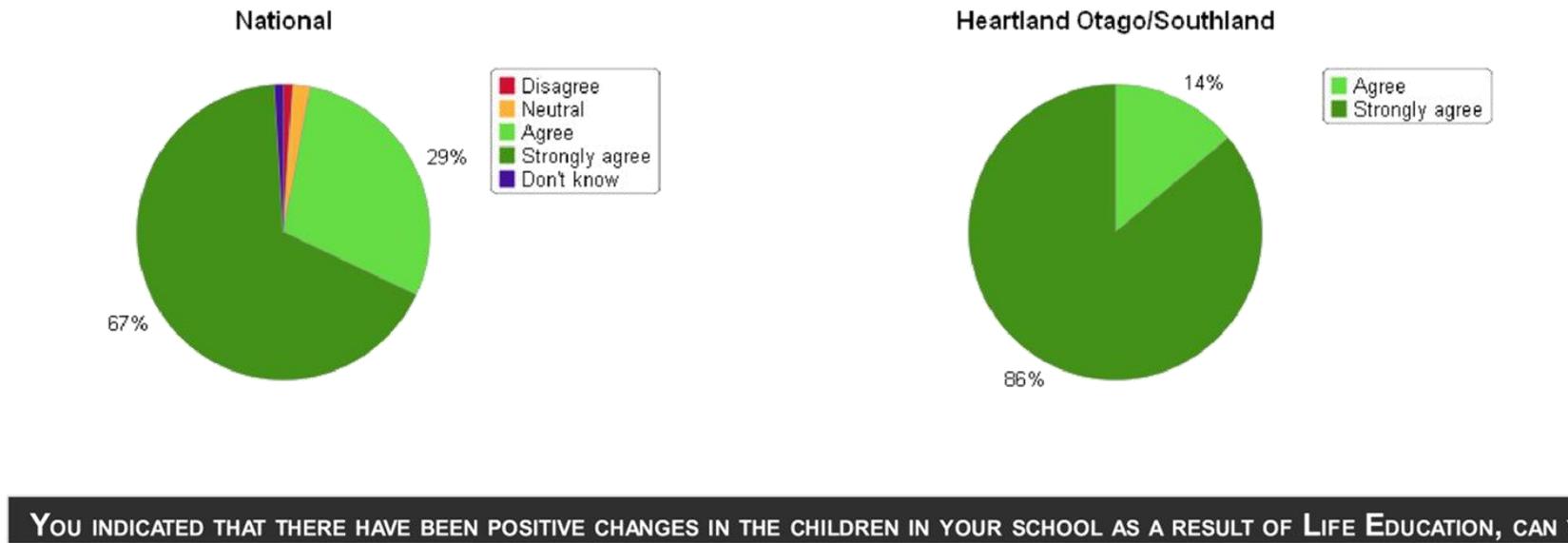
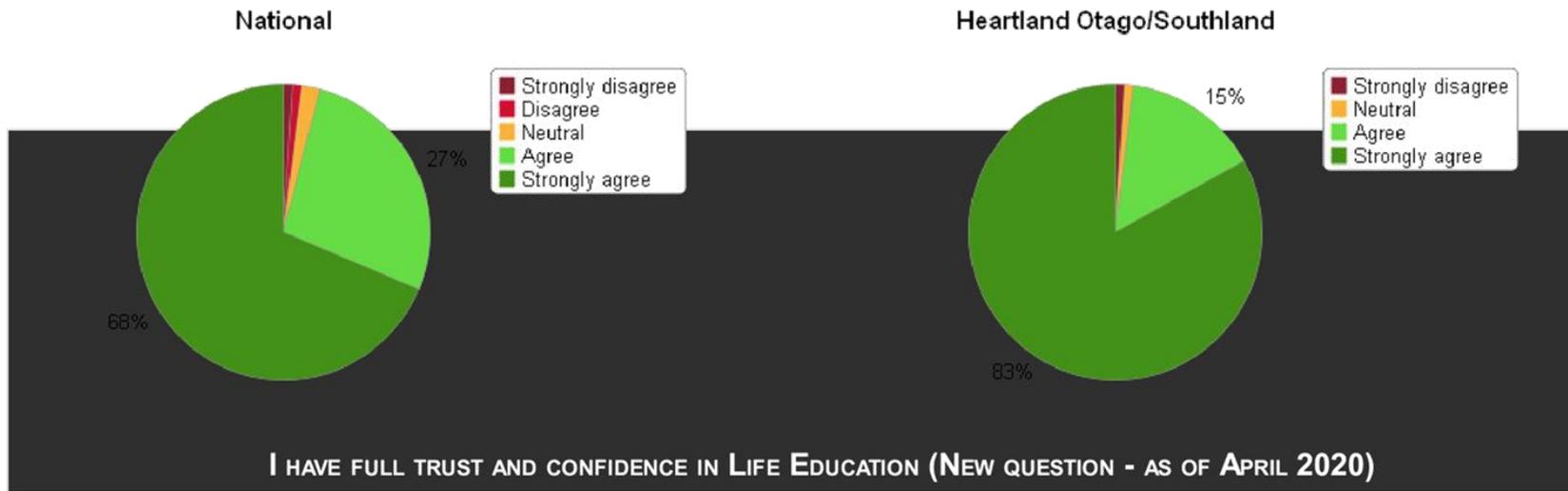
LIFE EDUCATION HELPS PROVIDE CHILDREN IN MY SCHOOL WITH USEFUL SKILLS FOR THE FUTURE



**I HAVE SEEN OR HEARD ABOUT POSITIVE ATTITUDE OR BEHAVIOURAL CHANGES IN THE CHILDREN IN OUR SCHOOL AS A RESULT OF LIFE EDUCATION (NEW QUESTION - AS OF APRIL 2020)**



**I WOULD DEFINITELY RECOMMEND LIFE EDUCATION TO OTHER SCHOOLS IN OUR AREA**



**PLEASE PROVIDE AN EXAMPLE OF THIS?**

Children have become more aware about things inside their bodies, and now often refer to this and the rhymes that go with them.

It helped reinforce the zones of regulation we had been talking about and children were able to see it from another perspective and are now referring to it more. (Roxburgh Area School.)

They are more aware of the outside world of the internet now and how to keep themselves safe. In class, they have been using technology and online apps appropriately. (Lawrence Area School.)

Discussions about use of appropriate gaming and why some games are not appropriate. (The Terrace Alexandra.)

Children have only just finished with [Educator] but in previous years we have definitely noticed the children using the language and making decisions influenced their learning with Life Education. (The Terrace.)

Recognising when someone is rude, mean or bullying. Learning to solve issues themselves - building resilience.

Students are more confident with discussing the topics covered with Harold.

Children love trying to be a super hero not a super villain and can recognize the difference.

[Educator] did an amazing job of linking what we are doing in the class to what her program! With Wolf Gang. During morning tea etc she also chatted to me about ways I can link this into my classroom and sent me through resources!. (St Marys Gore.)

Talking more about digital citizenship/pulling each other up for doing the wrong thing etc. (St Mary's School, Gore.)

I discuss the children's choices with them more often. I talk about being above or below the line. This has encouraged my class to take responsibility for their choices.

They remember the messages from the session and bring it up in conversation when playing. example: Harold was saying to be kind and that's not being kind....

More aware and talking about above and below the line behaviours. (Blue Mountain College.)

Teachers involved speak very highly of [Educator] and what she delivers and the positive attitude that the students take away from their time with her.

Students are very connected to the colour zones about their feelings.

Peer relations always improve after a visit. (Romahapa.)

Hearing the children using the same language as [Educator] does in the Harold Classroom. E.g super hero vs super villain. Shows they have an understanding of concept. (East Gore School.)

Children are referring to the concept of below the line and above the line behaviour.

Prior to the visit we had a child struggling to feel positive in coming to school, [Educator] worked alongside the child, teacher & teachers aide to help. provide some stimulus and reinforce some positive mindsets.

Children make reference to sayings [Educator] used - zip it lock it put it in your pocket. When we make references to being a super hero or a villain, our students

know what we are talking about. (Tapanui School.)

I have noticed a change in behaviours of students towards each other - kinder, showing more empathy and looking at incidents from others' perspectives. Have heard students using language and phrases learned in their Life Education sessions.

5 year olds identifying healthy food choices. (Kaitangata Primary)

Healthy Eating awareness and use of correct body terms (Kaitangata)

We are able to build on what the life educator talks about in the lessons and bring into the classroom - use as positive behaviour

The language used by the Life Ed bus of 'cheeky monkey' and 'wise owl' really resonated with my age children. We laminated each of these and have them on the board and often refer to these in a meaningful way.

Children who were able to articulate and reflect upon their own behaviour choices and why they might do that. (East Taieri Primary School.)

Use of some of the language to help them regulate their behaviour / decision making.

Children discuss Harold and what messages he gave us. We relate this to our mission of the day.

The programmes delivered are outstanding and we are so fortunate to have [Educator] in our area, she is not phased by any question and the children absolute love her. (St Joseph's Queenstown.)

We reflected on the information in class that had been provided to us and made key notes. The students all have a copy of these now and have a resource for being safe and thinking more about their online decisions. Some of the feedback from the students demonstrated that they hadn't thought about a lot of the things that were covered before and the reality of some online safety worried them, they displayed that they would think differently about their decisions because of this

Children have referred back to the stress colours and what they meant, which our Life Educator taught them. They love Harold and remember lots of things he and [Educator] said and did. (St John's School, Ranfurly.)

We created our own amygdala's and that was a great way for the students to understand how the brain works. They were able to relate their own feelings to how others behave and gave them more awareness and patience towards others.

A stronger awareness of how their personal choices can affect their long term life outcomes. (St Joseph's School, Queenstown.)

On the playground, hearing the kids talk about being a superhero not a supervillain.

Children's attitudes. Children talking about things from the lessons e.g. ABCDs for decision making, superheroes or supervillains.

Cyber use -- children more aware of risks.

Children always come back from [Educator]'s lessons with a really positive energy and this provides a great springboard for further discussions and health lessons in the classroom.

The students have been using the word empathy. (Queenstown Primary School.)

Understanding the feelings they have and how to manage themselves. Knowing it's ok to feel this way - but show respect and care for self and others. Know how to have a positive mindset and what it is like to "walk in someone else's shoes" Kindness.

Student group chats have been following guidelines. (Queenstown Primary.)

I hear the vocabulary being used between my students, and I use it myself, when discussing behaviours and whether they are superhero behaviours or supervillain behaviours.

Students using the language of "Superhero" and "Supervillain" to describe behaviour on the playground in the following weeks. They are more confident recognising what is right and wrong and using language to talk about friendships, bullying and problems they are having.

Definitely a change in understanding of what they eat and the value it has for them.

The students refer to the learning done through the caravan through their own inquiries. (Goldfields school.)

The children have been referring to the colours when talking about their feelings. For example: "I am feeling red today" Others have been responding and giving them positive strategies to help with different moods and feelings. (Goldfields Primary School, Cromwell.)

More positive relationships in my class.

We only managed a week of the programme due to COVID-19 lockdown.

Students having informal discussions with each other about the topics covered.

**Overall Budget  
Budget Summary  
Life Education Trust Heartland Otago/Southland  
January 2021 to December 2021**

Account	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
<b>Income</b>													
School Fees	\$0.00	\$1,950.00	\$3,405.00	\$3,405.00	\$3,405.00	\$3,405.00	\$3,405.00	\$3,405.00	\$3,405.00	\$3,405.00	\$3,405.00	\$3,405.00	
<b>Total Income</b>	<b>\$0.00</b>	<b>\$1,950.00</b>	<b>\$3,405.00</b>										
<b>Gross Profit</b>	<b>\$0.00</b>	<b>\$1,950.00</b>	<b>\$3,405.00</b>										
<b>Other Income</b>													
A J & M C Begg Charitable Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00
A J Saville Builder Limited Harok	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balclutha Inner Wheel Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
Breen Construction Harold Club M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00
Caldor Stewart Harold Club Mem	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cambrian St Bathans Rural Worr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00
Central Lakes Trust Grant	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Central Otago District Council Gr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Clutha District Council Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,133.00	\$0.00	\$0.00
Community Organisation Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Community Organisation Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Community Organisation Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Cromwell Rural Woman NZ Done	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00
Duncan Anderson Dental Surgec	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00
Dunedin Casino Trust Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Dunedin City Council Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E C Shaw Plumbers Harold Club	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Gore District Council Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00
Gore River Valley Lions Club Har	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00
Gore RSA Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Gore Town & Country Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00
Heaps Landscaping Limited Harc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00
I & H MacPhail Trust Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00
Ida MacDonald Trust Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00
Life Education Trainer Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Lion Foundation Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00
Lions Club of Alexandra Donator	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lions Club of Clinton Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00
Lions Club of Clyde & Districts D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
Lions Club of Cromwell Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
Lions Club of Cromwell Lake Dur	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00
Lions Club of Gore Pakeke Dona	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lions Club of Omakau Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00
Lions Club of Queenstown Donat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00
Lions Club of Taieri Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00
Lions Club of Wanaka & Districts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00
Lions Club of West Otago Donati	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
Millers Flat Rural Woman Donat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00
Moa Flat Rural Woman NZ Dona	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$850.00	\$0.00
Mosgel Inner Wheel Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00

**Overall Budget  
Budget Summary  
Life Education Trust Heartland Otago/Southland  
January 2021 to December 2021**

Account	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
O'Malley & Co Harold Club Meml	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Otago Community Trust Grant	\$0.00	\$0.00	\$8,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Otago Rural Woman NZ Donatio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$264.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pub Charity Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00
Ray White Real Estate Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00
RBS Gore Limited Harold Club M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00
Rotary Club of Alexandra Trust D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
Rotary Club of Milton Trust Dona	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00
Rotary Club of Mosgiel Donatio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Rotary Club of Taieri Trust Donat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Rotary Club of Wanaka Trust Dor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$720.00	\$0.00	\$0.00
SkyCity Queenstown Community	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00
South Otago Federation of Wom	\$0.00	\$579.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Southern Wide Real Estate Alexz	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00
The Southern Trust Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,850.00	\$0.00	\$0.00	\$0.00
The Trust Charitable Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$0.00
Tuapeka Gold Print Harold Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
United Way NZ Ltd Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00
VTNZ Harold Club Membership	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Waikaka Valley Rural Woman NZ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Westpac Interest Received	\$7.00	\$7.00	\$7.00	\$669.00	\$6.00	\$188.00	\$188.00	\$188.00	\$188.00	\$188.00	\$188.00	\$188.00
<b>Total Other Income</b>	<b>\$20,457.00</b>	<b>\$1,036.00</b>	<b>\$10,257.00</b>	<b>\$1,119.00</b>	<b>\$8,056.00</b>	<b>\$952.00</b>	<b>\$238.00</b>	<b>\$24,188.00</b>	<b>\$14,608.00</b>	<b>\$20,371.00</b>	<b>\$5,438.00</b>	<b>\$3,238.00</b>
<b>Less Operating Expenses</b>												
ACC levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$243.00	\$0.00	\$0.00	\$0.00	\$0.00
Accident Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Audit fees	\$0.00	\$0.00	\$0.00	\$0.00	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank Fees	\$10.00	\$9.00	\$9.00	\$9.00	\$10.00	\$11.00	\$9.00	\$9.00	\$9.00	\$9.00	\$10.00	\$10.00
Classroom & Vehicle Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,452.00	\$0.00	\$0.00	\$0.00
Classroom Maintenance Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Classroom Resources	\$0.00	\$380.00	\$128.00	\$35.00	\$0.00	\$54.00	\$33.00	\$23.00	\$788.00	\$18.00	\$17.00	\$75.00
Computer expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00	\$0.00
Conference cost - Trustees	\$0.00	\$0.00	\$0.00	\$43.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conference Expenses - Educator	\$0.00	\$0.00	\$500.00	\$37.00	\$0.00	\$0.00	\$750.00	\$0.00	\$35.00	\$0.00	\$19.00	\$0.00
Coordinators Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43.00
Educators Motor Vehicle Expense	\$0.00	\$710.00	\$710.00	\$710.00	\$710.00	\$710.00	\$710.00	\$710.00	\$710.00	\$710.00	\$710.00	\$710.00
General Expenses	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Printing & Stationery	\$0.00	\$19.00	\$35.00	\$36.00	\$0.00	\$63.00	\$83.00	\$77.00	\$58.00	\$32.00	\$0.00	\$0.00
Professional Fees	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
Salaries - Educator	\$9,075.00	\$6,050.00	\$6,050.00	\$6,050.00	\$6,050.00	\$6,050.00	\$9,075.00	\$6,050.00	\$6,050.00	\$6,050.00	\$6,050.00	\$6,050.00
Salaries - office Admin/marketing	\$1,400.00	\$980.00	\$980.00	\$980.00	\$980.00	\$980.00	\$1,400.00	\$980.00	\$980.00	\$980.00	\$980.00	\$980.00
Staff Accomodatn & Meal Exper	\$57.00	\$168.00	\$216.00	\$444.00	\$67.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37.00	\$136.00
Telephone & Internet	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
Truck Running Costs & Maintena	\$0.00	\$575.00	\$0.00	\$1,243.00	\$1,733.00	\$0.00	\$294.00	\$79.00	\$0.00	\$654.00	\$2,489.00	\$0.00
Trustee liability insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$342.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Trustee Meeting Expenses	\$0.00	\$70.00	\$0.00	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$70.00	\$0.00	\$70.00
Workbooks	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00

**Overall Budget  
Budget Summary  
Life Education Trust Heartland Otago/Southland  
January 2021 to December 2021**

Account	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
<b>Total Operating Expenses</b>	\$11,572.00	\$9,991.00	\$9,658.00	\$10,687.00	\$12,690.00	\$8,941.00	\$16,326.00	\$9,343.00	\$12,112.00	\$9,554.00	\$11,342.00	\$9,104.00
<b>Total Expenses</b>	\$11,572.00	\$9,991.00	\$9,658.00	\$10,687.00	\$12,690.00	\$8,941.00	\$16,326.00	\$9,343.00	\$12,112.00	\$9,554.00	\$11,342.00	\$9,104.00
<b>Net Profit</b>	\$8,885.00	-\$7,005.00	\$4,004.00	-\$6,163.00	-\$1,229.00	-\$4,584.00	-\$12,683.00	\$18,250.00	\$5,901.00	\$14,222.00	-\$2,499.00	-\$2,461.00



# PERFORMANCE REPORT

Life Education Trust Heartland Otago/Southland  
For the year ended 31 December 2020

Prepared by IGL Chartered Accountants Ltd  
and Life Education Trust (NZ)





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## Entity Information

### Life Education Trust Heartland Otago/Southland For the year ended 31 December 2020

<b>Legal Name:</b>	Life Education Trust Heartland Otago/Southland Inc
<b>Trading Name:</b>	Life Education Trust Heartland Otago/Southland Inc
<b>Type of Entity and Legal Basis:</b>	Life Education Trust Heartland Otago/Southland Inc is a Registered Charity
<b>Registration Number:</b>	CC20301

#### Physical Address

PO Box 267  
Alexandra  
Otago  
New Zealand 9340

#### Postal Address

C/o ICL Chartered Accountants  
PO Box 267  
Alexandra  
Otago  
New Zealand 9340

#### Entity's Purpose or Mission

Life Education is a children's charity. We visit local schools and teach 'Life Education' to children up to year 8.

Life Education supports students to:

- develop life skills
- make healthy choices
- gain knowledge about health and their bodies
- develop self-esteem and a positive understanding of themselves
- develop strategies for relating to others

#### Entity Structure

Life Education Trust Heartland Otago/Southland Inc is one of 33 similar, Life Education Community Trusts spread throughout New Zealand. The Trust is aligned through their trust deed to Life Education Trust (NZ) which operates as a National Service Centre to the individual Community Trusts. LET (NZ) supports the Trusts with the development of their programme, educator training, and resources.

Life Education Trust Heartland Otago/Southland Inc is governed by a group of Volunteer Trustees that meet throughout the year.

Entity InformationCurrent Trustees:

- Margaret Box (Chairperson)
- Gill Naylor (Vice Chairperson)
- Meghan Pagey
- Logan Miller
- Kerry Seymour

Current Educator:

- Pip Tisdall

Administration Officer:

- Dana Young

**Main Sources of Entity's Cash and Resources**

The trust receives income from the following:

- Grants
- Donations
- Fundraising
- School Fees - a small fee per student is charged when a school is visited.

**Entity's Reliance on Volunteers and Donated Goods or Services**

The trust board is made up of volunteers

Harold Club Supporters:

The Harold Club supports the work of our Heartland Trust enabling us to :-

- \* Focus on maintaining the Heartland mobile classroom.
- \* Ensuring our programme continually evolves to reflect changes in society, changes in the curriculum and allows us to stay in the forefront of education.
- \* Support Educator professional development and the supply of teaching resources.

By making a contribution to the Harold Club members are willing to stand tall alongside our mascot Harold, and contribute to a better New Zealand. Your contribution is valued and appreciated.

Thank you to the following 2020 Harold Club members:

- Breen Construction
- Calder Stewart Industries
- Cambrian St Bathans Branch, Rural Women NZ
- Duncan Anderson Dental Surgeons
- E C Shaw Plumbing Ltd
- Gore River Valley Lions Club
- Heaps Landscaping Ltd
- O'Malley & Co
- Rural Business Solutions Gore Limited
- Southern Wide Central Real Estate
- Tuapeka Gold Print
- VTNZ Ltd

Entity Information

- Crossroads Cycles Ltd
- J Hope Building Ltd
- LM Safety Ltd

Transport Operators:

The trustees are hugely appreciative of the vitally important service provided by transport operators who relocate its mobile classroom from school to school, at no cost to the trust:

- Dynes Transport
- Fulton Hogan
- Hokonui Rural Transport
- McLellan Freight
- Tuapeka Transport
- West Otago Transport
- Clinton Waipahi Holdings
- Beckers Transport

Major Funders:

- Central Lakes Trust
- The Otago Community Trust
- The Trust Charitable Foundation
- The Southern Trust

Supporting Funders:

- Clutha District Council
- Central Otago District Council
- Community Trust of Southland
- Dunedin City Council
- Gore District Council
- Gore RSA
- United Way NZ Ltd
- Fulton Hogan Ltd
- ICL Chartered Accountants
- Lions Club of Otago & Southland
- New Zealand Federation of Women's Institute - Otago & Southland
- Rotary Clubs of Otago & Southland
- RD Petroleum
- Pub Charity

# STATEMENT OF SERVICE PERFORMANCE

Life Education Trust Heartland Otago/Southland  
For year ending 31 December 2020



## Challenges for our young people

In our complex and changing society, the mental health and wellbeing of children shapes their success in life. Unfortunately research shows deteriorating mental health in New Zealand's tamariki and rangatahi, due to the increasing number of challenges they face. **This is why Life Education Trust exists.**



**Our vision**  
-----  
Inspiring tamariki and rangatahi to make positive choices.

**Our goal**  
-----  
By 2025 we will engage with 85% of tamariki and families each year.



## Supporting the health and wellbeing of New Zealand's future

Our registered teachers visit primary and intermediate schools across the country in our fleet of mobile classrooms. Using technology and specialist resources our Educators engage children's imaginations, teaching them the brilliance of the human body, about relationships and communities, and about resilience and their identities. These unique and memorable learning experiences provide children with knowledge and strategies to make positive choices both now and into the future.

Our programme aligns with the values and actions of the New Zealand Child and Youth Wellbeing Strategy, and the NZ Curriculum.

### Our reach

Despite the disruptions of the COVID-19 lockdowns in 2020, Life Education Trust reached a total of...

**171,603 students through our Healthy Harold programme.**

**Supporting 1044 schools across the country.**

**Over a two year period we work with 86% of primary and intermediate schools in NZ.** <sup>5</sup>

1. Youth19 Rangatahi Smart Survey 2020, 2. Life Education Trust Independent Research 2020, 3. Life Education Trust Student Survey 2018, 4. Unicef Innocenti Report Card 2020, 5. National Monitoring Study of Achievement, Ministry of Education 2018

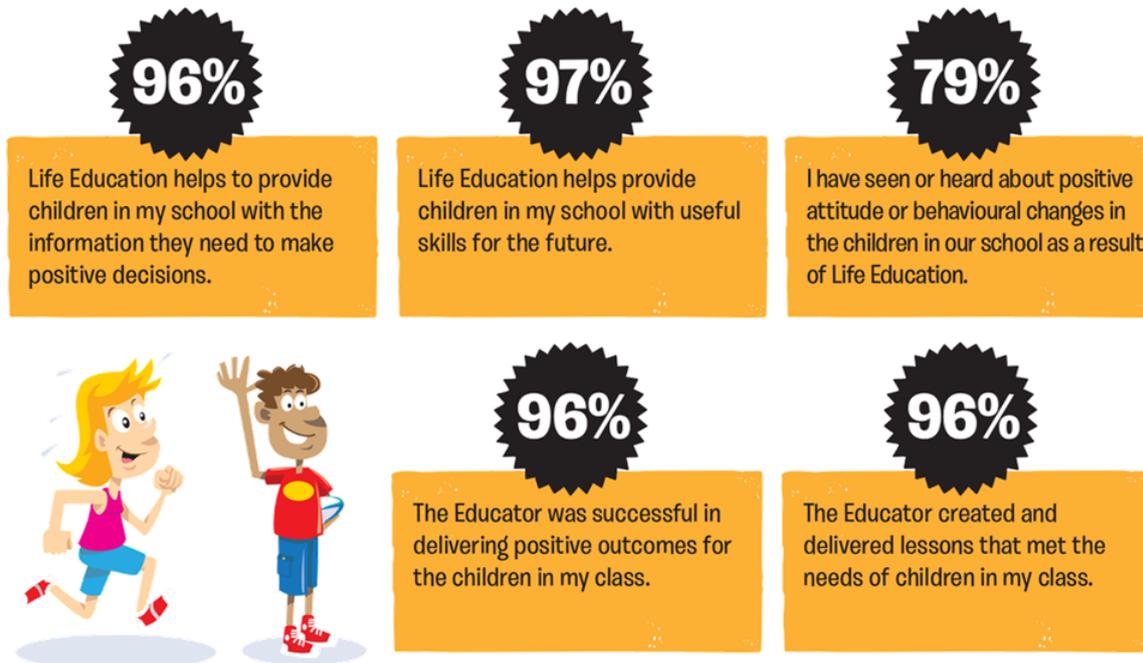


## We meet the needs of children and schools

We use a shared planning approach to work with schools. After identifying current issues their students are facing, we create individualised lessons tailored to the children to support their learning needs.



Across the country, school leaders strongly agree or agree...



## Life Education Trust Heartland Otago/Southland Feedback

"Lessons cater directly to the specific needs of our class, it's not just generic across the school. Amazing delivery by our educator- the children anticipate her visit, and the engagement level supported by the fabulous AV resources and materials. Harold is a huge hook in for juniors." - (Research NZ 2020/ The Terrace School)

"The lessons are very relevant to what we teach in our classrooms, they sit alongside our values and Curriculum. We love it! Someone else giving the same messages in a different and enthusiastic way!" - (Research NZ 2020/ Roxburgh Area School)

"The Educator is an absolute asset to the Life Education Trust. She is well organised and has enormous amounts of energy which make her lessons exciting and engaging. She develops positive relationships with staff and students and is very approachable. I believe combined with the immersive experience of a mobile classroom and the fact that the programs are regularly reviewed, planned and delivered with such energy, these are the points of difference Life Education has." - (Research NZ 2020)

"The personal interaction between the Educator and the children is extremely valuable. The children love seeing and interacting with Harold as a physical being. The experience inside the van is something the children were talking about long after the visit." - (Research NZ 2020/Goldfields Primary School Cromwell)



## About Life Education Trust Heartland Otago/Southland

Life Education Heartland Otago/Southland stretches from Wanaka to Gore, including Mosgiel and Balclutha. The Trust travels many kilometers to deliver the Life Education Programme to almost every school in the region. The hard-working Trustees, Educator, and supportive Partners are committed to bringing the Life Education messages to as many children as possible.

## Description and Quantification of the Entities Outputs

### Life Education Trust Heartland Otago/Southland

Year	Schools involved	Lessons taught	Children taught
2020	44	910	6,707
2019	51	1,095	8,168

**“Mental health is a robust state to be grown and nurtured in children - even from the time of conception - by parents, whanau, schools and community.”**

**“This means promoting resilience to the inevitable exposure to emotional stresses and building self-control skills in early childhood and primary years.”**

Sir Peter Gluckman





## Statement of Financial Performance

### Life Education Trust Heartland Otago/Southland For the year ended 31 December 2020

	NOTES	2020	2019
<b>Revenue</b>			
Grants, Donations, fundraising and other similar revenue	1	108,311	138,387
COVID19 Wage Subsidy	10	11,230	-
Revenue from providing goods or services	1	25,640	31,616
Interest, dividends and other investment revenue	1	4,029	5,781
Other revenue	1	1,500	1,500
<b>Total Revenue</b>		<b>150,709</b>	<b>177,284</b>
<b>Expenses</b>			
Volunteer and employee related costs	2	102,711	98,520
Fundraising Expenses	2	1,171	2,435
Costs related to providing goods or service	2	34,629	49,528
Other expenses	2	10,437	12,042
<b>Total Expenses</b>		<b>148,948</b>	<b>162,524</b>
<b>Surplus / (Deficit) for the Year</b>		<b>1,761</b>	<b>14,760</b>

This performance report should be read in conjunction with the accompanying policies and notes.



## Statement of Financial Position

### Life Education Trust Heartland Otago/Southland As at 31 December 2020

	NOTES	31 DEC 2020	31 DEC 2019
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	58,767	49,682
Receivables	3	8,375	-
Accrued Interest		1,714	2,035
RD Petroleum - Fuel Credit		1,078	2,030
Inventory	3	1,069	1,530
Current Term Deposits		191,652	187,329
<b>Total Current Assets</b>		<b>262,655</b>	<b>242,606</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	5	30,728	47,076
<b>Total Non-Current Assets</b>		<b>30,728</b>	<b>47,076</b>
<b>Total Assets</b>		<b>293,383</b>	<b>289,682</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Payables	4	10,024	8,084
<b>Total Current Liabilities</b>		<b>10,024</b>	<b>8,084</b>
<b>Total Liabilities</b>		<b>10,024</b>	<b>8,084</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>283,359</b>	<b>281,598</b>
<b>Accumulated Funds</b>			
Opening Balance		281,598	266,838
Surplus / (Deficit) for the year	6	1,940	14,760
<b>Total Accumulated Funds</b>		<b>283,538</b>	<b>281,598</b>

This performance report should be read in conjunction with the accompanying policies and notes.



## Statement Of Cash Flows

### Life Education Trust Heartland Otago/Southland For the year ended 31 December 2020

	2020	2019
<b>Cash Flows</b>		
<b>Cash flows from Operating Activities</b>		
Grants, Donations, Fundraising and Other Receipts	114,537	128,377
Receipts from Providing Goods and Services	23,740	33,956
Interest, Dividends and other Investment Receipts	28	36
Net GST	(545)	(703)
Payments to Suppliers and employees	(129,607)	(143,160)
Receipts from other operating activities	1,500	1,500
<b>Total Cash flows from Operating Activities</b>	<b>9,653</b>	<b>20,006</b>
<b>Cash flows from Investing and Financing Activities</b>		
Payments to acquire Property, Plant and Equipment	(568)	(59,145)
Cashflows from other investing and financing activities	-	19,108
<b>Total Cash flows from Investing and Financing Activities</b>	<b>(568)</b>	<b>(40,037)</b>
Net increase(decrease) in cash	9,085	(20,031)
<b>Cash Balances</b>		
Cash and cash equivalents at the beginning of period	49,682	69,713
Cash and cash equivalents at end of period	58,767	49,682
Net change in cash for period	9,085	(20,031)



## Depreciation Schedule

### Life Education Trust Heartland Otago/Southland For the year ended 31 December 2020

NAME	RATE	METHOD	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
<b>Classroom Equipment</b>									
Digital Camera & Accessories	33.30%	SL	31 Dec 2010	795	-	-	-	-	-
DVD Player	33.30%	SL	31 Dec 2010	1,259	-	-	-	-	-
Harold Costume	33.30%	SL	31 Dec 2010	4,000	-	-	-	-	-
Laminator	33.30%	SL	31 Dec 2010	300	-	-	-	-	-
Maxifold Display System	33.30%	SL	31 Dec 2010	650	-	-	-	-	-
PAT Body	33.30%	SL	31 Dec 2010	2,162	-	-	-	-	-
Harold Puppet	33.30%	SL	31 Dec 2012	1,150	-	-	-	-	-
Apple iPhone	33.30%	SL	31 Dec 2013	445	-	-	-	-	-
DVD Player	33.30%	SL	31 Dec 2013	2,100	-	-	-	-	-
Computer	33.30%	SL	31 Dec 2014	1,738	-	-	-	-	-
Classroom Electrical Fitout 2015	33.30%	SL	1 Jan 2015	30,940	-	-	-	-	-
Mobile Classroom Exterior Skin	33.30%	SL	29 Feb 2016	10,570	-	-	-	-	-
PAT 2016	33.30%	SL	29 Feb 2016	1,822	-	-	-	-	-
Safety Barriers, Cones, Fire Extinguisher	33.30%	SL	31 May 2016	82	-	-	-	-	-
Swivl Robot C Series - Video automation Robot	33.30%	SL	23 Feb 2017	789	23	-	-	23	-
Samsung Galaxy Tablet for MLC	33.30%	SL	1 Aug 2017	341	67	-	-	67	-
Laptop - Surface Pro 4 + office software	33.30%	SL	4 Oct 2017	2,034	510	-	-	510	-
iPhone 8 64GB - Silver	33.30%	SL	6 Nov 2017	1,086	302	-	-	302	-
Classroom Wheelchair Lift	33.30%	SL	31 Jan 2019	25,212	16,816	-	-	8,395	8,421
Harold The Giraffe Mascot	33.30%	SL	7 May 2019	5,855	4,555	-	-	1,950	2,605
Fire Extinguisher	33.30%	SL	2 Jun 2020	47	-	47	-	9	38
Printer	33.30%	SL	17 Oct 2020	521	-	521	-	43	478
<b>Total Classroom Equipment</b>				<b>93,897</b>	<b>22,273</b>	<b>568</b>	<b>-</b>	<b>11,299</b>	<b>11,541</b>

## Depreciation Schedule



NAME	RATE	METHOD	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
<b>Mobile Classroom</b>									
Mitsubishi Tractor Unit	20.00%	SL	31 Dec 2010	32,000	-	-	-	-	-
Mobile Classroom	20.00%	SL	31 Dec 2010	118,174	-	-	-	-	-
Trailer Unit	20.00%	SL	31 Dec 2010	5,500	-	-	-	-	-
2008 Ford Focus	20.00%	SL	31 Dec 2014	9,565	-	-	-	-	-
Educators Car Subaru XV	20.00%	SL	20 Jun 2019	28,078	24,802	-	-	5,616	19,187
<b>Total Mobile Classroom</b>				<b>193,317</b>	<b>24,802</b>	<b>-</b>	<b>-</b>	<b>5,616</b>	<b>19,187</b>
<b>Total</b>				<b>287,214</b>	<b>47,076</b>	<b>568</b>	<b>-</b>	<b>16,915</b>	<b>30,728</b>



# Statement of Accounting Policies

## Life Education Trust Heartland Otago/Southland For the year ended 31 December 2020

### **Basis of Preparation**

The Trust has elected to apply PBE-SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000 for the last two annual reporting periods.

The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Details in this Performance Report have been included in the audited accounts of the group.

### **Revenue from providing goods and services**

Revenue is accounted for as follows:

#### **School Fees**

Income is earned from school visits and is recognised when invoiced.

#### **Grants, Fundraising, Sponsorship Income, Donations**

This income is accounted for depending on whether or not it has a 'use or return' condition attached.

Where no 'use or return' condition is attached, revenue is recorded as income when the cash is received. Where income includes a 'use or return' condition, it is initially recorded as a liability when received. The income is then subsequently recognised within the statement of Financial Performance as the performance conditions are met.

Donations of good or services (other than donated assets) are not recognised.

#### **Other Income**

All other income is accounted for on an accruals basis and accounted for in accordance with the substance of the transaction.

#### **Goods and Services Tax (GST)**

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

#### **Income Tax**

The Trust is a registered charity under the Charities Act 2005, and accordingly is not subject to income tax.

#### **Bank Accounts and Cash**

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

#### **Debtors**

Debtors are carried at estimated realisable value after providing against debts where collection is doubtful

#### **Inventory**

Inventory is made up of workbooks and Life Education 'Harold' merchandise. These are stated at the lower of cost and net realisable value.



### Property, plant and equipment

Property, plant and equipment are shown at cost or valuation less any accumulation depreciation and impairment losses.

### Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment, at rates that will write off the cost of the assets to their estimated residual values over their useful lives. The depreciation rates associated with major classes of assets have been estimated as follows:

Classroom Equipment	33.30% SL
Mobile Classroom & Motor Vehicles	20.00% SL

### Employee Costs

Employee costs are measured at undiscounted nominal values based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, and annual leave accrued but not taken.

### Changes in Accounting Policies

There have been no changes in accounting policies during the annual reporting period. (2017: The basis of preparation changed from generally accepted accounting practice to Tier 3 Public Benefit Entity Simple Format Reporting - Accrual (NFP) issued by the external reporting board).



# Notes to the Performance Report

## Life Education Trust Heartland Otago/Southland For the year ended 31 December 2020

2020 2019

### 1. Analysis of Revenue

#### Grants, Donations, fundraising and other similar revenue

Grants	2020	2019
Central Lakes Trust Grant	20,378	20,000
Central Otago District Council Grant	2,500	-
Clutha District Council Grant	5,133	5,133
Community Organisation Grants Scheme (COGS) Central Otago	1,000	-
Community Organisation Grants Scheme (COGS) Coastal Otago	1,500	-
Community Organisation Grants Scheme (COGS) Southland	1,000	-
Community Trust South Grant	7,205	-
Dunedin City Council Grant	3,181	3,680
Foodstuffs (South Island) Community Trust Grant	-	1,300
Gore District Council Grant	5,000	-
Gore Town & Country Grant	-	2,000
Grants - GST	5,000	-
I & H MacPhail Trust Grant	-	1,370
Lottery Grants Board Otago/Southland Grant	-	20,000
Otago Community Trust Grant	-	10,000
Pub Charity Grant	5,000	10,000
SkyCity Queenstown Community Trust Grant	-	(393)
The Southern Trust Grant	10,000	15,000
The Trust Charitable Foundation (Clutha & Mataura) Grant	10,000	10,000
United Way NZ Ltd Grant	3,000	4,500
Gore RSA Grant	1,500	1,500
Unexpended Grant Funds	-	6,961
<b>Total Grants</b>	<b>81,397</b>	<b>111,051</b>
<b>Donations</b>		
Cromwell Rural Woman NZ Donation	300	300
Heddon Bush Rural Woman NZ Donation	50	-
Henley Middlemarch Rural Woman NZ Donation	160	160
Lions Club of Alexandra Donation	-	2,000
Lions Club of Clinton Donation	500	-
Lions Club of Clutha Valley Donation	500	-
Lions Club of Clyde & Districts Donation	250	250
Lions Club of Cromwell Donation	500	-
Lions Club of Cromwell Lake Dunstan Donation	-	250
Lions Club of Gore Pakeke Donation	-	1,000
Lions Club of Green Island Donation	200	500
Lions Club of Lawrence Donation	500	500
Lions Club of Maniototo Donation	200	500
Lions Club of Milton Donation	1,000	-

Notes to the Performance Report



	2020	2019
Lions Club of Omakau Donation	200	-
Lions Club of Strath Taieri Donation	-	250
Lions Club of Taieri Donation	-	500
Lions Club of Wanaka & Districts Donations	250	-
Lions Club of West Otago Donation	500	300
Lions Club of Queenstown Donation	1,000	-
Mid East Provincial Rural Women NZ Donation	-	2,000
Millers Flat Rural Woman Donation	200	-
Moa Flat Rural Woman NZ Donation	-	1,000
Mosgiel District Lions Club	300	-
Other Donations	7,338	597
RD Petroleum Donation	3,450	3,450
Rotary Club of Alexandra Trust Donation	500	500
Rotary Club of Balclutha Trust Donation	-	750
Rotary Club of Cromwell Donation	500	500
Rotary Club of Gore Donation	-	500
Rotary Club of Milton Trust Donation	2,500	2,000
Rotary Club of Mosgiel Donation	-	1,500
Rotary Club of Queenstown Donation	-	500
Rotary Club of Taieri Trust Donation	250	1,500
Rotary Club of Wanaka Trust Donation	500	500
South Otago Federation of Womens Institute Donation	567	1,629
Southland Provincial Rural Woman NZ Donation	-	500
Tarras Rural Woman NZ Donation	-	500
<b>Total Donations</b>	<b>22,214</b>	<b>24,436</b>
<b>Harold Club Membership</b>		
Breen Construction Harold Club Membership	300	300
Calder Stewart Harold Club Membership	400	-
Cambrian St Bathans Rural Woman Harold Club Membership	400	400
Crossroad Cycles Limited Harold Club Membership	400	-
Duncan Anderson Dental Surgeons Harold Club Membership	400	400
E C Shaw Plumbers Harold Club Membership	300	300
Gore River Valley Lions Club Harold Club Membership	400	-
Heaps Landscaping Limited Harold Club Sponsorship	400	400
J Hope Building Limited Harold Club Membership	400	-
LM Safety Ltd Harold Club Membership	200	-
O'Malley & Co Harold Club Membership	300	300
RBS Gore Limited Harold Club Membership	400	-
Southern Wide Real Estate Alexandra Harold Club Membership	-	400
Tuapeka Gold Print Harold Club Membership	400	-
VTNZ Harold Club Membership	-	400
<b>Total Harold Club Membership</b>	<b>4,700</b>	<b>2,900</b>
<b>Total Grants, Donations, fundraising and other similar revenue</b>	<b>108,311</b>	<b>138,387</b>
<b>Revenue from providing goods and services</b>		

Notes to the Performance Report



	2020	2019
School Fees	25,240	31,616
<b>Total Revenue from providing goods and services</b>	<b>25,240</b>	<b>31,616</b>
<b>Interest Received</b>		
Westpac Interest Received	4,029	5,781
<b>Total Interest Received</b>	<b>4,029</b>	<b>5,781</b>
<b>Other Income</b>		
Life Education Trainer Support	1,500	1,500
<b>Total Other Income</b>	<b>1,500</b>	<b>1,500</b>

	2020	2019
--	------	------

## 2. Analysis of Expenses

### Volunteer and employee related costs

Conference cost - Trustees	229	2,562
Conference Expenses - Educator	707	1,169
Employee entitlements	179	-
KiwiSaver Employer Contributions	2,542	-
Professional Development - Educator	192	112
Salaries - Educator	85,532	82,793
Salaries - office Admin/marketing	12,243	10,587
Staff Accomodaton & Meal Expenses	876	964
Trustee Meeting Expenses	210	333
<b>Total Volunteer and employee related costs</b>	<b>102,711</b>	<b>98,520</b>

### Fundraising Expenses

Fundraising expenses GST	348	-
Harold Club events	-	554
LET (NZ) Merchandise expense	428	438
Non LET (NZ) Merchandise expense	395	1,444
<b>Total Fundraising Expenses</b>	<b>1,171</b>	<b>2,435</b>

### Costs related to providing goods or services

Classroom Maintenance Expenses	521	477
Classroom Resources	674	1,795
Depreciation	16,915	16,506
Educators Motor Vehicle Expenses	4,470	9,497
General Expenses	342	158
Marketing/Promotional costs	337	306
Truck Running Costs & Maintenance	2,842	10,029
Workbooks	8,529	10,760
<b>Total Costs related to providing goods or services</b>	<b>34,629</b>	<b>49,528</b>

### Other expenses

ACC levy	290	274
Accident Insurance	-	196
Classroom & Vehicle Insurance	4,057	4,553

Notes to the Performance Report



Trustee liability insurance	400	454
Audit fees	800	800
Bank Fees	263	252
Computer expense	30	67
Postage and Freight	54	345
Printing & Stationery	492	420
Professional Fees	3,254	3,949
Telephone & Internet	796	732
<b>Total Other expenses</b>	<b>10,437</b>	<b>12,042</b>
<b>Total Analysis of Expenses</b>	<b>148,948</b>	<b>162,524</b>
	<b>2020</b>	<b>2019</b>

### 3. Analysis of Assets

<b>Bank accounts and cash</b>		
Westpac Call Account	16,511	16,503
Westpac Current Account	41,210	32,323
Westpac Imprest Account	1,046	856
<b>Total Bank accounts and cash</b>	<b>58,767</b>	<b>49,682</b>
<b>Debtors and prepayments</b>		
Accounts Receivable	8,375	-
Interest Accrued	1,714	2,035
<b>Total Debtors and prepayments</b>	<b>10,089</b>	<b>2,035</b>
<b>Inventory</b>		
Stock - Workbooks	1,069	826
Stock - Merchandise	-	703
<b>Total Inventory</b>	<b>1,069</b>	<b>1,530</b>
<b>Other current assets</b>		
RD Petroleum - Fuel Credit	1,078	2,030
<b>Total Other current assets</b>	<b>1,078</b>	<b>2,030</b>
<b>Investments</b>		
Westpac TD 81-12, 13, 14, 16	191,652	187,329
<b>Total Investments</b>	<b>191,652</b>	<b>187,329</b>
Property Plant & Equipment	30,728	47,076
<b>Total Analysis of Assets</b>	<b>293,383</b>	<b>289,682</b>
	<b>2020</b>	<b>2019</b>

### 4. Analysis of Liabilities

<b>Creditors and accrued expenses</b>		
Accounts Payable	2,375	1,218
GST Payable	2,313	1,538

Notes to the Performance Report



	2020	2019
Wages/Leave Payable	5,336	5,329
<b>Total Creditors and accrued expenses</b>	<b>10,024</b>	<b>8,084</b>
Other current liabilities	-	-
<b>Total Analysis of Liabilities</b>	<b>10,025</b>	<b>8,084</b>

## 5. Property, Plant and Equipment

### Significant Donated Assets

The Trust has not received any significant donated assets during the course of the year that were not recorded in the financial statements. (2019: Nil)

### Depreciation Schedule

	Original Cost	Opening Book Value	Additions	Disposals	Current Depreciation	Closing Book Value
Classroom Equipment	\$93,329	\$22,273	\$568	-	\$11,299	\$11,541
Mobile Classroom & Motor Vehicles	\$193,317	\$24,802	-	-	\$5,616	\$19,187
<b>TOTAL</b>	<b>\$286,647</b>	<b>\$47,076</b>	<b>\$568</b>	<b>-</b>	<b>\$16,915</b>	<b>\$30,728</b>

2020 2019

## 6. Accumulated Funds

Accumulated Funds		
Opening Balance	281,598	266,838
Surplus / (Deficit) for the year	1,940	14,760
<b>Total Accumulated Funds</b>	<b>283,538</b>	<b>281,598</b>
<b>Total Accumulated Funds</b>	<b>283,538</b>	<b>281,598</b>

## 7. Commitments

There are no commitments as at 31 December 2020 (Last year - nil).

## 8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 December 2020 (last year: nil)

## 9. Significant Grants and Donations received as income in advance.

There are no significant grants and donations received as income in advance.

## 10. Global pandemic of Covid-19

On 11 March 2020, the World Health Organisation declared an ongoing global outbreak of a novel coronavirus, known as 'COVID-19', as a pandemic. In response, many Governments implemented a range of public health and social measures to prevent and contain the transmission of COVID-19 and have provided financial stimulus and welfare support to mitigate the economic impacts.



The Trust's earnings, cash flow and financial position have not been severely impacted since the outbreak began. However, as you would of seen in our Statement of Service Performance the number of children seen is slightly less than in previous years due to the national wide lockdown in March and April.

As at the date of signing these financial statements, it is not possible to estimate the impact of the COVID-19 pandemic's long-term effects. As such, it is not practicable to provide any further quantitative or qualitative estimate of the potential impact on the Trust at this time.

#### **11. Events After the Balance Date**

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

# Community Development - Grants

## GRA210739299



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  
GRA210739299

## The Applicant:

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

Sport Otago  
Owen Booth  
03 474 6420  
o booth@sportotago.co.nz  
PO Box 969, Dunedin 9054  
Charitable Trust

## The Project:

**Project Name  
Description**

Sport Central - Operational Funding

The CODC is a key stakeholder in the viability of Sport Central and has supported our work since 2001. Our team meet with CODC staff annually to adjust work plans and set priorities for the year ahead. This coming year our Community and Schools Advisor will continue to focus on tamariki (ages 0 – 13), via our Wriggle and Rhyme, On Your Marks, Physical Activity Leaders programmes and potentially some new 'Play' based initiatives. These programmes aim to improve the core fundamental skills of tamariki in Central Otago and educate their teachers and parents to facilitate learning and home environments that encourage physical activity. Our Sport and Active Recreation Coordinator will work with rangatahi (ages 12-18), to facilitate opportunities for them to engage in sport and active recreation. They will also play a significant role in working alongside sport and recreation clubs to build their capability and increase and enhance the quality of physical activity opportunities for the people of Central Otago. They will also act as an independent community liaison with respect to 'hubbing' and sport and recreation facility development in the region. The team also promote our Tū Manawa fund, Sporting Chance and the Skeggs Foundation fund, which all add increased investment into play, active recreation and sport in Central Otago.

**Start Date**

Our Sport Central staff are well supported by our Dunedin based staff. This includes our Healthy Lifestyles team who provide tailored support for individuals via our Green Prescription programme to improve their health and well-being. We also provide specialist support and expertise through our Insights and Evaluation Lead, Spaces and Places Lead, Active Recreation Lead and Play Lead. Central Lakes Swim Safe is a successful CODC supported programme we manage from Dunedin. The Council is one of four key partners that through their funding enable Sport Central to continue to service the physical activity aspirations of the Central Otago region.

01/07/2021

**End Date**

30/06/2024

The 4 well beings

**Social**

Our organisational purpose is “Ki te whakarei i te oranga me te hapori kite mahi tinana” - “to enhance individual and community well-being through physical activity”. This is achieved through our Active Communities and Healthy Lifestyles strategic objectives:

- Enhance opportunities for young people (tamariki and rangatahi) and their whānau to be physically active.
- Support individuals and whānau in building their own skills, knowledge and confidence to manage their health and well-being.

Both objectives are closely aligned to the Council’s social well-being strand of community well-being.

**Economic**

As mentioned, we have three funds that we administer that can contribute to economic well-being in different ways. The Sporting Chance fund supports tamariki and rangatahi that are financially disadvantaged to participate in sport by paying for registration fees or equipment. The Tū Manawa fund supports organisations to provide quality play, active recreation and sporting opportunities to engage tamariki and rangatahi who are less physically active. The Skeggs Foundation supports up and coming young athletes to train and compete at a higher level. Our team are also looking at opportunities for sports clubs/codes to share services and develop sports hubs, which can lead to decreased human resource and infrastructure costs, meaning money can be spent elsewhere.

**Environmental**

Our team are mindful of the need to adopt work practices that reduce the harm to the environment e.g., we are currently moving our vehicle fleet over to Hybrid fuel alternatives. We are strong advocates for the preservation of the natural environment, particularly ‘green space’, as it facilitates and encourages countless forms of physical activity. The natural environment is a key enabler to keeping our communities active and healthy. We continue to be continually active in promoting and facilitating the development enhancement of tracks and trails in Central Otago. Through our WalknWheel programme we also encourage Active Transport initiatives.

**Cultural**

Our organisation has a strong commitment to diversity and inclusion, ensuring that people from all walks of life have fair and equitable access to the programmes and services we deliver. We have established a Diversity and Inclusion Strategy and staff are expected to align their work to the principles within this strategy. This year our team will all participate in bicultural training to strengthen our bicultural competency as part of our commitment to uphold the mana of Te Tiriti. We also recognise the growing diversity of cultures within Central Otago and in fulfilling our own expectations with respect to our D and I Strategy requires a multicultural approach. A current example of this is looking to translate some of our programme resources into Spanish – a need identified through our work in the community, along with our initiatives targeting the migrant workforce of Central Otago in targeting horticultural orchard workers and Hospitality workers

**Measures**

Every two years we complete a comprehensive stakeholder survey to gauge how our organisation is performing with respect to those that we interact with. It gives us feedback on our overall performance, our effectiveness in leading the sector, level of confidence in our leadership and how well we understand our communities. At a programme and service level each initiative that we deliver has an outcome we desire, a strategy to achieve it and a measure of success. Please see our attached project plans for examples. These include a variety of measures including participant numbers, participant satisfaction, quality of service and level of stakeholder engagement to name just a few. We also reflect qualitatively on what impact we have made and what did we learn along the way. We use this information to adapt and modify our work accordingly as part of our future planning.

Meet at least three of the strategic priorities:

## The Budget:

<b>Year 1 - 2021/22:</b>	48000.00
<b>Year 2 - 2022/23:</b>	48960.00
<b>Year 3 - 2023/24:</b>	49960.00
<b>Total Requested \$</b>	
	146920.00

**Cost Breakdown**

Your funding will be to support our 3 staff currently based in Central Otago (increased from 2 in 2018/19) operating

under a budget of \$304,312 per annum (approximately \$100,000 per person). This cost included Human Resources, Programme deliver resources, General Operational costs and Travel costs.  
 In addition to staff on the ground Sport Otago Dunedin based staff are providing services across Central Otago including Sport NZ initiatives, Health Sector initiatives, community sport support and event management.

**Previously received funding?**

Yes

**Amount Received**

41549.00

**Backup Plan**

Sport Otago is determined to retain at a minimum the current level of services currently provided to the Central Otago region. This area forms a key part of our strategic goals.

As shown in the budget Sport Otago already is underwriting a deficit and while sustainable in the short term a review would no doubt be required on a longer term basis. Within in this our revenue budget also includes an at risk reliance's on Gaming Funding of \$32,000.

## The End:

**Attachments Ticked**

- Your project plan
- 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:** John Brimble ( CEO)

**Date** 27/07/2021

**Signature (19 kb)**



SPORT CENTRAL - COMMUNITY AND SCHOOLS ADVISOR: MANAGEMENT PLAN 2021 - 2022								OUTCOMES 2021 - 2022																																				
Sport Otago Strategic Goal	Initiatives	Programmes/Activities	Strategies (How)	Measurement	Target	Principal Responsibility	Supported By	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total												
								Q	CO	Q	CO	Q	CO	Q	CO	Q	CO	Q	CO	Q	CO	Q	CO	Q	CO	Q	CO	Q	CO	Q	CO		Q	CO										
Enhance opportunities for young people (tamariki and rangatahi) and their whanau to be physically active.	Play (Get Involved)	Wiggle and Rhyme	Facilitate the delivery of the Wiggle and Rhyme programme to children and their parents/caregivers.	Name and No. of sessions delivered:	140	SC-CSA	Community																								0													
			No. of parents who participate in development opportunities:	1450	SC-CSA	Community																											0											
			No. of child participants:	1450	SC-CSA	Community																												0										
			No. of PD sessions for library staff:	As required	SC-CSA	Community																												0										
	Play (Get Involved)	Play Box	Coordinate the distribution of the Sport Central Play Box	Name and No. of organisations booking equipment via Sport Central Play Box:	90	SC-CSA	SC - SRA																									0												
			In partnership with the Events coordinator and Community Activator explore the viability of Play your Way in Central Otago	Pilot 1 Play your Way event in CO	1	SC-CSA	CA and EC																										0											
			Develop insights, collect feedback and evaluate the effectiveness and success of these events	Report on Pilot		SC-CSA	CA and EC																											0										
			Partner with local providers to facilitate Play based initiatives for tamariki.	Name and number of Play based initiatives facilitated:	1	SC-CSA	Play Lead																											0										
	PE (Get Involved)	On Your Marks	Facilitate the planning and delivery of the On Your Marks Stage 1 programme for children aged 2-5 years. The OYM S1 programme will include teacher/educator PD, session modelling, resources and ongoing support.	No. of ELC providers involved in the OYM Programme:	4	SC-CSA	Community																									0												
				No. of OYM teacher/parent training sessions delivered:	12	SC-CSA	Community																												0									
				No. of individual child participants in OYM programme:	80	SC-CSA	Community																												0									
				No. of individual teachers involved in the OYM programme:	12	SC-CSA	Community																												0									
				PE (Get Involved)	On Your Marks	Facilitate the planning and delivery of the On Your Marks Stage 2 programme from Years 1-3. The OYM S2 programme will include teacher/educator PD, session modelling, resources and ongoing support.	No. of schools involved in the OYM Programme:	4	SC-CSA	Community																										0								
							No. of teachers/educators attending training sessions:	8	SC-CSA	Community																												0						
							No. of individual child participants in OYM programme:	160	SC-CSA	Community																												0						
No. of individual teachers involved in the OYM programme:							8	SC-CSA	Community																													0						
PE (Get Involved)							On Your Marks	Evaluate/obtain feedback from all OYM programme participants (teachers and educator/parents).	Name and No. of staff only practical refresher sessions for existing OYM schools:	As required	SC-CSA	Community																										0						
									No. of teachers/educators attending refresher sessions:	As required	SC-CSA	Community																												0				
									Teachers/educators have increased confidence in their ability to deliver FMS:	80%	SC-CSA	Community																												0				
									80% overall satisfaction with programme delivery:	80%	SC-CSA	Community																													0			
									PE (Get Involved)	On Your Marks	Feedback from teachers/educators is reflected on and used to modify programmes:	At least 4 examples	SC-CSA	Community																												0		
												Teachers/educators report observable improvements in the FMS of children they are working with:	80%	SC-CSA	Community																												0	
												For all OYM strategies, regularly engage in cycles of review and improvement.	How effective has OYM been, what impact is our work having and what have we learned from it?	At least 2 examples	SC-CSA	Community Activator																											0	
	Build and support community capacity and capability.	PE (Learn and Advocate)	Physical Activity Leaders									Deliver the PALs programme in Central Otago Schools	Name and No. of schools participating in PALs programme:	20	SC-CSA	Community																									0			
												No. of initial PALs training sessions:	10	SC-CSA	Community																												0	
												No. of students attending initial PALs training:	400	SC-CSA	Community																													0
												Name and No. of schools receiving PALs follow up sessions:	10	SC-CSA	Community																													0
				No. of students participating in PALs coaching (follow-up) sessions:	200	SC-CSA						Community																													0			
				PALs have increased confidence in their ability to deliver FMS:	80%	SC-CSA						Community																													0			
				Overall satisfaction with programme delivery:	80%	SC-CSA						Community																													0			
		PE (Learn and Advocate)	Relationship Development	Identify and establish relationships with organisations/providers linked to 'Play'	No. of new 'Play' relationships established:	2						SC-CSA	Community Activator																										0					
Inspiring and valuing our employees					Diversity and Inclusion	Diversity and inclusion Principles	Staff have a clear understanding of diversity and inclusion in our workplace and are adhering to the principles of our Diversity and Inclusion Strategy	At least one example of how diversity and inclusion principles have been implemented through an initiative, programme or within the workplace:				1 example	SC-CSA	GM																								0						
						Bicultural Competency	Staff commit and engage in appropriate bicultural training relevant to their roles and responsibilities.	Name/type of bicultural training completed:				1	SC-CSA	GM																									0					
					Ongoing Learning	Professional and personal development.	Staff commit and engage in both professional and personal development.	Evidence of at least one instance of professional development:				1	SC-CSA	GM																										0				
							Evidence of at least one instance of personal development:	1				SC-CSA	GM																												0			
							Follow the latest research findings, current trends, topical issues and best practice relative to your interests and area of work.	Ongoing	SC-CSA	GM																												0						
					Enabling our purpose through efficient systems and processes.	Health and Safety	Compliance	Staff are proactive and responsible around meeting Sport Otago expectations around health and safety.	Communicate any safety concerns, hazards, near misses or accidents to the health and safety committee.	As required	SC-CSA	OM																									0							
								Complete all required Health and Safety documentation appropriate to the circumstances.	As required	SC-CSA	OM																												0					
	Utilise the principles that underpin the Insights and Evaluation Approach in all our work.	At least one example	SC-CSA	I and E Lead																															0									
	Regional Leadership Approach	Locally Led Approach	Utilise the principles that underpin the Locally Led Approach in all our work.	At least one example		SC-CSA	GM																											0										
			Utilise the principles that underpin the Physical Literacy Approach in all our work.	At least one example		SC-CSA	GM																												0									
	Community Funding	Sporting Chance	Support the Operations Manager with the distribution of Sporting Chance grants to school children in the Central Otago region.	No. of Sporting Chance grants made in the Central Otago region:		15	OM	SC-CSA																										0										
				Total amount in \$ of grants made in the Central Otago region:		\$3,500	OM	SC-CSA																												0								
				No. of organisations granted funding:	10	OM	SC-CSA																													0								
	Communication	Social Media	Maintain and keep current all social media accounts associated with Sport Central	Total amount in \$ of grants made in the Central Otago region:	\$200,000	OM	SC-CSA																										0											
				At least one example of positive community feedback/impact through social media:	1	SC-CSA	UP																												0									
Communication	Website	Maintain and keep current Sport Central page of Sport Otago website.	Quarterly updates of website:	4	SC-CSA	UP																										0												





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## Chairperson and Chief Executive's Message



Tēnā koutou katoa

On behalf of the Board of Trustees and Management of Sport Otago (Tākaro Otagau), we are pleased to present our Annual Report for the year ended 30 June 2020.

Sport Otago exists to enable Otago people to enjoy active, healthy lives. We do this through promoting play, whakahaere tinana (physical activity), active recreation, sport and healthy lifestyles and providing programmes, events, opportunities, and community activities.

The 2019-2020 year has been extraordinary and challenging for all in the play, active recreation, and sport sector, as along with the entire nation, we have been impacted by the Coronavirus. We would like to acknowledge the mahi of our staff, trustees, partners, and stakeholders in supporting the sector over this uncertain time.

**Prior to March 2020, Sport Otago was in a transition year towards a new Strategic direction for itself and Sport New Zealand (Sport NZ). We had been focusing on the Sport NZ Community Sport Strategy and were looking towards successful delivery of the requirements of our major stakeholders and partners.**

Despite the impact of the pandemic, as the region emerged from lockdown, the frequency and volume of individual physical activity not only continued, it increased. It was evident that our lockdown female participation (18+) levels rose significantly, however this has not been sustained. The usual barriers to physical activity returned, being lack of motivation and/or energy and time being top for females (Sport NZ Covid-19 Insights Report – August 2020). In particular, our winter codes experienced an increase in participation from schools through to clubs, **confirming that Otago is the most active region in New Zealand for young people.**

Over the course of 2019-2020 we achieved a range of outcomes, which include meeting our Sport NZ contractual deliverables, providing community participation events and activities, supporting our RSOs and clubs, capability building, progressed the Voice of Rangatahi trial with two schools, made significant progress in regional facility planning and special projects, administered and provided funding to support participation and provide opportunities through Sporting Chance, KiwiSport, Skeggs Foundation, and latterly, the Community Resilience Fund. We evaluated and improved our Healthy Lifestyle Programmes (inclusive of improved accessibility for clients), delivered opportunities for young

people through Wriggle and Rhyme, On Your Marks, Physical Activity Leader Programme, and Water Skills for Life. A small RSO Forum was established, along with the Otago Regional Sports Alliance, creating a network to provide mutual respect, share experiences, knowledge, and encourage collaboration. Success was celebrated through our sub-regional and Otago Sports Awards.

We are enormously grateful to all our funders, partners, and supporters who continued to provide assistance throughout what has been a difficult and peculiar year. We acknowledge and thank you for your investment and commitment in helping us to meet the needs of the communities of Ōtākau.

To the play, active recreation, and sport sector of Otago, thank you for your work, the many volunteer hours, dedication, cooperation, and willingness to work together. You embraced innovation, change, and demonstrate your resilience and commitment to ensure that opportunities continued to be offered to our population thereby contributing to community wellbeing.

We acknowledge the tremendous contribution of the Sport Otago staff in provision of support and assistance to the people of Otago. Thanks team; you are awesome.

We also thank our Board of Trustees for their ongoing support and commitment. During the year we farewelled Jane Mitchell. Jane had completed her nine year term with the Sport Otago Board and we are very grateful for her service to sport and recreation. Brent von Melville also resigned from the Board, as he and his family moved away from the Otago region. We thank them both Jane and Brent and wish them all the best for their next venture. Jason Tibble was welcomed to the Board as a new Trustee and we appreciate his valued contribution to Sport Otago governance. Also joining the Board has been Amy Morrison, an intern Board member. Amy has been growing her governance experience and we are grateful for her perspective in the Boardroom.

Finally, Sport Otago has been impacted by the Coronavirus pandemic. We had budgeted a loss for the year, however due to savings as we transitioned to a new structure, major operational and building lease cost reductions over the Covid-19 lockdown, and assistance through the Ministry of Social Development Wage Subsidy, we achieved a surplus of \$120,000. This is an aberration, as with full staffing and increased costs we are projecting a deficit budget for 2020-2021.



**Clare Kearney**  
Chairperson



**John Brimble**  
Chief Executive

### Trustees

Clare Kearney (Chairperson)  
Werner van Harselaar (Deputy Chairperson)  
Jane Mitchell (retired October 2019)  
Cherie McConville  
James Nation  
Jono Bredin  
Jeff Broughton  
Brent von Melville (resigned June 2020)  
Jason Tibble  
Amy Morrison (Coopted Trustee)

# Community Participation

Sport Otago and its Regional Offices facilitate a range of community participation events across Otago that encourage family-friendly physical activities, catering for all ages. We also provide specific, youth-targeted events. Below are some of the events we provide:

## Dunedin Primary and Intermediate Schools Triathlon

The ninth Dunedin Primary and Intermediate Schools Triathlon was held in Port Chalmers on 11 March 2020. There were 493 students competing, from 34 Dunedin schools. The event was a great place to showcase a range of abilities, from children who just wanted to give it a go with their friends in a team, to the more competitive individuals. There was a fun atmosphere displayed by all the athletes and supporters.

Dunedin Primary and Intermediate Schools Triathlon  
**493**  
 students competing from  
**34**  
 Dunedin schools



## Making Movement Fun

Our annual Stride, Ride & Slide; a mini triathlon for our Tamariki (2-6 years), saw 642 children participate at four locations; Balclutha, Dunedin, Oamaru, and Wanaka. With family cheering them on, they ran a short course, then transitioned to hop on their scooter, bike, or trike, finishing with the slip-n-slide and being hosed down by the local Fire and Emergency New Zealand Service. This is a full family festival that is growing in participation each year.



## Walk n Wheel Week

Walk n Wheel Week aims to promote and encourage active transport to and from school. It promotes children, parents, and schools to think about the benefits of walking and wheeling in relation to physical activity, health, and the environment. This year, **49 Otago schools and 9065 students participated**. There was a good uptake of Walk n Wheel activities and events, with the New Zealand Police involved to promote road safety for both children and drivers. Our mascot, Strider the Zebra, visited a number of schools to assist with road patrols. We acknowledge the financial support of the Dunedin City Council Transport Group and the Otago Motor Club Trust.

## Rainbow Runs

The Night n' Day Rainbow Runs for 2019 went extremely well. The Central Otago Rainbow Run had a change of venue and was held in Wanaka. It was pleasing to have all our stations sponsored. Numbers over the four events were great, with nearly 2000 people participating in Dunedin and only a slightly less total at the other three events combined. Night n' Day, and Rainbow Confectionery, partner of the Oamaru Rainbow Run, were happy with the events. Night n' Day has signed on for another three years as the naming right sponsor.

**2000**  
 participated  
 in Dunedin's  
 Night n' Day  
 Rainbow Run





### Surf to Stadium Fun Run and Walk

It was impressive to see 1500 people participate in the Impact Roofing and Plumbing Surf to Stadium Fun Run and Walk. The event is well organised and is great value for money. We were fortunate it was able to proceed, as we went into lockdown a week later.

### Central Otago Touch

Starting from small beginnings in 2018, two tournaments took place in 2019; one in Alexandra and one in Cromwell, with an increased number of teams participating. Linked to this, a Coaches' Club, which was initiated in Wanaka and has now expanded into Queenstown and Cromwell, had 100 coaches attend in what is a Covid-19 struck series.

### South Otago

The Sports Extravaganza, organised by Sport Clutha, in partnership with the South West Otago Sports Activator and volunteers from schools involved, was held in November. The event ran over four days, with 835 children participating and 200 volunteers assisting. Children involved in the South West Otago Activator programme take part and throughout the day participate in a range of fun, sporting-based activities. Children were split into groups, generally away from their peers. A highlight was seeing the relationships they formed, working together in their teams, while using fundamental skills they had developed throughout the Activator programme.

The Sport Clutha Lockdown Challenge took place over six weeks during April and May. The initiative was set-up to encourage people in the Clutha District to get active and stay active. Individuals and families kept a record of their daily exercise and logged their results on the Sport Otago website. The district was split into towns and regions and regular results were shown on the Sport Clutha Facebook page and website. It had a positive and motivating impact on people. Spot prizes were given out to participants and a winner was determined. Sport Clutha is now planning to use the initiative to encourage people to get active during winter months in 2021. Other organisations, such as the Otago Secondary School Sports Association used the idea for secondary school students during lockdown.

The Papatowai Challenge, in its second year of being organised by Sport Clutha, had another successful year. Over 350 people participated and the positive vibe the event generated contributed positively to the Catlins community, as well as Sport Otago. Wayne Allen, previous race organiser, is delighted with how the event has transitioned from his management. Still involved, he now enjoys being able to relax, knowing Sport Clutha is committed to managing a quality event where enjoyment and the participants' positive experience are the focus.

### Women in Sport Otago

Through the support of Sport Otago, Women in Sport Otago (WiSPO) established a committee, recruited personnel for specific roles, and created a Strategic Plan based on feedback gathered from its members. Subcommittees were formed, with terms of reference and short-term and long-term goals were established.

WiSPO is in regular contact with its members, sending out relevant research, upcoming events, and opportunities such as vacant positions within sports organisations. It currently has 241 active members from a range of sports and backgrounds, 61 of whom are from the Central Otago region. There is a social media presence in the form of a Facebook page, with over 100 followers, as well as a connection with Women in Sport Aotearoa.

The organisation continues to be a voice for women and girls in sport in Otago and strives to find ways to support and advocate for this group.



### Strategic Plan

WiSPO's three main pillars are inclusiveness, supporting growth, and advocacy. In the next 12 months the priorities are sharing opportunities for pathways in participation, governance, and leadership. WiSPO hopes to achieve this by delivering meaningful events that are relevant to members, creating opportunities for leadership development, establishing media platforms to share stories, and supporting opportunities to increase female participation.

## Community Support



### Funding to Support Participation and Provide Opportunities

Sport Otago manages three different funds that increase sporting participation across Otago.

**Sporting Chance** funds small grants to children in disadvantaged circumstances, to help them meet basic costs, such as sports fees, footwear, and uniforms. 145 grants, totalling \$18,865.55, were distributed across Otago.

We distributed Sport New Zealand's **KiwiSport Regional Partnership Fund** for Otago that supported increased opportunities for school-aged children to be physically active, play sport, and learn new skills. 41 grants were distributed, totalling \$347,381.

Sport Otago administers the **Skeggs Foundation**, which distributes grants to aspiring, emerging, and elite athletes to help them represent Otago and New Zealand, while remaining based within Otago. 362 grants were made, totalling \$137,652, along with \$50,000 Otago Community Trust funded coaches' grants.

In the latter part of the 2019-2020 year, in response to the impact that Covid-19 has had on the play, active recreation, and sport sector, Sport Otago became the agency for distribution of the Sport New Zealand **Community Resilience Fund**. The Fund provided immediate critical financial support for our Regional Sports Organisations and clubs throughout Otago and was, in many instances, the difference between survival and ceasing to function. A total of 139 grants were made, representing \$372,544.

KiwiSport  
Regional Partnership  
Fund – 41 grants totalling  
**\$347,381**

Community  
Resilience Fund –  
139 grants totalling  
**\$372,544**



# Healthy Lifestyles

The Covid-19 Lockdown provided Sport Otago the opportunity to evaluate our Healthy Lifestyle programmes and improve accessibility of our services to ensure they are client/patient centered.

All Active Families participants from the previous year's programme were approached for feedback. The main finding, to improve the delivery of the programme, was a shift from weekly group sessions, which whānau found difficult to engage due to their timing and the associated transport with the sessions. This resulted in a change to one-on-one sessions with participants, developing activity sessions and goals in conjunction with the child and whānau. This approach will be piloted in Term 3 and we anticipate a major uptake in engagement with this new model of delivery. We are excited to see the outcomes of the participants' goals, health, and wellbeing.

Green Prescription took the opportunity to ask Dunedin-based clients/patients what activities and workshops they would like to see after Covid-19. The time was also used to expand and build on our online resources and Facebook Support Group content. One of the resources developed was 'Hauora at Home – 28 days of Wellbeing'. This has improved the quality and accessibility of our communities in the Central Otago, Clutha, and Waitaki regions and provided an incentive for current clients/patients to look after their wellbeing during a stressful time.

Workplace wellbeing and social connections were of essence during lockdown and to support this, online Yoga classes were provided for Sport Otago staff and a weekly social activity was organised via Zoom.

**"I am so happy and life is falling into place. I'll be back on track soon enough to a healthy happy lifestyle."**  
 – Client feedback as a result of Green Prescription support

**"I can cook much better than McDonald's."**  
 – Client feedback on having more time to cook during Lockdown

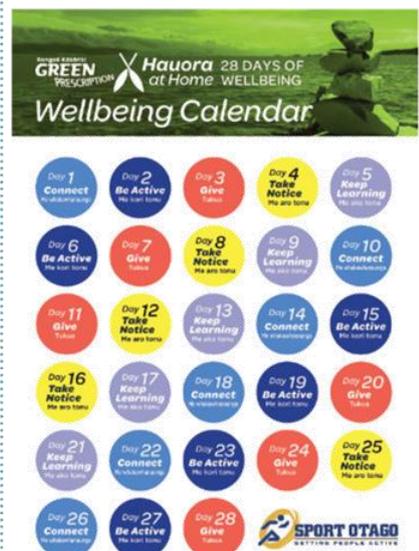


**GREEN Prescription Hauora at Home 28 DAYS OF WELLBEING Wellbeing Ideas**

**Welcome to Hauora at Home!**  
 This is your calendar for the next 28 days.  
 Each day, choose an idea from one of the lists below – or make up your own! You can tick off the daily bubbles, or write down what you achieved.

Please share your own ideas to wellbeing with us!

- Connect**
  - Connect with someone on Zoom
  - Contact an old friend
  - Connect with nature
  - Look through old photos albums
  - Build a friendship with the whānau
  - Play a board game in your bubble
  - Connect with your community by drawing hashtags on the busstop
- Be Active**
  - Spend 15 minutes stretching
  - Go some gardening
  - Create a home obstacle course
  - Play chess online
  - Try an online physical activity class
  - Take a walk/jog around the block
  - Have a bubble dance party
- Give**
  - Get yourself an early night
  - Run yourself a bubble bath
  - Do a chore without being asked
  - Send a warm text or compliment
  - Give yourself 30 minutes to read a book
  - Have a clear out and start a donate pile
- Take Notice**
  - Go on a neighbourhood walk
  - Try a meditation app
  - Listen to your favourite song with no distractions
  - Write down five things you are grateful for
  - Draw a picture of something around the house
  - Use your senses to notice you can find outside
- Keep Learning**
  - Try a new recipe
  - Listen to a podcast
  - Read a new book
  - Create a new playlist with your kids and get on a performance
  - Download Duolingo and learn a new language
  - Make an instrument with household objects
  - Learn how to make origami lanterns



**GREEN Prescription Hauora at Home 28 DAYS OF WELLBEING Wellbeing Calendar**

Grid of 28 days with activities:

- Day 1: Connect
- Day 2: Be Active
- Day 3: Give
- Day 4: Take Notice
- Day 5: Keep Learning
- Day 6: Be Active
- Day 7: Give
- Day 8: Take Notice
- Day 9: Keep Learning
- Day 10: Connect
- Day 11: Give
- Day 12: Take Notice
- Day 13: Keep Learning
- Day 14: Connect
- Day 15: Be Active
- Day 16: Take Notice
- Day 17: Keep Learning
- Day 18: Connect
- Day 19: Be Active
- Day 20: Give
- Day 21: Keep Learning
- Day 22: Connect
- Day 23: Be Active
- Day 24: Give
- Day 25: Take Notice
- Day 26: Connect
- Day 27: Be Active
- Day 28: Give

SPORT OTAGO logo: GETTING PEOPLE ACTIVE



# Young People

Sport Otago has a long-term commitment in focusing on youth. This embodies our work in the early childhood sector and strong relationships and involvement with primary and secondary schools.

**Otago continues to lead New Zealand in youth participation in physical activity.**

### Wriggle & Rhyme

This programme has a focus on the importance of movement for healthy development for our little people. Wriggle & Rhyme is currently offered at 10 locations across Otago. In the Wakatipu region, the Queenstown Lakes District Council Libraries are experiencing high numbers of participants at the Wriggle & Rhyme sessions, with the exciting potential to expand the programme further.

### On Your Marks

On Your Marks (OYMs) is a movement-based programme aimed at teachers of tamariki. It offers a valuable opportunity to upskill and support teachers, listen to individual needs, tackle barriers together, and provide positive movement experiences for both staff and students.

Sport Otago delivers OYMs staff and parent/whānau theory workshops, focusing on the importance of fundamental movement skills and the learning outcomes of quality movement experiences.

**13 Early Learning Centres and 12 Primary Schools actively participated in over 215 team-teaching sessions.**

### Physical Activity Leader Programme

The Physical Activity Leader (PAL) Programme supports children in Years 5-8 to develop their leadership skills by testing them to deliver positive and fun physical activity experiences within their school environment.

Together with the Halberg Foundation (No Exceptions Training), Sport Otago, and Sport Central trained 782 PALs, from 57 different primary schools.

Five schools participated in practical coaching and demonstration sessions after the Covid-19 lockdown, to help the PALs kick-start development of physical activity ideas they can promote within their schools.



**"I love On Your Marks, because it has helped with my own professional development and reminded me how important these fundamental skills are. The coaches have been so positive."**  
- Teacher feedback

**"On Your Marks has been simple yet effective in my classroom. I would highly recommend it for all teachers."**  
- Teacher feedback

**"I enjoyed trying to run our own activity and demonstrating games, e.g. goal ball."**  
- Student feedback



**Water Skills for Life Programme**

There was a continued focus on Water Safety New Zealand's national Water Skills for Life (WSFL) Programme. The programme introduces students to 27 competencies during their time at school. The competencies are progressive and include getting into the water, submersion, personal buoyancy, orientation, safety, and propulsion. The lessons include children learning to float on their front and back, rolling from one side to the other, survival activities such as; treading water, life jacket activities, river safety, and safe boating activities. Many of the older students also receive tuition on river-safe and outdoor water safe activities. The aim is to improve each child's confidence and competence in water and to build up their water survival and propulsion skills. The aim is to improve their ability to survive in the water, including sustaining swimming propulsion efforts up to 100 metres (or five minutes non-stop). Data on achievement of WSFL competencies is recorded by Sport Otago to monitor progress. Key water safety messages are continually encouraged in classroom work to complement the learning in the water.

The programme had a substantial interruption during Term 2 due to Covid-19. This meant student participation decreased during the busiest of the schools Terms. Consequently, there is a shortfall in participation percentages.

Despite this, 7238 children across Otago have been introduced to the water safety competencies, with community pools utilised 5%, school pools 27%, and Council pools 68%.



**7238**  
children across Otago  
introduced to  
water safety

**Kelly Sports**

Kelly Sports had many highlights this year, including our In-School Programme, where we worked with seven wonderful schools. The teachers were energetic and eager to learn new ways of implementing physical education.

School Holiday Programmes were as busy as ever, with each programme having new fun activities; no day is ever the same for the coaches and children.

We were fortunate enough to be provided with the opportunity to partner with Creators at Home, Homebased Childcare Centre, to coordinate Pop Up Playgrounds on a Friday morning. Children under the age of five engaged in 'play' and enjoyed exploring with the use of some of our awesome equipment.

Birthday parties continued to be celebrated, with the assistance of our Kelly Sports Coaches.

*"Awesome programme, fabulous and enthusiastic coaches, top notch facilities and most importantly the kids loved every single day."*  
- Parent feedback



# Sport Development



**"For inexperienced Coach Developers, it really provided us with clarity, knowledge, and practical experience and how to successfully develop coaches."**  
 - Participant feedback

Core to much of Sport Otago's work is assisting and supporting our Regional Sports Organisations (RSOs) and clubs in developing and enhancing capability. We have worked with sports organisations around making significant positive changes that will assist the way these RSOs/clubs operate at management and/or governance level. One example is the Southern Golf Initiative, which is a partnership between Sport Otago and Golf New Zealand, which contracted us to work with and improve capability of golf clubs throughout Otago. Over 2019-2020, we engaged with 12 clubs, some involving multiple

projects, focused on health and safety, funding, promotion, junior golf development, communication/media, lease negotiations, and providing liaison with Councils.

Significant outcomes have been the development of a regionwide plan and the finalisation of junior golf programmes for two sub-association districts. A specific Golf Club Resilience Survey was distributed to all clubs to assess the impact of the Covid-19 pandemic. The analysis has been used as a basis to identify further need and follow up work with clubs.

## Coaching

Work in the community sport coaching space over the last year has included:

- Regional Coach Workshops in Balclutha, Alexandra, Cromwell, Wanaka, Queenstown, and Dunedin.
- Leading a Residential Coach Developer Course in November 2019.
- Growing the number of Coach Developers throughout Otago.
- Supporting RSOs with their Coach Developer Network – hockey, cricket, and netball.
- Partnering with Otago Secondary Schools Sports Association to deliver coach education to student coaches in Dunedin and Central Otago.
- Working with the University of Otago supporting SPEX316 students on a year-long placement and with the College of Education, with a workshop on current coaching trends.
- Engaging with RSOs and community groups, through the Otago Regional Sports Alliance (ORSA).

The Southern Otago Coach Developer Workshop, in March 2020, was rated **8.8/10** by participants

- The Sport Otago Keep. Sport. Positive campaign - sharing the message at each Coach Workshop.
- The Coaches in Schools programme at Kaikorai Valley College.
- Assisting St Hilda's Collegiate School with their Balance is Better adaptations for school sport.

11 participants rated the Coach Developer Residential, held in November 2019, on average, 8.9/10.

**"Was a welcoming and enjoyable environment that enabled me to be open, expressing my opinions and knowledge."**



2019-2020 has been a particularly demanding year, with the impact of Covid-19 bringing many issues to a head across the sector.

**Community Sport**

Sport Otago responds to local need and in the sports arena, we work with many RSOs and clubs to assist them over a range of issues. 2019-2020 has been a particularly demanding year, with the impact of Covid-19 bringing many issues to a head across the sector. However, with these issues has come opportunities to forge new relationships and develop innovative solutions, encourage initiative, and think outside the box on how the sector delivers play, active recreation, and sport to our communities.

Over the course of the year, Sport Otago has worked to establish a small RSO forum that has seen a network of the minor sports provided with support, shared experiences, knowledge, and encouraged collaboration. This resulted in capability building projects with a number of the specific minor RSOs.

The ORSA was also formed over this time, with the majority of Otago's sports organisations joining together. This proved to be a critically crucial grouping that allowed us to connect with all our sports through Covid-19 and provide a coordinated response, whilst also keeping our sector fully informed.

This regionwide grouping of sports, along with the inclusion of City and District Council personnel, provided the vehicle for an Otago-wide consistent approach to sport survival and recovery. The sporting codes worked extremely well together, sharing, collaborating, and innovating to an extent not seen in the past. This momentum continues with an acceptance that

what, how, when, and the quality of sport delivery must change to reflect the new environment and to meet participants' needs. We are now seeing more conversations around consolidation of sports and the formation of sports hubs.

The two month lockdown saw formal organised sport in particular, cease across New Zealand, placing great financial pressure on National Sports Organisations, Regional Sports Organisations (RSOs), and clubs. Primary and secondary schools were also impacted. Winter sports codes reduced the competition season and responded by developing innovative approaches in delivery and activities, which continues.

Sport Otago provided guidance, support, advice, and coordination to the sport and recreation sector. The health and safety of all was a priority and we worked with the sector to establish safe practices. We are proud to have supported the sector through the pandemic in a range of ways:

**Communication and Connection**

- Provided regular updates to the sector on level guides.
- Established the Otago Regional Sports Alliance (ORSA) online forum.
- Liaised with our Territorial Authorities (TAs) to ensure a coordinated and collaborative response
- Kept key stakeholders informed of updates and guides from Sport NZ and other government agencies.





### Capability Building

- Carried out a survey across Otago to assess the impact on the sector to target assistance.
- Coordinated survival and recovery planning for RSOs and clubs.
- Advocated to City and District Councils for ground charges, leases, and rents to be waived.
- Became the distribution mechanism for the Community Resilience Fund on behalf of Sport NZ, providing immediate assistance to RSOs and clubs.

### Pandemic Support

- Provided Covid-19 contact tracing signage and hygiene products to all fields, facilities, and clubs across Otago.
- Developed a Health and Safety Plan template for TAs in the region to use, with clubs booking grounds/facilities.
- Worked with the Allied Press (Otago Daily Times) to provide tear off Covid-19 contact tracing strips for public use.

### Promoted Sport and Play Activities

- Instituted a virtual Otago Sports Awards, which provided sport and recreation coverage and profile throughout lockdown.
- Generated equipment free activity ideas for schools, through Facebook and YouTube.
- Provided further activity ideas online for families to use with children through lockdown.

Flowing from the need to change how sport is delivered, a number of working groups involving our RSOs have been formed during Covid-19, which continue to focus on new approaches and structures into 2020-2021. These focus areas are:

- Balance is Better – potential to remove representative teams below age 15 and the development of inclusive regional competitions.
- Season length, seasonality of codes, structure of competitions, and funding models.
- Skill development and delivery into primary/secondary aged, and RSO/school relationships.
- Voice of Rangatahi (youth).
- Expectations, needs, and issues from a youth perspective to guide format, influence priorities, and increase opportunity for participation.

# Celebrating Success

Sport Otago coordinates the sub-regional Sports Awards, culminating in the ASB Otago Sports Awards. At a district and regional level, the Awards recognise excellence and success across all endeavours of active recreation and sport. Due to Covid-19, the Clutha and Central Otago Sports Awards were cancelled. However, the Network Waitaki Sports Awards, in partnership with the North Otago Sports Bodies Association, was delivered just prior to the Covid-19 lockdown. Courtney Duncan, World Motocross Champion, was the recipient of the 2019-2020 Supreme Waitaki award.

The ASB Otago Sports Awards was impacted by Covid-19, so we innovated and, in conjunction with Allied Press, delivered an online, digital Awards, along with an eight week publication of category finalists and winners in the Otago Daily Times, which profiled the athletes and their sports.

Junior Sportswoman and Junior Sportsman were won by Alice Robinson and Nico Porteous, Snowsports exponents. James

Doleman, International Rugby Referee, was the Official of the Year, while Hayden Croft was awarded Tech Support Person of the Year, for his work with the World Champion Silver Ferns. The North Otago Rugby Heartland Champions won Team of the Year and Lars Humer, Olympic Swim Coach, won Coach of the Year.

South Pacific Rugby League and Sports Club was presented with the Innovation in Sport award, while Joan Merrilees was recognised for her decades of devotion to athletics with the Services to Sport Award. Hamish Bond was the public's choice in voting for Athlete of the Decade, for his achievements in rowing and cycling. Craig Murray, Freeskiing, was Sportsman of the Year. After many trials and tribulations, North Otago's, Courtney Duncan, World Champion Motocross, won the Sportswoman of the Year and ASB Supreme Award.



# Sport New Zealand Outcomes

Reflective of our four year contract with Sport New Zealand, the following is a summary of work carried out over 2019-2020, the last year of the current contract.

## Workforce

The focus of our Workforce initiative in 2019-2020 was:

- The establishment of Women in Sport Otago (WiSPO).
- Regional Sports Organisation (RSO) Governance.

Our aim was to establish a WiSPO network to achieve more for women and girls in sport and active recreation in Otago in the areas of Participation, Leadership, Value, and Visibility. There have been three core areas of focus led by working groups of Board members; establishment of WiSPO, Strategy, and Communication and Events. Each of these groups have worked closely with WiSPO members, utilising skills and creating networking opportunities within the sector. There are a number of Workforce outcomes for this project, including leadership and development opportunities through the WiSPO Board roles, network events, mentoring and support for women and girls at secondary school, and for those working in the sports sector (all with the aim of achieving gender equity in participation and leadership and women and girls in sport being valued and visible in our region). Our second main goal focused on RSO Governance. This involved

supporting and enabling RSO Boards to develop succession planning strategies within their Boards and to recruit Board members appropriately based on skill set and need. We have supported RSOs with multiple new governance appointments including; Tennis Otago, Football South, Otago Cricket, Dunedin Netball, and Southern Zone Rugby League. There is a noticeable effort being made by our RSOs to develop programmes aimed at involving more girls in sport (fuelled in part by KiwiSport) and participation numbers reflect this. As evidenced earlier, we are seeing RSOs listening and responding to the need for gender equity on Boards. This should, over time, produce better functioning RSOs, as diversity on Boards and in leadership positions contributes to better overall outcomes.

It is heartening to know that there is an appetite from within our local sport and recreation sector to grow organisational capability in diversity and inclusion.

## Provider Network

Sport Otago's objectives in this space were:

- For the six larger Regional Sports Organisations (RSOs) to have agreed on their collective purpose and relevant operating systems.
- To have a collective project agreed on and being worked through, e.g. collective local messaging or to have two RSOs implementing change within their own relevant Participant Development areas.

Our work in this area has focused on the establishment of the Otago Regional Sports Alliance (ORSA) group. Originally, this work brought together six of our bigger sports (netball, rugby, football, cricket, hockey, and basketball) and the Otago Secondary Schools Sports Association (OSSSA). The need to bring this group together locally was driven through discussion with the RSOs. They were challenged, with the knowledge that they need to plan for change, they valued an opportunity to share and combine strength through collaboration, and many were looking for an opportunity to network and gain support.

Workshop topics have included; increasing partnership and collaboration with the local Council, women and girls in sport, working collaboratively with primary schools to identify their needs, and work in alignment with the schools for better outcomes for sports. Having the ORSA network already established has made it easier to collaborate and respond to the challenges faced with Covid-19. As a result, the ORSA group has expanded to include the majority of other sporting codes. The group has met regularly and acted promptly to allow sport within our region to recover from Covid-19 as quickly as possible. Through the Covid-19 lockdown period, we facilitated regular meetings of the ORSA group to help coordinate our region's response to the pandemic. This included the establishment of sub-groups to look at health and safety and return to play. We developed Covid-19 health and safety templates to be used by clubs when booking fields. Councils required these forms to be completed before sports were able to use their grounds. We facilitated the discussion around return to play between both winter and summer codes. This work will continue post Covid-19, as we look for more sustained change aligned to Balance is Better (BiB) principles.

The existing ORSA network contributed to an efficient and integrated response to Covid-19.



**OTAGO REGIONAL SPORTS ALLIANCE**

**VISION:**  
Collaborate to provide positive sporting experiences in Ōtākou

**PURPOSE:**  
To reset, rebuild, and reconnect sport in Otago

**Goal 1:** Establish an annual calendar that allows equitable and accessible opportunities across all sports codes.

**Goal 2:** Present a consistent policy of junior representative sport.

**Goal 3:** Introduce a Youth Advisory Group to contribute the rangatahi voice into ORSA.

**Goal 4:** Collective voice; lobbying and advocating for sport in Otago.

**Goal 5:** Collaborate on delivery of generic sport skills into school settings.

**Partnering**

Sport Otago has coordinated multiple opportunities for our Regional Sports Organisations (RSOs) and the wider sector to connect through various sports forums. Establishing the Otago Regional Sports Alliance (ORSA) group, based on our previous work with the 'Big 6' codes, has been significant in terms of collaboration and cohesion, particularly in our response to Covid-19. Our messaging around Physical Literacy has been framed within the school setting around wellbeing/Hauora, as we find that this resonates better with teachers. We remain actively engaged across a wide spectrum of Committees, Boards, and Advisory Groups throughout our region. We have also retained all major contracts with our funding partners, reshaped the priorities of some of them to better align with our future direction, and developed some new contracts based on our experience and the success of previous work. In Central Otago and Waitaki, we have sub-groups

of ORSA established. Led by our Regional Coordinators, we hope these will be sustained beyond Covid-19 and become vehicles and advocates for key sector approaches like Balance is Better. Changes in funding accountability ensures that sports need to look at the quality of their programmes, how they are delivering them, and who they are delivering to. This, along with the focus on women and girls, has seen RSOs offering new participation opportunities.

Our work with the Dunedin City Council around school bike tracks and cycling skills has led to more tracks being developed on school grounds. These have become hubs of activity for the wider community. On the back of this, we have a new contract with the Council to work with 12 schools to assist them with school travel planning. Our insights work in the Waitaki region, partnering with the Waitaki District Council, has identified stakeholder needs across the play, active recreation, education, health, and sport sectors, allowing us to focus our planning for the year ahead. It has also opened further opportunities for more in-depth research with stakeholder groups and the community, which we are pursuing. We know that there is an appetite for change within the Otago sport sector that has been accelerated by the onset of Covid-19. Our RSOs and their clubs are becoming more understanding of the need to share resources and work together. Covid-19 has thrown our short-term focus firmly back into the sport space. As well, through conversations with partners, there is a growing recognition of our role outside of sport and our wider remit. A key aspect of partnering, looking forward, will be for us to grow our partner network with an emphasis on play and active recreation providers.

All our winter codes were prepared and ready for a return to play, with all the documentation, resources, and knowledge in place. Already, their attention is looking to the future, with the ORSA group now working on developing a collaborative three year plan. We have established working groups to look at the following areas through a BiB lens:

- Season length/season timing.
- Shared services.
- Hubs for clubs.
- The school/club relationship.
- Academies and representative programmes.

One mooted change is a potential agreement across codes to move away from all representative sport Under 15 and below. Our role in facilitating change in this environment is complex; we need to remain impartial and balanced and ensure that the drive for change is locally-led. Whilst we have pushed this shift in thinking by raising issues, sharing insights, and facilitating opportunities for discussion, we are now starting to see that the motivation for change is coming from leaders/influencers within RSOs. Like us, funders have been advocating for collaboration amongst codes, but we are also now seeing our Councils supporting and encouraging this as well.



**The existing Otago Regional Sports Alliance network contributed to an efficient and integrated response to Covid-19.**



### Coaching

Sport Otago's main goal was to broaden the network and capability of the Otago Coach Developer community. Central to the programme, was the implementation of an Otago two-day Residential Coach Developer course, in November 2019. Running alongside Sport New Zealand and National Sports Organisation Coach Developer programmes, Otago now has 41 Coach Developers, with nine of the group also working as trainers. Following on from this, cricket, netball, and hockey are all doing their own coach developer training. We also ran Coach Developer workshops in Balclutha, Wanaka, and Cromwell. Feedback on the Dunedin Coach Developer Residential training was positive, receiving an average rating of 8.9/10. We had a great group, who were able to go back to work directly with their six different sporting codes. "Our network of Coach Developers now has the 'confidence to reach out within the larger group.'" +The development of our Coach Developer network is pivotal to the sporting experience of the entire Otago region. Working across codes is essential in providing alternative perspectives that lead to growth in all codes. Many teachers have attended Coach Developer workshops to date.

Work with Otago Secondary Schools Sports Association is ongoing.



### Competition Pathways

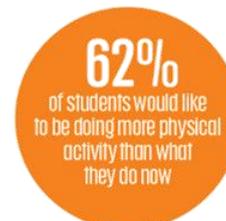
Sport Otago's main focus was to pilot the use of the Voice of Rangatahi (VoR) at Mount Aspiring College and Taieri College. The purpose was to determine the participation needs of secondary school students. In partnership with both schools, the findings were to be used to help progress relevant action plans. We piloted the VoR in two co-ed secondary schools, Mount Aspiring College and Taieri College. Both schools were very interested to find out what their students were doing outside of school to keep active, as that information is not covered in other surveys (NZSSSC Census).

Post survey, we met with the sports departments to further discuss the results and what could be actioned from the students' responses. This step has taken longer than we would have liked due to both schools having staffing changes and the Covid-19 pandemic. Results from both schools highlighted the need to focus on improving facilities in order to increase physical activity. The results also indicated that 62% of students would like to be doing more physical activity than what they do now, but that it needed to be fun and contribute to their health and fitness. We are now in the beginning stages of working with Taieri College to trial a



student-led Physical Activity project. We had good buy-in from the schools, which led to a high response rate, with over 1200 students completing the survey across both schools (Mount Aspiring College 60%, Taieri College 54%). We are working with Taieri College on a student-led/co-designed initiative, focusing on Year 10 students who are disengaged from sport. The Year 10 cohort is where we see weekly participation, time spent, and number of activities start to decrease (drop-off). The Year 10 boys struggled with motivation, but 54% of them said they wanted to be doing more than they currently were. The Year 10 girls were engaged in physical activity (dance, gymnastics, games, etc.), but 68% of them wanted to be doing more than they currently were, however they lacked confidence. We will work with small focus groups to develop an initiative that concentrates on different physical activities that are less competitive sport-based. The initiative would then be piloted with the whole year group. In partnership with school staff, we are currently looking at examples of other co-designed projects with students to develop a framework.

The opportunity to engage with secondary schools, with a bespoke survey tool that can produce meaningful and relevant data has opened the door to a positive working relationship with the schools. The staff we have worked with are thinking more holistically about the activity levels of their students and consequently thinking more creatively as to how they can meet their students' needs.



### Insights

Over 2019-2020, we developed an internal insights system and culture, using Sport New Zealand (Sport NZ) and other tools and resources, to inform strategy and share the sector story. To do this, we have:

- Created an internal system that ensures we collect, analyse, and summarise regional insights data annually, including for target groups:
  - Capability building - evaluation (design, fieldwork, analysis, and reporting) for one project.
  - Advice and support in survey design for four projects, along with design, analysis, and reporting for one project.
  - Use of Sport NZ and other tools and resources to develop an Otago Regional Profile.
- Reinforced our role as a respected knowledge hub and developed user-friendly information and resources for communicating insights to the sector:
  - Waitaki organisations' perspectives on Sport Waitaki's effectiveness, target groups, and changes to increase physical activity.
  - Otago sport organisations' perspectives on the impact of Covid-19.
  - Schools' perspectives about the impact of Covid-19 on 'Skills 2 Swim.'
  - Participants' perspectives on the effectiveness of the 'Surf to Stadium Fun Run and Walk'.
  - Future and current trends in sport and recreation in the Otago region.
- Partnered with stakeholders to translate insights into meaningful and actionable initiatives, based on the trends and demographics within Otago communities.
  - Worked on bespoke questions for Voice of Rangatahi pilot.
  - Worked with Otago Polytechnic to incorporate service users' interests into the Green Prescription Programme.
  - Summarised Voice of Participant data with Otago Cricket for use in their planning.

### Physical Literacy

An interactive presentation and brainstorming session were conducted at a full staff meeting to gauge baseline understanding of Physical Literacy (PL). A few months later, a Kahoot questionnaire was conducted to see if staff had a better understanding of PL. We are also working to better incorporate our Regional Leadership Approach (PL, Insights, Locally Led) and Treaty of Waitangi principles into programme design and evaluation, which will help staff understanding of the three approaches. A customised approach, integrating the principles of PL was taken when delivering On Your Marks (OYM) theory workshops and practical team-teaching sessions to primary schools throughout Central Otago. This enabled and ensured teachers from different schools and decile levels felt confident that they were well-resourced and had the necessary skills to incorporate movement into their everyday teaching and learning. OYM was delivered to three primary schools in the latter half of 2019, with a total of 17 staff and 314 children participating in team-teaching sessions. Two of four staff theory workshops were presented to 20 OYM schools and after initial delays due to Covid-19, team-teaching sessions were delivered to four primary schools during 2020, with a total of 27 staff and approximately 500 children participating. School staff were given the flexibility to choose either four or five 45-minute practical team-teaching sessions per term, to suit timetabling.

**The Kahoot findings indicated that 94% of staff could define PL.**

Sport Otago staff used desired programme outcomes, collected from individual teachers at the OYM theory workshops, to tailor sessions according to year level learning objectives and themes, availability and type of equipment, level of current PL awareness and understanding, individual teacher and student needs, and varying school philosophies.

Discussing and identifying links between movement and dispositional learning outcomes, such as critical thinking, courageous learning, developing resilience, creativity, and adaptability, helped to strengthen the buy-in from school staff. Individual school resources and facilities were

considered when delivering sessions. This ensured teachers knew how to use the equipment at their disposal, rather than relying on equipment brought in by Sport Otago. Teachers were encouraged to adopt movement across the curriculum. Feedback from teachers and principals reflects the success of the programme.

**"This has been valuable professional development for our junior teachers this year."**

We are confident that the principles of PL are being applied through our tamariki-targeted programmes like; OYM, Physical Activity Leader, Active Families, and Kelly Sports. The social, emotional, and spiritual benefits of physical activity were incorporated by means of discussions at the beginning and conclusion of each OYM session; initially led by school teachers, but gradually directed by student curiosity and awareness of what PL meant for them, e.g. students took notice of their heartbeat, new friendships, emotions, and ability to listen during both OYM sessions and in the classroom setting. Student engagement and awareness noticeably increased when teachers were seen joining in with their class.



**Spaces and Places**

The Queenstown Lakes and Central Otago Regional Sport and Recreation Facilities Strategy was updated to include 2018 Census figures. Individual sport profiles were also updated as appendices to the Strategy. The Strategy itself was also reviewed in collaboration with both Councils and changes were made based on progress made and new information. We are also looking at multiple sports hub projects across the region in Cromwell, Alexandra, Wanaka, and Queenstown. Utilisation of the Queenstown Lakes and Central Otago Strategy is evident. In Queenstown, there are nine sports working together on a shared facility project. In Wanaka, another nine groups are in similar discussions. In Cromwell and Alexandra, there is interest in developing sports hubs, with clubs talking.

Coordination of the Otago Hockey/King's High School turf project has continued. It has faced many challenges, the latest being Covid-19, but we have managed to navigate the various parties through these challenges and the turf remains a reality. Working with Council, regional, and national funders, and the Ministry of Education, has culminated in the signing of a construction contract for work to commence in September 2020 on the development of the hockey turf. We have provided leadership and have been the constant across all aspects of this project, driving the Project Control Group and liaising with all parties to coordinate and keep matters progressing despite a range of obstacles.

The Dunedin City Council (DCC) has commenced with the development of a Sport and Active Recreation Facility Strategic Plan. We are part of the governance group overseeing the project. Phase One will focus on DCC

owned and operated facilities. Phase Two will look at non-DCC owned facilities. The project aligns to the DCC's Parks and Recreation Strategy and will link to both an Aquatics review project and their Open Spaces plan.

We completed the Waitaki District Indoor Facility Options report for the Waitaki District Council as a follow up to our earlier work, considering Council specifications and financial implications. The Waitaki Options report provides the Council with outline specifications for a six-court indoor facility with conference centre, fitness centre, creche, and catering kitchen. The various options presented, along with estimated operating costs, has resulted in Council providing for this facility within their long-term plan and allowed planning for Council's level of contribution.

The Dunedin City Council has commenced with the development of a **Sport and Active Recreation Facility Strategic Plan.**





“We are also looking at multiple sports hub projects across the region in Cromwell, Alexandra, Wanaka, and Queenstown.”

The Queenstown Lakes and Central Otago Regional Sport and Recreation Facilities Strategy



# Financial Statements

## Sport Otago Summary Financial Statements Summary Statement of Comprehensive Revenue and Expense For the Year Ended 30 June 2020

	2020 \$	2019 \$
<b>Revenue from Non-Exchange Transactions</b>		
Sport New Zealand	721,000	716,800
Grant – Otago Community Trust	172,250	173,250
Other Grants/Sponsorship/Donations and Sundry Income	608,783	547,567
<b>Revenue from Exchange Transactions</b>		
Other Revenue	830,040	884,126
<b>Total Revenue</b>	<u>2,332,073</u>	<u>2,321,743</u>
<b>Less Expenditure</b>		
Audit Fees	10,400	10,450
Depreciation and Amortisation Expense	37,234	44,357
Operating Lease Expenditure	190,178	202,378
Other Operating Expenditure	1,973,761	2,111,555
<b>Total Expenditure</b>	<u>2,211,573</u>	<u>2,368,740</u>
<b>Net Surplus/ (Deficit) and Total Comprehensive Revenue or Expense</b>	<u><u>120,500</u></u>	<u><u>(46,997)</u></u>

## Summary Statement of Changes in Net Assets/Equity for the Year Ended 30 June 2020

	2020 \$	2019 \$
Opening Equity	1,179,025	1,226,022
Comprehensive Revenue or Expense	120,500	(46,997)
<b>Closing Equity</b>	<u><u>1,299,525</u></u>	<u><u>1,179,025</u></u>

## Summary Statement of Cash Flows for the Year Ended 30 June 2020

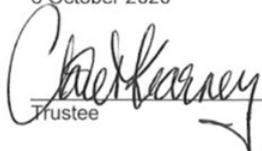
	2020 \$	2019 \$
Net Cash Inflow/(outflow) from Operating Activities	587,479	(11,388)
Net Cash Inflow/(outflow) from Investing Activities	(589,033)	9,644
<b>Net Increase/(Decrease) in Cash Held for the Year</b>	<u>(1,554)</u>	<u>(1,744)</u>
Cash at Beginning of the Year	28,461	30,205
Cash at End of Year	<u><u>26,907</u></u>	<u><u>28,461</u></u>



**Sport Otago**  
**Summary Financial Statements**  
**Summary Statement of Financial Position**  
**as at 30 June 2020**

	<u>2020</u>	<u>2019</u>
	\$	\$
<b>Equity</b>		
Establishment Fund	210,835	210,835
Bequest Fund	166,300	166,300
Property Development Fund	138,050	138,050
Retained Earnings	784,340	663,840
	<u>1,299,525</u>	<u>1,179,025</u>
<b>REPRESENTED BY:</b>		
<b>Current Assets</b>		
Cash	26,907	28,461
Sundry Debtors	43,117	42,142
Accrued Revenue	132,493	134,072
GST	-	6,917
Bequest Investments	166,300	166,300
Other Investments	1,736,066	1,139,106
Prepayments	-	5,401
	<u>2,104,883</u>	<u>1,522,399</u>
<b>Non-current Assets</b>		
Property, Plant and Equipment	63,641	80,934
Intangible Assets	10,500	17,504
	<u>74,141</u>	<u>98,438</u>
<b>TOTAL ASSETS</b>	<u>2,179,024</u>	<u>1,620,837</u>
<b>Current Liabilities</b>		
Prepaid Revenue	78,156	78,795
Prepaid revenue – Otago Community Trust	175,750	-
Employee Entitlements	129,138	138,115
Accounts Payable	103,657	68,633
Sundry Accruals	46,429	50,919
GST	27,439	-
On Call Loans	10,000	10,000
KiwiSport Funding	32,357	40,838
Community Resilience Fund	225,738	-
Third Party Agency Funding	50,835	54,512
	<u>879,499</u>	<u>441,812</u>
<b>TOTAL LIABILITIES</b>	<u>879,499</u>	<u>441,812</u>
<b>NET ASSETS</b>	<u>1,299,525</u>	<u>1,179,025</u>

Signed for and on behalf of the Board of Trustees who authorised these financial statement for issue on the  
6 October 2020

  
Trustee

  
Trustee



**Sport Otago**  
**Summary Financial Statements**

**Notes to the Summary Financial Statements**  
**for the Year Ended 30 June 2020**

1. These summary financial statements have been extracted from the full financial statements approved by the Board of Trustees on 6 October 2020.
2. The summary financial statements do not include all disclosures provided in the full financial statements and cannot be expected to provide as complete an understanding as provided by the full financial statements.
3. Interested parties may request a copy of the full financial statements from the Sport Otago, 40 Logan Park Drive, Logan Park, Dunedin 9016.
4. The full financial statements were authorised for issue by the Trustees on 6 October 2020, have been audited and an unmodified audit opinion has been issued. In addition, these summary financial statements have been examined by the auditor, and their report is attached.
5. The full financial statements have been prepared in accordance with Generally Accepted Accounting Practice. They comply with Public Benefit Entity Accounting Standards as applicable for Not for Profit (PBE NFP). Sport Otago is eligible for Tier 2 PBE NFP Reduced Disclosure Regime (RDR) on the basis it does not have public accountability and is not defined as large. The Summary Financial Statements comply with PBE FRS-43 Summary Financial Statements.
6. Functional and presentation currency – These summary financial statements are presented in New Zealand Dollars (\$), which is Sport Otago's functional currency.
7. There are no commitments at 30 June 2020 (2019: \$Nil), other than operating lease commitments of \$516,100 (2019: \$588,672) over the life of the relevant lease arrangements.
8. The funding available, in the form of retained earnings, for ongoing trading of \$ 784,340 represents only 34% of the 2019-2020 total turnover. With the majority of contracts currently ranging from only 12 to 24 month terms the Trustees of Sport Otago consider the level of reserves currently held is a prudent level to cover unexpected decline in our current funding sources allowing Sport Otago to maintain it's operating for a period of time and make necessary adjustments.
9. The allocation of equity into a Property Development Fund is to assist in the creation of a Sport House/s. Funds are transferred from the fund for costs associated with the relocation of Sport Otago from 184 High Street to the Sargood Centre, 40 Logan Park Drive Dunedin in September 2012. Funds are also available for other Sport House developments
10. There were no changes to accounting policies in the current year.
11. The outbreak of Covid-19 and the subsequent quarantine measures and travel restrictions imposed by the New Zealand Government have caused disruption to businesses and economic activity. On 12 August 2020 the New Zealand Government raised the alert level to level 2 in Otago which has impacted Sport Otago's ability to run events, however, the impact is unlikely to be material. While the impact of Covid-19 is difficult to predict, Sport Otago forecasts it will be able to operate for at least 12 months from the approval date of the financial statements.





## Independent Auditor's Report on the Summary Financial Statements

### To the Trustees of Sport Otago

<b>Opinion</b>	<p>The summary financial statements of Sport Otago (the 'entity'), which comprise the summary statement of financial position as at 30 June 2020, and the summary statement of comprehensive revenue and expense, summary statement of changes in net assets/equity and summary cash flow statement for the year then ended, and related notes, are derived from the audited financial statements of the entity for the year ended 30 June 2020.</p> <p>In our opinion, the accompanying summary financial statements, on pages 1 to 3, are consistent, in all material respects, with the audited financial statements, in accordance with PBE FRS 43: <i>Summary Financial Statements</i> issued by the New Zealand Accounting Standards Board.</p>
<b>Summary financial statements</b>	<p>The summary financial statements do not contain all the disclosures required by Public Benefit Entity Standards Reduced Disclosure Regime. Reading the summary financial statements and the auditor's report thereon, therefore, is not a substitute for reading the audited financial statements and the auditor's report.</p>
<b>The audited financial statements and our report thereon</b>	<p>We expressed an unmodified audit opinion on the audited financial statements in our report dated 6 October 2020.</p>
<b>Trustees' responsibilities for the summary financial statements</b>	<p>The Trustees are responsible on behalf of the entity for the preparation of the summary financial statements in accordance with PBE FRS 43: <i>Summary Financial Statements</i>.</p>
<b>Auditor's responsibilities</b>	<p>Our responsibility is to express an opinion on whether the summary financial statements are consistent, in all material respects, with the audited financial statements based on our procedures, which were conducted in accordance with International Standard on Auditing (New Zealand) 810 (Revised): <i>Engagements to Report on Summary Financial Statements</i> ('ISA (NZ) 810').</p>
<b>Restriction on use</b>	<p>This report is made solely to the Trustees. Our audit has been undertaken so that we might state to the Members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Members as a body, for our audit work, for this report, or for the opinions we have formed.</p>

Dunedin, New Zealand  
6 October 2020

This audit report relates to the summary financial statements of Sport Otago (the 'entity') for the year ended 30 June 2020 included on the Entity's website. The Trustees are responsible for the maintenance and integrity of the entity's website. We have not been engaged to report on the integrity of the Entity's website. We accept no responsibility for any changes that may have occurred to the summary financial statements since they were initially presented on the website. The audit report refers only to the summary financial statements named above. It does not provide an opinion on any other information which may have been hyperlinked to/from these summary financial statements. If readers of this report are concerned with the inherent risks arising from electronic data communication they should refer to the published hard copy of the summary financial statements and related audit report dated 6 October 2020 to confirm the information included in the summary financial statements presented on this website.

# Partners and Supporters

Sport Otago gratefully acknowledges the support of the principal sponsors of our programmes:



Otago Daily Times



We would like to acknowledge and thank the following supporters of our programmes:

- A.C.E Shacklock Charitable Trust
- Animation Research Limited
- Athletics Otago
- Brackens Print
- CERT
- Dunedin Casino Charitable Trust
- Dunedin Print
- Edgar Centre
- Golf Otago
- MCK Design and Print
- Otago Academy of Sport
- Otago Secondary Schools Sports Association
- Pub Charity
- Rainbow Confectionery
- Trusts administered by Wilkinson Rodgers Lawyers
- Waitaki District Youth Council
- Workplace First Aid Training



Sargood Centre  
40 Logan Park Drive  
Dunedin 9054  
03 474 6350



Cromwell Swim Centre  
3 Barry Avenue  
Cromwell 9342  
027 436 7172



Wanaka Recreation Centre  
41 Sir Tim Wallis Drive  
Wanaka 9382  
027 212 4290



Abacus House  
100 Thames Street  
Oamaru 9400  
029 434 9379



Cross Recreation Centre  
18 Glasgow Street  
Balclutha 9230  
027 436 7174



## SPORT CENTRAL

## Budget

July 2021- June 2022

	Sport Central	Central Otago CS Advisor	Total	Confirmed
<b>INCOME</b>	<b>Budget Full Year</b>	<b>Budget Full Year</b>	<b>Budget Full Year</b>	
Otago Community Trust	28,800	14,400	43,200	Y
Community Trust South	14,000	6,000	20,000	Y
Central Otago District Council	48,000	0	48,000	
CODC - Office Contra	6,000		6,000	
Queenstown Lakes District Council	35,000	50,000	85,000	Y
Event Income (SPOY including HoT sponsorship)	6,000		6,000	
TMP & Timing Equipment Hire	960		960	
Programme Income	3,600	900	4,500	
Central Lakes Trust	35,000	17,500	52,500	Y
Gaming	18,000	14,000	32,000	
To be sourced (Surplus)	8,266	(2,114)	6,152	
	<b>203,626</b>	<b>100,686</b>	<b>304,312</b>	
<b>EXPENSES</b>				
<b>Events / TMP Equipment Expenses</b>	<b>7,500</b>		<b>7,500</b>	
Sportsperson Awards	7,500		7,500	
<b>Human Resources</b>	<b>140,946</b>	<b>76,530</b>	<b>217,476</b>	
Salaries & Wages	112,620	61,550	174,170	
KiwiSaver Contribution	3,379	2,462	5,841	
ACC, Uniforms, Other HR	1,707	898	2,605	
Professional Development	2,000	1,000	3,000	
Sport Otago Support Services - Management, Operational, Finance, Marketing, Admin.	21,240	10,620	31,860	
<b>Programme Resources</b>	<b>4,200</b>	<b>3,000</b>	<b>7,200</b>	
Resources, Prizes, Tutors Fees, Venue/Catering	4,200	3,000	7,200	
<b>Promotion</b>	<b>2,760</b>	<b>1,860</b>	<b>4,620</b>	
Brochures, newsletters, advertising, displays, business cards -	1,560	900	2,460	
Sport Otago Generic Promotion - website, brochures	1,200	960	2,160	
<b>Operating Expenses</b>	<b>21,900</b>	<b>7,500</b>	<b>29,400</b>	
Individual consumables - Communications, Printing, Postage, Rent, Stationery	13,200	2,400	15,600	
Sports House charges - Audit, Computer maintenance, Communication, Depreciation, Insurance, Repairs & Maintenance	8,700	5,100	13,800	
<b>Vehicle &amp; Travel Expenses</b>	<b>26,320</b>	<b>11,796</b>	<b>38,116</b>	
Fuel & Travel	10,200	3,600	13,800	
Vehicle Lease	16,120	8,196	24,316	
Sport Otago - Generic Vehicle & Travel				
<b>TOTAL PROGRAMME EXPENSES</b>	<b>203,626</b>	<b>100,686</b>	<b>304,312</b>	

**Nikki Aaron**

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**From:** Nikki Aaron  
**Sent:** Thursday, 12 August 2021 12:35 pm  
**To:** grants  
**Subject:** FW: CODC Grant Application

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**From:** Andrew Finn <[finance@sportotago.co.nz](mailto:finance@sportotago.co.nz)>  
**Sent:** Thursday, 12 August 2021 12:23 pm  
**To:** Owen Booth <[oboorth@sportotago.co.nz](mailto:oboorth@sportotago.co.nz)>  
**Cc:** Nikki Aaron <[Nikki.Aaron@codc.govt.nz](mailto:Nikki.Aaron@codc.govt.nz)>  
**Subject:** RE: CODC Grant Application

Hello Nikki

As discussed on the telephone the budget submitted is expected to be similar for the second and third years of our application.

The only change likely would be inflation and salary adjustments which annually we estimate would total around \$4,000 per year.

Kind regards

Andrew

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**From:** Owen Booth <[oboorth@sportotago.co.nz](mailto:oboorth@sportotago.co.nz)>  
**Sent:** Thursday, 12 August 2021 12:01 p.m.  
**To:** Andrew Finn <[finance@sportotago.co.nz](mailto:finance@sportotago.co.nz)>  
**Cc:** Nikki Aaron <[Nikki.Aaron@codc.govt.nz](mailto:Nikki.Aaron@codc.govt.nz)>  
**Subject:** Fw: CODC Grant Application

Hi Andrew,

**SPORT OTAGO**

**Financial Statements**  
**For The Year Ended 30 June 2020**

**SPORT OTAGO  
FINANCIAL STATEMENTS  
For The Year Ended 30 June 2020**

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**SPORT OTAGO  
DIRECTORY  
For The Year Ended 30 June 2020**

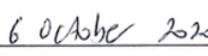
<b>Nature of Operation</b>	Sport Otago is the major supplier of sport and recreation services and expertise to the Otago region and a leading advocate on the wide range of issues affecting this sector. Our major objective is to fully develop sport and physical activity levels in Otago by working alongside a variety of sporting and leisure groups in the province. Sport Otago is a Charitable Not-for-Profit organisation and was the first of the 17 Regional Sports Trusts in New Zealand to be established when it was formed in 1983.
<b>Trustees</b>	Clare Kearney (Chairperson) Werner van Harselaar Cherie McConville James Nation Jonathan Bredin Jeffrey Broughton Jason Tibble Amy Morrison (Programme Sub Committee only) Brent Von Melville (Resigned)
<b>Business Location</b>	40 Logan Park Drive Logan Park Dunedin
<b>Solicitors</b>	Gallaway Cook Allan
<b>Bankers</b>	ASB Bank Limited (Dunedin)
<b>Auditors</b>	Deloitte Limited
<b>Charities Commission Registration Number</b>	CC23149

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**SPORT OTAGO  
APPROVAL BY TRUSTEES  
For The Year Ended 30 June 2020**

The Trustees are pleased to present the Financial Statements of Sport Otago for the year ended 30 June 2020 on pages 4 to 17.

  
\_\_\_\_\_  
Trustee  
  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Trustee  
  
\_\_\_\_\_  
Date

For and on behalf of the Trustees

**SPORT OTAGO**  
**STATEMENT OF COMPREHENSIVE REVENUE & EXPENSES**  
**For The Year Ended 30 June 2020**

Revenue from non-exchange transactions	Note	2020 \$	2019 \$
Sport New Zealand Community Sport Investment		721,000	716,800
Grant - Otago Community Trust		172,250	173,250
Grants		530,713	462,756
Sponsorship		58,587	53,937
Donations		9,972	20,221
Sundry Income		9,511	10,653
		<u>1,502,033</u>	<u>1,437,617</u>
<b>Revenue from exchange transactions</b>			
Investment Income		70,371	57,068
Programme Income		693,480	741,110
Sponsorship		6,170	7,753
Sports House Income		43,810	46,381
Sundry Income		16,209	31,814
		<u>830,040</u>	<u>884,126</u>
<b>Total Revenue</b>		<u>2,332,073</u>	<u>2,321,743</u>
<b>Less Expenditure</b>			
Audit Fees		10,400	10,450
Depreciation and Amortisation Expense	4	37,234	44,357
Operating Lease Expenditure		190,178	202,378
Other Operating Expenditure		1,973,761	2,111,555
		<u>2,211,573</u>	<u>2,368,740</u>
<b>Total Expenditure</b>		<u>2,211,573</u>	<u>2,368,740</u>
<b>Net Surplus/(Deficit)</b>		<u>120,500</u>	<u>(46,997)</u>
Other Comprehensive Revenue or Expense		-	-
<b>Total Comprehensive Revenue or Expense</b>		<u>120,500</u>	<u>(46,997)</u>

The Statement of Accounting Policies and the Notes to the Financial Statements form an integral part of these financial statements

**SPORT OTAGO**  
**STATEMENT OF CHANGES IN NET ASSETS/EQUITY**  
**For The Year Ended 30 June 2020**

	Notes	Establishment Fund	Bequest Fund	Property Development Fund	Retained Earnings	Total
<b>Balance at 1 July 2017</b>		<b>210,835</b>	<b>166,300</b>	<b>138,050</b>	<b>663,190</b>	<b>1,178,375</b>
Transfers from the Property Development Fund		-	-	-	-	-
Current Year Surplus (Deficit)		-	-	-	47,647	47,647
<b>Balance at 30 June 2018</b>	13	<b>210,835</b>	<b>166,300</b>	<b>138,050</b>	<b>710,837</b>	<b>1,226,022</b>
Transfers from the Property Development Fund		-	-	-	-	-
Current Year Surplus (Deficit)		-	-	-	(46,997)	(46,997)
<b>Balance at 30 June 2019</b>	13	<b>210,835</b>	<b>166,300</b>	<b>138,050</b>	<b>663,840</b>	<b>1,179,025</b>
Transfers from the Property Development Fund		-	-	-	-	-
Current Year Surplus (Deficit)		-	-	-	120,500	120,500
<b>Balance at 30 June 2020</b>	13	<b>210,835</b>	<b>166,300</b>	<b>138,050</b>	<b>784,340</b>	<b>1,299,525</b>

The Statement of Accounting Policies and the Notes to the Financial Statements form an integral part of these financial statements.



**SPORT OTAGO**  
**STATEMENT OF FINANCIAL POSITION**  
**As At 30 June 2020**

	<u>Note</u>	<u>2020</u>	<u>2019</u>
		\$	\$
<b>Equity</b>			
Establishment Fund		210,835	210,835
Bequest Fund		166,300	166,300
Property Development Fund	13b	138,050	138,050
Retained Earnings	13a	784,340	663,840
<b>TOTAL EQUITY</b>		<b><u>1,299,525</u></b>	<b><u>1,179,025</u></b>
<b><u>REPRESENTED BY:</u></b>			
<b>Current Assets</b>			
Cash & Cash Equivalents		26,907	28,461
Receivables from Exchange Transactions	5	45,610	51,615
Receivables from Non-Exchange Transactions	6	130,000	136,917
Bequest Investments	7	166,300	166,300
Other Investments	7	1,736,066	1,139,106
		<u>2,104,883</u>	<u>1,522,399</u>
<b>Non Current Assets</b>			
Property, Plant and Equipment	8	63,641	80,934
Intangible Assets	9	10,500	17,504
		<u>74,141</u>	<u>98,438</u>
<b>TOTAL ASSETS</b>		<b><u>2,179,024</u></b>	<b><u>1,620,837</u></b>
<b>Less</b>			
<b>Current Liabilities</b>			
Payables under Exchange Transactions	10	279,224	257,667
Payables under Non Exchange Transactions	10	27,439	-
Prepaid Revenue - Otago Community Trust		175,750	-
Prepaid Revenue - Other		78,156	78,795
Third Party Agency Funding	12b	50,835	54,512
Sport NZ KiwiSport Funding	12a	32,357	40,838
Sport New Zealand Community Resilience Fund	12c	225,738	-
On Call Loans	11	10,000	10,000
		<u>879,499</u>	<u>441,812</u>
<b>TOTAL LIABILITIES</b>		<b><u>879,499</u></b>	<b><u>441,812</u></b>
<b>NET ASSETS</b>		<b><u>1,299,525</u></b>	<b><u>1,179,025</u></b>

The Statement of Accounting Policies and the Notes to the Financial Statements form an integral part of these financial statements

**SPORT OTAGO**  
**STATEMENT OF CASH FLOWS**  
**For The Year Ended 30 June 2020**

Note	<u>2020</u> \$	<u>2019</u> \$
<b>Cash Flows from Operating Activities</b>		
<u>Cash was provided from</u>		
Receipts from Customers – Non Exchange Transactions	1,892,301	1,413,049
Receipts from Customers – Exchange Transactions	732,646	831,371
Investment Income	70,371	57,068
	<u>2,695,318</u>	<u>2,301,488</u>
<u>Cash was applied to</u>		
Payments to Suppliers and Employees	(2,107,840)	(2,312,876)
	<u>(2,107,840)</u>	<u>(2,312,876)</u>
Net Cash Inflow/ (Outflow) from Operating Activities 14	587,479	(11,388)
<b>Cash Flows from Investing Activities</b>		
<u>Cash was Provided from</u>		
Disposal of Investments (net)	-	46,395
Disposal of property, plant and equipment	-	-
	<u>-</u>	<u>46,395</u>
<u>Cash was applied to</u>		
Purchase of Property, Plant and Equipment	(18,121)	(36,751)
Purchase of Motor Vehicle	-	-
Purchase of Intangible Asset	-	-
Purchase of Investments (net)	(570,912)	-
	<u>(589,033)</u>	<u>(36,751)</u>
Net Cash Inflow/ (Outflow) from Investing Activities	<u>(589,033)</u>	<u>9,644</u>
<b>Net Increase/ (Decrease) in Cash Held for the Year</b>	<b>(1,554)</b>	<b>(1,744)</b>
Cash at Beginning of the Year	<u>28,461</u>	<u>30,205</u>
Cash at End of Year	<u><u>26,907</u></u>	<u><u>28,461</u></u>
Represented by:		
Cash	<u><u>26,907</u></u>	<u><u>28,461</u></u>

The Statement of Accounting Policies and the Notes to the Financial Statements form an integral part of these financial statements

**SPORT OTAGO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the Year ended 30 June 2020**

**1 Reporting Entity**

The reporting entity is Sport Otago. Sport Otago is domiciled in New Zealand and is a charitable organisation registered under the Incorporated Societies Act 1908 and the Charities Act 2005.

The financial statements of Sport Otago (the Entity) are presented for the year ended 30 June 2020.

These Entity financial statements and the accompanying notes summarise the financial results of activities carried out by Sport Otago. The Entity provides sporting services and facilities to people living in Dunedin, Central Otago, Clutha, and Waitaki. These financial statements have been approved and were authorised for issue by the Board of Trustees on 6 October 2020.

**2 Basis of Preparation**Statement of Compliance

The Entity financial statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand (NZ GAAP). They comply with Public Benefit Entity Accounting Standards (PBE) that have been authorised for use by the External Reporting Board for Not-For-Profit Entities (PBE NFP). For the purpose of complying with NZ GAAP, the Entity is a PBE NFP entity and is eligible to apply Tier 2 PBE NFP Standards on the basis that it does not have public accountability and it is not defined as large.

The Board of Trustees has elected to report in accordance with Tier 2 PBE NFP Standards and in doing so has taken advantage of all applicable Reduced Disclosure Regime (RDR) disclosure concessions.

Functional and Presentation Currency

The financial statements are presented in New Zealand dollars (\$). New Zealand dollars is the Entity's functional currency.

Measurement Basis

The financial statements have been prepared on the basis of historical cost, except for the revaluation of certain assets and liabilities as identified in the following accounting policies. Cost is based on the fair values of the consideration given in exchange for assets.

Changes in Accounting Policies

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

The accounting policies set out below have been applied consistently to all periods in these financial statements.

**3 Statement of Accounting Policies**

The particular accounting policies which materially affect the measurement of financial performance and financial position have been applied as follows:

Revenue

Revenue is recognised to the extent that it is probable that the economic benefit will flow to the Entity and revenue can be reliably measured. Revenue is measured at the fair value of the consideration received. The following specific recognition criteria must be met before revenue is recognised.

Revenue from non-exchange transactionsSport NZ Service Contract and Programme Revenue

Revenue from the provision of services or programmes are recognised as revenue when the services or programme have been supplied. For service contracts or programmes in progress at balance date revenue is recognised by reference to the stage of completion of the service/programme at balance date based on the actual service/programme provided or proportion of time passed. Amounts received in advance for services to be provided in future periods are recognised as a liability until such time as the service is provided.

**SPORT OTAGO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For The Year Ended 30 June 2020**  
**(Cont.)**

*Grant Revenue*

Grant revenue includes grants given by other charitable organisations, government organisations, philanthropic organisations and businesses. Grant revenue is recognised when the conditions attached to the grant has been complied with. Where there are unfulfilled conditions attaching to the grants, the amount relating to the unfulfilled condition is recognised as a liability and released to revenue as the conditions are fulfilled. Conditions are not fulfilled until they have been used for the purposes applied for or on the basis for which a grant is made.

The entity received \$175,740 from the Ministry of Social Development ('MSD') through the NZ Wage subsidy relating to Covid-19. \$111,281 of this was repaid to the MSD prior to year-end meaning a total of \$64,459 was recognised as Grants Revenue during the CY. This covered wage costs for staff employed by the Sport Otago Kelly Sports Dunedin franchise, where the April Holiday programme and In School programmes during alert level 3 and 4 were cancelled.

*Sponsorship*

Sponsorship revenue without conditions attached is recognised when the cash received.

*Donations*

Donations are recognised as revenue upon receipt into the bank and include donations from the general public, donations received for specific programme or services, or donations in-kind. Donations in-kind include donations received for services, furniture, and volunteer time and is recognised in revenue and expenses when the service or good is received. Donations in-kind are measured at their fair value as at the date of acquisition, ascertained by reference to the expected cost that would be otherwise incurred by Sport Otago.

Revenue from exchange transactions

*Investment Income*

Interest income is accrued on a time basis at the effective interest rate applicable. This is the rate that exactly discounts estimated future cash receipts over the expected life of the financial asset to the net carrying amount of the financial asset on initial recognition.

*Sports House Income*

Sports house income received from tenants is recognised in surplus or deficit when the revenue is earned.

Financial assets

Financial assets and financial liabilities are recognised when the Entity becomes party to the contractual provisions of the financial instrument. Financial assets are classified as either financial assets at fair value through surplus or deficit or loans and receivables.

Financial assets at fair value through surplus or deficit include the fixed income securities and equities held in the Forsyth Barr Investment.

Financial liabilities

Financial liabilities include payables, deferred revenue (in respect of grants whose conditions have yet to be complied with) and funds held on behalf of third parties.

Cash and cash equivalents

Cash and cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

**SPORT OTAGO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For The Year Ended 30 June 2020**  
**(Cont.)**

Receivables

Are measured at amortised cost using the effective interest rate method and are reported net of provisions for impairment to reflect estimated recoverable amounts.

Short term Investments

Short term investments comprise term deposits which have a term of greater than three months and therefore do not fall into the category of cash and cash equivalents. These are measured at amortised cost using the effective interest rate method less impairment. Interest revenue is recognised by applying the effective interest rate.

Investments

Investments in equities and fixed interest securities are recognised at fair market value.

Property, Plant and Equipment

Property, plant and equipment is recorded at cost less accumulated depreciation and any accumulated impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the assets. Where an asset is acquired for no cost, or for a nominal cost, it is recognised at fair value at the date of acquisition.

Depreciation

Depreciation is calculated at the following rates reflecting the useful life of the assets:

	<b>Straight Line</b>
Leasehold Improvements	15%
Computer Equipment and Software (excl Laptops)	25%
Computer Equipment – Laptops	33%
Furniture and Equipment	10% - 33%

Intangible assets

Intangible assets are recorded at costs less accumulated amortisation and any accumulated impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the assets.

Amortisation

Amortisation is recognised in surplus or deficit on a straight-line basis over the estimated useful life of the assets:

Franchise licence	5 years / 20%
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Financial liabilities

The Entity's financial liabilities include trade and other creditors (excluding GST and PAYE), employee entitlements, loans and borrowings, and deferred income (in respect to grants whose conditions are yet to be complied with). All financial liabilities are initially recognised at fair value (plus transaction cost for financial liabilities not at fair value through surplus or deficit) and are measured subsequently at amortised cost using the effective interest method except for financial liabilities at fair value through surplus or deficit.

Leases

Payments on operating lease agreements, where the lessor retains substantially the risk and rewards of ownership of an asset, are recognised as an expense on a straight line basis over the lease term.

Goods and Services Tax (GST)

Revenues, expenses, and assets are recognised net of the amount of GST except for receivables and payables, which are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the Inland Revenue Department is included as part of receivables or payables in the statement of financial position.

Cash Flows

Cash flows are included in the statement of cash flows on a gross basis and the GST component of cash flows arising from investing and financing activities, which is recoverable from, or payable to, the Inland Revenue Department is classified as part of operating cash flows.

**SPORT OTAGO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For The Year Ended 30 June 2020**  
(Cont.)

**4 Depreciation and Amortisation Expense**

	<u>2020</u>	<u>2019</u>
	\$	\$
Leasehold improvements	3,070	4,293
Computer equipment and software	10,118	16,270
Furniture and equipment	13,564	13,320
Motor vehicles	3,478	3,478
Total Depreciation	<u>30,230</u>	<u>37,361</u>
Franchise licence	7,004	6,996
Total Amortisation	<u>7,004</u>	<u>6,996</u>
Total	<u><u>37,234</u></u>	<u><u>44,357</u></u>

**5 Receivables from Exchange Transactions**

Accounts Receivable	43,117	42,142
Accrued Revenue	2,493	4,072
Prepayments	-	5,401
Total	<u><u>45,610</u></u>	<u><u>51,615</u></u>

**6 Receivables from Non-Exchange Transactions**

Accrued Revenue	130,000	130,000
GST	-	6,917
Total	<u><u>130,000</u></u>	<u><u>136,917</u></u>

**SPORT OTAGO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For The Year Ended 30 June 2020**  
(Cont.)

	<u>2020</u>	<u>2019</u>
	\$	\$
<b>7 Investments</b>		
Bequest Investments – ASB Deposit	166,300	166,300
Forsyth Barr – refer (a) below	789,401	543,169
ASB – Business Savers	508,736	102,006
ASB – Term Deposit	437,929	450,000
SBS – Term Deposit	-	43,931
Other Investments	1,736,066	1,139,106

## (a) Summary of Forsyth Barr Investment

	<u>Market Value</u>	
	<u>2020</u>	<u>2019</u>
	\$	\$
NZ dollar cash deposits	25,061	24,462
NZ dollar equities – fair value	225,373	116,752
NZ dollar fixed interest – fair value	306,712	228,407
AUD equities – fair value	146,321	104,716
Global equities – fair value	85,934	68,832
	<u>789,401</u>	<u>543,169</u>

The fair value of listed shares and fixed interest securities was obtained using the quoted market price at balance date.

As set out in Note 12 \$308,930 (2019: \$95,350) of the investments held are a restricted asset.

**SPORT OTAGO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For The Year Ended 30 June 2020**  
(Cont.)

**8 Property Plant and Equipment**

	Opening Cost	Additions	Disposals	Closing Cost	Opening Accumulated Depreciation	Depreciation Expense	Accumulated Depreciation Reversed on Disposal	Closing Accumulated Depreciation	Closing Carrying Value
<b>2020</b>									
Computer equipment and software	120,397	7,853	(11,750)	116,500	(97,320)	(10,118)	6,562	(100,876)	15,624
Leasehold improvements	28,517	-	-	28,517	(19,105)	(3,070)	-	(22,175)	6,342
Furniture and equipment	260,477	10,268	(4,656)	266,089	(220,724)	(13,564)	4,656	(229,632)	36,457
Motor vehicles	13,913	-	-	13,913	(5,217)	(3,478)	-	(8,695)	5,218
<b>Total Property, Plant &amp; Equipment</b>	<b>423,304</b>	<b>18,121</b>	<b>(16,406)</b>	<b>425,019</b>	<b>(342,366)</b>	<b>(30,230)</b>	<b>11,218</b>	<b>(361,378)</b>	<b>63,641</b>
<b>2019</b>									
Computer equipment and software	114,285	10,951	(4,839)	120,397	(85,889)	(16,270)	4,839	(97,320)	23,077
Leasehold improvements	28,517	-	-	28,517	(14,812)	(4,293)	-	(19,105)	9,412
Furniture and equipment	241,409	25,800	(6,732)	260,477	(214,140)	(13,320)	6,732	(220,728)	39,749
Motor vehicles	13,913	-	-	13,913	(1,739)	(3,478)	-	(5,217)	8,696
<b>Total Property, Plant &amp; Equipment</b>	<b>398,124</b>	<b>36,751</b>	<b>(11,571)</b>	<b>423,304</b>	<b>(316,580)</b>	<b>(37,361)</b>	<b>11,571</b>	<b>(342,370)</b>	<b>80,934</b>



**SPORT OTAGO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For The Year Ended 30 June 2020**  
(Cont.)

<b>9 Intangible Assets</b>	<u>2020</u> \$	<u>2019</u> \$
<u>Cost</u>		
Balance at beginning of year	35,000	35,000
Acquisitions – franchise licence	-	-
	35,000	35,000
<u>Accumulated Amortisation</u>		
Balance at beginning of year	(17,496)	(10,500)
Amortisation expense	(7,004)	(6,996)
	(24,500)	(17,496)
	10,500	17,504
<b>10 Payables under Exchange Transactions</b>	<u>2020</u> \$	<u>2019</u> \$
Employee Entitlements	129,138	138,115
Accounts Payable	103,657	68,633
Sundry Accruals	46,429	50,919
	279,224	257,667
	279,224	257,667
<b>10 Payable under Non Exchange Transactions</b>	<u>2020</u> \$	<u>2019</u> \$
GST	27,439	-
	27,439	-
	27,439	-
<b>11 On Call Loans</b>		
Bursary Loan	10,000	10,000
	10,000	10,000
	10,000	10,000

The above loan is interest free, unsecured and repayable on demand.

**SPORT OTAGO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For The Year Ended 30 June 2020**  
**(Cont.)**

**12 Agency Funding – Third Party and Sport New Zealand**

Sport Otago receives funds for distribution on behalf of organisations which they do not recognise as income or expenditure due to acting as agent only:

a) Sport New Zealand KiwiSport Funding

Sport New Zealand since January 2010 has provided funding for the approved Sport Otago KiwiSport Funding Plan. Conditions for these funds are that the full amount is required to be distributed by way of grant to the community and Sport Otago cannot utilise any of the funding for administration costs or delivery of its own programmes.

As of 30 June 2020 total funding received since inception was \$3,578,005 and grants totalling \$3,545,648 have been distributed. Grants distributed in 2020 were \$356,025 (2019: \$371,913). The residue balance has been granted but funds have not yet been uplifted.

This KiwiSport funding will cease in 2020-2021 and will be replaced by a different fund which aligns to the Sport New Zealand current strategic direction.

Sport New Zealand Community Resilience Fund

Sport New Zealand following COVID-19 introduced a fund to assist sporting groups to cover costs of fixed cost items. Sport Otago was provided with the funding to grant to sporting bodies based on assessment of applications submitted. An additional level of funding was expected to support a Safe Return to Play plan. Total funding received was \$625,366. At 30 June 2020 \$399,628 was paid out. The fund closed in June 2020 and all remaining funds were to be refunded back to Sport New Zealand.

b) Other third party funding currently held in the investment funds (note 7)

	<u>2020</u>	<u>2019</u>
Sport New Zealand KiwiSport Funding (a)	32,357	40,838
Sport New Zealand COVID-19 Community Resilience Fund (a)	225,738	-
Other third party funding (b)	50,835	54,512
Total all Agency - Third Party Funding	<u>308,930</u>	<u>95,350</u>

**13 a) Retained Earnings**

	<u>2020</u>	<u>2019</u>
	\$	\$
Opening balance	663,840	710,837
Current year surplus/(deficit)	120,500	(46,997)
Closing balance	<u>784,340</u>	<u>663,840</u>

The funding available for ongoing trading of \$784,340 represents only 34% of the 2019-2020 total turnover. With the majority of contracts currently ranging from only 12 to 24 month terms the Trustees of Sport Otago consider the level of reserves currently held is a prudent level to cover unexpected decline in our current funding sources allowing Sport Otago to maintain it's operating for a period of time and make necessary adjustments.

**b) Property Development Fund**

The allocation of retained earning into a Property Development Fund is to assist in the creation of a Sport House/s.

Funds were transferred from the fund for costs associated with the relocation of Sport Otago from 184 High Street to the Sargood Centre, 40 Logan Park Drive Dunedin in September 2012.

**SPORT OTAGO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For The Year Ended 30 June 2020**  
(Cont.)

<b>14</b>	<b>Reconciliation of Net Surplus with Cash Flows from Operating Activities</b>		
		<u>2020</u>	<u>2019</u>
		\$	\$
	Net surplus/(deficit)	120,500	(46,997)
	<u>Add/(Less) Non Cash Items</u>		
	Depreciation and amortisation	42,420	44,358
	<u>Add/(Subtract) Movements in Working Capital</u>		
	Prepaid revenue	175,110	(1,936)
	Employee entitlements	(8,977)	36,259
	GST	34,356	15,013
	Accounts payable	35,024	(37,767)
	Sundry accruals	(4,490)	(1,637)
	Accounts receivable and prepayments	4,427	8,538
	Accrued revenue	1,578	7,316
	KiwiSport Funding	(8,481)	(24,369)
	Community Resilience Fund (Sport New Zealand)	225,738	-
	Third Party Funding	(3,677)	(4,546)
	<u>Add/(Subtract) items classified as Investing Activities</u>		
	Realised investment (gain)/loss	(26,049)	(5,618)
	<b>Net Cash Flows from Operating Activities</b>	<u>587,479</u>	<u>(11,388)</u>

**15 Contingent Liabilities**

There are no contingent liabilities at 30 June 2020 (2019:\$Nil).

**16 Commitments**

There are no commitments at 30 June 2020 (2019:\$Nil).

**17 Operating Lease Commitments**

Commitments in respect of operating leases due:	<u>2020</u>	<u>2019</u>
	\$	\$
Current	181,224	186,445
Non-Current	318,066	402,227
	<u>499,290</u>	<u>588,672</u>

In September 2012 Sport Otago relocated to new premises at 40 Logan Park Drive Dunedin with a 12 year lease agreement with the Dunedin City Council.

**SPORT OTAGO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the Year ended 30 June 2020**  
**(Cont.)**

**18 Categories of Finance Assets and Liabilities**

The carrying amounts of financial instruments presented in the statement of financial position relate to the following categories of assets and liabilities:

	<u>2020</u>	<u>2019</u>
	\$	\$
<u>Financial assets at fair value through surplus or deficit</u>		
Forsyth Barr Investment	789,401	543,169
<u>Loans and receivables – at amortised cost</u>		
Cash & cash equivalents	26,907	28,461
Receivables from exchange transactions	45,609	51,615
Receivables from non-exchange transactions	130,000	136,917
Bequest investments	166,300	166,300
Other investments – ASB saver and term deposits	946,665	595,937
<u>Financial liabilities – at amortised cost</u>		
Payables under exchange transactions	279,224	257,667
Payables under non-exchange transactions	27,439	-
Prepaid revenue - Otago Community Trust	175,750	-
Prepaid revenue – Other	78,155	78,795
Third party agency funding	50,835	54,512
Sport NZ KiwiSport funding	32,357	40,838
Sport NZ Community Resilience Fund	225,738	-
On call loans	10,000	10,000

**19 Related Party Transactions**

There are no related party transactions (2019: \$Nil).

**20 Key Management Personnel**

The key management personnel, as defined by PBE IPSAS 20 Related Party Disclosures, are the key members of the governing body which is comprised of the Board of Trustees, Chief Executive, Financial Manager, Development and Capability Manager and Operations Manager which constitute the governing body of the Entity. The aggregate remuneration of key management personnel and the number of individuals, determined on a full-time equivalent basis, receiving remuneration is as follows:

<b>Total remuneration</b>	383,480	370,440
<b>Number of persons</b>	4	4

**21 Events after the Reporting Date**

The outbreak of Covid-19 and the subsequent quarantine measures and travel restrictions imposed by the New Zealand Government have caused disruption to businesses and economic activity. On 12 August 2020 the New Zealand Government raised the alert level to level 2 in Otago which has impacted Sport Otago's ability to run events, however, the impact is unlikely to be material. While the impact of Covid-19 is difficult to predict, Sport Otago forecasts it will be able to operate for at least 12 months from the approval date of the financial statements.

The Board of Trustees and management is not aware of any other matters or circumstances since the end of the reporting period, not otherwise dealt with in these financial statements that have significantly or may significantly affect the operations of Sport Otago. (2019: Nil).



## Independent Auditor's Report

### To the Trustees of Sport Otago

<b>Opinion</b>	<p>We have audited the financial statements of Sport Otago (the 'entity'), which comprise the statement of financial position as at 30 June 2020, and the statement of comprehensive revenue and expense, statement of changes in net assets/equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.</p> <p>In our opinion, the accompanying financial statements, on pages 4 to 17, present fairly, in all material respects, the financial position of the entity as at 30 June 2020, and its financial performance and cash flows for the year then ended in accordance with Public Benefit Entity Standards Reduced Disclosure Regime.</p>
<b>Basis for opinion</b>	<p>We conducted our audit in accordance with International Standards on Auditing ('ISAs') and International Standards on Auditing (New Zealand) ('ISAs (NZ)'). Our responsibilities under those standards are further described in the <i>Auditor's Responsibilities for the Audit of the Financial Statements</i> section of our report.</p> <p>We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.</p> <p>We are independent of the Company in accordance with Professional and Ethical Standard 1 <i>International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand)</i> issued by the New Zealand Auditing and Assurance Standards Board and the International Ethics Standards Board for Accountants' <i>International Code of Ethics for Professional Accountants (including International Independence Standards)</i>, and we have fulfilled our other ethical responsibilities in accordance with these requirements.</p> <p>Other than in our capacity as auditor, we have no relationship with or interests in the entity.</p>
<b>Trustee's responsibilities for the financial statements</b>	<p>The Trustees are responsible on behalf of the entity for the preparation and fair presentation of the financial statements in accordance with Public Benefit Entity Standards Reduced Disclosure Regime, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial statements, the Trustees are responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.</p>
<b>Auditor's responsibilities for the audit of the financial statements</b>	<p>Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs and ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.</p> <p>A further description of our responsibilities for the audit of the financial statements is located on the External Reporting Board's website at:  <a href="https://www.xrb.govt.nz/standards-for-assurance-practitioners/auditors-responsibilities/audit-report-8">https://www.xrb.govt.nz/standards-for-assurance-practitioners/auditors-responsibilities/audit-report-8</a></p> <p>This description forms part of our auditor's report.</p>
<b>Restriction on use</b>	<p>This report is made solely to the Trustees. Our audit has been undertaken so that we might state to the Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trustees as a body, for our audit work, for this report, or for the opinions we have formed.</p>

*Deloitte Limited*

Dunedin, New Zealand  
6 October 2020

## Community Development - Grants

GRA210756824



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** Cromwell Community Board  
Community  
GRA210756824

### The Applicant:

**Organisaton Name** Sport Central  
**Contact** Jo Knight  
**Phone** 0272329390  
**Email** jknight@sportotago.co.nz  
**Address** 3 Barry Avenue, Cromwell 9310  
**Organisaton Type** Trust

### The Project:

**Project Name** Central Otago Sports Awards  
**Description** We are applying for funding for the Central Otago Sports Awards. Held annually, in April/May the awards are a celebration of Central Otago's sporting talent. Council funding will allow us to attract an inspiring public speaker. This speaker would be available to speak at a council or community event in the CODC area. QLDC have agreed to put \$5000 towards the 2022 awards evening. This event is not about making money, however this year we were fortunate to return a small profit.

**Start Date** 01/03/2022  
**End Date** 07/05/2022

The 4 well beings

**Social** The Sports Awards are about inspiring, sharing and empowering our sporting community. A place to connect with like-minded people and share stories from the sporting year. Many new relationships were formed- athlete to athlete, athlete to coach, and athletes to sponsors. It is a place where Olympians are accessible to our local community.

**Economic** As aforementioned the awards are not a money-making venture. We are very grateful to have ten local sponsors that support the awards and who have committed to

**Environmental**

supporting us for the 2022 event. Their contribution helps to cover the free tickets we give to finalists. We use our local community wherever possible- for venue, catering, printing, media, and trophies.

Many of the sports that were recognised take place in our stunning local natural environment. This was showcased in the visual presentation at the awards evening. By keeping as local as possible, our environmental footprint is light.

**Cultural**

Manaakitanga was celebrated through the expression of aroha, hospitality, generosity and mutual respect. In doing so, all parties (athletes, coaches, sponsors and supporters) were elevated and our status enhanced; building unity. We had a broad range of nominations this year, and we were able to celebrate an athlete with neuro-diversity winning one of the categories.

**Measures**

We can measure this by the number of nominations received, and by how many tickets we sell. We had a full house (157) at our 2021 event and will be aiming to repeat this.

Meet at least three of the strategic priorities:

## The Budget:

Year 1 - 2021/22:	1000.00
Year 2 - 2022/23:	1000.00
Year 3 - 2023/24:	1000.00
<b>Total Requested \$</b>	<b>3000.00</b>

**Cost Breakdown**

The money will be put towards securing an inspiring public speaker who will be available for use by CODC for a staff or community function.

We have (informally) been offered \$5000 from QLDC towards the event.

\*\*We have received funding, but not for this event (that I am aware of).

**Previously received funding?**

No

**Backup Plan**

Approach another sponsor, or look locally for a public speaker.

## The End:

**Attachments Ticked**

- Your project plan

**Central Otago Sports Awards 2022.**

Major Sponsor: \$4000 (up from \$2000 in 2021).

Other sponsors \$500 (up from \$200 in 2021).

Debrief from 2021 awards:

**General** : Went really well, pleased with it. Good numbers, good venue, good food, Maybe a sweet to finish. Cost about right. Style about right, keep the same. Use the same venue next year. Maybe signal moving to Qtown 2023. Other feedback- improve the food, and make it a more 'classy' event – higher standard of dress.

**Photos** – Need a corflute board with all sponsors on it to get all photos including winner with sponsors.

MC – Ferg very professional. We may look to use local athletes instead of a quest speaker – although people really liked Courtney – so to be considered. We could do more interviews with especially our young athletes. Give them questions in advance ( I confused Piper by doing this) Keep same style. Consider a theme like women in sport or dealing with challenges.

**Budget- see attachment. Will be similar to 2021, but increased amount from sponsors.**

Depending on speaker costs, cost increases and inflation. Free venue if they get the numbers and bar. If we had more to spend, we could – up the food options, have more complementary tickets, amp our production, stage, corflute, acknowledge all nominees in publications, more publicity, Use a shared admin resource.

Feel major sponsor should be \$3500 - \$4000 and category sponsors \$350 - \$500. We need to lock them in now after acknowledgement with the amount (this has been achieved).

Need a plan to recognise the sponsors. Letters, certificates and photos have been sent.

**Nominees-** Acknowledge all nominees, somehow? Some don't know they are nominated. Do we let all nominees know they missed being a finalist?

Nomination system much better than the past, retain this.

**Judging-** Jo and Tiny to go over all nomination and sort the finalists for the judges. Doesn't have to be three if a strong category. Spend time going over all finalists information to get a good understanding of each competitor. Double check the information. Include "how many fish in the pond"

The voting system is fine but we need more discussion before voting.

Face to face is better than zoom. At least one face to face, follow ups on zoom?

Do we need a snow sports expert on the panel? They gave us good info but shied off when it came to the supreme award?

**Guidelines-** Look at Spirit guidelines – I think its good to be able to select a quality local athlete or a someone who over come special challenges ie Ferdia. That reminds me check all spelling of names.

Do we align our age groups with Otago? We are not a university town, maybe u18 is good for here?

Are our dates aligned with Otago?

**Email from Simon Battrick (16<sup>th</sup> June 2021):**

Thanks for allowing me to contribute towards the Central Otago Sports Awards. Just a couple of points from me;

- I definitely think we can raise the standard of these awards without too much effort (appreciating the short turnaround we had this year)
- I would definitely like to see a more dressy approach regarding attendees rather than jandals and jeans!
- I think it would be good for you to approach CODC/QLDC to see what financial support you can get towards the awards along with the other sponsors. I am happy to commit a minimum of \$5k towards this event
- I think a buffet approach for dinner might be good value as can't see a sit down dinner as being cheap
- Definitely an external speaker and high profile (if we think well we can utilise the persons expertise in other forums while they are here)
- Happy to host in Queenstown at Queenstown Events Centre or Memorial Centre

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: Jo Knight  
Date 30/07/2021  
Signature (11 kb)



Sport Central						
Sportsperson of the Year Function Budget (2019)						
	Function Income	2021 Budget		2021		2019
		GST Excl		Actual		Actual
3	<b>Sponsorship</b>					
	Sponsorship - Mitre 10 Mega Wanaka \$4k			2,000.00		4,000.00
	Sponsorship -...secondary sponsor					
	Junior Sportsman (\$230 inclusive)- Gallaway Cook Allan			200.00		217.39
	Junior Sportswomen - Health 2000			173.90		217.39
	Senior Sportsman - Racers Edge - Torpedo 7 Wanaka			200.00		217.39
	Senior Sportswomen - Gary Anderson Sound & Vision			200.00		217.39
	Coach of the Year - Work Place first aid kit			200.00		
	Teams - Jennian Homes			200.00		
	Junior Spirit of Central Otago - Duncan & Kelly Good - Ray White Real Estate			200.00		
	Spirit of Central Otago - Wanaka Physio			200.00		
	<b>Sales Revenue</b>				Total Sales	
	Online Sales tickets 80 @ 21.70 Ex GST (\$25 inclusive GST) (less online agency fee)			1,573.69	87	
4	Ticket Sales tickets 7 @ 21.70 Ex GST (\$25 inclusive GST)			152.17		6,553.04
	less Complimentary tickets @ \$21.70 Ex GST (\$25 inclusive GST)		Catering & Drinks costs	0.00	not advised	(4,740.00)
	<b>Total Income</b>	0.00		<b>5,299.76</b>		<b>6,682.60</b>
1	<b>Function Expenses</b>	GST Excl		GST Excl		GST Excl
	Venue ( Included in the costs of catering)					0.00
	Event Production			680.00	Actual No.	0.00
2	Catering (120 x \$45.22 excl GST )		\$49.74 pp ex GST	2,730.43		6,786.09
2	Wine/Beer/Juice (120 x \$4.52 pp. (\$45.22 ex GST per table - \$52 inclusive per table)					
	Speaker Air Travel					
	Speakers Fees & Expenses			500.00		1,000.00
	MC Fees			0.00		0.00
	Trophies			770.43		704.19
	Promotion					
	Framing & Prints					
	Equipment Hire					
	Airfares/Travel/Accommodation ( Isaac and Guest Speaker)			44.00		130.43
	Incidental Costs					
	Banners/Signs					
	Advertising and Media Publicity costs					225.00
	Advertising - Newspaper					
	Sponsors - Bar Tab					0.00
1	<b>Total Taxable Expenses</b>	0.00		<b>4,724.86</b>		<b>8,845.71</b>
	<b>Net Profit/(Loss) on Function</b>	0.00		<b>574.90</b>		<b>(2,163.11)</b>
	<b>Comments</b>					
	Comments					
	Optimistic Ticket sales target so commentaries to fill room would decrease					
	Require two more paying sponsors					
	Cannot rely on Skeggs Foundation so not budgeted					
	Drinks cost is well down on last year actuals					
	Would not expect trophies to be cheaper					
	I do not see us increasing paying ticket sales to the level Bill based on					
			Budgeted	Actual		

31 Paid

based on historical data. Extra teams do not generate ticket sales

Sports Awards Budget Template

2018	2017	2016
4,000.00	4,000.00	4,000.00
869.57	869.57	
217.39	173.91	173.91
217.39	173.91	173.91
217.39		173.91
217.39		173.91
		173.91
		173.91
		173.91
6,553.04	834.76	739.14
(4,740.00)	16 PAID	17 Paid including HofT 7 plus
<b>7,552.17</b>	<b>6,052.15</b>	<b>5,782.60</b> tickets
GST Excl		
869.56	434.78	434.78
0.00		
5,739.13	4,838.26	4,086.96
1,180.87	1,046.96	269.36
	236.09	
500.00	500.00	Free
0.00		
575.20	623.62	559.55
75.00		
159.13	181.74	113.04
18.61	51.30	
37.50	75.50	
242.39	170.00	205.00
0.00		
<b>9,397.39</b>	<b>8,158.25</b>	<b>5,668.69</b>
<b>(1,845.22)</b>	<b>(2,106.10)</b>	<b>113.91</b>

Actual

Actual

Sports Awards Budget Template

16 17 HoTT 7

Sports Awards Budget Template

### 21.7.3 DISTRICT MUSEUM FUNCTION

Doc ID: 547712

#### 1. Purpose of Report

To consider options on the sector-led delivery of the district museum function following deliberations and direction from councillors on the Long-term Plan 2021-31.

---

#### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Notes eight sector-led models were considered and analysed to provide the delivery of the district museum function.
- C. Notes a sector-led trust model is likely to be the most effective mechanism to deliver the district museum function.
- D. Endorses the establishment of a new sector museum trust to deliver the district museum function.
- E. Approves a portion of the \$50,000 allocated to this function is retained for staff to facilitate the establishment of the trust by paying legal fees to review the trust deed and establishing the new trust.
- F. Authorises the Chief Executive Officer to enter into a performance agreement with the new entity upon which overall delivery will be measured against.
- G. Approves on the evidence of the establishment of the trust and the signing of the performance agreement the remaining balance of the \$50,000 is transferred to this new entity.
- H. Approves that council will have active involvement in the trust with the appointment by the Chief Executive Officer of one staff member as a council representative on the trust.
- I. Approves that the district museum function will be delivered by the new trust for a trial period of two years with regular reporting to council on progress and delivery.
- J. Notes that any decision regarding funding beyond the two-year period will be considered under the museum investment framework soon to begin.

---

#### 2. Background

In 2019 council staff led a series of workshops with the sector to initiate work on the development of a museum strategy. Among other issues, a key issue that came from these workshops was the need for better sector collaboration. Council has historically provided funding to the Alexandra District Museum Incorporated to deliver a district museum function. For various reasons over the years this has proven challenging. Given both the sector and council see this as a key priority, the mechanism to deliver this function was considered and consulted on in the Long-term Plan 2021-31.

Four options for delivering a district museum function were put out for consultation:

- 1) An in-house museum function
- 2) Status quo
- 3) No funding
- 4) Expanded heritage/museum role

Feedback from the community during the consultation favoured option one. However, an alternative proposal put forward by a united sector to establish an independent trust to deliver the district museum function was considered during deliberations.

Following the deliberations and evidence of strong collaboration and willingness by the sector, councillors believed there was merit in this proposal and asked for further scoping work to be carried out. Council, therefore, chose to adopt option one, an in-house museum function delivered by council, but delay implementation to enable sector feedback on alternative options to be worked through.

The alternate option was to be worked up and reported back to Council within three months for final determination whether Council will apply the funding to an in-house role or to a sector led model.

### 3. Discussion

#### *Process and consultation with the sector*

The sector consists of five main museums from across Central Otago: Alexandra District Museum Incorporated, Clyde Historical Museums Incorporated, Cromwell Museum Trust, Maniototo Early Settlers Association, and the Teviot District Museum. The Central Otago Heritage Trust have also been actively involved.

Staff have worked in collaboration with the sector to work through alternative sector-led models, including three meetings with the wider sector, two meetings and ongoing correspondence with representatives from both the museum and from the heritage sector. These meetings have included discussions on a range of models for sector delivery, as well as discussions on council involvement in the preferred model.

#### *Legal structure*

The following structures for the new entity were considered and analysed:

- Unincorporated group
- Incorporated society
- Registered charitable trust (trust based)
- Registered charitable trust (society based)
- Company
- Industrial and provident society
- Council Controlled Organisation
- Umbrella group

Each legal structure was considered against the objectives of both the sector and council requirements. Criteria included limiting legal liability to members, enabling the sector to apply for and access other sources of funding, ensuring transparency in the use of council funding, and ensuring reporting requirements were reasonable and were not too onerous for both the sector and council.

Each legal structure has been analysed and this is contained in appendix 1. On balance, staff consider the establishment of a trust entity is the most effective structure to deliver the district museum function. Such a structure will enable the sector independence while still ensuring transparency for spending ratepayers' money. Given this is a new entity and to ensure delivery of the function as council has intended it is recommended that a performance agreement be entered into between the new entity and council.

The sector felt the registered charitable trust (trust based) best met their needs and have worked together to develop a draft trust deed (appendix 2). It is proposed the new entity would appoint a contractor to assist and this is primarily where the funding would be spent (see appendix 3 for a draft job description).

#### *Relationship with Council*

To ensure effective communication between the new trust entity and council, it is proposed that there be a council representative on the trust. Two options were considered by staff: an elected member or a member of staff. The Central Otago Heritage Trust has a model whereby a senior staff member sits as a representative without voting rights. Such a model enables communication and facilitates relationships while protecting elected members from any real or perceived conflicts. This model has been working effectively for the Central Otago Heritage Trust. As such, it is proposed to replicate this arrangement in the new museum trust. The sector are supportive of having a council representative on this new entity and the attached draft trust deed has been drafted to include provision for a staff member representative.

#### *Sector Strategy and funding objectives*

The primary objective of the district funding is to deliver on the district museum function. The sector has worked in collaboration to develop a sector strategy (appendix 4). This strategy clearly articulates the strategic objectives of the sector and their goals. While this document originally began its origin as a council-led document with council functions and responsibilities within, during the course of this work council has been separated out. This document not only is important for the sector but is pivotal for the next stage of the museum work (investment framework). The next stage of this work will articulate council's roles and functions as well as deliver on the investment model for museum funding.

The delivery of a district museum function is central to the attached sector strategy document, and it is recommended that the delivery of this strategy becomes the primary measure upon which success of this function is measured in any performance agreements.

#### *Funding period*

Staff recommend Council consider a trial period for the operation of the new trust as the provider of the district museum function. There are three key reasons for this approach that are related to ensuring Council meets its financial prudence obligations.

The core consideration for Council is how to balance the needs of the sector with the responsibility of financial prudence under the Local Government Act 2002. The sector would prefer the funding be provided as an ongoing line item in the budget. The certainty in future funding is important for their business planning, particularly in attracting and giving certainty to the contracted employee.

On the other hand, Council is responsible for the use of ratepayer funds. It is expected that funding is transparent, purposeful, outcome driven, and in line with community expectations.

Council had previously provided funding for a district function that had been challenging to deliver. Although the new body is not accountable for previous funding, it does reflect a need for a higher level of scrutiny to ensure the funding is now purposeful and aligned with council objectives.

Similarly, this new trust was proposed through the long-term plan consultation period and had not existed prior. With full confidence in the sector and in the new trust, an initial 'settling in' period ensures the trust forms and operates in line with financial expectations before committing to funding long term.

The final reason for this recommendation is due to the public consultation that already took place, and the potential for further consultation at the end of the trial period. Of the options given, the community opted for an in-house model at a cost of \$50,000 annually. The sector lead trust model was not part of the consultation, as it was proposed through the process. While no further consultation is required at this point (as there is no rates impact) it would be prudent to implement a trial period in the event further consideration of the delivery model is required.

Council will receive updates on progress against the performance agreement from the new trust at the following intervals (subject to finalisation of the Council meeting schedule for 2022 and 2023):

- March 2022
- September 2022
- March 2023

Through these updates, it is expected that the requirements for financial prudence will be satisfied. Following the March 2023 update, Council would consider the following decision points:

- Continuing to provide funding for a district museum function and delivery of the sector strategy
- Whether the funding is contestable or rolls over (to be considered under the museum investment framework piece of work)
- If further consideration of the mechanism to deliver the district function is required
- Council involvement in the next strategic planning process (sector strategy)

#### *Combining with other sector trust bodies*

At the Long-term Plan 2021-31 deliberations meeting in June 2021, Council asked for advice on whether a combined model with the existing Heritage and Arts Trusts to form one group would work. On reviewing the purposes of these groups, while connected they do have independent goals and purposes (and given the independent nature of the current trusts in existence this would require their buy-in and is likely a significant piece of work). Further, to give this new museum trust entity the greatest chance of success, their focus needs to be on the museum sector. While this could be a future state to combine some/all of these trusts' functions staff recommend for the near future that independence is maintained.

## **4. Options**

### Option 1 – (Recommended)

Support implementing a sector lead trust model, with the following:

- staff supporting the establishment of the trust (facilitating obtaining legal advice)
- the Chief Executive Officer entering into a performance agreement for the delivery of the district function with the new entity
- the balance of the \$50,000 after legal costs transferred to the new entity on proof of establishment and execution of a performance agreement with council
- the Chief Executive Officer appointing a staff representative on the new entity
- an initial two-year trial period with regular reporting to council as outlined in this report

- ongoing funding to be considered as part of the museum investment framework piece of work.

Advantages:

- Enables the new trust to begin delivering immediately after establishment
- Analysis reveals a trust model is likely to be the most effective sector-led delivery method
- Ensures transparency of ratepayers' funds
- Balances the needs of the sector and the responsibilities of Council
- Ensures further decision making is aligned with the overall museum funding approach and considerations.

Disadvantages:

- None identified.

Option 2

To implement another one of the seven sector led models analysed in this report with the same conditions as outlined in option 1.

Advantages:

- None identified.

Disadvantages:

- Likely to create additional reporting and governance dependent on what model is preferred
- Will likely delay the appointment of a contractor to undertake the district function
- Will delay action and delivery of the sector strategy
- Is not the preferred option of the sector.

Option 3

Do not adopt the sector lead trust model and proceed with in-house model that was proposed as the preferred option in the Consultation Document for the 2021-31 Long-term Plan.

Advantages

- Was the preferred option from the community.

Disadvantages

- The sector has collaborated in recent months on a model that is likely to be more effective than an in-house function
- The analysis showed the alternative model proposed by the sector has merit
- Not the referred option for the sector.

Option 4

Endorse the establishment of a sector led trust model (outlined in option one) with the appointment of a councillor as a representative on the new trust rather than a staff member.

### Advantages

- Greater level of elected member involvement, oversight and accountability

### Disadvantages

- Elected member time constraints
- May create real or perceived conflicts if decisions need to be made in the future on the funding to this trust and the relationship with council.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the cultural and social wellbeing of communities, both in the present and for the future by celebrating museums contribution to cultural and social wellbeing
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	The funding has been allocated as part of the 2021-31 Long-term Plan.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	This is consistent with the approach to Heritage and the Arts. It is generally consistent with the Long-term plan and is consistent with the direction Council gave staff following Long-term plan deliberations.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	There are no direct environmental or sustainability links.
<b>Risks Analysis</b>	The financial prudence obligation under the local Government Act 2002 seeks the appropriate and transparent use of funds. The recommendations in the paper are consistent with these requirements.
<b>Significance, Consultation and Engagement (internal and external)</b>	<p>The decision arose through the consultation process and was championed by the sector collectively.</p> <p>While it does diverge from the option preferred by the community as a whole, for an in-house function the recommendations allow opportunities for further consultation if and as required.</p>

## 6. Next Steps

Pending endorsement by Council, staff will work with museum sector representatives to establish the trust and implement the agreed recommendations.

**7. Attachments**

**Appendix 1 - Further detail on potential legal structures of new entity** [↓](#)

**Appendix 2 - Draft Central Otago Museum Trust Deed** [↓](#)

**Appendix 3 - Draft Central Otago Museums Coordinator Job Description** [↓](#)

**Appendix 4 - 2021 Sector-led District Museum Strategy.pdf** [↓](#)

Report author:

Reviewed and authorised by:



Alix Crosbie  
Senior Strategy Advisor  
8/09/2021



Saskia Righarts  
Chief Advisor  
13/09/2021

# ● Museum District Function

## Further detail on potential models for new sector body

The legal structure of the new representative body was a key consideration.

For the sector, the chosen structure needs to:

- Provide opportunities for input from all museums, rather than focus on one or two voices as representative
- Allow museums to source and access other sources of funding
- Limit the level of personal liability that members face
- Minimise reporting requirements to ensure sole employee is able to focus on core role

For Council, the chosen structure needs to:

- Provide visibility and transparency on the use of council funding
- Be consistent with the public position consulted on through the Long-term plan
- Enable the sector to deliver on strategic objectives
- Facilitate a relationship between council and the sector
- Work for the sector
- Limit reporting requirements to ensure funding can deliver on strategic objectives

The following legal structures were considered:

### **Unincorporated group**

**An unincorporated group is any group of people that gets together for some purpose. It includes groups set up for socialisation or providing a service, and groups gathering to change something in the community. Unincorporated status tends to suit social groups or those formed to address an urgent, short term issue.**

**Unincorporated groups have no legal identify or legal status and members are able to join or leave at will. Rules and processes should exist and be recorded, however there is no legal requirement to do so. Resolving disputes can, therefore, be problematic.**

**There are few legal or administrative requirements and a flexible structure with few rules or restrictions. This does reduce the reporting requirements and associated costs, however Council is likely to require a higher degree of reporting to meet financial prudence obligations under the Local Government Act 2002.**

**It also presents a significant disadvantage to the sector as an unincorporated group has no legal standing to enter into contracts, own property, or borrow money. Consequently, all members may be personally liable for debts and other**

**obligations. Surplus assets are able to be distributed among members.**

**It was decided by both the sector and council staff that the unincorporated model is unsuitable for an on-going group employing staff and receiving external funding from Council.**

**Incorporated society**

An incorporated society is made up of individuals (15), corporate bodies (5), or a mix of both. Decision making is by members at general meetings or by committee.

As an unincorporated group, members of an incorporated society are personally liable for debts and other obligations.

Reporting requirements include notifying the Register of Incorporated Societies of changes of rules and office annual financial statements (unless registered under the Charities Act 2005).

It has a democratic, membership-based structure and is seen as an easy and efficient structure for a smaller non-profit organisation. Finding and maintaining the required 15 members can be difficult and there is a risk of committees being overturned annually at each AGM, which can lead to short-term decision making.

Both the sector and Council staff were less keen on this model due to the personal liability on members.

**Registered charitable trust (society-based)**

A registered charitable trust (society based) requires 5 individuals or an existing society to register with the Registrar of Incorporated Societies.

Decision making is made by members at general meeting or by board.

In general, there is limited personal liability for members of a registered charitable trust.

The Registrar of Incorporated Societies requires notice of changes of rules and office.

A registered charitable trust (society based) is considered good for most not-for-profit groups with a charitable purpose. It provides a better framework for governance than incorporated societies and only requires five members to incorporate charitable status.

Groups need to have a charitable purpose and cannot distribute profits to members.

The registered charitable trust model (society based) is one the sector strongly considered, particularly as it would enable applications for other sources of funding.

**Registered charitable trust (trust-based)**

A registered charitable trust (trust-based) is similar to the society-based model, with some notable differences.

It would require just two or more trustees to form and decisions would be made by trustees/a trust board.

Control is kept in a few hands (those of the trustees) with limited liability. This provides longer term stability, however control remains with the trustees and there is no formal accountability to a wider membership base. Trustee succession is usually by Trustee appointment.

	<p>The registered charitable trust model (trust based) is a model favoured by the sector. It also enables the sector to apply for further funding by other agencies.</p>
<b>Company</b>	<p>Forming a company would require providing the Companies Office with: annual return and changes of name, office, rules, and directors.</p> <p>It is easier to obtain loans and undertake commercial activities, however generally too complex for charitable community organisations as the reporting requirements are more onerous than other structures and Directors may be liable if they fail to meet obligations.</p> <p>It would exclude the sector from applying for additional funding as a charity.</p>
<b>Industrial and provident society</b>	<p>A minimum of seven individual members can form an Industrial and Provident Society. Decisions are made by members at general meeting or by committee.</p> <p>It is a model generally good for co-operatives with a business or commercial purpose. They work (industrial) and receive benefits (provident) as a collective. A co-operative taxi society is a good example, with independent operators benefitting from group car insurance schemes and radio booking systems.</p> <p>Industrial and provident societies are relatively rare and there are limited professionals with a full understanding how they work.</p> <p>The reporting requirement is an annual return to the Registrar of Industrial and Provident Societies and some may need to file financial statements.</p>
<b>Council controlled organisation</b>	<p>Council controlled organisations are public companies in which the council has the responsibility to appoint at least 50 per cent of the board of directors or trustees.</p> <p>A council controlled organisation would require:</p> <ul style="list-style-type: none"> <li>- Appointing directors for the new entity</li> <li>- Managing an effective relationship with the CCO</li> <li>- Setting an appropriate monitoring framework</li> <li>- Accountability and reporting documents prepared under the Local Government Act</li> </ul> <p>There is a concern that the reporting requirements of a council controlled organisation will be too onerous for this level of funding.</p>
<b>Umbrella group</b>	<p>An umbrella group allows groups to work successfully without incorporation by going under the wing of an umbrella group. The umbrella group is usually a larger organisation that is an incorporated body and can provide resources and backing to smaller groups that work in similar areas and/or share similar goals.</p> <p>There are multiple benefits in saving on costs and working in partnership in the community, depending on the set up of the group.</p> <p>Limitations can include limiting eligibility for grants, confusing employment arrangements, full disclosure of financial information to</p>

the umbrella group, complexity in how assets will be managed when problems arrive, and potential issues with liability.

There is a potential future state where the heritage, museum, and arts trusts may formally align, whether under an umbrella or other model.

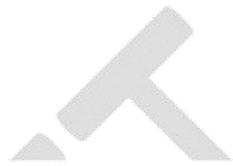
Presently, it was determined that there needs to be a focus on the museum sector and operating without the additional complexity would give the best chance of success.

Over time, particularly as networks are built between the various organisations, opportunities for sharing resources or collaborating for stronger results should be considered.

Following this review, the sector determined that the registered charitable trust (trust-based) model best met their needs. This is consistent with council requirements.

**Reference and further detail on the models:**

NZ Navigator Trust, *Characteristics of different organisational legal structures*, Community Net Aotearoa, viewed June 2021. <https://community.net.nz/resources/community-resource-kit/characteristics-of-different-organisational-legal-structures/>



# **CENTRAL OTAGO MUSEUMS' TRUST**

## **Trust Deed**

**DRAFT**

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**3 OFFICE**

3.1 The office of the Trust shall be such a place as the Trustees may determine.

**4 ACKNOWLEDGEMENT OF TRUST**

The Trustees shall hold the Trust Fund and the income therefrom exclusively for the purposes of the Trust set out in clause 5 hereof, to the extent only that the purpose towards which such assistance or provision is directed in every such case is a charitable purpose in New Zealand and not otherwise.

**5 PURPOSES**

The Central Otago Museums acknowledge the benefits of collaboration in preserving, protecting, and celebrating community stories and artifacts for current and future generations. The Central Otago Museums' Trust will implement the Central Otago District Museums' Strategy and any other strategic documents agreed to by the Trust.

**6 TANGATA WHENUA**

In carrying out its purposes the Trust shall recognise the views and expectations of tangata whenua.

**7 INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO CHARITABLE PURPOSES.**

- 7.1 Any income, benefit or advantage shall be applied to the charitable purposes of the Trust.
- 7.2 Subject to clause 7.3, any Trustee being a person engaged in any profession, business or trade shall be entitled to be paid all usual professional, business and trade charges for business transacted, time expended and all acts done by him or her or by an employee or partner of him or her in connection with the Trust including acts which a Trustee not being in any profession, business or trade could have done personally.
- 7.3 No Trustee, or person associated with a Trustee shall participate in, or materially influence, any decision made by the Trust in respect to the payment to or on behalf of that trustee of any income, benefit or advantage whatsoever except where that income, benefit or advantage is derived from:
- a) professional services to the Trust rendered in the course of business charged at no greater rate than current market rates; or
  - b) interest on money lent at no greater rate than current market rates.
- 7.4 Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction.
- 7.5 The provision and effect of this clause shall not be removed from this deed and shall be implied into any document replacing this deed of trust.

**8 MANAGEMENT OF THE TRUST**

- 8.1 The Trust shall consist of no more than nine Appointed Trustees, the first seven who shall be appointed as follows:
- i. One appointed by the Alexandra District Museum Incorporated;
  - ii. One appointed by the Clyde Historical Museums Incorporated;
  - iii. One appointed by the Cromwell Museum Trust;
  - iv. One appointed by Maniototo Early Settlers Association;
  - v. One appointed by Teviot District Museum Incorporated;
  - vi. One appointed by the Central Otago Heritage Trust; and

- vii. The Independent Chairperson who shall be nominated and appointed by Trustees. This position must be agreed by the majority of Trustees. The nominated person shall not hold a current position of any of the constituent members of the Trust.
- 8.2 The Board may co-opt up to two additional trustees from other Central Otago museums, not listed in clause 8.1. Such Trustees will form part of a quorum and will have voting rights.
- 8.3 A representative shall be appointed by Central Otago District Council. He or she will not form part of a quorum and will not have voting rights.
- 8.4 The Board may also co-opt up to three additional Trustees to provide specialist advice. These co-opted Trustees will not form part of a quorum and will not have voting rights.
- 8.5 Alternative Trustees:
- a. Every Trustee may by notice to the Board appoint another Trustee to represent his or her appointing institution (as listed in clause 8.1), to act as an alternative Trustee in respect of a specified meeting or meetings during the Trustee's absence from a meeting or meetings. Such notice may in the first instance be given verbally including by telephone to the chairperson but shall be confirmed in writing (including email) as soon as possible thereafter;
  - b. An alternative Trustee, while acting in the place of the appointing Trustee, shall represent, exercise and discharge all the powers, rights, duties and privileges (but not including the right of acting as chairperson and signing board resolutions) of the appointing Trustee. The alternative Trustee is subject in all respects to the same terms and provisions as the appointing Trustee;
  - c. For the purpose of establishing a quorum of the Board, an alternative Trustee is deemed to be the Trustee appointing him or her;
  - d. An alternative Trustee representative shall not be the agent of his or her appointer, and shall exercise his or her duties as a Trustee independently of his or her appointer;
  - e. An alternative Trustee's appointment lapses upon his or her appointing Trustee ceasing to be a Trustee.
- 8.6 Trustees shall be appointed for a specified term not exceeding 3 years and shall have the power to appoint individuals to varied terms in order to implement a staggered system for the terms of office of the Trustees.

## **9 ROTATION OF TRUSTEES AND VACANCIES**

- 9.1 Any Trustee may from time to time be re-appointed, or may at any time resign office by notice in writing addressed to the Trust.
- 9.2 Every Trustee shall come into office on the day on which such Trustee is appointed.
- 9.3 Every Trustee, unless that Trustee sooner vacates office, shall continue to hold office until the successor of that Trustee comes into office.
- 9.4 The powers of the Trust shall not be affected by any vacancy of the Trustees thereof.

## **10 FRIENDS OF THE TRUST**

- 10.1 The Friends of Trust exist to:
- a. Support, assist and further the general interests of the Trust;
  - b. Assist the Trust with programmes and special events;
  - c. Promote community interest, awareness, understanding and enjoyment of the Trust's activities;

- d. Foster goodwill between the Trust and the community;
- e. Support funding applications made by the Trust for the above purposes.

10.2 Membership to Friends of the Trust shall be open to all individuals and organisations who:

- a. Support the objectives of the Trust;
- b. Have applied in writing;
- c. Have paid the appropriate subscription, if any;
- d. Have had their application approved at a Trust board meeting.

10.3 The benefits of membership shall be as the Trust decides from time to time subject to ratification at an Annual Meeting.

## **11 ANNUAL MEETING OF THE TRUST**

11.1 An Annual Meeting of the Trust shall be held each year at such time and place as may be determined by the Board. Twenty-one days' notice of the Annual Meeting shall be given to the Trustees.

11.2 The Annual Meeting will:

- a) Be chaired on behalf of the Trustees by the current Board Chairperson or Trustee appointed by the Trustees for that purpose;
- b) Receive and consider the Trustee's Annual Report;
- c) Receive and consider the Trust's Annual Financial Statement;
- d) Receive and consider Notices of Motion; and
- e) Consider such other business as may be accepted by permission of the majority of Trustees present.

## **12 FUNCTIONS AND DUTIES OF THE BOARD**

The Board shall have the following functions and duties:

- 12.1 To control, administer and manage the property and affairs of the Trust.
- 12.2 To co-opt to the Board for such time as may be necessary, persons with qualifications and expertise the Board may require as detailed in clause 8.4.
- 12.3 To appoint such agents, officers and employees and upon such terms, conditions and at such remuneration as the Board shall think fit and from time to time to remove and replace any persons so appointed.
- 12.4 To do all such things, not being contrary to law and not prohibited by this Deed, as shall or may be necessary or desirable in the opinion of the Board for the carrying out and performance of the objects of the Trust.
- 12.5 To do all such other things as shall be necessary or desirable in order to comply with the provisions of the Charitable Trusts Act 1957 and the Charitable Trusts Act 2005.

## **13 MEETINGS OF THE BOARD**

Meetings of the Board shall be governed as follows:

- 13.1 At the first Board meeting after each Annual Meeting of the Trust, the Central Otago Heritage Trust shall confirm the appointment of the Chairperson who shall hold appointment until the next Annual Meeting. The position of Secretary and Treasurer may be Board Trustees or co-opted Trustees.

- 13.2 The Board shall meet at least 4 times in a year at such times and places as the board determines. Meetings may, when required, take place using video conferencing technologies.
- 13.3 Ordinary meetings of the Board shall be held at such times during each year as the Trustees consider necessary for the carrying out of the Board's business."
- 13.4 Unless the Chairperson determines otherwise, seven days' notice specifying the place, the day, and the time of any ordinary meeting and the general nature of the business, shall be given to the Trustees.
- 13.5 The Chairperson, or in his/her absence, shall nominate another Trustee to preside at meetings.
- 13.6 Notice of a meeting may be given by any means, including written or verbal.

#### **14 PROCEEDINGS AT MEETINGS OF THE BOARD**

The proceedings at meetings of the Board shall be conducted as follows:

- 14.1 No business shall be transacted at any meeting unless there be personally present at the commencement of business, a quorum comprised of a majority of Trustees.
- 14.2 The Chairperson shall preside at all meetings of the Board at which he or she is present. In the absence of the Chairperson the Trustees shall appoint one of those present to preside at that meeting.
- 14.3 All questions before the Board shall be decided by consensus. Where a consensus cannot be reached, such questions shall, unless specified in this Deed, be put as a motion to be decided by a majority of the Trustees present. In the case of an equality of votes the motion shall be lost.
- 14.4 Minutes recording all decisions made and business transacted at every meeting of the Board shall be kept.

#### **15 FINANCIAL STATEMENTS**

- 15.1 Unless expressly otherwise determined by the Board, the annual date for the preparation of the Financial Statements shall be 30 June.
- 15.2 The Board shall keep true and fair accounts of all money received and expended.
- 15.3 No review or audit of the annual financial statements is required unless a review or audit is requested at any properly convened Board Meeting.

#### **16 POWERS**

- 16.1 The Trustees shall have full power and authority to buy, sell, lease, invest, mortgage, deal and carry on business with and generally manage and order the Trust Fund in all respects as if the Trustees were the absolute beneficial owners of it and the powers detailed in this clause shall be deemed to be in aid of this power but shall not derogate from its generality.
- 16.2 In addition to the powers implied by the general law of New Zealand or contained in the Trustee Act 1956, the powers which the Board may exercise in order to carry out its charitable purposes are as follows:
- a) to use the Trust Fund as the Board thinks necessary or proper for payment of costs and expenses of the Trust, including the employment of professional advisers, agents, officers and staff as appears necessary or expedient;

- b) to purchase, take on lease or in exchange or hire or otherwise acquire any land or personal property and any rights or privileges which the Board thinks necessary or expedient for the purposes of attaining the objects of the Trust and to sell, exchange, bail or lease, with or without option of purchase, or in any manner dispose of any such property, rights or privileges as foresaid;
  - c) to carry on any business;
  - d) to invest surplus funds in any way permitted by law for the investment of Trust funds and upon such terms as the Board thinks fit;
  - e) to borrow or raise money from time to time, with or without security and upon such terms as to priority and otherwise as the Board thinks fit;
  - f) to do all things as may from time to time be necessary or desirable to enable the Board to give effect to and to attain the charitable purposes of the Trust; and
  - g) to exercise the power of co-option detailed in clause 8.4.
- 16.3 In addition to and without limiting the powers contained or implied in this Deed, the Trust is empowered to apply for incorporation in accordance with provisions of the *Charitable Trusts Act 1957*.

## **17 POWER TO DELEGATE**

- 17.1 The Board may, from time to time, appoint any committee and may delegate any of its powers and duties to any such committee or to any person, and the committee or person, as the case may be, may without confirmation by the Board, exercise or perform the delegated powers or duties in like manner and with the same effect as the Board could itself have exercised or performed them.
- 17.2 Any committee or person to whom the Board has delegated powers or duties shall be bound by the terms of this Deed.
- 17.3 Every such delegation shall be revocable at will, and no such delegation shall prevent the exercise of any power or the performance of any duty by the Board.
- 17.4 It shall not be necessary that any person who is appointed to be a member of any such committee, or to whom any such delegation is made, be a Trustee of the Board.

## **18 ACCRETIONS TO THE TRUST FUND**

The Trustees shall have the power to accept for the purposes of the Trust any gift, legacy or devise of property real or personal and whether absolutely or on conditions agreed between the Trustees and the person, firm or company making such gift, legacy or devise but subject always to the same being held for the charitable purposes of the Trust and also subject to the Trustees being able to refuse such gift, legacy or devise.

## **19 COMMON SEAL**

The Board shall have a common seal which shall be kept in the custody of the secretary or such other officer as shall be appointed by the Board, and shall be used only as directed by the Board. It shall be affixed to documents only in the presence of, and accompanied by the signature of two Trustees.

## **20 TRUSTEES' INDEMNITY (EXCEPT FOR FRAUD)**

No Trustee shall be liable for:

- 20.1 Any loss not attributable to dishonesty or to the wilful commission by the Trustee of an act known to the Trustee to be a breach of trust; or

- 20.2 The neglect or default of any solicitor, bank, accountant, auditor, share-broker, investment advisor or other agent employed in good faith by the Trustee and in particular no Trustee shall be bound to take any proceedings against a co-Trustee or former Trustee for any breach or alleged breach of trust committed by such co-Trustee or former Trustee.

## **21 ALTERATION OF RULES**

- 21.1 These rules may be altered, added to, replaced, or amended, provided such alteration, addition, replacement or amendment shall not detract from the exclusively charitable nature of the Trust, by a resolution passed by majority of not less than three-quarters of the total Trustees present and entitled to vote at any Annual or Special Meeting provided that at least seven [7] days' notice of such resolution shall be given to every Trustee.

## **22 DISTRIBUTION**

The Trustees may by unanimous resolution voluntarily wind up the Trust and all the assets of the Trust remaining after all liabilities have been met, shall subject to section 27 of the Charitable Trusts Act 1957 be given, assigned, made over or donated for carrying out charitable purposes within Central Otago similar to those set out in this Deed. If no such purpose exists within Central Otago at the time of wind up, the remaining assets shall be vested with the Central Otago District Council to be held in a separate account until such time as this purpose exists.

## DRAFT POSITION DESCRIPTION

### CENTRAL OTAGO MUSEUMS TRUST COORDINATOR

The Central Otago Museums' Trust (the Trust) is looking for a part-time coordinator to support the Trust in implementing its Museum Sector Strategy.

Museums play an important role in preserving, protecting, and celebrating community stories and artifacts for current and future generations. There are five museums in Central Otago, each with their own unique stories to tell. The Central Otago Museums' Trust brings the sector together to:

- Support the success of achieving goals and actions agreed to in the Central Otago District Museums Strategy
- Strengthen individual museum's unique point of difference within the sector
- Foster greater sharing of resources
- Improve consistent policy development, particularly collections policies
- Support connectivity with community resources

#### Purpose of role

The Central Otago Museum Sector Coordinator will assist the Trust in achieving the goals and tasks set out in the Central Otago Museum Sector Strategy (2021 – 2024). This strategy will engage the five Central Otago Museums to work as a cohesive network.

#### Working from a museums network perspective:

- Supports the success of achieving goals and actions agreed to in this Strategy.
- Acknowledges that each museum has a unique point of difference that can be clearly used to promote their "World of Difference" within the network
- Fosters greater sharing of resources – human and physical
- Improves consistent policy development, particularly collections policies
- Supports connectivity with community resources

#### Key Relationships

Internal	External
Central Otago Museums' Trust	<ul style="list-style-type: none"> <li>• Staff and volunteers from the five Central Otago Museum:               <ol style="list-style-type: none"> <li>i. Central Stories Museum and Art Gallery</li> <li>ii. Clyde Museum</li> <li>iii. Cromwell Museum</li> <li>iv. Maniototo Early Settlers Museum</li> <li>v. Teviot District Museum.</li> </ol> </li> <li>• Otago Museum</li> <li>• Te Papa - National Services Te Paerangi</li> <li>• Central Otago Heritage Trust</li> <li>• Central Otago District Council</li> </ul>

## Key Accountabilities

- In consultation with the Trust, develop and implement a two-year schedule for achieving the tasks set out in the Central Otago Museum Sector Strategy (2021 – 2024)
- Work with museum staff and volunteers to identify training and skills development to enhance and promote best practice in relation to governance and collections policies, customer service and relationships with communities
- Establish a series of practical workshops for museum staff and volunteers based on the identified needs of the sector
- Build and maintain positive relationships Te Papa National Services Te Paerangi and the Otago Museum to develop training and collaborative programming opportunities
- Build and maintain a positive working relationship with relevant Central Otago District Council staff
- Encourage museums to be used as a place for the community to gather (including schools and other community groups)
- Assist the volunteer museums in Central Otago in preparing grant applications for ongoing collection and programming needs as well as special projects.
- Assist in the development of museum collections, including deaccession, to align with each museum's point of difference
- Develop a sector wide marketing plan and associated collateral to promote the Central Otago museums as a network
- Develop strong relationships with museum staff and volunteers within the district.
- Research and develop timely reports to the Trust within the areas of shared resources, collection and conservation material and storage requirements, museum and exhibition display and the identification of key Southland stories
- Researching and drafting submissions on behalf of the COMT as and when required
- Maintaining the Trust's relationships with funding bodies and actively seeking funding for projects related to the tasks set out in the Central Otago District Museum Sector Strategy
- Other administrative duties as required by the position
- Provide accountability reports to Central Otago District Council as and when required

## Knowledge, Experience and Skills

- Ability to think at a strategic level and to design and implement new programmes necessary to meet the goals and tasks set out in the Central Otago Museum Sector Strategy
- Working with community groups and volunteers
- Knowledge of and experience in working from a matauranga Māori perspective
- Ability to work independently as a contractor
- Experience in project management
- Demonstrated practical leadership
- Be highly motivated, creative, flexible and an innovative thinker
- Experience with completing grant applications
- Excellent organisational and multi-tasking skills
- Strong computer skills
- A willingness to work flexible hours including weekends and evenings
- Collection management and conservation principles
- Experience with working with community groups in museum outreach or in the context of cultural
- Demonstrated confidence in working with high profile projects which may attract media interest

- Holder of a current and valid NZ Driver's licence

Working for Central Otago Museums' Trust means being part of a caring, dynamic and effective customer-focused team who is committed to making a positive difference in the community we serve. If you'd like to be part of this team, contact us now.

Enquiries about this position should be directed to XXX

Please note you must be eligible to work in New Zealand.

Location: XXX

Closing Date: XXX

**DRAFT CONTRACT FOR SERVICES****Contract for Services****1. PARTIES**

This contract is made between:

the **Central Otago Museums Trust, ('COMT'), ('the Trust')**,

AND

**NAME, ('the Contractor')**,

together, '**the parties**'.

**2. TERM**

This contract shall commence on **XXX** and shall continue until **XXX** unless terminated by either party giving one month's notice.

The contract is an annual contract renewable for three years subject to the receipt of an annual grant to the COMT from the Central Otago District Council.

**3. INDEPENDENT CONTRACTOR**

The relationship between **NAME** and the COMT is that of an independent contractor and nothing expressed or implied herein shall constitute the relationship of employer and employee between the parties.

**4. SERVICES**

The Contractor will deliver the Services set out in **the position description ('the Services')**, and any services incidental to the Services, on the terms set out in this contract.

**5. CONTRACTOR'S OBLIGATIONS**

The Contractor will, in the performance of the Services:

- (a) at all times promote and protect COMT's interests and reputation;
- (b) comply with all reasonable and lawful directions;
- (c) comply with the COMT Trust Deed and Rules, which may be varied from time to time; and
- (d) carry out the Contractor's obligations under this contract in a prompt, efficient, and diligent manner consistent with professional practices and standards, and use all reasonable care, attention and skill in the performance of those obligations.

**6. REMUNERATION**

The Contractor will be remunerated monthly, based on **XXX** hours per week, to a total of **XXX** hours per annum, at the rate of **\$XX** per hour.

The Contractor will also be reimbursed for **travel, internet, telephone** and all other reasonable expenses incurred in relation to the performance of the Services. The Contractor will provide receipts and any other supporting documentation associated to the claiming of expenses.

The Contractor's travel via vehicle will be calculated at the Inland Revenue 2020 rate of XX cents per kilometre.

The Contractor acknowledges that there is no entitlement to payment from the COMT for injury, sickness, Kiwisaver, holidays or redundancy.

#### **7. PAYMENT FOR DELIVERY OF SERVICES**

The Contractor will provide the COMT with an invoice that details the Services delivered during the time period stated on the invoice. The Contractor will also provide a monthly progress report with the invoice that sets out a record of hours and expenses to the COMT, summarising the progress of agreed projects.

#### **8. WORKING ARRANGEMENT**

The Contractor will perform the Services from their home office or other such locations as required by the Contractor.

The Contractor proposes to provide the Services during the hours **of XXX each week**, however the Contractor will also provide the Services outside of these hours, as and when required.

It is the Contractor's responsibility to fulfil the requirements of **XXX** hours per week.

#### **9. PERFORMANCE REVIEW**

The Contractor agrees for the COMT to conduct a performance review of the Contractor at the end of the term of this contract.

#### **10. TAX**

The Contractor is responsible for paying the Contractor's income tax and any other tax obligations associated with the Contractor.

#### **11. EQUIPMENT**

The Contractor shall provide her own equipment at her own cost in providing the Services.

#### **12. ASSIGNMENT**

This contract is between the COMT and **NAME** and may not be assigned or sub-contracted unless with the prior written approval of the parties.

#### **13. TERMINATION**

Either party may terminate the contract by providing one month's notice of termination in writing.

The COMT may terminate this contract with immediate effect by providing written notice if the Contractor:

- (a) breaches this contract, fails, is negligent in the performance or is unable to perform the Services;
- (b) commits any act or is subject to any proceeding, which, in the reasonable opinion of the COMT, has brought or may bring, the COMT into disrepute; and
- (c) is subject to any form of solvency administration.

#### **14. CONFLICT OF INTEREST**

The Contractor, will not, without the COMT's prior written consent, provide services to any other person or entity or be involved in any employment, activity or business that conflicts or may conflict with the interests of the COMT or interferes or may interfere with the Contractor's ability to perform the Services.

#### **15. CONFIDENTIAL INFORMATION**

The terms of this contract shall remain confidential to the parties.

In the course of this contract, it is acknowledged that the Contractor may acquire confidential information relating to the COMT and its member groups. The Contractor shall keep this confidential information strictly confidential at all times, including both during and after the termination of this contract.

The Contractor agrees never to use the information or attempt to use it for its own personal gain or that of any other person.

Upon termination of this contract, or upon request, the Contractor will promptly deliver to the COMT all COMT property and documentation, records or papers in the Contractor's possession (in hard copy or electronic).

Upon termination of this contract, the Contractor will stop using the email address associated with this contract indefinitely and provide access to this email account to the COMT.

#### **16. INTELLECTUAL PROPERTY**

The Contractor acknowledges that any work and intellectual property created or arising during the term of this contract is, and shall remain, the property of the COMT.

#### **17. DISPUTE RESOLUTION**

If a dispute arises, the parties will meet in good faith to try and resolve the dispute informally.

If the dispute has not been resolved within 14 days after the dispute has been notified by a party in writing, either party may give the other written notice requiring the parties to try and resolve the dispute at mediation. The parties will agree on a mediator and the costs of the mediation will be shared equally (excluding each parties' costs).

#### **18. VARIATION**

It is agreed by both parties that this contract constitutes the entire agreement between the parties and replaces any previous agreements and understandings. Any variation of this contract must be agreed and signed by both parties in writing.

Contractor name:

Signed:

Date:

Central Otago Museums' Trust representative:

Signed:

Date:

# CENTRAL OTAGO DISTRICT MUSEUM STRATEGY



*1910 Upper Nevis-Bob Beattie Carting Coal to Upper Nevis Dredges (RW Murray Slide Collection)*

*All images in this strategy are supplied courtesy of the Ron Murray photographic collection*

## PURPOSE

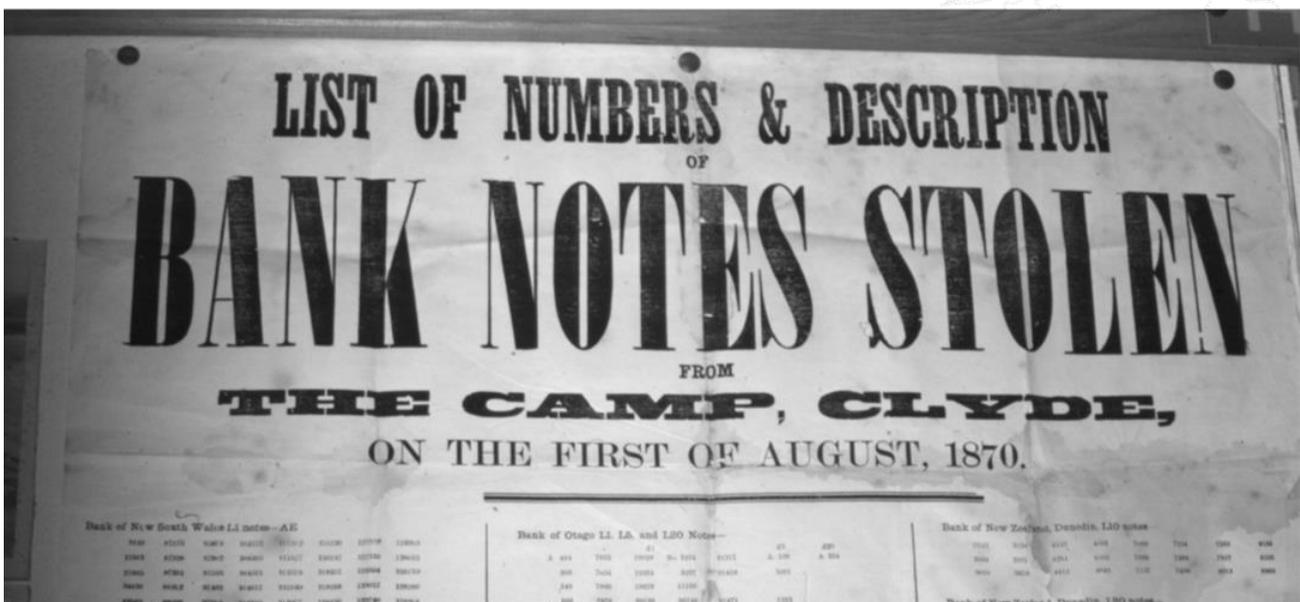
*“Museums are organisations primarily engaged in collecting, caring for, developing, exhibiting or interpreting the natural and cultural heritage of Aotearoa New Zealand.”<sup>1</sup>*

Museums play an important role in protecting and celebrating Central Otago’s rich heritage for now and future generations. Each of the four wards that comprise Central Otago (Maniototo, Teviot, Vincent, and Cromwell) have unique stories to tell. Each ward is home to at least one significant community-led museum that plays a vital role in celebrating our unique history and culture. The Central Otago museum sector has valuable resources and expertise and is brimming with opportunity. But like many community-led museums there are also challenges (such as funding and reliance on an aging volunteer network) to their long-term success. This strategy sets out to help realise the opportunities and address some of these challenges.

**This strategy sets out the following:**

- Articulates a high-level vision, mission and strategic objectives for Central Otago museums
- Provides a framework where opportunities for collaboration can be explored
- Describes overarching actions to deliver on the goals of the strategy that will be further developed into an operational plan.

This strategy articulates the role of museums of Central Otago and describes the vision and goals which will support museums in the district to flourish and strengthen their connection to their communities. The independence of Central Otago’s museums is important, and this strategy recognises this while promoting ways for the museums to work together to support each other and deliver a greater experience across the district.



1870-08 Clyde Robbery (RW Murray Slide Collection)

1. adapted from the Museums Aotearoa website



*Cromwell W Gair Family (RW Murray Slide Collection)*

## CENTRAL OTAGO MUSEUMS - THE NETWORK

### Central Stories

The Central Stories Museum and Art Gallery objective is to tell the stories of Alexandra and act as an art hub for the region. The key focus of the museum is on the history of the Alexandra area including the natural environment, gold mining and the blossom festival. The museum is run out of a council-owned building by Alexandra District Museum Incorporated, with support from both paid staff and volunteers.

### Clyde Museum

With its mix of traditional and contemporary display spaces the Clyde Museum offers an array of stories and objects that showcase one of Central Otago's most historic and significant townships. The Museum is managed by a committee of volunteers and is housed in the former Vincent County Council building. It is closed from late Autumn through to early Spring due to inadequate heating.

### Cromwell Museum

The Cromwell Museum focuses on the mining heritage of Cromwell, Chinese History as well as the impact of the construction of the Clyde Dam and creation of Lake Dunstan. The museum is run by five trustees who make up the Cromwell Museum Trust and is housed in a council-owned building. It employs a part time manager who coordinates museum operations alongside a team of volunteers.

### Maniototo Early Settlers Museum

Located in Naseby, the museum buildings and the museum contents are owned by the Maniototo Early Settlers Association Inc. The museum focuses on the history of the Maniototo and includes displays on its goldmining history, archives of the early settlers in the area, the Chinese presence, early transport and farming equipment, bound copies of the Mt Ida Chronicle from 1869 – 1926, a photo gallery and a replica of Gilchrist's Store the oldest store still operating in the district. The museum is staffed by a part-time paid coordinator/curator (this position relies on



Matakanui Sluicing-Undaunted Gold Mining Company  
(RW Murray Slide Collection)

funding grants) and is staffed by volunteers during its opening months from mid-December till the end of April.

**Teviot District Museum**

The key focus of the museum is on the history of the Teviot valley from the early gold mining days, through the development of Hydro Electricity to new Zealand’s first telephone. This museum is a repository of history for many families in the Valley. The museum is run by a committee of volunteers. The museum building is owned by the Department of Conservation with the collection being owned by the local community.

**Others in the network**

While this strategy is centred on the five public museums, this document is also intended to be open to private museums that may wish to join the network.

**WORKING FROM  
A MUSEUM  
NETWORK  
PERSPECTIVE**

A network perspective:

- Acknowledges that each museum has a unique point of difference that can be clearly used to promote their “Central Otago A World of Difference” within the network
- Fosters greater sharing of resources – human and physical
- Improves consistent policy development, particularly collections policies
- Supports connectivity with community resources
- Supports the success of achieving goals and actions agreed to in this Strategy.



Ophir-Wagons (RW Murray Slide Collection)



Roxburgh-Coach leaving Post Office  
(RW Murray Slide Collection)



Roxburgh-Nearby Sluicing Elevator  
(RW Murray Slide Collection)

## VISION

Preserving, protecting, and celebrating community stories and artifacts for current and future generations.

## MISSION

The museums will collaborate to tell the distinctive stories of Central Otago and will continue to be an integral part of our community's well-being.



1930s Cromwell Main Street (RW Murray Collection)



1896 (Prior) Stewart Town-Adam&Amelia Aitken Charles Angel Margaret Aiken Charles Angel (Junior) (RW Murray Collection)

## STRATEGIC GOALS AND ACTIONS

### 1. Value relationships with mana whenua and other communities

Central Otago museums recognise and value the knowledge of iwi, as kaitiaki of this place. Connections with mana whenua and other communities recognise each other's respective roles as guardians of collections, knowledge, and stories on behalf of local people.

#### Sector actions

The museum sector will:

- Seek out greater understanding and visibility by establishing relationships, in particular with local iwi
- Seek support from Otago museum experts to grow our understanding of Mātauranga Māori and how this can be reflected in our stories, artifacts and visitor experience

- Celebrate the stories of mana whenua and other communities in our district.

### 2. Recognise that each museum has a unique story to tell

Central Otago museums are developed by the people for the people, and our museums grow from the district's tight knit communities. The museums will continue to reflect the unique stories and artifacts from the local area.

#### Sector actions

The museum sector will:

- Ensure that each museum has a unique point of difference that can be clearly used to promote their "Central Otago A World of Difference"
- Seek guidance and expertise from Te Papa and the Otago Museum on how a unique point of difference can be established and maintained for each museum and promoted within a network perspective.

### 3. Museum offerings are relevant for locals and visitors

Museums will offer engaging experiences that resonate with locals and visitors to our region.

#### Sector actions

The museum sector will:

- Work with local schools to deliver education of our past, and provide innovative experiences
- Encourage museums to be used as a place for the community to gather
- Develop a common template for ongoing visitor satisfaction surveys across the museum network
- Have a strategic plan for each museum that identifies their direction in relation to their unique stories, and regularly review progress against this plan
- Develop and refresh displays and exhibitions that create a source of pride for residents and are attractive to visitors.

### 4. Identify and share skills and resources, both human and physical

Museums will work together as a 'network' to identify opportunities where they can share ideas and resources.

#### Sector actions

The museum sector will:

- Establish a museum contact database
- Consolidate oral history recordings across the museum network and identify a shared repository for storage and that can be accessed by the wider community
- Establish sector guidance on communication and marketing, including the use of social media
- Develop a district-wide programme of events and marketing strategy
- Develop a webpage to promote the museum network
- Produce of a self-drive map/brochure of museum and heritage offerings across the district
- Create a digital platform where collections can be viewed and shared.

### 5. Work together to secure sustainable resourcing

Proactive relationships with a variety of funding agencies will continue to be developed with the view over time of creating a sustainable resourcing model.

#### Sector actions

The museum sector will:

- Hold yearly sector planning meetings
- Share information about culture and heritage funding opportunities
- Develop a district-wide programme of events and marketing strategy
- Work with regional and national funding bodies to identify potential funding sources and support structures
- Secure funding to employ a museum-skilled, part-time coordinator to help implement this strategic plan.

### 6. Work with stakeholders to develop enduring relationships based on mutual trust

Proactive relationships with a variety of stakeholders are vital to the success of Central Otago museums. These relationships will continue to be built upon and grow.

#### Sector actions

The museum sector will

- Work with Council staff and elected representatives to improve their understanding of museums in the network
- Collaborate with Tourism Central Otago and the wider heritage sector to develop and promote a compelling heritage proposition that resonates with visitors to our region
- Liaise with Schools and local community groups to ensure museums are valued as community resource and place of learning
- Liaise with Otago and Te Papa museums for support and guidance.

### 7. Commit to the care and development of our collections

Central Otago, as a district, values and celebrates the rich heritage of its communities. Museums will continue to work to protect and develop their collections.

#### Sector actions

The museum sector will:

- Help build a clearer picture of the types and variety of collections that are held in each museum
- Enable the development of individual museum collections policies that can guide collection rationalisation, deaccession and establish complementary or specialist areas across the museum sector
- Identify risks and challenges associated with the ongoing protection and storage of Taonga and collections

- Promote skills development and best practice approaches to the care and protection of collections
- Utilise the skills and knowledge offered by Otago Museum to maximise the collective gain for the region.

## 8. Recruit, retain, support and value our volunteers and friends

Museum volunteers are a valued contribution to the sector and are essential to ensure museums can operate. Structures will be put in place to ensure volunteers contributions are more widely valued and they are provided with adequate training and support to do the best job possible.

### Sector actions

The museum sector will:

- Hold discussions with volunteering agencies/touch points in the district
- Establish a project-based volunteering programme
- Hold sector events that celebrate the efforts of museum volunteers and friends
- Develop and implement a volunteer induction and training programme.

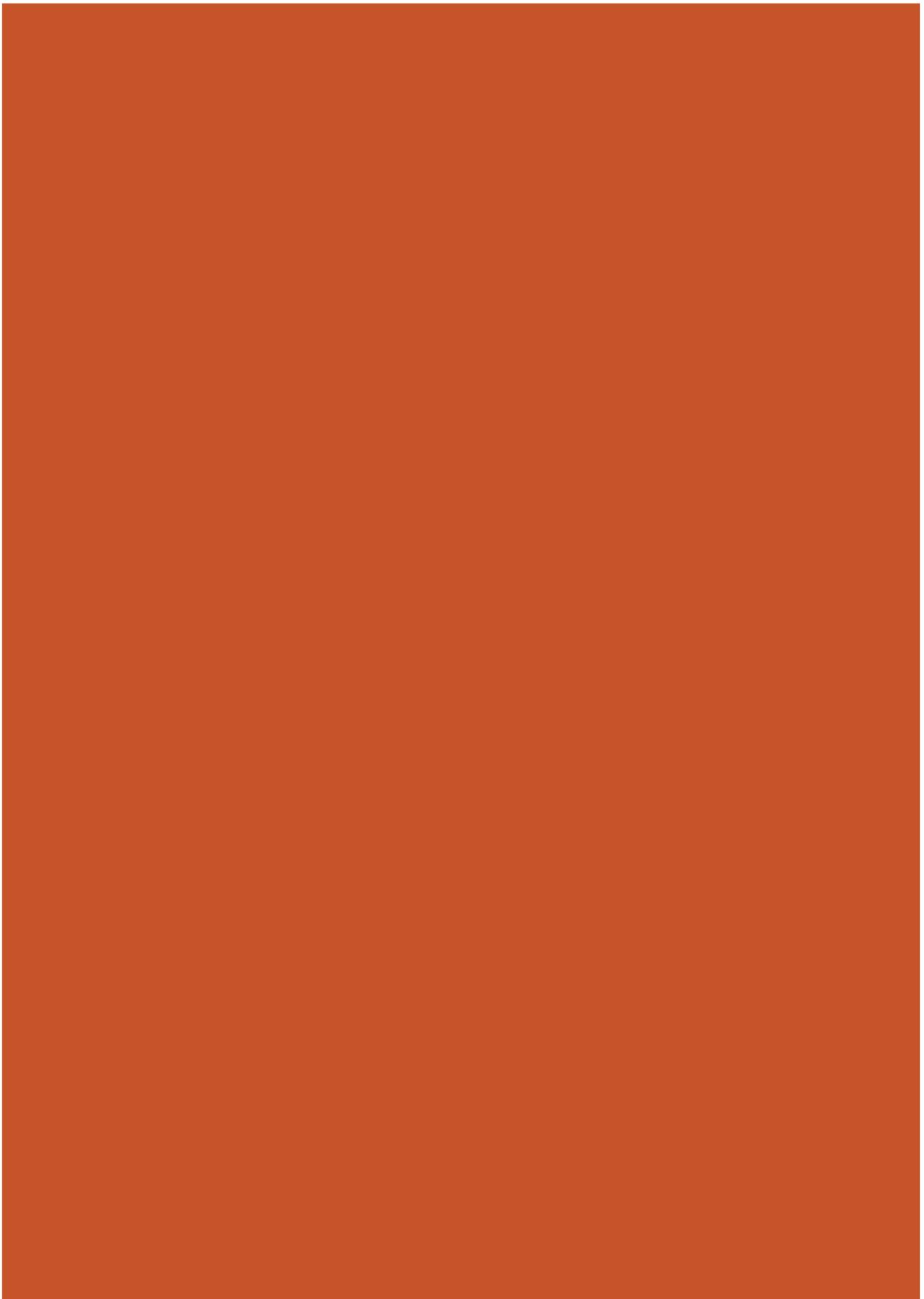
## MONITORING AND REVIEW

This strategy shall be formally reviewed at least every five years. The sector will regularly meet and check in on progress against the agreed actions.



1956 Train heading towards Cromwell (RW Murray Collection)

*This strategy is a collaborative effort between the Central Otago museum sector, Central Otago Heritage Trust, and the Central Otago District Council.*



## 21.7.4 NEXT STAGES OF THREE WATERS SERVICE DELIVERY REFORM

Doc ID: 552213

### 1. Purpose of Report

To update Council on the Government's 30 June 2021 and 15 July 2021 Three Waters Reform announcements, which change the reform process previously outlined in 2020, the specific data modelling Council has received to date, the implications of the revised Three Waters Reform proposal for Council alternative service delivery options and next steps (including uncertainties).

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### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Notes the Government's 30 June and 15 July 2021 Three Waters Reform announcements
- C. Notes officer's advice on the accuracy of the information provided to Council in June and July 2021 as a result of the RFI and WICS modelling processes.
- D. Notes officer's analysis of the impacts of the Government's proposed three water service deliver model on the Central Otago community and its wellbeing, including the impacts on the delivery of water services and water related outcomes, capability and capacity, Central Otago District Council's sustainability (including rate impact, debt impact, and efficiency).
- E. Notes the analysis of three waters service delivery options available to Council at this time provided in this report.
- F. Notes that a decision to support the Government's preferred three waters service delivery option is not lawful (would be ultra vires) at present due to section 130 of the Local Government Act 2002 (LGA), which prohibits Council from divesting its ownership or interest in a water service except to another local government organisation, and what we currently know (and don't know) about the Government's preferred option.
- G. Notes that Council cannot make a formal decision on a regional option for three waters service delivery without doing a Long-term plan amendment and ensuring it meets section 130 of the LGA.
- H. Notes that the Government intends to make further decisions about the three waters service delivery model after 30 September 2021.
- I. Notes that it would be desirable to gain an understanding of the community's views once Council has further information from the Government on the next steps in the reform process.
- J. Requests the CEO to give feedback to the Government on the following changes to the Government's proposal:
  - Entrenching protections against privatisation in legislation in such a manner that these cannot be overturned by a simple majority of parliament.
  - Requirements for entities to develop strong relationships with councils in respect to planning for growth
  - Legislative requirements to use growth projections and spatial plans as a basis for planning for future growth, with 30 year plans which demonstrate that capacity requirements for growth have been incorporated into forward work planning.

- 
- That the entities be required to implement a funding mechanism similar to development contributions to enable cumulative effects of growth to be funded in an equitable manner across the entity area.
  - Establishment of a water ombudsman, as well as further legislative mechanisms that ensure consumer rights.
  - Legislative requirement for standardised pricing for baseline services that is a level of service that meets minimum compliance requirements irrespective of location.
  - That service levels higher than baseline could be paid for by the specific community who receives that benefit
  - Government review the rating legislation around the 30% uniform annual charges cap. This will need to be reviewed with consideration given to increasing the cap to possibly 40%. Alternatively, Central Government may need to consider funding rating reviews for all councils that will breach the 30% cap under the current regime.
  - That certainty be provided to local providers and contractors to ensure there is no negative financial or economic impact on local economies.
  - Competency-based non-iwi appointments to the representative group should reflect the community in which they deliver services to (such as rural and urban representatives). Individuals who have local government experience (such as former mayors and local government staff) should be eligible for appointment.

K. Notes that the Chief Executive will report back once they have received further information and guidance from Government, LGNZ and Taituarā on what the next steps look like and how these should be managed.

L. In noting the above, agrees it has given consideration to sections 76, 77, 78, and 79 of the Local Government Act 2002 and in its judgment considers it has complied with the decision-making process that those sections require (including, but not limited to, having sufficient information and analysis that is proportionate to the decisions being made).

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## 2. Executive Summary

Over the past four years central and local government have been considering the issues and opportunities facing the system for regulating and managing the three waters (drinking water, wastewater, and stormwater) – Three Waters Reform. The background is provided in Appendix 1 including information on Taumata Arowai (which became a new Crown entity in March 2021 and will become the dedicated water services regulator later this year).

The Government has concluded that the case for change<sup>1</sup> to the three waters service delivery system has been made [please see Appendix 2 for further information] and during June and July 2021 it released information and made announcements on:

- the direction and form of Three Waters Reform, including the proposed four new Water Service Entities their indicative boundaries, their governance arrangements and public ownership.
- individual Council data based on the information supplied under the RFI process, and analysed by the Water Industry Commission of Scotland (WICS), on behalf of the New Zealand Government.

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<sup>1</sup>[https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/transforming-the-system-for-delivering-three-waters-services-the-case-for-change-and-summary-of-proposals-30-june-2021.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/transforming-the-system-for-delivering-three-waters-services-the-case-for-change-and-summary-of-proposals-30-june-2021.pdf)

- a \$2.5b package of investment for councils to invest in the future for local government, urban development, and the wellbeing of communities, ensuring no council is worse off as a result of the reforms, and funding support for transition.
- an eight-week process for councils to understand the implications of the reform announcements, ask questions and propose solutions and for Government to work with councils and mana whenua on key aspects of the reform (including governance, integrated planning and community voice).

Central Otago District Council has been placed in Entity D and our better-off funding allocation is \$12,835,059. If Council proceeds with the reform process a quarter of this funding would be available from 1 July 2022, with the remainder available from 1 July 2024.

While the Government and LGNZ consider that national case for change has been made, each council will ultimately need to make a decision based on its local context if the process to join one of the proposed entities remains voluntary.

This report provides Council with the staff analysis of the information provided and assesses the Government's proposal and currently available service delivery options. The Local Government New Zealand, Taituarā, and Te Tari Taiwhenua Internal Affairs guidance<sup>2</sup> has been used to prepare information to assist Council to understand the information that has been provided to date and enable Council to prepare for future decisions and consultation and engagement with communities.

Key risks considered are documented in the report and Appendices 5 and 7.

In summary,

- Whilst unable to accurately confirm the forecast costs for either Council delivered service, or Entity D in 30 years time, the trend in a higher cost for Council delivered service compared to the cost of service delivered by Entity D looks broadly correct.
- Given the peer reviews of the modelling and underlying assumptions (which always carry a degree of uncertainty) no further analysis of this work has been done or is proposed and staff have focussed on the reasonably practicable options and their implications for Council and the community. It is worth noting that in addition to the peer reviews of the Government's proposed model by Beca and Farrierweir, Morrison Low have been engaged specifically by the Otago and Southland Councils to undertake analysis of the data on our behalf, and believe the cost of service if it were continued to be delivered by Council relative to Entity D could be higher by at least 40%.
- Doing nothing is not an option as Council must continue to deliver services within a new regulatory framework which will require consistently meeting the New Zealand Drinking Water Standards, and expected higher environmental standards for all three waters services.
- Under all options except the Government proposal, Council bears the risk of meeting the new water standards, environmental requirements and achieving compliance. There are also implications and challenges for non-council supplies to meet water quality requirements, with the risk that these supplies might default to council in the future.

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<sup>2</sup> <https://www.lgnz.co.nz/assets/Three-Waters-Guidance-for-councils-over-the-next-eight-weeks-FINAL.pdf>

- Other Government reforms (Resource Management Act, Future of Local Government) pose opportunities and challenges for each option.
- If the Government's proposal were to proceed, effective management of the transition by Council, Government and partners will be critical, and present significant challenges.
- The law currently prohibits Council's deciding to opt-in to the current proposal (given section 130 of the Local Government Act 2002 and what we know about this option at present). Current decision-making requirements, including the need to take account of community views and strategic nature of the assets involved, would also preclude Council deciding to opt-in at this time without consultation.
- Similar requirements apply if the Council wishes to consider alternative arrangements that involve asset transfers, divestment, change in ownership and or the setting up of a Council Controlled Organisation (CCO) to deliver water services in the future.
- There are a number of issues, concerns and uncertainties for the Government and councils to work through before a robust Council decision (and decision-making process) can be produced, including whether legislative change will enable or require the Water Services Entity approach to be adopted. Therefore, there is no expectation that councils will have had to make a decision to opt-in (or out) or commence community engagement or consultation over the eight-week period.

Councils have been specifically asked to provide solutions to three outstanding issues during the next eight weeks:

- ensuring all communities have both a voice in the system and influence over local decisions
- effective representation on the new water service entities' oversight boards, including preventing future privatisation
- ensuring integration between growth planning and water services planning.

Staff therefore request Elected Members consider the issues that arise from the Government's proposal and any potential solutions so these can be raised with Government and LGNZ before the end of September 2021.

Government decisions on entity boundaries, governance and transition and implementation arrangements will occur after the eight week-process ends (30 September 2021) however there is no certainty on how this will occur.

On the assumption that the reform goes ahead, it is anticipated that councils will continue to deliver water services until at least early 2024 and council involvement in transition will be required throughout.

### **3. Background**

Following the serious campylobacter outbreak in 2016 and the Government's Inquiry into Havelock North Drinking Water, central and local government have been considering the issues and opportunities facing the system for regulating and managing the three waters (drinking water, wastewater, and stormwater).

The focus has been on how to ensure safe drinking water, improve the environmental performance and transparency of wastewater and stormwater network and deal with funding and affordability challenges, particularly for communities with small rating bases or high-growth areas that have reached their prudential borrowing limits.

The Government's stated direction of travel has been for publicly-owned multi-regional models (with a preference for local authority ownership). The Department of Internal Affairs (DIA), in partnership with the Three Waters Steering Committee (which includes elected members and staff from local government) commissioned specialist economic, financial, regulatory and technical expertise to support the Three Waters Reform Programme and inform policy advice to ministers.

The initial stage (Tranche 1 - MOU, Funding Agreement, Delivery Plan and Request For Information (RFI) process) was an opt in, non-binding approach. It did not require councils to commit to future phases of the reform programme, to transfer their assets and/or liabilities, or establish new water entities. The 2020 indicative reform programme and then anticipated next steps can be found in Appendix 1.

Council completed the RFI process over Christmas and New Year 2020/21 and the Government has used this information, evidence, and modelling to make preliminary decisions on the next stages of reform and has concluded that the case for change has been made Appendix 2.

#### **4. Governments June and July 2021 Announcements and Information Release**

In June 2021 a suite of information was released by Government that covered estimated potential investment requirements for New Zealand, scope for efficiency gains from transformation of the three waters service and the potential economic (efficiency) impacts of various aggregation scenarios.<sup>3</sup>

In summary the modelling indicated a likely range for future investment requirements at a national level in the order of \$120 billion to \$185 billion, an average household cost for most councils on a standalone basis to be between \$1910 and \$8690 by 2051. It also estimated these average household costs could be reduced to between \$800 and \$1640 per household and efficiencies in the range of 45% over 15-30 years if the reform process went ahead. An additional 5,800 to 9,300 jobs and an increase in GDP of between \$14b to \$23b in Nett Present Value, (NPV) terms over 30 years were also forecast.

As a result of this modelling, the Government has decided to:

- establish four statutory, publicly-owned water services entities that own and operate three waters infrastructure on behalf of local authorities
- establish independent, competency-based boards to govern
- set a clear national policy direction for the three waters sector, including integration with any new spatial / resource management planning processes
- establish an economic regulation regime
- develop an industry transformation strategy.

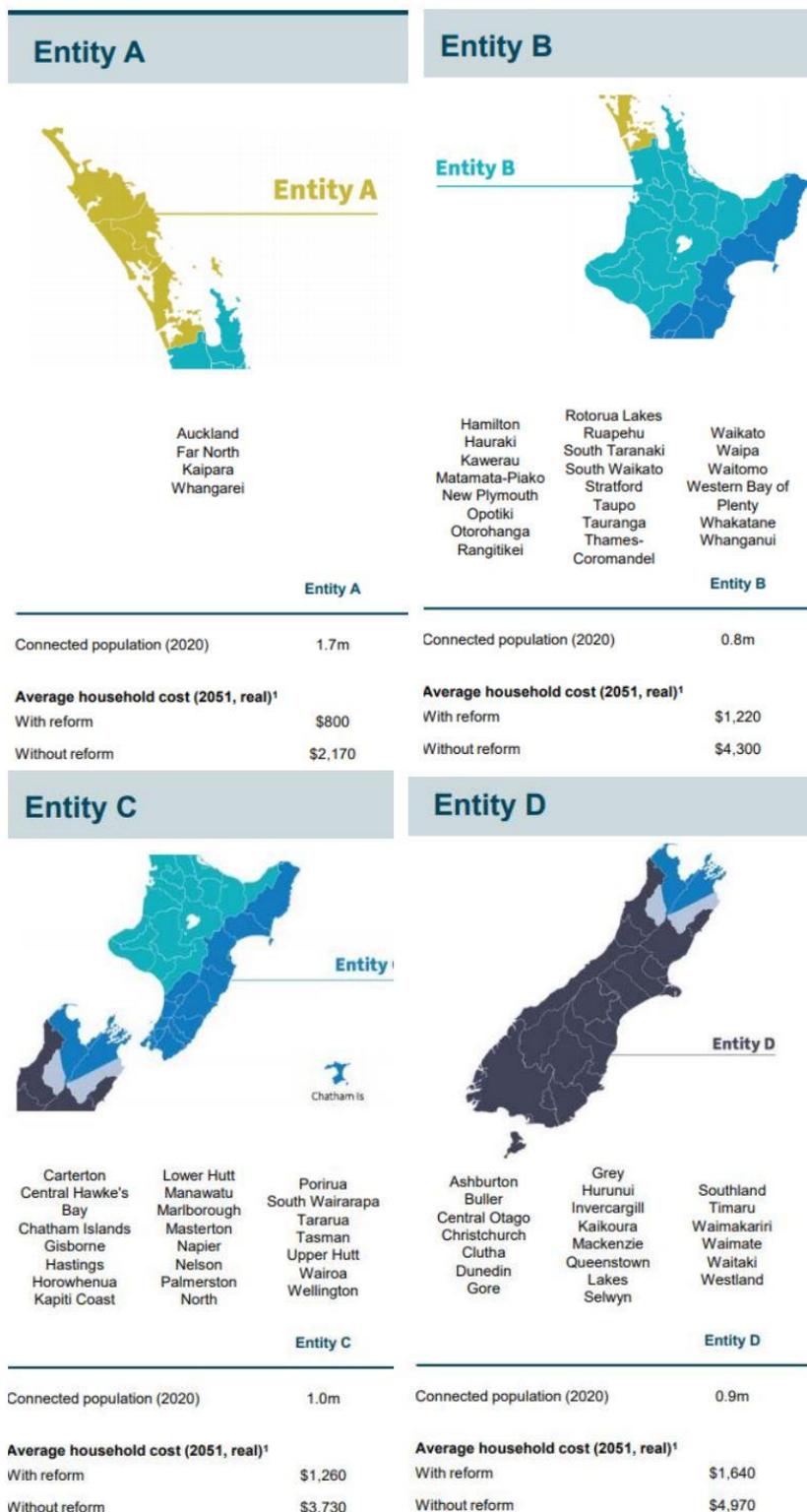
The newly established entities are designed to remain fully and purposefully in public ownership in perpetuity and protection mechanisms would be built through the entity design approach and through legislation to ensure this. The proposed safeguards against privatisation can be found on page 26 of the DIA's summary of the case for change.

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<sup>3</sup> This information, including peer reviews and the Minister's briefing can be accessed at: [https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/briefing-three-waters-review-release-of-second-stage-evidence-base-released-june-2021.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/briefing-three-waters-review-release-of-second-stage-evidence-base-released-june-2021.pdf)

Both DIA and LGNZ have produced two page national overviews, available on the DIA website<sup>4</sup> and LGNZ websites<sup>5</sup> respectively. Appendix 2 contains more detail on the national context and Appendix 3 provides the DIA/LGNZ overviews.

Central Otago District Council have been placed in Water Services Entity D, which follows the Ngāi Tahu Takiwa boundary, although the precise boundaries are still up for discussion.



<sup>4</sup> [https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/three-waters-reform-programme-overview-a3-30-june-2021.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/three-waters-reform-programme-overview-a3-30-june-2021.pdf)

<sup>5</sup> <https://www.lgnz.co.nz/assets/Three-Waters-101-Infographic.pdf>

## Funding for Councils

On 15 July, in partnership with LGNZ under a Heads of Agreement<sup>6</sup>, the Government announced a package of \$2.5 billion to support councils to transition to the new water services entities and to invest in community wellbeing. This funding is made up of a 'better-off' element (\$500 million which will be available from 1 July 2022 with the investment funded \$1 billion from the Crown and \$1 billion from the new Water Services Entities) and a 'no council worse off' element (available from July 2024 and funded by the Water Services Entities). The "better off" funding can be used to support the delivery of local wellbeing outcomes associated with climate change and resilience, housing and local placemaking, and there is an expectation that councils will engage with iwi/Māori in determining how to use their funding allocation.

Under the proposal Central Otago would receive a better-off funding allocation of \$12,835,059. The detail of the funding (including expectations around the use of reserves) and the full list of allocations can be found in Appendix 4. Conditions associated with the package of funding have yet to be worked through.

## The Reform Process Now

In addition to the funding announcements, the Government has committed to further discussions with local government and iwi/Māori on:

- the boundaries of the Water Service Entities
- how local authorities can continue to have influence on service outcomes and other issues of importance to their communities (eg chlorine-free water)
- ensuring there is appropriate integration between the needs, planning and priorities of local authorities and those of the Water Service Entities
- how to strengthen the accountability of the Water Service Entities to the communities that they serve, for example through a water ombudsman.

As a result, the original timetable for implementing the reform (outlined in Appendix 1) and for councils to consult on a decision to opt-in (or not), no longer applies. Further advice on the difficulties and risks of making a decision to opt-in or not is included at section 10 of this report.

Next steps are expected to be announced after 30 September 2021, which would include the timeframes and responsibilities for any community or public consultation.

It is also important to note that the Government has not ruled out legislating for an "all-in" approach to reform to realise the national interest benefits of the reform.

In the interim the DIA continues to engage with council staff on transition matters on a no regrets basis should the reform proceed. These discussions do not pre-empt any decisions about whether to progress the reforms or whether any individual council will transition.

On the assumption that the reform goes ahead, it is anticipated that councils will continue to deliver water services until at least early 2024 and council involvement in transition will be required throughout.

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<sup>6</sup>[https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/heads-of-agreement-partnering-commitment-to-support-three-waters-service-delivery-reform.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/heads-of-agreement-partnering-commitment-to-support-three-waters-service-delivery-reform.pdf)

## 5. Central Otago District Council Specific Information and Analysis

While the Government and LGNZ consider that national case for change has been made, each council will ultimately need to make its own assessment of the pros, cons and risks of reform based on its own unique local context.

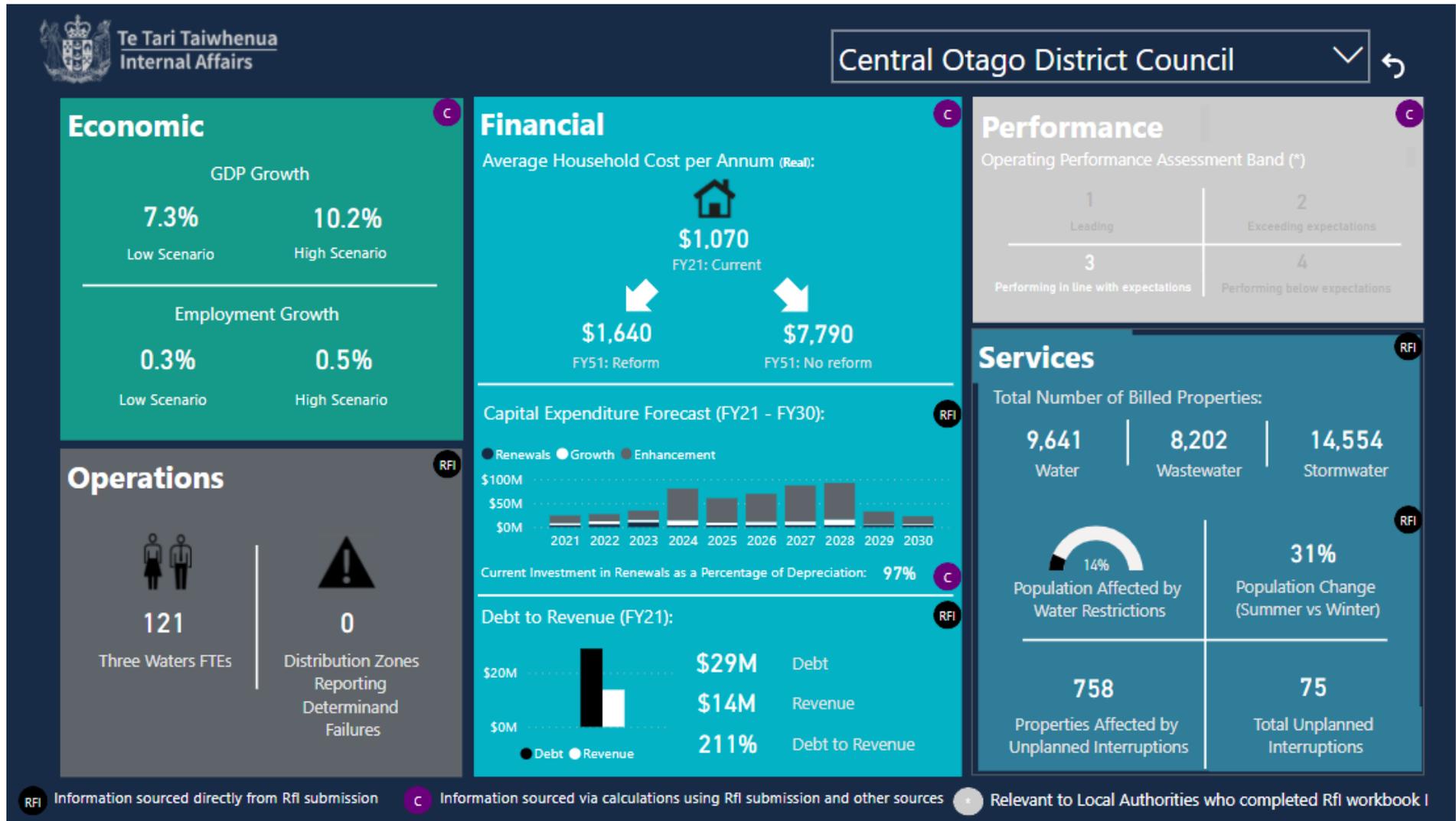
Councils do not have a national interest test for their decision making. Councils are required to act in the interests of their communities and the community's wellbeing (now and into the future), provide opportunities for Māori to contribute to their decision-making processes, ensure prudent stewardship and the efficient and effective use of its resources in the interests of the district or region (including planning effectively for the future management of its assets) and take a sustainable development approach<sup>7</sup>.

Council currently delivers three waters as a mix of inhouse and contracted out service. These teams have built an understanding of Council's asset base, service delivery challenges and opportunities, and community needs and expectations over an extended period of time.

The Government's case for change is largely premised on the outcomes of economic modelling completed by the DIA and WICS. This modelling considered the current and future investment needs of Councils to deliver services and compared there to expected costs under a reformed model. The outputs of this modelling/analysis are presented neatly in publicly available dashboards that can be found on the DIA website. Central Otago District's dashboard looks like this:

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<sup>7</sup> See for example sections 5 and 14 of the LGA



The number of full time equivalent staff presented on the dashboards is incorrect, or not comparable as it has not been reported in the same manner by the councils. There are 13 full time equivalents employed directly by Council for three water activities, and 28 full time contracted staff. These staff work on both operations and capital work.

The reason for the difference in the number on the dashboard is that each of these staff were entered into the RFI separately under water, wastewater, and stormwater, with the same person often working across two or three of the activities. The dashboard then adds these together resulting in double, and in some cases triple counting of these roles.

The Central Otago District, and the dashboards of other councils can be accessed on this site<sup>8</sup>.

The key aspects Council should note are detailed below

Average cost of three waters per household

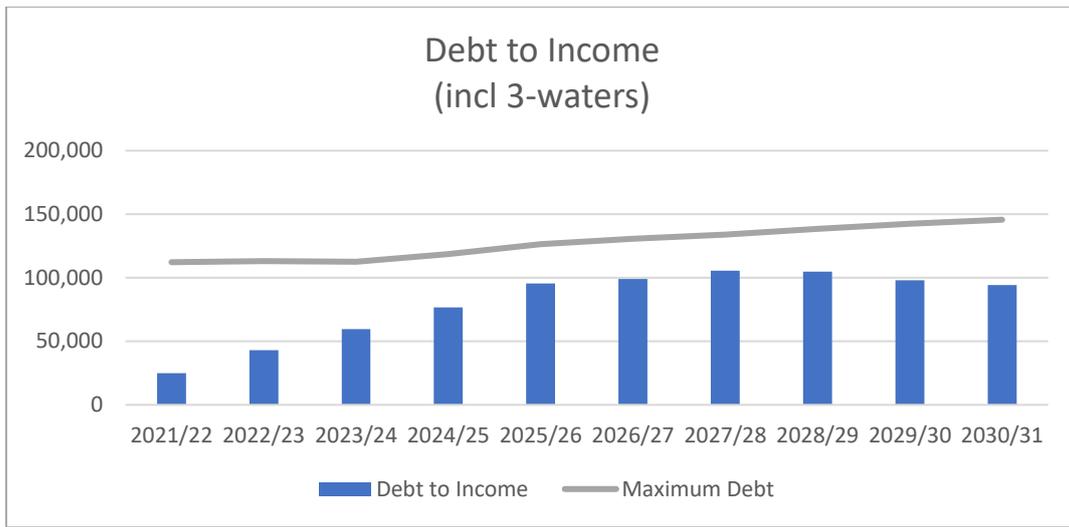
	<b>Government modelling / Analysis</b>	<b>Council's own figures / projections</b>
<b>Current cost for 3 waters per household in Central Otago</b>	\$1,070	\$639
<b>Future costs for 3 waters per household in Central Otago (without reform)</b>	\$6,466 (at 2031) \$7,790 (at 2051)	\$988 (at 2031 uninflated)
<b>Future costs for 3 waters per household in Central Otago (with reform)</b>	\$1640 (at 2051)	Not calculated

Note that the Council's own figures do not include projections for increased regulatory compliance and necessary investment in infrastructure that reforms will require.

### **Debt**

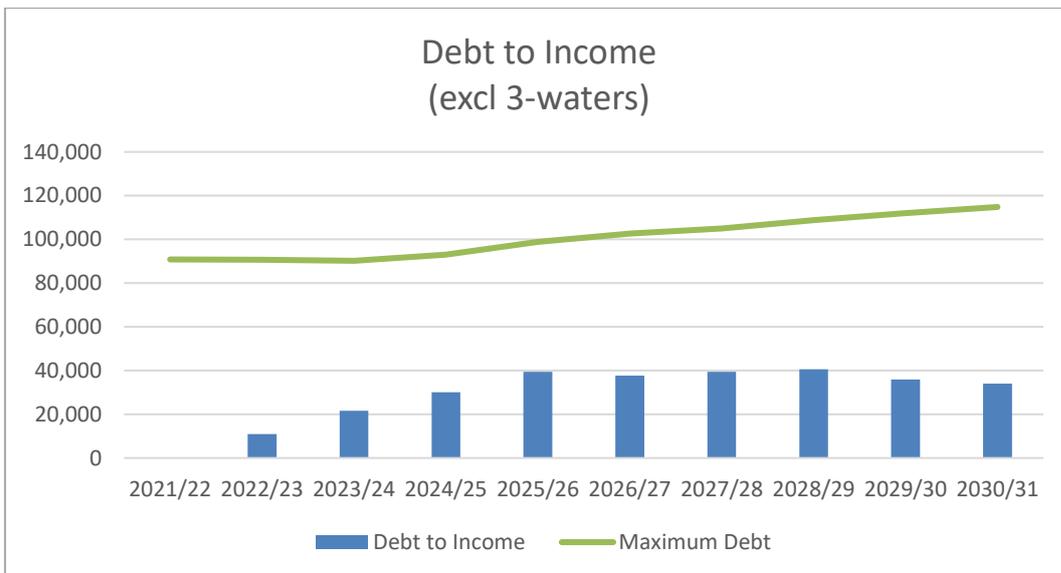
Council has a maximum debt to revenue ratio of 175%. This differs to the 250% used in the DIA modelling, as Central Otago is not a shareholder of the Local Government Funding Agency. The following graph shows the forecast council debt to income including three waters, based on the expenditure planned in the 2021 Long-term plan.

<sup>8</sup><https://app.powerbi.com/view?r=eyJrIjoieOGE1OTJlYWUtZDZkNy00YWZlLTgzN2EOTY1MzQxNGM5NzJmIiwidCI6ImY2NTIjYTVjLWZjNDctNGU5Ni1iMjRkLTE0Yzk1ZGYxM2FiYjJ9>



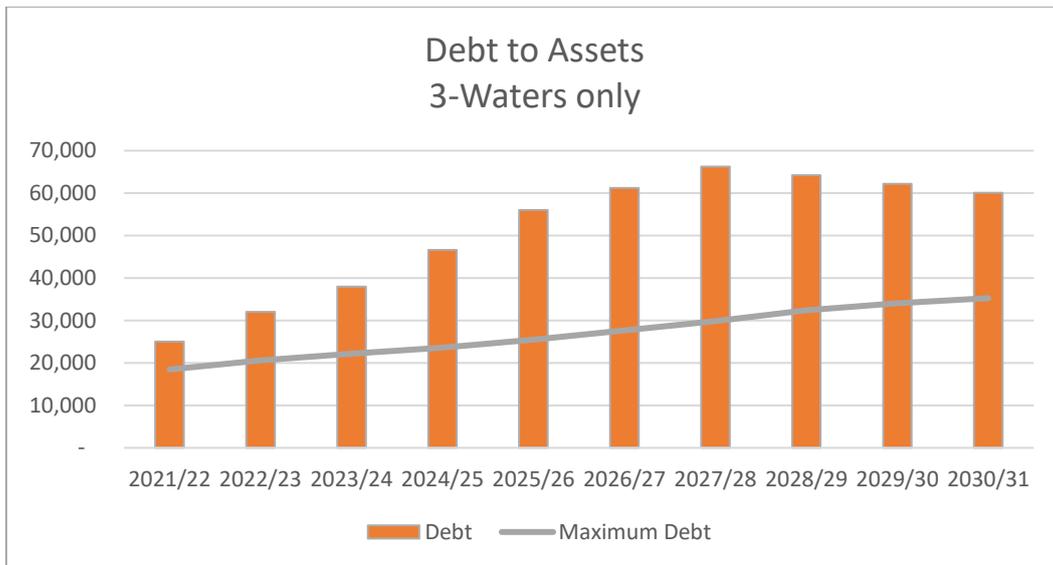
*\*Average headroom \$40.6M*

The following graph below shows the forecast debt to income excluding three waters, based on the expenditure planned in the 2021 Long-term plan. Council’s capacity to raise debt for work other than three waters would increase significantly if council was not responsible for three waters.



*\*Average headroom \$65M*

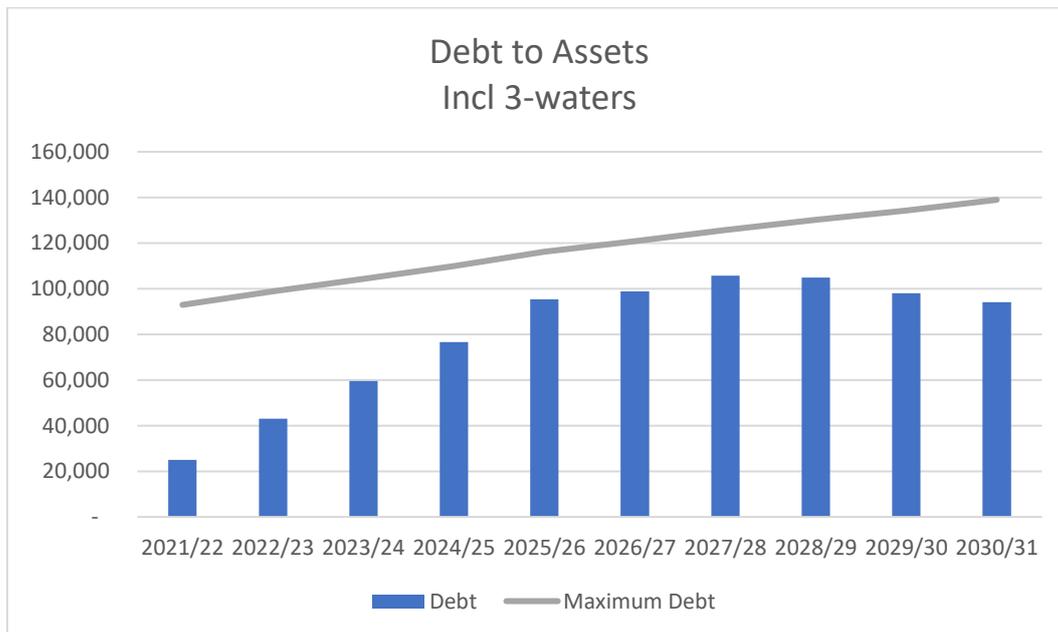
The graph above, and below demonstrate that three waters disproportionately consumes Council’s debt capacity.



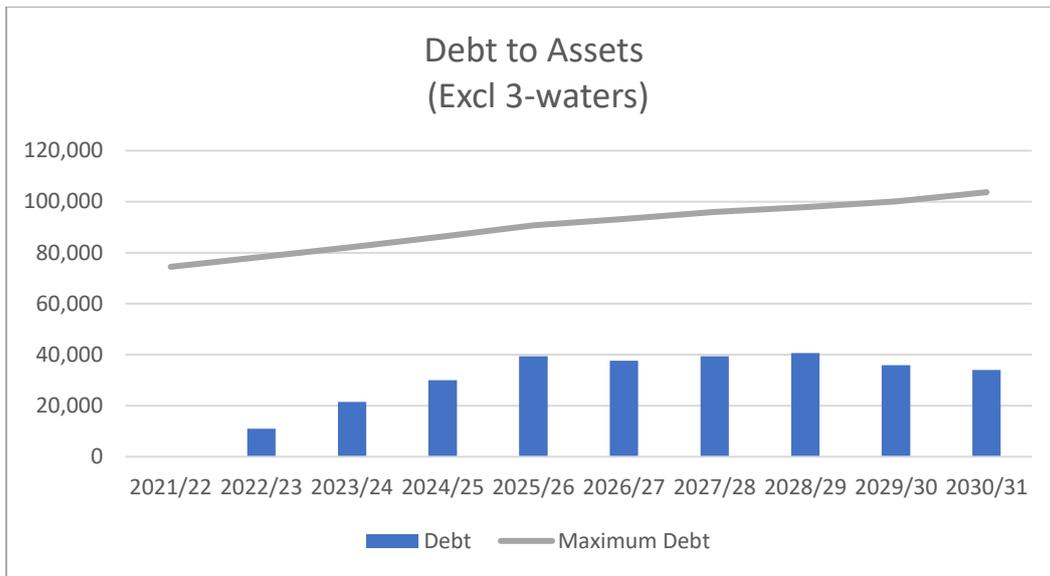
*\*Breaches Debt covenant*

In addition to having a maximum debt to revenue ratio of 175%, council can also only borrow up to 10% of its asset value. The following graph shows the forecast of Council debt to asset value including three waters, based on the expenditure planned in the 2021 Long-term plan.

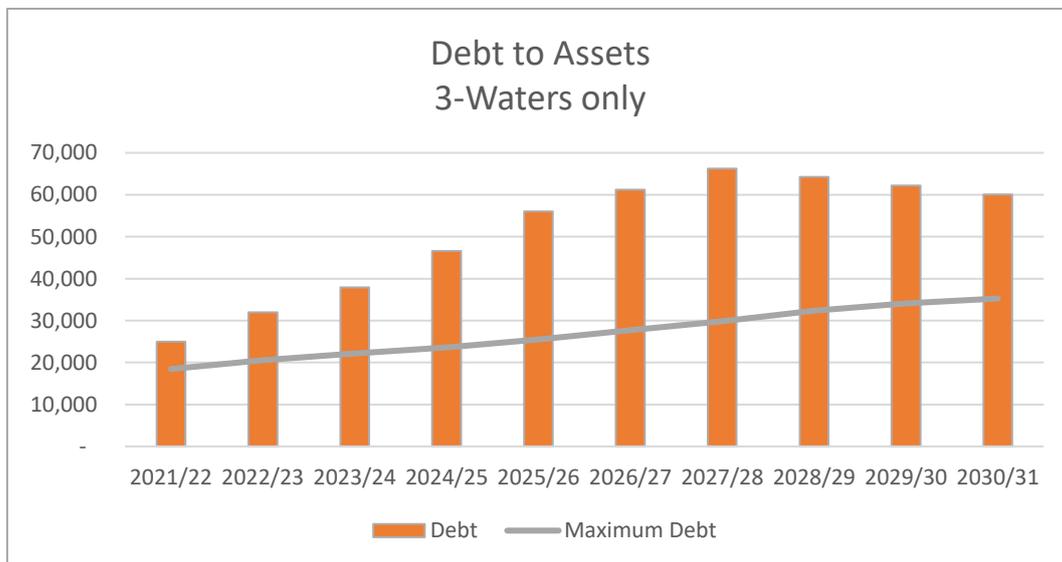
The graph above, and below demonstrate that council leverages the value of other asset groups, such as roading, to ensure that debt required for three waters is within the 10% asset value limits.



*\*Average headroom \$33.6M*



*\*Average headroom \$59.8M*

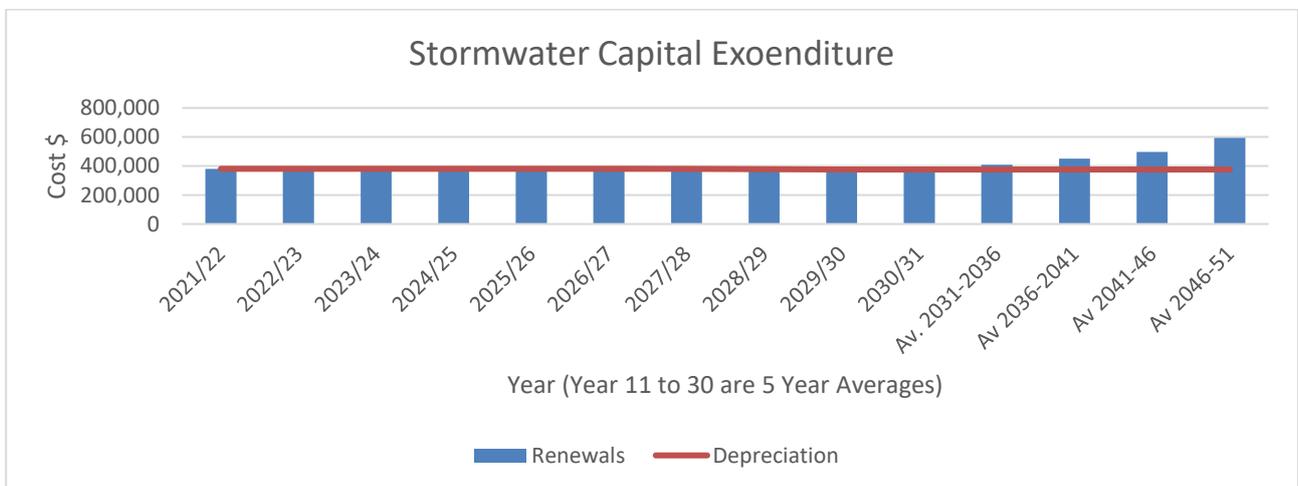
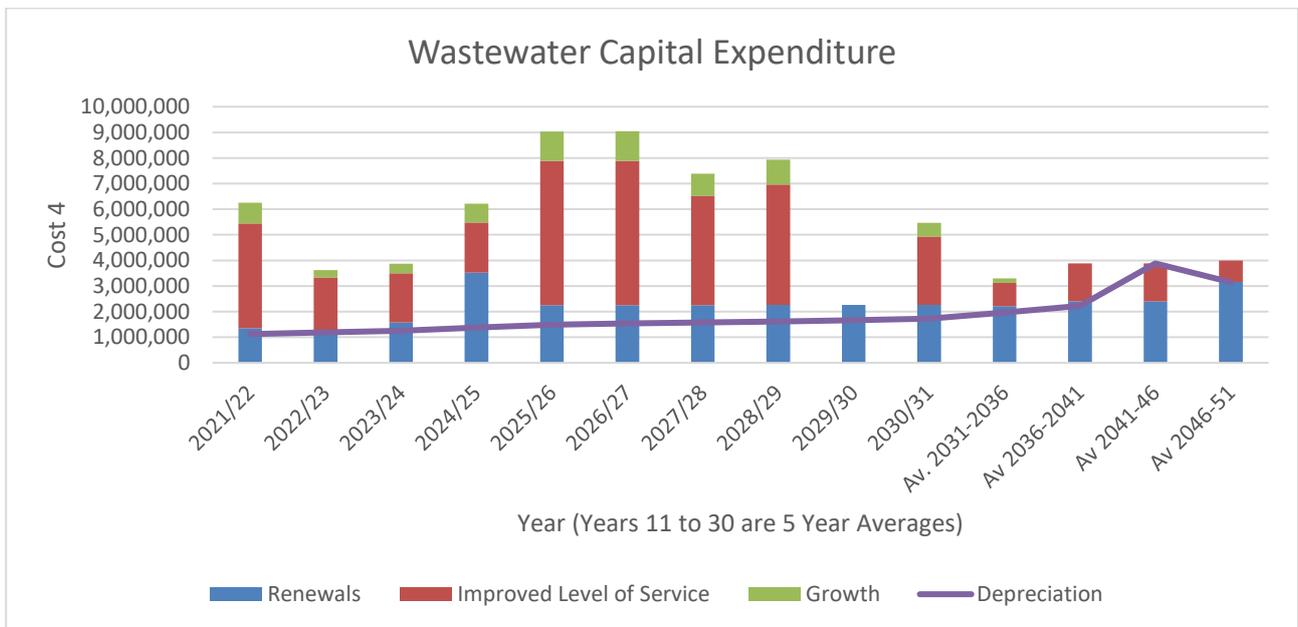
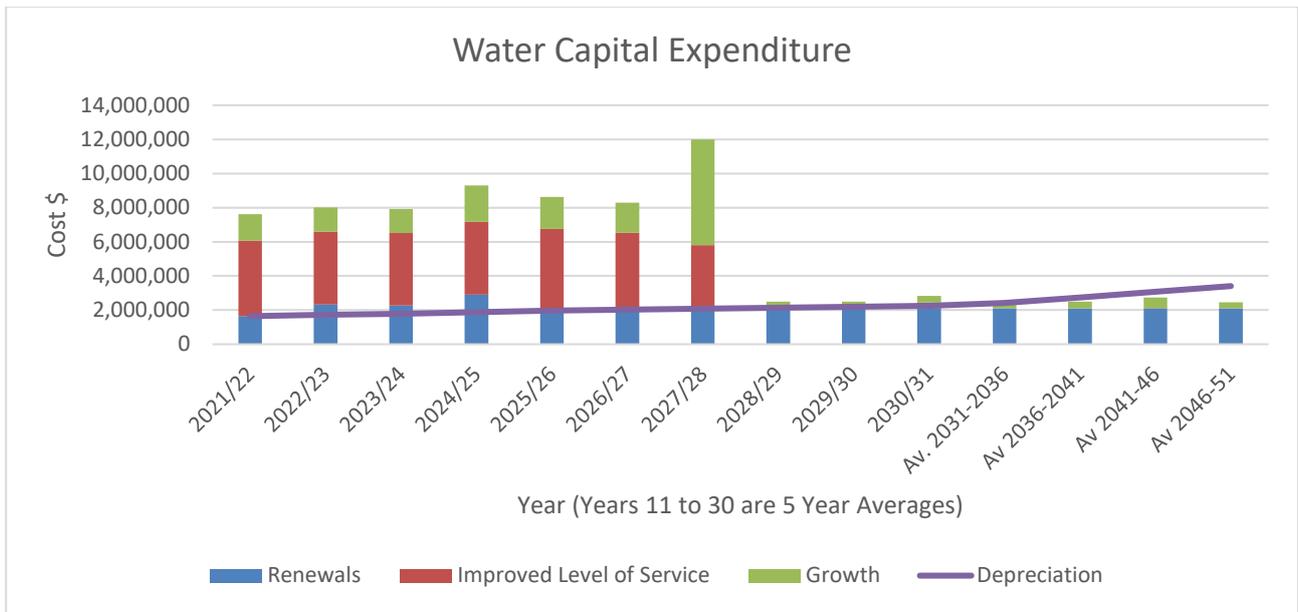


*\*Breaches Debt covenant*

**Capital Expenditure Forecast**

The Government modelling forecasts \$572 million over the 10 years between 2022 and 2031 (excluding cumulative depreciation on new assets). Our own information demonstrates that there is significant investment required over the next 10 years of our Long-term Plan (\$133 million excluding cumulative depreciation on new assets) and out across 30 years in our infrastructure strategy.

Capital investment planned in the 2021 Long-term Plan and 30 Year Infrastructure Strategy is shown on the graphs below:



Recently received information indicates that treatment upgrade costs for the smaller water schemes, at Naseby, Patearoa, Ranfurly, and Omakau are likely to be significantly higher than allowed for in Council's budgets which make no provision for the management or upgrading of private water supplies or the assumption that regulatory standards will tighten and there will be more monitoring and enforcement in the future. There has also been no provision made in Councils budgets for changing existing wastewater discharges to water, or for providing treatment for stormwater discharges. Further monitoring of discharge quality is required before any estimates of the level of investment in stormwater treatment can be made.

Council has only programmed to undertake renewals at the rate of depreciation of the stormwater assets. No provision has been made for treatment of stormwater that discharges to waterways.

Our confidence levels for asset data, condition, performance for

- Water, wastewater, and stormwater pipe assets is medium
- Water and wastewater plant assets is low
- Non-pipe assets is low

Council officers believe that the valuation and depreciation costs for three waters will increase once the current project to improve asset data relating to above ground assets is completed.

Our maintenance budgets are adequate for this year. Our Long-term plan included an assumption that approximately \$700,000 of operational improvements would continue to be funded from stimulus grant funding beyond year 1, for year 2 and 3. This assumption has now been shown to be incorrect, and will result in rates increases in years 2 and 3 of the Long-term plan. Future operation costs for the upgraded, more complex treatment plants may be understated in Councils budgets.

Council officers acknowledge that with more investment in asset management, and increased resource capacity and capability in asset management potential cost efficiencies could be gained from more accurate forecasting of renewal requirements. There is a national shortage of these skill sets within the workforce and council has been unable to recruit staff to fill these roles.

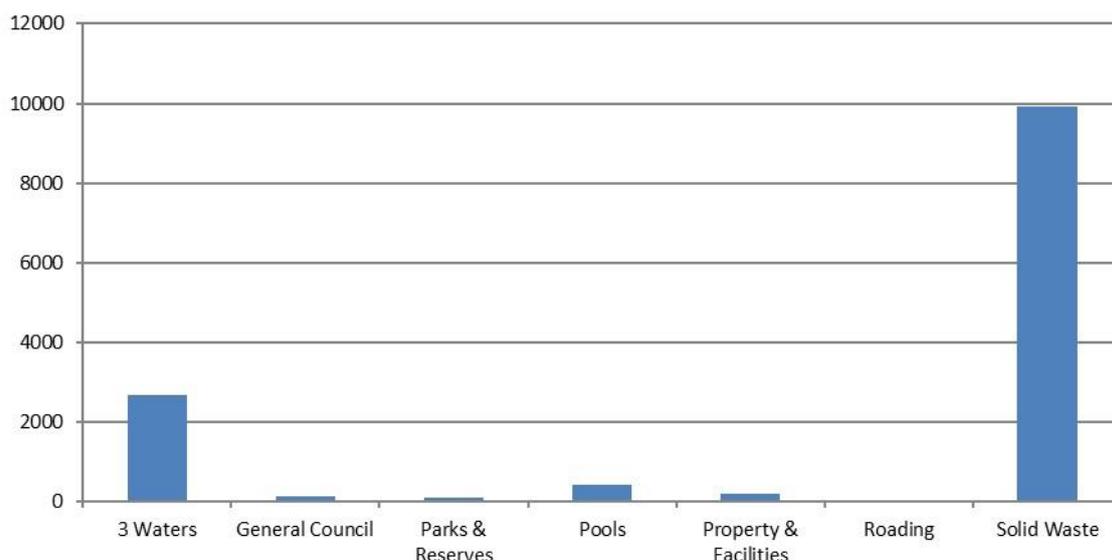
### **Sustainability**

Three waters greenhouse gases contribute to 20% of Council's total gas emissions. Treatment of Central Otago's wastewater accounts for 73% of emissions from three waters.

Council's emissions management and reduction plan sets a target of reducing Council's gross emissions by 52% by 2024/25.

There are no projects in the Long-term plan which will result in lowering emissions from three waters. In fact, the increased treatment processes being implemented through capital upgrades will result in higher energy use in the future which will increase greenhouse gas emissions for three waters. In order for council to reduce greenhouse gas emissions beyond 2025, additional investment would need to be made in carbon reduction projects for three waters.

### GHG operational emissions by business unit



The impacts of climate change on three waters infrastructure includes:

- Higher intensity and more frequent extreme rainfall events in the headwaters of the Otago lakes and rivers will lead to increased frequency of flooding in the Clutha and Manuherekia River catchments. This will impact on water supplies due to dirtier water needing to be treated, and flooding of vulnerable bore sites. Affected treatment sites are located at Roxburgh, Alexandra, Clyde, Omakau and to a lesser extent, Cromwell. The Omakau wastewater treatment site is also at risk of flooding from extreme events in the Manuherekia catchment.
- Higher intensity and more frequent extreme rainfall will lead to increased recurrence of damage from alluvial fans in the Teviot area which damage the water and wastewater reticulation in Roxburgh and Lake Roxburgh Village.
- Increased frequency of drought, particularly in the Maniototo area which has significant implications for the resilience of water supply for its towns.
- Storm events during winter may result in very high snowfall which has implications for road availability and management, and access to treatment plants.

### Growth

The growth projections that were prepared in 2020 for forecasting in the 2021 Long-term plan project that the district population will increase by 55% between 2018 and 2050. This equates to an average annual growth rate of 1.3%. The average annual growth rate between 2006 and 2019 was 2.3%, and ranged from 0.6% in the Teviot Ward to 4.4% in the Cromwell Ward.

	2020 Usual Resident Population	2020 Peak Population	2050 Usual Resident Population	2050 Peak Population
District	23,528	45,696	34,474	65,591
Cromwell	9,036	17,375	15,350	27,173
Maniototo	1,697	3,294	1,663	3,873

Teviot Valley	1,225	3,399	1,926	4,943
Vincent	10,938	20,996	15,536	29,604

Projects within the Long-term plan include capacity to meet longer term future growth where it is most cost effective to include this at the time of construction (for example pipe sizes). In many cases provision has been made for increased capacity to be added in the future when this is needed, rather than building it too soon and not using it (for example booster pumps, additional bores and water treatment membranes).

There is likely to be further growth-related infrastructure requirements in addition to those identified in the Long-term plan if growth occurs faster than the annual average forecast.

### Other Considerations

Council has budgeted to comply with the legal requirements, and any applicable standard, rules or enforcement undertakings that were in place at the time of preparing the Long-term Plan budgets in 2020.

It is likely that staffing levels, and contract costs will increase as a consequence of changes in management requirements that are being introduced through the Water Services Bill. Given the difficulty to predict these at this stage, operational budgets were not increased to allow for these in the Long-term plan.

Council has a number of significant capital upgrades occurring to treatment processes on water supplies across the district, as well as the Alexandra wastewater treatment upgrade. While provision was made for increased operational costs as a consequence of these projects, more recent data indicates that this has been under-estimated.

The current three waters operations contract is a traditional contract model that has a combination of lump sum, and unit rates. This contract expires on 30 June 2022. The current market conditions would indicate that a significant increase on the cost of this contract is likely due to a lack of resources within the industry, and increased material costs. No provision has been made for increased contract, or material costs in the Long-term plan, other than normal inflation provisions.

Against the above information, the significant increased annual cost for three waters shown on the Dashboard is considered to be broadly accurate when compared with councils own information, Long-term plan and 30 year Infrastructure Strategy.

While prepared at the national level, the Government modelling has been peer reviewed by Farrierswier and Beca to ensure that both the modelling and underlying assumptions are reasonable in the New Zealand context. Morrison Low have also undertaken specific and targeted reviews of the Government modelling and found directional consistency without any noted significant concern with the direction or approach of the reform programme based on the numbers. It therefore provides a reasonable indication of the “order of magnitude”<sup>9</sup> of the gains that can be delivered through the new system and the level of future investment Council is likely to need to make over the next 30 years.

At this stage it is not possible to fully test the projections as the standards for Aotearoa New Zealand out to 2051 are not known, although it is reasonable to assume that there will be greater community and mana whenua expectations around environmental performance and quality, tougher standards to meet for water quality (drinking and receiving environment) and that monitoring, compliance and enforcement will be greater than it is now. This affects both

<sup>9</sup>[https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/farrierswier-three-waters-reform-programme-review-of-wics-methodology-and-assumptions-underpinning-economic-analysis-of-aggregation-released-june-2021.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/farrierswier-three-waters-reform-programme-review-of-wics-methodology-and-assumptions-underpinning-economic-analysis-of-aggregation-released-june-2021.pdf)

operational and capital expenditure (costs will go up), including the number of staff (or contractors) that council will need to ensure Council outcomes for water and community and legal requirements are met.

There is always a level of uncertainty and therefore risk around assumptions and forecasts, whether prepared by council officers for the Long-term plan or by others such as Government to facilitate policy decisions, such as the current Three Waters Reform process.

Council has limited resources to undertake a revised forecast of three waters cost across the Long-term plan period during September, when feedback is only required to be provided on the current government proposal. A review of the budgets and the assumptions for the Long-term plan can be undertaken after the 8 week period to provide council with updated future cost estimates for the next stage of the reform process.

Council staff have used the above dashboard and additional information, and Council plans and studies (as described above) to define the status quo option below.

To assess whether the proposed better-off (\$12,835,059) and no worse-off funding to Council is sufficient further information is needed on the conditions that will be associated with that funding. For the purposes of the following analysis it is assumed that this funding would provide Council with an opportunity to address a range of issues and opportunities to improve community wellbeing in partnership with mana whenua and the communities Council serves.

## 6. Options

In line with section 77<sup>10</sup> of the LGA the following section presents reasonably practicable options for three waters service delivery in order to assess the advantages and disadvantages of each option. Council is not being asked at this time to decide on any option.

### Option 1 – Status Quo

Council currently delivers three waters services itself through a mixed model of in-house and contracted services.

In continuing to deliver its water, wastewater and stormwater responsibilities council is required to respond to the changing legislative environment related to the safety of drinking water, and environmental standards. The status quo is therefore not a practicable option and is not assessed further.

### Option 2 – Modified Status Quo - Council continues to deliver three waters but at a higher level of compliance and investment

This option is a modified version of Council continuing to deliver services to reflect the anticipated regulatory environment for three waters delivery.

This option requires making assumptions about the future regulatory requirement (potentially using the assumptions underpinning the WICS modelling and the Government's proposal and draft/emerging standards and compliance regimes e.g. those coming from Taumata Arowai) and the ability of non-Council water supplies to meet standards and requirements and the risks to Council and would ideally include the production of business cases for investment and enhanced activity and asset management planning to be robust.

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<sup>10</sup> Section 77 states that councils must seek to identify all reasonably practicable options and then assess the advantages and disadvantages of each option.

Council staff have assessed our ability to do this work in the current operating environment (delivering business as usual, stimulus projects, other Government reform workloads, consultant availability etc) and concluded that only a very high level of analysis of this option could be done in the available timeframe. This is included in section 8 below.

### Option 3 – Government Proposal

Under this option, Central Otago District is in entity D, a publicly owned water services entity that owns and operates three waters infrastructure on behalf of councils, mana whenua and communities.

The ownership and governance model is a bespoke model, with councils listed in legislation as owners, without shareholdings or financial interests, but an advocacy role on behalf of their communities. Iwi/Māori rights and interests are also recognised and representatives of local government and mana whenua will sit on the Regional Representative Group, issue a Statement of Strategic and Performance Expectations and receive a Statement of Intent from the Water Services Entity. Entities must also consult on their strategic direction, investment plans and prices / charges.

The law currently prohibits Council deciding to opt-in to the current proposal (given section 130 of the LGA, which prevents councils from divesting their ownership or interest in a water service except to another local government organisation such as a Council Controlled Organisation) and what we know about this option at present.

## 7. Risk Analysis

A high level analysis of the relative risks for Option 2 – Modified status quo (Council continues to deliver three waters but at a higher level of compliance and investment), and Option 3 – Government proposal is shown on the table below.

Risk	Option 2 - Modified Status Quo	Option 3 - Government Proposal
Financial capacity and funding	Higher risk	Lower risk
Financial sustainability	Higher risk	Lower risk
Underestimating the investment required	Similar risk	Similar risk
Community push-back on funding of increased costs	Higher risk	Lower risk
Compliance failure	Higher risk	Lower risk
Cost of works	Higher risk	Lower risk
Workforce, skills, technical capability	Higher risk	Lower risk
Economies of scale	Higher risk	Lower risk
Council plan implementation and integration	Lower risk	Higher risk
Household ability to pay	Higher risk	Lower risk
Long term outcomes and wider wellbeing outcome	Higher risk	Lower risk
Gaps in service delivery and funding responsibilities	Lower risk	Higher risk
Research and development funding opportunities	Higher risk	Lower risk

Increased incident response time	Lower risk	Higher risk
Additional water capacity (water source)	Similar risk	Similar risk
Reduction in the local contractor capacity	Lower risk	Higher risk
Partnerships (ineffective)	Similar risk	Similar risk
Compliance monitoring	Similar risk	Similar risk
Industry support	Similar risk	Similar risk
Value of council services	Lower risk	Higher risk
Community perception; loss of interest in council – effect on candidacy	Lower risk	Higher risk
Regional investment (lack of additional in the district due to current asst condition)	Higher risk	Lower risk
More efficient water use (within wider entity area)	Higher risk	Lower risk
Reduced ability to promote sustainable resource use	Similar risk	Similar risk
Failure to recognise cultural knowledge in design	Higher risk	Lower risk
Entity priorities differ to council goals	Lower risk	Higher risk
Loss of community engagement	Lower risk	Higher risk
Lack of service integration	Lower risk	Higher risk
Lack of understanding of growth requirements	Lower risk	Higher risk
Unclear responsibility for environmental impacts	Similar risk	Similar risk
Gaps in infrastructure data	Similar risk	Similar risk
Procurement outcomes	Higher risk	Lower risk
Litigation	Higher risk	Lower risk
Reduced levels of service / optional service level increases	Lower risk	Higher risk

## 8. Discussion

### Option 2 - Modified status quo (Council continues to deliver three waters but at a higher level of compliance and investment)

In summary, the potential benefits of this option include greater Council control and more certainty over local infrastructure integration (planning and delivery) with land use plans and council objectives.

However, Council faces significant risks over the medium to long term including potentially high costs, in meeting the new water standards, environmental requirements and achieving compliance. In addition, contractor availability is limited, the construction pipeline is already substantial and inflationary pressures are growing, meaning costs are rising.

The ability of non-Council water supplies to meet standards and requirements also poses a high risk to Council and the community. Default of any non-Council water supplies would exacerbate Council's risk profile and financial position.

These present affordability challenges for households in the future, exacerbating our current affordability challenges.

Council is also experiencing workforce challenges to meet the current requirements of three waters service delivery, Government reforms and an enlarged investment programme created by stimulus funding. This is exacerbated by an aging workforce, and a shortage of qualified and experienced people within the infrastructure and construction industries. These challenges would be further exacerbated if Councils neighbouring districts joined Entity D.

This option becomes less sustainable if those around us move to some form of aggregated model. This will adversely affect our ability to retain and attract workers, access technical, financial or construction support, and procure cost effective contracts to deliver services and capital works.

Without an adequately resourced, qualified, and experienced workforce there are significant risks to Council's ability to deliver the services and work programs.

The causes of most of these risks are not within Council's control. This makes mitigation difficult, and many potential mitigation options (such as greater investment, larger costs than currently planned, lower levels of service, compliance risk) may not be palatable to Council or the community.

Given the Government has rejected this as a sustainable solution for three waters service delivery there should not be an expectation that the Government would be willing to financially support councils to meet the new regulations beyond existing Tranche 1 stimulus funding.

There may also be broader implications for our relationship with Government, iwi/Māori and key stakeholders.

Given the analysis to date, Council continuing to deliver the three waters as a standalone entity is unlikely to be sustainable in the medium to long term.

### Option 3 – Government Proposal

In summary, the greater financial capability, efficiency, affordability and community/water benefits (published by Government) of delivering three waters to the community are likely to be of significant value if they can be realised.

The key opportunities our own analysis identifies include reducing the Council's current risk profile (when considered against the status quo) including compliance risk and the risk of not meeting standards. The proposed reform programme also presents opportunity for a meaningful role for iwi/Māori in decision making.

Risks that need to be mitigated include integration with spatial, growth and local planning and transparent prioritisation, households' ability to pay, and Council's financial sustainability.

Our analysis suggests that the key risk theme for this option is the loss of community/local voice in decision-making and subsequent reduced outcomes for local connected water users.

Further risks that need to be mitigated are:

- Protection from privatisation by future governments.
- Meeting the needs of growth.
- Consumer protections.
- Standardised charging for a baseline level of service, with communities who want a higher level of service (e.g no chlorination) paying for the costs of that increased level of service.
- Review of local government rating legislation and the 30% uniform annual charges cap

- Supporting procurement from local businesses
- Governance provisions to reflect the diversity of the communities within the entity (i.e rural, provincial, and urban)

These are explained in more detail in Appendix 7 – Three Waters CODC feedback.

Transition risks are dealt with in section 9 below and Appendix 5.

## **9. Transition**

If the Government's proposal were to proceed, effective management of the transition by Council, Government and partners will be critical. Transition will require considerable effort and resourcing.

Transitioning to a modified status quo option (council continues to deliver three waters but at a higher level of compliance and investment) also carries inherent risk.

Key risks relating to transition include retention of staff, workloads on staff to facilitate transition, contract management and transfer, data and institutional knowledge transfer and loss, and management of development and subdivisions, speed of change, community uncertainty, asset valuations returning a different value than expected and affecting Council's financial position and poor transition management.

## **10. Council Decision Making and Consultation**

Part 6 of the LGA, sections 76 to 90, provide the requirements for decision making and consultation, including the principles of consultation and information that needs to be provided including the reasons for the proposal and the reasonably practicable options.

In particular, section 76 requires that in making a significant decision, which a decision on the future management and or ownership of three waters assets will be, councils must comply with the decision-making provisions. This is a 'higher bar' than the "promote compliance with" that applies for ordinary decisions.

Section 77 states that councils must seek to identify all reasonably practicable options and then assess the advantages and disadvantages of each option.

Section 78 requires that in the course of making a decision a Council must consider community views but section 78(3) explicitly says that consideration of community views does not require consultation, which is reinforced by case law.

Section 79 gives Council discretion to decide how the above Part 6 requirements are met including the extent of analysis done etc. Therefore, while a decision could be challenged, a judicial review is unlikely to be successful unless the decision made by council was manifestly unreasonable, the process was flawed or the decision was beyond its powers (as given in law, ie the council did not act within the law).

However, despite section 79 of the LGA, a decision to transfer the ownership or control of a strategic asset from the council (or to it) must explicitly be provided for in the council's Long-term plan (and have been consulted on specifically in its consultation document).

Council's existing Long-term plan and the consultation information and process used to develop it will not suffice to meet this test, as Council did not itself have adequate information on the options and the implications earlier this year when it consulted on the Long-term plan.

A Long-term plan amendment and commensurate consultation process on the ownership and governance arrangements and asset transfers proposed would be necessary.

There are also provisions in the LGA that relate to unlawful decisions to sell or dispose of assets, which can be investigated by the Auditor-General.<sup>11</sup>

A decision to opt-out would also be affected by the consultation and decision-making requirements set out in this report, including the need to follow a robust process that could survive a judicial review, as well as make a final decision that was not manifestly unreasonable in the circumstances.

Given the Government's:

- 8 week period of engagement with mana whenua and councils
- commitment to explore issues such as council and community influence of service outcomes, integration with other reform proposals, spatial and local planning
- request for councils to give feedback on the proposal, identify issues and solutions, and
- uncertainty around next steps, including whether the reform may become mandatory or legislative change will remove legal barriers to opting in

it would be premature to make a decision to opt in or out of the reform process and may expose the Council to litigation risk.

A Government Bill to progress the reforms could address the issues raised above, for example removing the section 130 requirements has explicitly been raised.

At this stage no decision is required on future delivery arrangements. Based on the analysis in this report, Council should wait until it has further information before consulting on and/or making a decision on the Government's proposal.

It is recommended that the Council therefore notes the options canvassed in this report, the high-level analysis of them and the information and decisions that are yet to be made.

If reform is not made mandatory, to ensure sufficient information is available to meet the moral and legal requirements of Council decision-making staff will further develop the analysis of options (based on further information from the Government, advice on next steps, and regional discussions) prior to Council decision making and consultation on future water services delivery. Whether this is ultimately required will be dependent on where the Government gets to with the reform process and the decisions it makes after 30 September 2021.

## 11. Conclusion

While there is uncertainty about the future steps in the Government's reform proposal, and current legislative impediments to it, the current eight-week period gives Council the opportunity to understand the information it has received (and will continue to receive) from the RFI and modelling processes.

It also provides an opportunity for Council to understand its potential options, including the financial, workforce and sustainability impacts for Council and the wider economic, social and cultural implications of each option, using the guidance that has been issued. It also provides an opportunity to engage in discussions with other councils in its entity grouping, share

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<sup>11</sup> See sections 43 to 47 of the LGA

information and ask questions and propose solutions to issues it sees to Government and LGNZ.

All of this information will be useful to inform future decision making by both council and Government and consultation and engagement with mana whenua and communities.

## 12. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	Compliance with the Local Government Act 2002 is discussed in section 10.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in Long-term plan/annual plan?</b>	At this point council is not making a decision that will have financial implications. Council may wish to provide feedback to the government on the need for a review of rating legislation if the reforms were to proceed.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	This report however does not commit the council to a decision.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	Climate considerations (both mitigation and adaptation), resilience and environmental impacts are drivers of the reform process. While there are no specific impacts arising from this report the decisions that occur post September 2021 will have an impact on climate and environmental issues. Some of these impacts have been included in this report within the risk/options analysis that can be done with currently available information. Further consideration of sustainability, and climate change impacts of three waters specific to Central Otago are outlined in section 5.
<b>Risks Analysis</b>	<p>Significant risks, legal responsibility and financial implications have been identified in analysing reform proposals and completing analysis in this report.</p> <p>A high level analysis of the relative risks of the options is outlined in section 7.</p> <p>It is important to note that no decision is required, other than to note those issues and to request further information from Government if the Council wishes to do so to reduce the risks and implications to Council and its communities.</p>
<b>Significance, Consultation and Engagement (internal and external)</b>	<p>The future of water services delivery is a significant issue. A decision to transfer the delivery of the three waters network as a whole would be a significant decision, and require public consultation.</p> <p>This report however does not commit the council to a decision relating to transfer of delivery of</p>

	<p>three waters activities. Instead it provides initial analysis of the reform proposals for Council's information and highlights the uncertainties around information and next steps. As such the significance of this report does not trigger public engagement requirements.</p> <p>Further advice regarding any future consultation requirements will be provided after September 2021. In the interim Council has made information regarding the reform process and background available to the public through its website, Facebook page, and media articles.</p>
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### 13. Next Steps

There are still several issues that need to be resolved, including:

- the final boundaries
- protections from privatisation
- consultation with communities and mana whenua
- how will community voice be heard and what influence will local authorities have (and what can the community realistically expect the council to influence particularly if it is not on the regional Representation Group)
- representation from and on behalf of mana whenua
- integration with other local government reform processes
- integration with spatial and local planning processes and growth
- prioritisation of investment
- workforce and capability – we don't have enough of the right people now to deliver three waters and we need to retain our people through the transition
- what will a Government Bill cover and whether the reform will be mandatory
- conditions associated with the Government's package of funding for local government
- transition arrangements, including our own workforce challenges (without transition challenges on top) and due diligence for asset transfers etc.

Staff will stay engaged on these issues as they develop and provide further advice on next steps after the 8 week period.

Council is invited to discuss whether there are specific information needs, issues or solutions that the Council would like staff to convey to the DIA or LGNZ, An initial list of questions is contained in Appendix 6. Suggested feedback on the proposal is contained in Appendix 7.

### 14. Attachments

**Appendix 1 - 2020 Background (including Taumata Arowai information and Indicative Reform Programme) [↓](#)**

**Appendix 2 - The Government's conclusion [↓](#)**

**Appendix 3 - DIA two-page summary [↓](#)**

**Appendix 4 - Funding to invest in the future of local government and community wellbeing [↓](#)**

**Appendix 5 - Transition [↓](#)**

**Appendix 6 - Questions from Central Otago District Council for DIA and LGNZ [↓](#)**

**Appendix 7 - Three Waters CODC feedback [↓](#)**

Report author:

Reviewed and authorised by:



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Executive Manager - Infrastructure Services  
13/09/2021

Sanchia Jacobs  
Chief Executive Officer  
16/09/2021

## Attachment 1 – 2020 Background (including Taumata Arowai information and Indicative Reform Programme)

In July 2020, the Government launched the Three Waters Reform Programme to reform local government three waters service delivery arrangements, with the following objectives:

- improve the safety, quality, and environmental performance of water services
- ensure all New Zealanders have access to affordable three waters services
- move the supply of three waters services to a more financially sustainable footing, and address the affordability and capability challenges that currently exist in the sector
- improve transparency about, and accountability for, the delivery and costs of three waters services
- improve the coordination of resources and unlock opportunities to consider New Zealand's water infrastructure needs at a larger scale and alongside wider infrastructure and development needs
- increase the resilience of three waters service provision to both short and longterm risks and events, particularly climate change and natural hazards
- provide mechanisms for enabling iwi/Māori rights and interests.

The 2020 indicative timetable for the full reform programme is provided below. It was always subject to change as the reforms progressed, future Government budget decisions and Councils were advised that any further tranches of funding would be at the discretion of the Government and may depend on progress against reform objectives.



Also in July 2020 the Government announced an initial funding package of \$761 million to provide a post COVID-19 stimulus to maintain and improve water three waters infrastructure, support a three-

year programme of reform of local government water service delivery arrangements (reform programme), and support the establishment of Taumata Arowai, the new Waters Services Regulator.

Following initial reports (that used publicly available council information) from the Water Industry Commission for Scotland (WICS), between October 2020 and February 2021, (all) 67 councils participated in the Government's Request for Information (Rfi) on council's three waters assets, including future investment requirements. In return they received what was known as Tranche 1 stimulus funding (under a MoU and funding agreements with Government) for operating or capital expenditure that supported the reform objectives, economic recovery through job creation and maintaining, increasing and/or accelerating investment in core water infrastructure delivery, renewals and maintenance. Council received \$9.46 million under this arrangement and is currently completing the agreed delivery plan.

In line with Government policy, Taumata Arowai became a new Crown entity in March 2021 and will become the dedicated water services regulator when the Water Services Bill passes, expected to be in the second half of 2021 (the Select Committee is due to report back on 11 August 2021). They will oversee and administer, and enforce a new, expanded and strengthened drinking-water regulatory system, to ensure all New Zealand communities have access to safe drinking water. They will also provide oversight of the regulation, management, and environmental performance of wastewater and storm-water networks, including promoting public understanding of that performance.

An overview of local authority obligations under the Bill is provided below. The Bill provides for a range of compliance and enforcement tools including compliance orders, enforceable undertakings, infringement offences, and criminal proceedings, which can be taken against council officers (but not elected officials).

Taumata Arowai will have the authority to prepare standards and rules that water suppliers (such as councils) must comply with. Their [initial working drafts](#) are available online<sup>12</sup> and are currently being updated. Consultation will occur later this year. Guidance to support the operational compliance rules is also being developed and will be available when the rules are consulted on.

It is anticipated that monitoring, compliance and enforcement of standards will increase substantially on the status quo with the passing of the Water Services Bill and as Taumata Arowai begins to operate. It is also likely that the drinking water standards and their coverage (including non-Council water suppliers) and environmental standards will become more rigorous over time. This creates risks for council in meeting future standards and mana whenua and community aspirations (such as greater investment required than currently planned, risk of enforcement action).

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<sup>11</sup> <http://www.taumataarowai.govt.nz/for-water-suppliers/>

## Water Services Bill obligations of local authorities

Table 2 from [Transforming the system for delivering three waters services \(dia.govt.nz/https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/transforming-the-system-for-delivering-three-waters-services-the-case-for-change-and-summary-of-proposals-30-june-2021.pdf ovt.nz\)](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/transforming-the-system-for-delivering-three-waters-services-the-case-for-change-and-summary-of-proposals-30-june-2021.pdf)

Local authorities as suppliers of water services	General obligations of local authorities
<ul style="list-style-type: none"> <li>• Duty to provide safe drinking water and meet drinking water standards, and clear obligations to act when water is not safe or fails to meet standards</li> <li>• Key provisions include:               <ul style="list-style-type: none"> <li>○ Suppliers need to register with Taumata Arowai</li> <li>○ Local authority suppliers will need a drinking water safety plan and a source water risk management plan</li> <li>○ Water suppliers must give effect to Te Mana o te Wai</li> </ul> </li> <li>• Taumata Arowai will have significant compliance and enforcement powers, including powers to direct suppliers and enter into enforceable undertakings with suppliers</li> <li>• Officers, employees and agents of suppliers will have a duty to exercise professional due diligence</li> <li>• Complying with these new requirements is expected to require significant capital and operating expenditure by local authorities (including paying levies to Taumata Arowai for operation of the regulatory system)</li> </ul>	<ul style="list-style-type: none"> <li>• Local authorities will have a duty to ensure communities have access to drinking water if existing suppliers face significant problems in complying with drinking water standards including:               <ul style="list-style-type: none"> <li>○ Requirements to work with suppliers and consumers to identify solutions</li> <li>○ Intervention responsibilities if a supplier is unable to meet standards, including potentially taking over management and operations of private or community supplies</li> </ul> </li> <li>• In rural communities, this could represent a significant risk (contingent liability) for local authorities</li> <li>• Local authorities will be required to make assessments of drinking water, wastewater and sanitary services to ensure communities have access to safe drinking water</li> <li>• Local authorities will need to assess drinking water services available to communities at least once every three years, including private and community supplies (excluding domestic self-supplies)</li> </ul>

## Attachment 2 – the Government’s conclusion that the case for change has been made

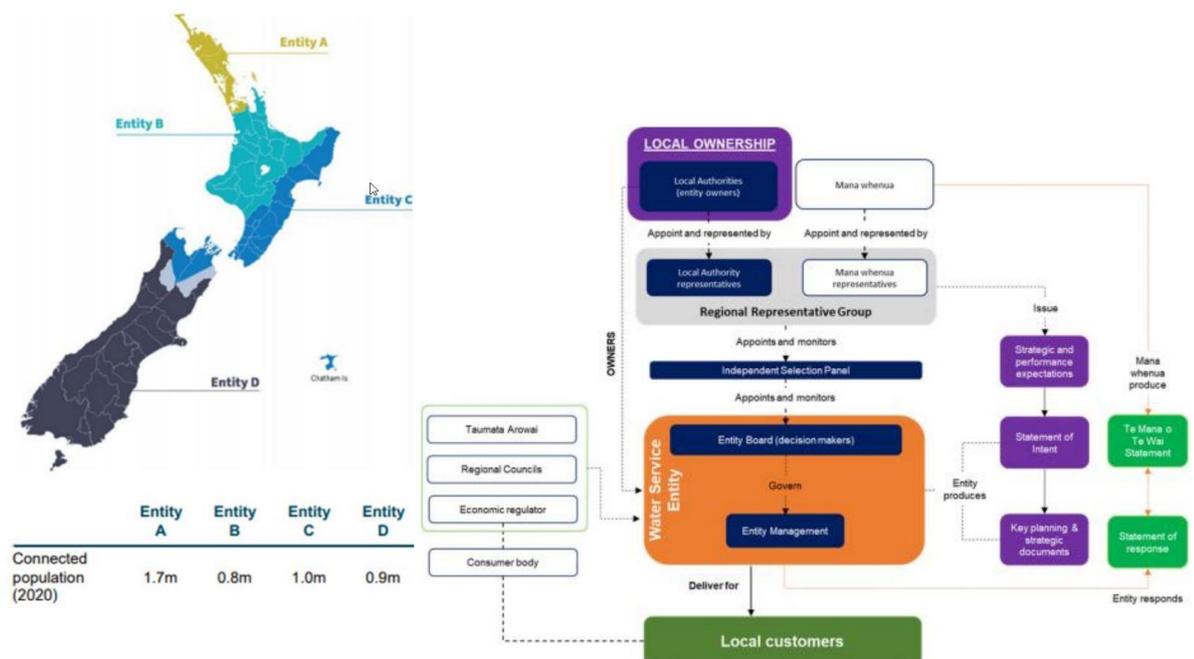
1. The modelling has indicated a likely range for future investment requirements at a national level in the order of \$120 billion to \$185 billion, an average household cost for most councils on a standalone basis to be between \$1910 and \$8690 by 2051.
2. It also estimated these average household costs could be reduced to between \$800 and \$1640 per household and efficiencies in the range of 45% over 15-30 years if the reform process went ahead.
3. The efficiencies noted are underpinned by evidence across a range of countries based on joined up networks (the conclusion is that 600,000 to 800,000 connections achieve scale and efficiency), greater borrowing capability and improved access to markets, procurement efficiencies, smarter asset management and strategic planning for investment, a more predictable pipeline and strengthened benchmarked performance, governance and workforce capabilities.
4. The briefing to the Minister<sup>13</sup> notes that this “investment is what WICS has estimated is necessary for New Zealand to meet current United Kingdom levels of compliance with EU standards over the next 30 years, which in its assessment (and confirmed by Beca) are broadly comparable with equivalent New Zealand standards.”.
5. However, this is caveated as a conservative estimate that does not take into account iwi goals and aspirations, higher environmental standards or performance standards that are anticipated in future legislation, uncertainties in asset lives, seismic and resilience risk, supply chain issues, and the current workload to manage and deliver improvements as well as address renewal backlogs.
6. For councils with non-council drinking water suppliers in their areas there is additional risk if they are unable to consistently provide safe drinking water to their consumers, including the potential for council to have to take on the water supply. Council operating on expired consents or with consent renewals in the next 15 years also face uncertainty over the standards they will need to meet in the future and therefore the level of investment that needs to occur.
7. Councils could also add to the above list of uncertainties and challenges their business as usual workload, the workload associated with delivering on stimulus packages and associated with responding to other government reform initiatives such as reform of the Resource Management Act, and general workforce retention and attraction issues, which are exacerbated by public sector competition for talent and skills.
8. The modelling indicated that between one and four water services entities would provide the most efficiencies and reduce costs to individual households.

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<sup>13</sup> [https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/briefing-three-waters-review-release-of-second-stage-evidence-base-released-june-2021.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/briefing-three-waters-review-release-of-second-stage-evidence-base-released-june-2021.pdf)

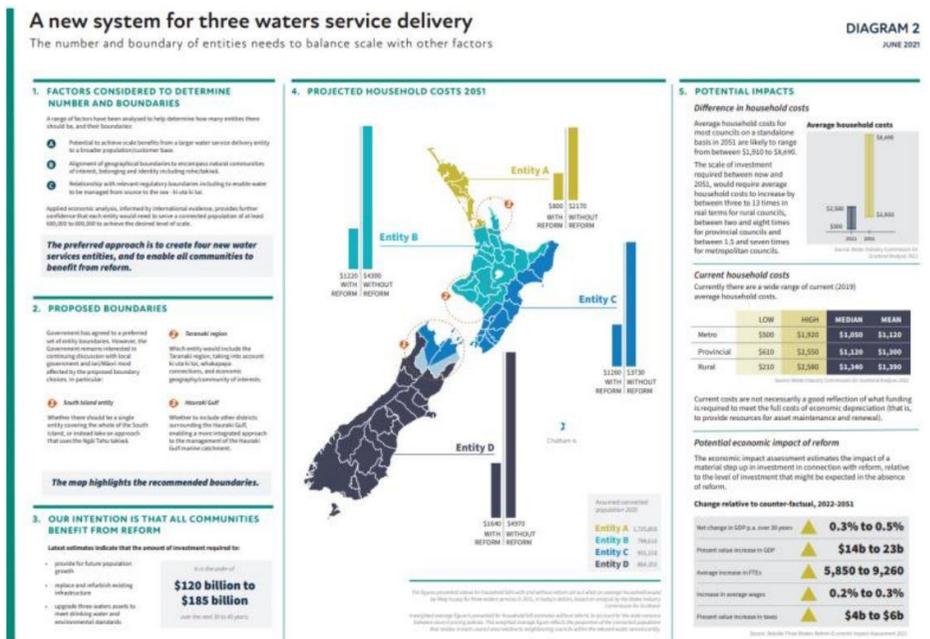
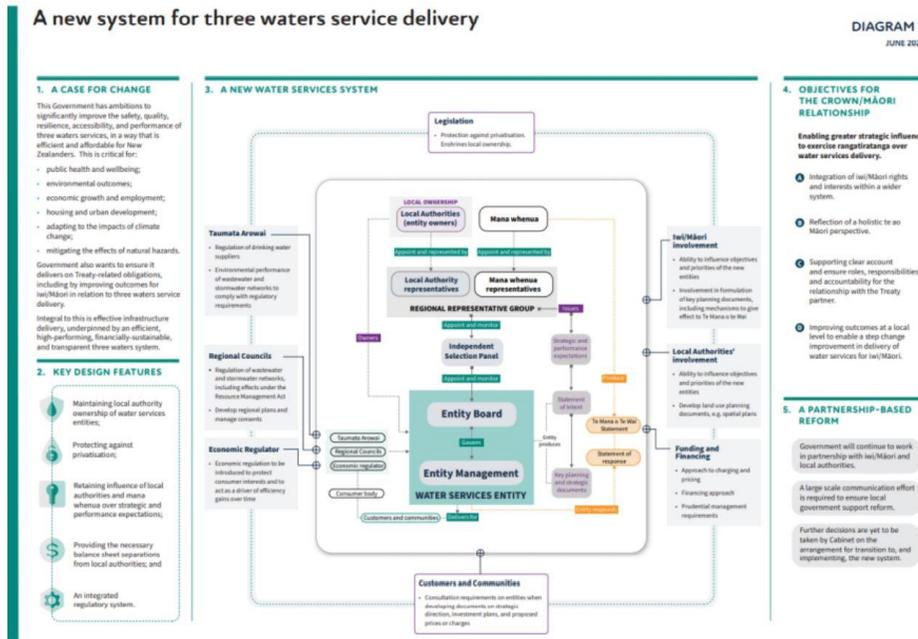
9. When this is added to
  - a. known variations across the nation in water suppliers' compliance with drinking standards, including permanent and temporary boil water notices
  - b. evidence of poor health and environmental outcomes, including expired resource consents for wastewater treatment plants (and the need for 110 of these plants to go through the resource consenting process in the next 10 years)
  - c. stormwater overflows and other challenges
  - d. climate change Page 30 of 42
  - e. Te Tiriti obligations and the need to uphold Te Mana o te Wai
  - f. the size and scale of current service delivery units and workforce issues
  - g. the obligations and responsibilities that councils (and other water suppliers) will face when the Water Services Bill and associated regulations are enacted
  - h. the Government has concluded that the status quo is not sustainable and that the case for change<sup>14</sup> has been made.

10. The four entities and their proposed boundaries (which may yet change) and the proposed structure for the system are as follows:



<sup>14</sup> [https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/transforming-the-system-for-delivering-three-waters-services-the-case-for-change-and-summary-of-proposals-30-june-2021.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/transforming-the-system-for-delivering-three-waters-services-the-case-for-change-and-summary-of-proposals-30-june-2021.pdf)

# Attachment 3 – DIA two-page summary



# LGNZ two-page summary

## THREE WATERS 101.

The Government is proposing major reform of New Zealand's drinking water, wastewater and stormwater system. Here LGNZ synthesises the issues, the opportunities and what it means for local government.

### 1. What's the problem?

Councils currently own and operate three waters services, which cover drinking water, wastewater and stormwater. More investment is needed in water infrastructure to meet the environmental and public health aspirations of our communities. The Government has estimated that dealing with 30 years of systemic failure will require an investment of more than \$10b over the next 30 years.

This scale of investment would be extremely challenging for councils to fund on their own. Climate change will only exacerbate this challenge.

- Significant investment needed in water infrastructure
- Councils can't carry future costs
- The current system lacks:
  - Economic regulation
  - Consistent data collection
  - Enforcement of standards

### 2. Government's proposed solution

The Government has told us it wants to deliver water services more cost effectively. It also wants to deliver them in an equitable and sustainable way.

It proposes changing the whole system:

- A new water regulator called Taumata Arowai
- A smaller number of large, specialist water service entities
- Water services are delivered on a significantly larger scale
- Water entities remain publicly owned
- Water services providers meet standards or face significant penalties for noncompliance
- Entities have strong strategic links to councils and mana whenua

### 3. Impact on councils

The Government's proposal would mean significant change to the delivery of water services. For a start, councils would shift their focus from delivery to kaitiakitanga of water services. Requirements on local authorities to ensure safe drinking water for private and community supplies would transfer to new entities.

For most councils, removing water-related debt from their balance sheets would improve their financial position, it would potentially create more opportunity to focus on delivering wellbeing to their communities.

- Three waters kaitiakitanga focus
- Water-related debt removed from balance sheet
- Increased capacity to borrow to fund community services

**We are. LGNZ.**  
Te Kāhui Kaunihera o Aotearoa.

LOCAL GOVERNMENT CAN HELP SHAPE THREE WATERS REFORM.

**We are. LGNZ.**  
Te Kāhui Kaunihera o Aotearoa.

### What's important to the sector in this reform?

- Everyone has access to safe drinking water and the same level of three waters service.
- Infrastructure and systems are resilient and well-funded.
- Three waters are delivered in partnership with iwi.
- Delivery is responsive to climate change.
- Catchments are managed from the mountain to the sea.
- Districts retain high-paying, skilled jobs.
- Any transition is well-managed and people are looked after.
- Local voices are heard and local priorities are responded to.

### What the sector needs from central government

- Transparency about the process and what's on the table.
- A robust transition plan that makes sure the benefits of reform are delivered.
- Government to support councils so they can keep delivering. This means makes sure councils are economically sustainable without water.
- A fair deal, including that councils are not financially worse off, and that communities are better off.
- To support and grow effective local democracy.
- That any new system reflects the relationship with mana whenua under Te Tiriti o Waitangi

### Find out more

We encourage you to stay informed and up to date of the reforms as they evolve. We'll be with you every step of the way. Here's where you can start.

Read what DIA has published: [www.dia.govt.nz/three-waters-review](http://www.dia.govt.nz/three-waters-review)

Check out the info on our website: [www.lgnz.co.nz](http://www.lgnz.co.nz)

Get in touch if you have questions: [feedback@lgnz.co.nz](mailto:feedback@lgnz.co.nz)

**We know there's not universal agreement on the case for change. But to meet councils' own RFI projections, spending across New Zealand as a whole would need to increase by 50 percent annually for the next 10 years. With strong regulatory enforcement, the picture would be very different for councils, creating difficult trade offs if large investments are required to meet water standards.**

## Attachment 4 - funding to invest in the future of local government and community wellbeing

1. On 15 July, in partnership with LGNZ under a Heads of Agreement<sup>15</sup> Heads of Agreement, the Government announced a package of \$2.5 billion to support councils to transition to the new water entities and to invest in community wellbeing.
2. The **'better off' element**: an investment of **\$2 billion** into the future for local government and community wellbeing.
  - The investment is funded \$1 billion from the Crown and \$1 billion from the new Water Services Entities. \$500 million will be available from 1 July 2022. The funding has been allocated to territorial authorities (which includes unitary authorities)<sup>16</sup> on the basis of a nationally formula that takes into account population, relative deprivation and land area.
  - The funding can be used to support the delivery of local wellbeing outcomes associated with climate change and resilience, housing and local placemaking, and there is an expectation that councils will engage with iwi/Māori in determining how to use their funding allocation.
3. The **'no council worse off' element**: an allocation of up to around \$500 million to ensure that no local authority is in a materially worse position financially to continue to provide services to its community as a direct result of the reform.
  - This element is intended to ensure the financial sustainability of councils and address reasonable costs and financial impacts associated with the transfer of assets, liabilities and revenues to new water services entities.
  - Up to \$250 million is available to meet the unavoidable costs of stranded overheads and the remainder for other adverse impacts on financial sustainability of territorial authorities (including future borrowing capacity).
  - Of this \$250 up to \$50 million is allocated to Auckland, Christchurch and Wellington Water councils, the remainder is available to other councils.<sup>17</sup> This funding is not available until July 2024 and is funded by the Water Services Entities.
4. Council's funding allocation is \$12,835,059

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<sup>15</sup>[https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/heads-of-agreement-partnering-commitment-to-support-three-waters-service-delivery-reform.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/heads-of-agreement-partnering-commitment-to-support-three-waters-service-delivery-reform.pdf)

<sup>16</sup> Please note that any allocation to Greater Wellington Regional Council (the only regional council affected by the proposed changes) is not clear at this stage.

<sup>17</sup> Due to their size and in the case of Wellington Water and Auckland's WaterCare having already transferred water service responsibilities (to varying degrees).

5. The package is in addition to the \$296 million announced in Budget 2021 to assist with the costs of transitioning to the new three waters arrangements. The Government will “meet the reasonable costs associated with the transfer of assets, liabilities and revenue to new water services entities, including staff involvement in working with the establishment entities and transition unit, and provision for reasonable legal, accounting and audit costs.”<sup>18</sup>
6. The Government is also encouraging councils to use accumulated cash reserves associated with water infrastructure for this purpose. There are likely to be practical limitations on a council’s ability to do this set by councils’ own financial strategy and policies (including conditions on the use of the reserves ie targeted reserve funds must be used for the purpose they were collected for in the first instance e.g. if collected for capital works).
7. There are also political and / or community acceptance challenges with this approach - if the assets are transferred under a voluntary or mandatory process the reserve balances are expected to be used to invest those funds in the communities that paid for them, consistent with the conditions under which they were raised rather than pooling as a general fund. Councils and communities are unlikely to embrace using these funds instead to enable the transition.
8. The proposed national allocations are as follows:

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<sup>18</sup> 15 July 2021 FAQ [https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/three-waters-reform-programme-support-package-information-and-frequently-asked-questions.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/three-waters-reform-programme-support-package-information-and-frequently-asked-questions.pdf)

Council	Allocation
Auckland	\$ 508,567,550
Ashburton	\$ 16,759,091
Buller	\$ 14,009,497
Carterton	\$ 6,797,415
Central Hawke's Bay	\$ 11,339,488
Central Otago	\$ 12,835,059
Chatham Islands	\$ 8,821,612
Christchurch	\$ 122,422,394
Clutha	\$ 13,091,148
Dunedin	\$ 46,171,585
Far North	\$ 35,175,304
Gisborne	\$ 28,829,538
Gore	\$ 9,153,141
Grey	\$ 11,939,228
Hamilton	\$ 58,605,366
Hastings	\$ 34,885,508
Hauraki	\$ 15,124,992
Horowhenua	\$ 19,945,132
Hurunui	\$ 10,682,254
Invercargill	\$ 23,112,322
Kaikoura	\$ 6,210,668
Kaipara	\$ 16,141,395
Kapiti Coast	\$ 21,051,824
Kawerau	\$ 17,270,505
Lower Hutt	\$ 38,718,543
Mackenzie	\$ 6,195,404
Manawatu	\$ 15,054,610
Marlborough	\$ 23,038,482
Masterton	\$ 15,528,465
Matamata-Piako	\$ 17,271,819
Napier	\$ 25,823,785
Nelson	\$ 20,715,034
New Plymouth	\$ 31,586,541
Opotiki	\$ 18,715,493
Otorohanga	\$ 10,647,671
Palmerston North	\$ 32,630,589
Porirua	\$ 25,048,405
Queenstown Lakes	\$ 16,125,708
Rangitikei	\$ 13,317,834
Rotorua Lakes	\$ 32,193,519
Ruapehu	\$ 16,463,190

Selwyn	\$ 22,353,728
South Taranaki	\$ 18,196,605
South Waikato	\$ 18,564,602
South Wairarapa	\$ 7,501,228
Southland	\$ 19,212,526
Stratford	\$ 10,269,524
Taranua	\$ 15,185,454
Tasman	\$ 22,542,967
Taupo	\$ 19,736,070
Tauranga	\$ 48,405,014
Thames-Coromandel	\$ 16,196,086
Timaru	\$ 19,899,379
Upper Hutt	\$ 18,054,621
Waikato	\$ 31,531,126
Waimakariri	\$ 22,178,799
Waimate	\$ 9,680,575
Waipa	\$ 20,975,278
Wairoa	\$ 18,624,910
Waitaki	\$ 14,837,062
Waitomo	\$ 14,181,798
Wellington	\$ 66,820,722
Western Bay of Plenty	\$ 21,377,135
Westland	\$ 11,150,183
Whakatane	\$ 22,657,555
Whanganui	\$ 23,921,616
Whangarei	\$ 37,928,327
<b>Total</b>	<b>\$ 2,000,000,000</b>

## Attachment 5 - Transition

1. Consideration is being given to establishing a national transition unit and local establishment entities mirroring the boundaries of the (proposed) Water Services Entities and supporting, through a reprioritisation of stimulus funding if required, council staff costs related to reform and transition, enabling staff to participate in transition priority working groups, gathering and sharing data.
2. Current considerations, in addition to funding for backfilling and / preparing for change, are:
  - support for three waters workers – including:
    - if a staff members role is primarily three waters related, an automatic transfer to the new Water Services Entity in a similar role on the same salary at the same location with the same conditions
    - advice, including Employee Assistance Programmes, legal and union representation
  - the need to increase staffing levels to implement the transition, continue business as usual and deliver current and increased infrastructure investment
  - staff and contractor retention in a time of uncertainty (and competition for resources)
  - the speed of change and the risk of mistakes and service interruptions
  - stranded overheads and the no worse off element of the funding package
  - asset transfers and valuations
  - existing contracts and contractors and any residual liabilities
  - development and financial contributions
3. What isn't clear (but will be worked through) is:
  - where the bulk of managerial and support staff (eg communications, financial, asset management) will be located, although the presumption is that they will be (at least notionally in post COVID flexible working world) located in the regional headquarters of the Water Services Entities
  - what the principles and any threshold would be for a staff member that does some three waters related work (say 50% of their time) and whether it would be their choice to move to the Water Services Entity and the implications for their employment situation
  - if all three water services are included and will transfer at the same time

## Attachment 6 – CODC Questions for DIA/LGNZ

### Transfer of assets/ownership

- What liability will councils have if councils still in effect 'own' the assets?
- How will the process to transfer the assets work?
- Assuming the assets transfer to the new entity, which balance sheet will these sit on?
- How will the ownership of each interest be reflected?
- Under the proposed model are there any changes to "ownership" of water?

### Private supplies/rural issues

- Can you update us on the government plans for the \$30m in rural funding? Is this going to be sorted as part of the next lot of funding?
- Will it be required in legislation that people must disclose where their water comes from if councils don't know?
- Can you give us some clarity on what is going to happen with private water supplies (legislation, liability etc)?

### Funding/financial modelling/cost recovery

- Some of our elected members are really struggling to see how the WICs modelling stacks up (even when discussed against Beca and Farriersweir reviews and our own review from Morrison Low). Can you please explain the figures in the financial modelling in the way that you would want our elected members to be looking at it? i.e., thematically, specifically, or otherwise.
- Can you provide an update on the balance of the \$500m of funding – how has the transition funding for each council been worked out?
- In regard to the three yearly assessments that will need to be done – as the work will need to be started before the new entity would take over can we seek clarity on whether this work would transfer over? Can council recoup the costs? How can councils be responsible for this if they are ultimately not responsible for the delivery of it?

- Will council be able to recoup the costs of the work that will need to be done prior to the establishment of entities on identifying rural supplies?
- Has there been any recognition that the loss of overheads costs (stranded overheads) is ongoing, and not just a two-year situation?
- How does having a larger number of people lead to economies of scale when the same level of investment will be required either way?

### Consumer issues/communications

- Can you give us an idea of what costs are likely to be like in the first couple of years of operation for consumers?
- What protections/mechanisms will be in place for the consumer group? What are LGNZ looking at in this regard? How will it be different to similar groups set up in electricity reform which has not worked?
- Will customers in different areas (e.g., Christchurch and Alexandra) pay the same for water under the proposed reform?
- Is LGNZ negotiating or arguing for standardised charging throughout New Zealand?
- Would the consumer panel have statutory backing and a secretariat?
- What work is LGNZ doing to help counter-act untruthful comments and messaging around the proposed reform?

### Asset valuation

- If council's opt-in and the assets are undervalued would the extra depreciation be the opportunity cost? Likewise, if councils opt-out and are undervalued wouldn't councils have the same depreciation expenses?
- If councils were to re-value assets to the higher level suggested, then wouldn't councils across the country be able to borrow more? If so, would that fix the issue across the country?
- Why is the government suggesting assets are undervalued – these get valued by expert valuers and are audited by Audit NZ on a frequent basis. How have the expert valuers and Audit NZ got this wrong?

### Staffing

- For staff that only part of their role is three waters (e.g., customer services) if there needs to be redundancies who will pay – the council or the new entity?

### Rating legislation

- Are there going to be changes for the rating legislation to the 30% cap for general rates charges (the removal of three waters makes this challenging to meet)?

### Spatial planning and broader planning issues

- How will the entity deliver on the current spatial plans of councils? If there are disputes over the delivery of these what will be the mechanism to address these? Where will the costs lie?
- Is there a risk that the entity becomes a barrier to the development that spatial plans have envisaged?
- How will the relationship between the entity and council work on broader planning matters? How will the entity accommodate for growth (development contributions)?

### Governance model

- We have talked a lot about the governance model, but it would be useful for your views on how you would see it operating?
- Given the challenges in regulation in New Zealand (e.g., electricity) how can elected members have confidence that the water regulator will be effective?
- Has LGNZ looked at different models (such as the NZTA subsidy model)?

Given Ngai Tahu are a significant developer in the South Island and will also sit on the governance board, how will any conflicts of interest be managed?

## Attachment 7 - Three Waters CODC feedback - further clarification and/or suggestions sought on the following:

### Privatisation

Central Otago District Council is supportive of the current proposed mechanisms to protect against future privatisation of the entities. However, as we understand it the provisions setting out these protections will not themselves be protected. Without this additional layer of protection in the legislation these provisions could be overturned by a simple majority of parliament which would go against the intent of what has been proposed. We propose that consideration be given to entrenching the provision in legislation that sets out these protections.

### Meeting the Needs of Growth

The entities need to provide adequate support to meet local planning needs for growth. This expertise needs to be able located throughout the entity area, where developers and councils have ready access to it, particularly in those parts of the entity which are experiencing strong growth, such as Queenstown and Central Otago. This will enable strong relationships to be developed with the local councils and provide greater insight into local growth issues and demands.

The Council growth projections and spatial plans should be required to be used as a basis for hydraulic modelling of infrastructure upgrades and renewals and be incorporated into all forward work planning. This requirement should be written in the legislation. This would ensure that the cumulative effects of growth are effectively planned for, and that infrastructure capacity does not negatively impact on the availability of land for development and housing affordability. This would also enable cost effective capacity upgrades to be undertaken as part of routine renewal and improvement programs instead of this needing to be retrofitted, at greater cost.

The entity should be required to produce infrastructure strategies with a planning period for 30+ years. These strategies should be audited to ensure that they have incorporated robust growth projections and are consistent with local spatial plans and growth projections.

We suggest that the entities be required to implement a funding mechanism similar to development contributions to enable cumulative effects of growth to be funded in an equitable manner across the entity area. This will ensure that individual developments are not unfairly burdened with costly capacity upgrades of existing infrastructure that benefit previous and future development.

## Consumer Protections

Central Otago District Council supports the establishment of a consumer body and believe that consumers need to continue to have a strong voice in the provision of water. It will be important that the rights of consumers are protected under this model. We suggest the government considers the establishment of a water ombudsman, as well as further legislative mechanisms that ensure consumer rights.

## Standardised Charging

Central Otago District Council is particularly concerned about the lack of certainty on pricing mechanisms in the model. While all councils have received modelling on their 30-year outlook under reform or if they opt out, there has been little comment on what the approach to charging will be. The model should have standardised pricing for baseline services that is a level of service that meets minimum compliance requirements irrespective of location. The Council proposes that service levels higher than baseline could be paid for by the specific community who receives that benefit. We recommend that this requirement is written into legislation to protect the consumers.

## Rating legislation

Many councils rating mechanism for three waters is not an annual charge, and so falls outside of the rating cap. Once this revenue is removed the uniform annual charges collectively exceed the 30% cap. This will be a challenge to meet, and we suggest this issue is considered under the 'no councils worse off' aspect of this proposed reform. It is proposed that Central Government review the rating legislation around the 30% uniform annual charges cap. This will need to be reviewed with consideration given to increasing the cap to possibly 40%. Alternatively, Central Government may need to consider funding rating reviews for all councils that will breach the 30% cap under the current regime.

## Local Procurement

Under Central Otago District Council's procurement policy there is an expectation that the council support local businesses and a weighting is applied to this measure when tenders are considered (alongside other relevant factors such as cost and experience). Local delivery supports our community wellbeing, and assists us in delivering on the wellbeings required of us under the Local Government Act 2002. The Council would like to see the model provide some certainty to local providers to ensure there is no negative financial or economic impact on our local economy.

## Governance

We note the need to separate out the balance sheet and governance, and note the governance model is quite complex. We would like to make suggestions in particular around the non-iwi appointments to the governance board for each entity. We believe they should all

competency-based appointments and should reflect the community in which they deliver services to (such as rural and urban representatives). We believe individuals who have local government experience (such as former mayors and local government staff) should be eligible for appointment. This will ensure the best outcomes in appointments for the job ahead.

## 21.7.5 RIPPONVALE WATER SUPPLY

Doc ID: 551499

### 1. Purpose of Report

To gain approval to undertake the necessary works on the Ripponvale Water Supply Scheme in order to improve its long-term resilience and ensure it complies with any requirements of the New Zealand Drinking Water Standards.

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### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
  - B. Notes the revised programme of work on the Ripponvale Water Supply Scheme.
  - C. Agrees that Fulton Hogan are engaged to undertake the work as a variation to the maintenance contract.
  - D. Notes that \$300,000 of the upgrade is funded through Stimulus Funding.
  - E. Notes that stimulus funded work must be complete by 30 March 2022.
- 

### 2. Background

In November 2020 Council agreed to take over responsibility for the ownership and operation of the Ripponvale Community Water Supply scheme. At that meeting the following was resolved:

- 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.

The Ripponvale Community Water Scheme provides water to more than 100 people and is required to meet the New Zealand Drinking Water Standards for small supply.

Central Otago District Council received a request to take over the management and operation of the Ripponvale Community Water Scheme in 2019.

Council agreed to this in principle and commissioned a review of the assets, the asset condition, and improvements required to meet the New Zealand Drinking Water Standards and Council's level of service. This assessment identified critical upgrades of various parts of the scheme that are necessary to meet compliance requirements to:

- Ensure that the water in the zone meets New Zealand Drinking Water Standards requirements.
- Allow testing of the scheme water at appropriate locations to meet the Drinking Water Standards requirements.
- Enable efficiency with telemetry controls consistent with council requirements to enable remote monitoring of the scheme.
- Ensure operational condition and appropriate level of service for restricted rural water supplies.

There are also issues regarding capacity of the supply to meet potential future development demand. The scheme currently operates as a low-pressure supply, with onsite tanks and it is anticipated this will remain the case once future upgrades are implemented. Hydraulic modelling to identify the most appropriate way of managing future demand will be included as part of the Cromwell water investigation project this financial year.

Since taking over the scheme Council along with contractors and consultants have undertaken more thorough asset investigations and have found a number of issues that have altered the priority of some of the upgrade works previously identified. These are largely based around the ability of the scheme as a whole to cater for potential future demand and the urgent need to replace an overland section of pipework extending into the Kawarau Gorge which regularly freezes over the winter period and results in loss of supply to customers at the end of the scheme. Significant leakage has also been identified on pipework prior to this overland section. It is therefore proposed that the previously approved budget of \$600,000 be used to deliver this work as well as provide basic telemetry capability at two pump stations on the scheme.

### 3. Discussion

#### **Recent history and scheme summary**

The Ripponvale water supply has been run as a private network for many years. The network is supplied water via an 80mm bulk meter on Waenga Drive. A booster pump takes water from the supply main and boosts it up to three tanks on private land. These tanks provide water pressure to much of the scheme (main pressure zone). A second small booster pumpstation provides water to tanks on a hill on the western edge of Ripponvale and this supplies water to about 10-15 properties (upper pressure zone). The whole scheme is a trickle feed supply, meaning that all connections have a restrictor in place before private tanks.

The scheme operators handed over responsibility of the scheme to Central Otago District Council in March 2021.

### **Problem statement**

The water supply has not been constructed, operated or maintained as a normal Council supply, with numerous physical and legal/landowner issues which need addressing. Council has undertaken to upgrade the supply to ensure expected levels of service are met. This includes ensuring that the water is always safe to drink and limiting outages that could result in 'no-water' requests for service.

Some of the upgrades require investigation before they can be implemented.

Funding is available to carry out some upgrades in 2021/2022. The best way to allocate this money in the short term has been considered and is presented below. Further ongoing investigation will allow the long-term future of the scheme to be decided whilst this work is being carried out.

After taking over the scheme, some previously unknown problems became evident.

In summary, the main scheme issues are:

- Some of the assets are in a poor state of repair and need replacing. Some also need upsizing. The assets do not always meet council's standards and of insufficient diameter to cater for potential future demand.
- The as-built drawings are not accurate and are missing details of some key assets (including some pipe locations).
- Some assets, such as valves, have been lost (buried) over time.
- The location of the lateral to each customer and the location of their restrictors is not documented.
- It is considered possible that they may be some unrestricted connections on the supply that need to be resolved.
- The size of individual storage tanks is unknown at certain properties but considered to be less than appropriate.
- The water main along Kawarau Gorge was found to have been laid above ground and is subject to freezing in the winter. This leads to supply outages to customers in this area on cold days and has resulted in 2021 for the need to tanker water to these properties on a number of occasions. The original buried supply pipe in this area it is understood was leaking very badly and was abandoned by the previous operator.
- Some of the assets are on private land, in particular the pumpstations and reservoirs with no landowner agreements or easements in place to allow appropriate access.
- There is no telemetry in place at the scheme, meaning that the reservoir levels, flows or pump operation cannot be monitored remotely. When there is a pump outage, Fulton Hogan will likely not know about it until a customer runs out of water and calls for assistance.
- There is only a single pump in each of the pumpstations, meaning that if it fails, the scheme stops supplying water. There are no spares or standby pumps.
- The supply only has one connection to the Cromwell supply, though the Waenga Drive connection. This means that supply to the scheme is currently restricted, limiting any potential growth in the future.

### **Initial proposals for scheme upgrade**

Initial scheme upgrade proposals were presented in an October 2020 Stantec report and they included: replacement of key assets (mains and tanks), chlorine dosing, installation of duty/standby pumps and telemetry.

After some initial investigation, the chlorine level in the scheme appears to be acceptable, although further monitoring is required after extra sample taps are installed. Chlorine booster dosing is therefore not being considered further at this stage.

A quote for adding telemetry to the main assets was previously gained and was being considered. A site investigation found that addition of duty/standby pumps to the pumpstations would be possible and was being considered as an appropriate upgrade.

### **Previous plan for short term upgrade**

The report approved by Council in November 2020 highlighted the following work to be undertaken:

- New connection to Cromwell network to improve water pressure and reduce depreciation costs
- Replace two leaking tanks, and install tank isolation valves
- Flushing valves
- Property connections (to reduce backflow risk and provide metering)
- Additional chlorine dosing
- Minor works not included in above, and contingency
- Investigation and management costs

Total cost of these work was estimated at \$600,000. This excluded two further packages of work to install a telemetry system to the pump stations and a ring feed from Bannockburn.

### **Current plans for short term upgrade**

The current plan for upgrade involves replacement of water mains and connections to the main in Ripponvale. This work can be undertaken now with less risk that any future plan/modelling will mean the work is superseded and so won't be money well spent.

Fulton Hogan have recently provided pricing for what is now proposed to be highest priority options:

1. Replacement of the main along the full length of Ripponvale Road with an option to upsize (from 20mm and 50mm) to 100/ 150mm to accommodate future demand and provide surety of supply. As part of this replacement, the following would be included:
  - replacement of laterals to the boundary (and possible beyond if in poor shape)
  - replacement of restrictor units at the boundary. Including installation of proper meter boxes
  - replacement of valves, air valves, hydrants and other assets where necessary, including proper surface marking
2. Replacement (and potential upsizing) of part or all of the main in Kawarau Gorge. Works in this area are difficult due to the nature of the road; being a state highway, having a constant traffic of fast- moving cars and a narrow verge to work in. There is also potential increase in demand along this supply line due to the existence of workers accommodation that needs to be confirmed
3. Temporary, low- cost telemetry at the key sites (PSs) which can alert Fulton Hogan to key water supply issues in the short term. This also includes the possible reinstatement of existing audible/visual alarms at the pumpstations which could alert the nearby homeowners of a problems so that they can call Council.
4. Purchasing spare pumps/critical spares to match the existing so that in a failure they can be quickly plumbed in and minimise risk of unplanned outages.

Estimates indicate that this work can be delivered within the currently approved \$600,000 budget.

### **Reasons for change of priority**

The following section detail some of the reasons why it is now proposed to change the priority from what was proposed previously to what is currently being proposed.

- A more detailed site inspection of the main assets has led to re-evaluation of some priorities.
- The tanks will not need replacing if a pumped system can work, as they will be decommissioned. If that is found to not be possible/the best option, we will go back to replacing the tanks as proposed. This will depend on the outcomes of future modelling to help determine longer term needs for the scheme.
- The above ground pipe in the gorge was only identified after the scheme was handed over to Council.
- Water quality has been found to be better than anticipated, but needs more monitoring, and so extra chlorine dosing is not required at this stage.
- Council didn't know how much the scheme struggled with high water use and small assets (small pumps, tanks and pipes). As Fulton Hogan have not operated the scheme through a summer yet, and no detailed flow monitoring has been done there remains a level of uncertainty. Also, any over-use found could be due to removed restrictors and /or leaks (a common scenario across rural water supplies).
- Flushing valves will be installed as the mains are replaced, which will be as proposed.
- The 'minor works' stated included all sorts like sample taps, new valves, leak repairs and new pipework. One sample tap has already been added, and a couple of valves.
- Telemetry will be needed in the scheme.
- The other 'deferred' option of a link to Bannockburn Road is still being considered but relies on an updated Cromwell water model and some bigger thinking around what the long term plan for this area is.

### **Funding of current proposed works**

The current proposed works will be funded through the same mechanism as previously approved i.e. that Council would fund \$300,000 through the Stimulus funding with the remaining balance (\$300,000) paid for by the Ripponvale users. It is considered that this funding mechanism is still the most appropriate to cover the current work.

### **Procurement and delivery of current upgrades**

It is noted that \$300,000 of the approved budget is Stimulus funding and needs to be spent by the end of March 2022. It is proposed to award the work to Fulton Hogan as a variation to the maintenance contract. This approach is consistent with the current Procurement Policy given the specialist nature of the work and the need to complete in a restricted timeframe.

### **Investigation of future long term upgrades**

After discussion between Council and Fulton Hogan about long term options for the supply, a new long term-proposal is being considered that will require modelling as part of the Cromwell hydraulic model. This involves the possible addition of a new booster pumping system which could supersede the requirement to maintain the existing main reservoirs and pumpstation.

Some development is ongoing/proposed in the area between Ripponvale and Cromwell/Bannockburn. The possibly of more water being required in this area in the short or

long term needs to be considered. There is also an option to loop the Ripponvale extension by connecting it to the Bannockburn supply line at the end of Pearson Road which will add considerable resilience to the scheme.

The model and proposed spatial plan for the area need to be checked to ensure that the existing scheme can cope with increased flows and whether growth/change of use in the area between Ripponvale and Cromwell/Bannockburn will see increased demand for water. It is understood that some further works will need to be carried on the model before this work can be complete.

If the existing Cromwell supply will not be adversely affected by a new booster pumpstation, the possible location of this new pumping station building needs to be investigated (hydraulic requirements/land ownership/power supply) and a design progressed so that an estimate of costs can be sought.

Further site and customer investigations will be carried out to determine the condition and location of customer connections.

Extra sample lines and flush points at strategic locations will also be considered if appropriate.

#### 4. Options

##### Option 1 – (Recommended)

Approve the variation to Fulton Hogan's contract and approve the current plans for the proposed short term upgrade these being:

- Replacement of the main along the full length of Ripponvale Road
- Replacement (and potential upsizing) of part or all of the main in Kawarau Gorge.
- Temporary, low-cost telemetry at the key sites
- Purchasing spare pumps/critical spares

Advantages:

- Can be delivered within the previously approved budget
- Adds significant resilience into the Ripponvale scheme
- Caters for future development and subdivision within the current network area

Disadvantages:

- None

##### Option 2- (Not Recommended)

Do not approve the variation to Fulton Hogan's contract and continue to undertake the scope of work as previously outlined these being:

- New connection to Cromwell network to improve water pressure and reduce depreciation costs
- Replace two leaking tanks, and install tank isolation valves
- Flushing valves
- Property connections (to reduce backflow risk and provide metering)
- Additional chlorine dosing
- Minor works and contingency

## Advantages:

- Programme will remain as per the previous scope

## Disadvantages:

- Will not deliver optimum outcome based on additional information since the scheme was taken over
- Will not cater for future demand
- Not replacing the Kawarau Gorge line will result in further costs associated with trucking water to customers when the overland line freezes each winter
- Lack of telemetry in pumping stations continues to be a key vulnerability
- Lack of critical spares will also remain a key vulnerability

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the (social, economic and environmental) wellbeing of communities, in the present and for the future by ensuring the supply of safe drinking water.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	The decision has financial implications outlined in previous reports. Funding the Council share from Stimulus funding has minimal implications. The remaining \$300,000 will be funded from the water renewal budget in the short term.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Yes
<b>Considerations as to sustainability, the environment and climate change impacts</b>	Meets Council's sustainability objectives for affordable and equitable provision of services to promote wellbeing, and appropriate infrastructure.
<b>Risks Analysis</b>	The decision to take over the Ripponvale scheme has risk implications as highlighted in previous reports. Undertaking the currently proposed work is seen as a step towards mitigating those risks.
<b>Significance, Consultation and Engagement (internal and external)</b>	This decision does not trigger Council's significance threshold. No further engagement is required.

## 6. Next Steps

- Design work will be completed on the key immediate upgrades as proposed through this report
- Fulton Hogan will be instructed to undertake the work

- Council and Fulton Hogan will undertake further investigation across the Ripponvale network to identify other areas that may require future attention.
- Continue to consider long term future options to provide a greater level of resilience across the network including a potential ring feed from the Bannockburn Road main.

## 7. Attachments

Nil

Report author:



Ian Evans  
Water Services Manager  
9/09/2021

Reviewed and authorised by:



Julie Muir  
Executive Manager - Infrastructure Services  
9/09/2021

## 21.7.6 PROCUREMENT FOR THREE WATERS STIMULUS PROJECTS

Doc ID: 550649

### 1. Purpose of Report

To receive an update on the procurement of three waters projects and consider a change in procurement approach for the remainder of the work under the Three Waters Stimulus programme.

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### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
  - B. Notes the update on the Three Water Stimulus programme of work.
  - C. Rescinds the decision to run an open tender for the stimulus funded falling main project and Manuherekia pipe crossing (Part of Resolution 21.2.15B).
  - D. Agree that remaining work to be funded with water stimulus funding be undertaken as a variation to the Water Services Maintenance Contract.
- 

### 2. Background

Council approved the following projects for the Three Waters Stimulus programme up to the value of \$9.46 million on 26 August 2020:

- Separating Alexandra pump station and new Manuherekia river crossing
- Cromwell pump station capacity and resilience upgrades
- Falling water main replacements
- Omakau water pressure upgrades
- Flood protection of Roxburgh water treatment plant
- Additional Alexandra northern water reservoir
- Data collection
- Additional staff to deliver the program
- Regional work program contributions.

On 24 March 2021 Council approved the procurement process for construction of:

- Cromwell pumpstation upgrades
- Alexandra northern water reservoir
- Manuherekia river pipe crossing
- Falling water main replacements - Roxburgh and Bridge Hill
- Clyde wastewater pumpstation.

All this work except for the Clyde wastewater pumpstation is funded under the Three Waters Stimulus funding which requires the work to be completed by 31 March 2022. The status of the construction projects is shown on the following table:

Project	Number of tenders	Status
Cromwell pumpstation upgrades	2	Awarded, construction commencing September.
Alexandra Northern Reservoir	2	Awarded, construction commencing in October.
Manuherekia Pipe Crossing	0	Alternative option designed.
Clyde Wastewater Pumpstation		Delayed due to pump being withdrawn from market. Tenders close on 14 September.
Falling water main replacements		Design completed September.
Flood protection of Roxburgh water treatment plant		Complete.

Council staff have discussed the Manuherekia Pipe crossing tender with two large local contractors. The reason there were no tenders received for this work was due to the complexity of constructing a piped river crossing, the risks associated with this, and limited capacity to undertake this work.

### 3. Discussion

The Clyde wastewater pumpstation construction was tendered in April but had to be withdrawn after the manufacturer withdrew the pump from the market due to a defect. An alternative pump of the same capacity was unable to be found. This has required re-design of the pumping of wastewater from Clyde to Alexandra. This is now being managed by using a smaller pump at Clyde and bringing the Clyde main pipe into the Alexandra network at the Wrightson pumpstation.

Increased storage capacity needs to be provided at the Wrightson pumpstation to achieve this. It is proposed to re-allocate the funding for the Manuherekia pipe crossing project to fund the Wrightson pumpstation capacity upgrade. This will increase the resilience at the Wrightson pumpstation, and manages wastewater flows better to improve operational management at the Alexandra treatment site. The Clyde wastewater will be connected into the Wrightson pumpstation and then transported with Alexandra wastewater. This will reduce surges at the treatment plant.

The Clyde pumpstation is currently being tendered, and the tender period was extended from 7 September to 14 September due to the second COVID-19 lockdown.

Council staff have spoken to another two small to medium sized contracting companies who advised that they were unlikely to tender for pipe replacements that had tight construction periods or were in challenging terrain. There is currently significant work available, particularly in the Queenstown area, and on subdivision developments.

The Bridge Hill falling main is a complex project, which requires significant design. Design and construction will not be able to be completed by 31 March. This has been replaced with the Clyde falling main replacement, and the bridge hill work will now be funded from the renewal budget that existed for the Clyde falling main. There is no change to the overall pipe renewal program, this just enables management of delivery risks for the Three Waters Stimulus programme.

The end date of the Funding Agreement between the Department of Internal Affairs and Central Otago District Council is 31 March 2022. There is no guarantee that there will be an extension of time if the money is not spent, though the Department of Internal Affairs has the discretion to extend this date.

An exemption from open advertising is available under the current Procurement Policy with approval where there is limited time for the procurement process, and it is not practical or cost-effective to conduct an open tender or proposal.

Due to the lack of market interest in tendering for work that needs to be completed by the 31 March 2022, it is proposed that the Roxburgh and Clyde falling mains, and Wrightson pumpstation upgrade be undertaken as variations to the current Water Services Maintenance Contract.

#### 4. Options

##### Option 1 – (Recommended)

Rescind the decision to run an open tender for the stimulus funded falling main project and Manuherekiā pipe crossing and agree that remaining water stimulus funded work be undertaken as a variation to the Water Services Maintenance Contract.

Advantages:

- Reduces time risk for delivery of the Three Waters Stimulus program.
- All construction contracts for the stimulus programme will be awarded.
- Work can start straight away.
- Ensures delivery of essential work within a resource constrained market.

Disadvantages:

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

##### Option 2

Tender the work and do not agree the remaining water stimulus funded work be undertaken as a variation to the Water Services Maintenance Contract.

Advantages:

- Would enable other contractors to tender if they have capacity.

Disadvantages:

- High risk that the Three Waters Stimulus program will not be completed by 31 March 2022.
- Increased risk that all the stimulus funding will not be spent, and this funding will be lost to Central Otago.
- There is a high risk that we will receive no tenderers for this work making the tender process an ineffective use of time.

#### 5. Compliance

<p><b>Local Government Act 2002 Purpose Provisions</b></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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<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	Yes. This work will be undertaken within the Three Waters Stimulus Grant budget.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Yes. Variations to existing contracts is in accordance with the Procurement Policy. An exemption from open advertising is permitted, when supported by special circumstances, including where there is limited time for the procurement process, or it is not practical or cost-effective to conduct an open tender or proposal.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	This decision will enable work which will contribute to improved climate resilience and sustainability to be undertaken.
<b>Risks Analysis</b>	There is a risk to Council if we are unable to deliver the Three Waters Stimulus programme by the end of March 2022.
<b>Significance, Consultation and Engagement (internal and external)</b>	This decision is not significant and does not meet the thresholds of Council's Significance and Engagement Policy.

## 6. Next Steps

If Council agrees to the variation to the existing Water Services Maintenance Contract the work will commence immediately. If not, then a tender process will be initiated.

## 7. Attachments

Nil

Report author:



Chantal Green  
Infrastructure Finance Officer  
6/09/2021

Reviewed and authorised by:



Julie Muir  
Executive Manager - Infrastructure Services  
10/09/2021

## 21.7.7 RECYCLING COST INCREASES

Doc ID: 550310

### 1. Purpose of Report

To consider and provide information on cost increases for processing of kerbside recycling at the Frankton Materials Recovery Facility.

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### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
  - B. Approves a budget increase of \$30,000 from general reserves for processing of recycling at the Frankton materials recovery facility.
- 

### 2. Background

On the 1st of July 2021 Waste Management Ltd advised council officers that the processing costs at the Frankton Materials Recovery Facility would increase from the 1<sup>st</sup> of August 2021.

The processing costs for mixed recyclables has been adjusted to:

Processing Charge (from 1 Aug)	Previous processing charge	Difference (\$)
\$195.00 / tonne	\$165.00 / tonne	\$30 / tonne

This increase will result in an increased cost of \$30,000 for the remainder of the 2021/2022 financial year based on current trends.

### 3. Discussion

Alternative recycling processors have been approached; however, the cost of alternative options will be higher than the proposed rate increase for the Frankton materials recovery facility.

Additional waste levy funding received in 2021/22 is being used to provide education on minimising waste, re-use of materials and high-quality recycling. This will help mitigate on-going cost increases in both the cost of sending material to landfill and the cost of processing recycling.

### 4. Options

#### Option 1 – (Recommended)

Continue to recycle at the Frankton materials recovery facility at an increased rate.

Advantages:

- Most cost-effective option to enable diversion of material from landfill.

Disadvantages:

- 2020/21 budget will need to be increased to meet the additional cost.

#### Option 2

Send material to an alternative recycling processor.

Advantages:

- Nil.

Disadvantages:

- Cost of transport and recycling at other processors in the region is currently more costly.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the environmental well-being of communities in the present and for the future by ensuring that recycling is processed in a manner which manages environmental effects.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	Costs from Financial Year 2021/22 will result in increased expenditure of \$30,000 for recycling processing charges.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	The following Council policies were considered: <ul style="list-style-type: none"> <li>• Waste Management and Minimisation Plan 2018.</li> <li>• Sustainability Strategy.</li> <li>• Long Term Plan.</li> <li>• Annual performance measures.</li> </ul>
<b>Considerations as to sustainability, the environment and climate change impacts</b>	Considerations of transportation effects were considered in the options analysis.
<b>Risks Analysis</b>	There is financial risk if this request is not approved as the current budget for recycling charges will not cover the increased processing costs.
<b>Significance, Consultation and Engagement (internal and external)</b>	A decision to continue to dispose of recycling at an estimated increased cost of \$30,000 does not meet the significance threshold.

**6. Next Steps**

If the budget increase is approved the budget will be revised to accommodate the additional disposal costs at the material recovery facility in Frankton, and included in the February 2022 revised budget update.

**7. Attachments**

**Nil**

Report author:

Reviewed and authorised by:



Quinton Penniall  
Environmental Engineering Manager  
9/09/2021

Julie Muir  
Executive Manager - Infrastructure Services  
9/09/2021

## 21.7.8 APPOINTMENT OF A CONSULTANT FOR THE DEVELOPMENT AND TENDER OF COUNCIL'S WASTE CONTRACT

Doc ID: 551688

### 1. Purpose of Report

To consider the direct appointment of a consultant to support the development and tender of all stages of Council's new waste services contract.

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### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
  - B. Approves the direct appointment of Morrison Low for the development and tender of Council's waste services contract.
- 

### 2. Background

All of Council's contracts for waste services (kerbside refuse and recycling collections, resource recovery centres and transfer stations) expire in June 2023, except waste disposal to landfill which expires in 2029. Council has the opportunity to amalgamate the contracts into a single, long-term waste services contract, with the aim of delivering value for money for residents whilst supporting Council's objectives for waste management and minimisation.

Morrison Low are familiar with waste services in the Central Otago and neighbouring Queenstown Lakes district, having supported both Councils on several waste projects in recent years including bylaw development, transfer station review and previous waste contract development.

Morrison Low has recognised specialists in providing strategic advice to local and central government in New Zealand and Australia on waste management and procurement. Morrison Low have been involved in almost all of the waste service changes implemented by New Zealand councils in the last five years.

### 3. Discussion

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.

The proposed programme of work to be completed by Morrison Low is as follows:

- Stage 1: Waste Services Review (April 21 to November 21)
- Stage 2: Procurement Planning (September 21 to January 22)
- Stage 3: Evaluation and award (January 22 to June 22)
- Stage 4: Mobilisation (July 22 to June 23)

When an exemption from open advertising is recommended, approval is on a one-up basis. The total amount of the professional services for stages 1 - 3 of the work is \$180,000. Additional support from Morrison Low may be required through the mobilisation process and coordination with other Council's for facility access and operation. This is estimated to be \$25,000

As the total of all stages is in excess of \$200,000, Council approval is required to use direct appointment as the alternative procurement method.

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 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 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 programme than tendering will be.

Given Morrison Low's positive history of work with Council on solid waste, their technical expertise and the constraints mentioned above, it is recommended to make a direct appointment of Morrison Low for the waste services review and procurement instead of going through an open tender process.

#### **4. Options**

##### Option 1 – (Recommended)

Make a direct appointment to Morrison Low for all stages of the waste services review and procurement.

Advantages:

- Will fast-track consultant engagement, resulting in reduced staff and consultant input being required.
- Will utilise the knowledge that Morrison Low have gained through waste projects to be carried through to option analysis and development of the tender.
- Will enable our waste service contract to be tendered and awarded with enough time for mobilisation.

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.
- If a different consultant was selected then the benefits of work undertaken to date could be lost.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	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.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	Yes. The work will be undertaken within existing budgets provided for this work.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Yes, with approval an exemption from open advertising can be used in certain circumstances. These include when 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.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	This decision will enable development of a new waste contract which promotes more efficient and effective waste management.
<b>Risks Analysis</b>	There is a risk in managing peak workload with limited resources if the recommended option is not approved. 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 the scale of work that is proposed.
<b>Significance, Consultation and Engagement (internal and external)</b>	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 recommendation Morrison Low will be appointed for all stages of the waste services review and procurement.

**7. Attachments**

**Nil**

Report author:

Reviewed and authorised by:



Quinton Penniall  
Environmental Engineering Manager  
9/09/2021



Julie Muir  
Executive Manager - Infrastructure Services  
9/09/2021

## 21.7.9 MANIOTOTO BRIDGES AND DISTRICT WIDE BRIDGE STRATEGY UPDATE

Doc ID: 551311

### 1. Purpose

To provide an update for the three Maniototo Bridges currently closed to traffic, along with an update on the development of a district wide bridge strategy.

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### Recommendations

That the report be received.

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### 2. Maniototo Bridges

After the significant weather event in January 2021, three bridges in the Maniototo were closed to traffic. This was due to damage caused by the weather event accelerating pre-existing deterioration on the old timber structures that were already nearing the end of their useful life.

The bridges are:

- Bridge no. 121 - Scott Lane, Kyeburn River
- Bridge no. 145 - Maniototo Road (Halls Ford), Taieri River
- Bridge no. 160 - Linnburn Runs Road, Taieri River

The three bridges were closed in early January 2021. Council do not have in-house staff that can undertake structural inspections and outsource this work to specialist engineering consultants.

Beca were engaged to undertake general inspections on bridges that had likely suffered damage as a result of the significant weather event in January.

A general inspection involves a visual check of everything that a structural engineer can assess from either the bridge itself or any areas that are easily accessible around the structure. A general inspection is a good starting point to determine if there is any obvious damage or issues that need a more detailed principal inspection.

Due to the issues found on the Maniototo Road (Halls Ford) and Linnburn Runs Road structures during their general inspections, Council have engaged Beca to undertake a more detailed principal inspection of them.

The principal inspections of these two structures will involve specialty access (ropes, boat access and physical material sampling). This will determine the overall existing condition of the structure by assessing all of its structural components. Having the information of its current condition will aid to determine what loading (if any) each structure may be able to withstand.

Scott Lane had four sections physically swept away during the January weather event, so there was no point in undertaking a principal inspection at this location. This bridge was in poor condition and weight restricted prior to the January weather event.

The structural inspections have taken longer to complete than originally anticipated. This has been due to vacancies within the roading team and demand on a small resource pool of structural engineers in the South Island. This has been further impacted by the significant weather events in Canterbury and Marlborough in recent times.

Principal inspections were programmed in July but had to be delayed due to high flow in the Taieri River and then the second COVID-19 national lockdown.

Inspections are programmed to resume on 20 September.

### Scott Lane

The 13-span timber bridge at Scott Lane was significantly damaged in the weather event, with four of its 13 spans being physically swept away.

The Scott Lane timber bridge is 91 years old and was at the end of its economic life. It was heavily restricted to heavy vehicles prior to this weather event and subsequent closure and repair of the existing bridge is not a viable option.

Beca are investigating more cost-effective options that may service this area. While the bridge has been closed, road users have been utilising an existing ford crossing point. Council's contractor has been undertaking basic maintenance on the ford crossing point and this has provided access under the normal low flow conditions of the Kyeburn.

A more permanent option is being investigated for this location, and it is possible that a concrete wash over box culvert may be able to service Scott Lane users - with the exception of high flooding situations when an alternative route is available.

A concrete wash over box culvert would be a much more cost-effective and resilient solution compared to a new replacement bridge. Although the investigation phase is well underway, it is too early to estimate costs involved.

A report will be provided to Council outlining available options and the costs involved when the investigation is completed.



*Scott Lane bridge damage*

*Maniototo Road (Halls Ford)*

This bridge was closed to traffic because at least one of the primary load bearing timber beams is showing significant longitudinal cracking. It was also noted that other timber components were in poor condition due to their age (warped primary load carrying beams, deep cracking, bowed beams etc.).

At 91 years of age, the Maniototo Road bridge was nearing the end of its useful life and was already heavily restricted to large vehicles prior to this flood event. There was already existing deterioration occurring in most of its structural timber components.

This bridge will have a principal inspection undertaken by Beca in September, from which will determine what loading this bridge is capable of in its current condition or if moderate repairs (if possible) were made.

There is a possibility this bridge could be opened to light vehicles (<3500kg) with moderate repairs, but this cannot be confirmed until the principal inspection and site testing have been undertaken. The overall deterioration of this structure (due to its age) may also make reopening challenging if further significant issues are found during the inspection.

This location is also known as *Halls Ford*, and there are suggestions this was historically a ford crossing point on the Taieri River. Assessment on site has determined a 'deep ford crossing' (600mm depth approx.) may be possible to construct on site.

Construction of a deep ford crossing would involve excavating suitable approaches on each side of the riverbank and placing rock stabilised platform across the bed of the river, to an estimated overall cost of \$15,000. This would only be suitable for the likes of farm equipment that is capable of crossing such a depth.



*Maniototo Road bridge damage*

Linnburn Runs Road:

This bridge was closed because it has unsupported beams at two locations resulting in an unsafe load path through the deck members. There was also severe decay present at various beam ends and visible sag on one span.

There is no definite age for this bridge recorded, but old plans suggest it is at least 70 years of age and is primarily constructed from timber with steel tramway rail piles.

This bridge will have a principal inspection undertaken by Beca in September, from which will determine what loading this bridge is capable of in its current condition or if moderate repairs (if possible) were made.

It is anticipated that this bridge may be possible to open to light vehicles (<3500kg) with moderate repairs, but this cannot be confirmed until the principal inspection and site testing have been undertaken. The overall deterioration of this structure (due to its age) may also make reopening challenging if unexpected results are found during the inspection.

This site was not deemed appropriate for a ford crossing due to the depth of the river. Cost-effective bridge alternatives are not considered favourable for this site, however Council will discuss this in more detail with the Structural Engineer when on site for the principal inspection.



*Linnburn Runs Road bridge damage*

### **3. District Wide Bridge Strategy Update**

The Maniototo bridge closures, among other known bridge related issues have highlighted the importance of progressing an overall district wide bridge strategy.

Council has 179 maintained bridges within the district.

These bridges greatly vary in terms of:

- Condition
- Age
- Historical significance
- Type of structure
- Utilisation (i.e. current traffic volumes, are there alternative routes that could be/are used in lieu of the structure)
- Maintenance and renewal requirements going forward
- Physical location of structure (i.e. some extent of network bridges are not even on Council land or serve only one property)

Since March 2021, Council's Roading team have been putting together the early stages of an overall district wide bridge strategy.

This is a large piece of work and will take time to fully complete. There has never been an overall bridge strategy of this detail to date for the district and this will be a very comprehensive document.

Known issues relating to the bridge network include:

- There are many bridges coming to the end of their economic life or have significant component replacement imminent.
- Council do not know what will be needed in terms of renewals across the entire network for the next 1-30 years (or the priorities).
- There are some clear priority bridges that Council don't have enough information on to understand what future renewal cost and implications may apply.
- Council know about the short term/immediate bridging issues – such as the current Maniototo bridge closures – but do not have an understanding on how they should be prioritised against the remainder of the bridges in the district.
- Some bridges are not maintained, are not even located on legal road reserve or only serve one property.
- Expectation that total network costs to maintain the existing level of service for our bridges will exceed the community (and possibly Waka Kotahi) willingness and/or ability to fund.

A bridge strategy will provide Council with a plan for the replacement, renewal and disposal for all bridges in the district. This will include consideration of required levels of service and potential replacement of some bridges with wash-over structures.

Analysis will include:

- General inspection of all bridges – essentially a line in the sand of their current condition and immediate/upcoming maintenance requirements (to date approx. 45 of 179 bridges have had a general inspection since March 2021).
- Understanding the full renewal requirements, timing and costs

- Knowing what the absolute network need is from a public access and loading requirement. What bridges are essential lifelines, what bridges have alternative options/routes to consider.
- Knowing the options for bridges that require replacement
- Knowing what component renewals will provide a long period until the next significant renewal on each bridge is required (striving for value for money)
- A level of service statement – where, when and what.
- Inspection schedule – how often for each bridge (i.e. determine if/what historical bridges may need more detailed and frequent inspections)

Next Steps:

- Completion of full network inspections – Early/Mid 2022
- Draft Bridge Strategy – Late 2022
- Consultation – Early 2023
- Development of 2024 Long Term Plan funding requests – July-October 2023
- Final Bridge Strategy approved – Mid 2023

#### 4. Attachments

Nil

Report author:



James McCallum  
Roading Manager  
9/09/2021

Reviewed and authorised by:



Julie Muir  
Executive Manager - Infrastructure Services  
9/09/2021

## 21.7.10 ROAD RENAMING APPROVAL REPORT - PORTION OF FERRAUD STREET

Doc ID: 551110

### 1. Purpose of Report

To ratify the Vincent Community Board's recommendation to rename a portion of Ferraud Street in Clyde to Seaton Street.

---

### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
  - B. Renames a portion of Ferraud Street to Seaton Street.
- 

### 2. Background

A report was presented to the Vincent Community Board on 31 August 2021 (appendix 1) to consider renaming the portion of Ferraud Street between Newcastle Street and Fache Street. A map showing the portion of Ferraud Street to be renamed is attached as appendix 2.

### 3. Discussion

Renaming a portion of Ferraud Street will clarify access points for emergency services. Affected property owners on Ferraud Street have been consulted and are in support of this proposal. The Board endorsed the recommendation to rename a portion of Ferraud Street in Clyde to Seaton Street.

### 4. Options

#### Option 1 – (Recommended)

Ratify the Vincent Community Board's recommendation to rename the portion of Ferraud Street between Newcastle Street and Fache Street to Seaton Street.

Advantages:

- Emergency services can locate an address quickly and easily in the event of a call out.
- Suggested name has received support from affected property owners.
- Name meets council policy.

Disadvantages:

- None identified

#### Option 2

Do not ratify the recommendation.

Advantages:

- None identified.

Disadvantages:

- No clarification for emergency services.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the environmental wellbeing of communities by providing clear direction to access points for emergency services.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	Costs for the road sign will be met by the Council roading budgets.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	This decision is consistent with other policies.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	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.
<b>Risks Analysis</b>	Approval of this road rename presents no discernible risk.
<b>Significance, Consultation and Engagement (internal and external)</b>	Council has consulted with affected parties and have gained support for this proposal. Staff will inform affected property owners of the name change once ratified by Council. This decision does not trigger engagement under the engagement significance policy.

## 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 - Vincent Community Board Report 31 August 2021.pdf** [↓](#)

**Appendix 2 - Map - Ferraud Street.docx** [↓](#)

Report author:

Reviewed and authorised by:



Faye Somerville  
Roading Administration Assistant  
1/09/2021

Julie Muir  
Executive Manager - Infrastructure Services  
8/09/2021



31 August 2021

## 21.7.5 ROAD RENAMING REPORT - PORTION OF FERRAUD STREET

Doc ID: 548813

### 1. Purpose of Report

To consider a request to rename a portion of Ferraud Street, Clyde to Seaton Street.

---

### Recommendations

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
  - B. Recommends to Council that a portion of Ferraud Street be renamed Seaton Street.
- 

### 2. Background

Ferraud Street is divided into two sections with a block of residential properties between the streets (map attached as appendix 1). This division could cause confusion for emergency services if they are required to locate a property in the event of an emergency.

### 3. Discussion

Council has been approached by a property owner on Ferraud Street with a request to consider renaming a portion of the street to Seaton Street. Renaming the portion of Ferraud Street between Newcastle Street and Fache Street would affect two property owners. Staff consulted with the other property owner affected by a name change and has received support for this proposal.

The name Seaton Street has been suggested because the street borders the Seaton Square recreation reserve.

### 4. Options

#### Option 1 – (Recommended)

Recommend to Council to rename the portion of Ferraud Street between Newcastle Street and Fache Street to Seaton Street.

#### Advantages:

- Emergency services can locate an address quickly and easily in the event of a call out.
- Suggested name is the choice of the property owners.
- Road name meets council policy.

#### Disadvantages:

- None identified.

Option 2

Select a name from the Vincent Community Boards list of approved names or the list of Māori names approved by Aukaha (appendix 2 and 3).

Advantages:

- Names are pre-approved.
- Names meet Council policy.

Disadvantages:

- Name is not the preferred option of the property owners.

**5. Compliance**

<b>Local Government Act 2002 Purpose Provisions</b>	This decision enables democratic local decision making and action by providing clear direction to access points for emergency services.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	Costs for the road sign will be met by the Council roading budgets.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Consistent with other policies.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	Managing change while protecting and enhancing our culture, heritage and landscape is one of the 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
<b>Risks Analysis</b>	Approval of this road rename presents no discernible risk.
<b>Significance, Consultation and Engagement (internal and external)</b>	A consultation process has been undertaken with affected parties.  This decision does not trigger engagement under the Significance and Engagement Policy.

**6. Next Steps**

1. Paper to Council to consider the name change.
2. Public notification provided.
3. Council sends a copy of the resolution to the Registrar-General of Land and the Survey-General.

**7. Attachments**

Vincent Community Board meeting Agenda

31 August 2021

- Appendix 1 - Map - Ferraud Street.docx**
- Appendix 2 - Vincent Community Board Approved Road Names.docx**
- Appendix 3 - Aukaha List of Approved Maori Road Names.docx**

Report author:

Reviewed and authorised by:



Faye Somerville  
Roading Administration Assistant  
6/08/2021



Julie Muir  
Executive Manager - Infrastructure Services  
11/08/2021



## 21.7.11 PROPOSED ROAD STOPPING - UNNAMED ROAD OFF TARRAS-CROMWELL ROAD

Doc ID: 551527

### 1. Purpose of Report

To consider a proposal to stop the end of an unnamed unformed road off Tarras-Cromwell Road in accordance with the provisions of the Local Government Act 1974.

---

### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
  - B. Approves the proposal to stop approximately 430 square metres (the western end) of the unnamed unformed road off Tarras – Cromwell Road as shown in figure 4, subject to:
    - Public notification and advertising in accordance with the Local Government Act 1974.
    - No objections being received within the objection period.
    - The land being exchanged for an easement (in gross) in favour of the Central Otago Queenstown Trails Network Trust over the area marked “1” in figure 2.
    - The land being amalgamated with Record of Title OT365/40 (Section 1636R Block III Tarras Survey District).
    - The Central Otago Queenstown Trails Network Trust paying all other costs associated with the stopping.
  - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
- 

### 2. Background

The Central Otago Queenstown Trails Network Trust (the Trust) is working to create a world class cycling network. The Trust’s work includes extending, upgrading, and creating new trails. Once completed, the trial network will span more than 500 kilometres of the Central Otago and Southern Lakes areas.

Among the Trust’s first projects is the recently completed Lake Dunstan Trail. The Lake Dunstan Trail links Cromwell to Clyde, and to the Otago Central Rail Trail. Other plans include upgrading 17 kilometres of existing trails around the Cromwell basin. New trails include linking Bannockburn to the Gibbston Valley, and Cromwell to Wanaka via Tarras.

While many trails traverse conservation or reserve land, some trails pass over private land. Where this occurs, the Trust must negotiate access agreements or easements from landowners. The final design of each new trail is subject to rights which the Trust is able to negotiate.

The Trust is currently working on the trail through Lindis Crossing. Much of the trail through this area will pass over conservation land. A plan of the trail through Lindis Crossing is mapped in red below in figure 1. Other existing trails are mapped in blue.

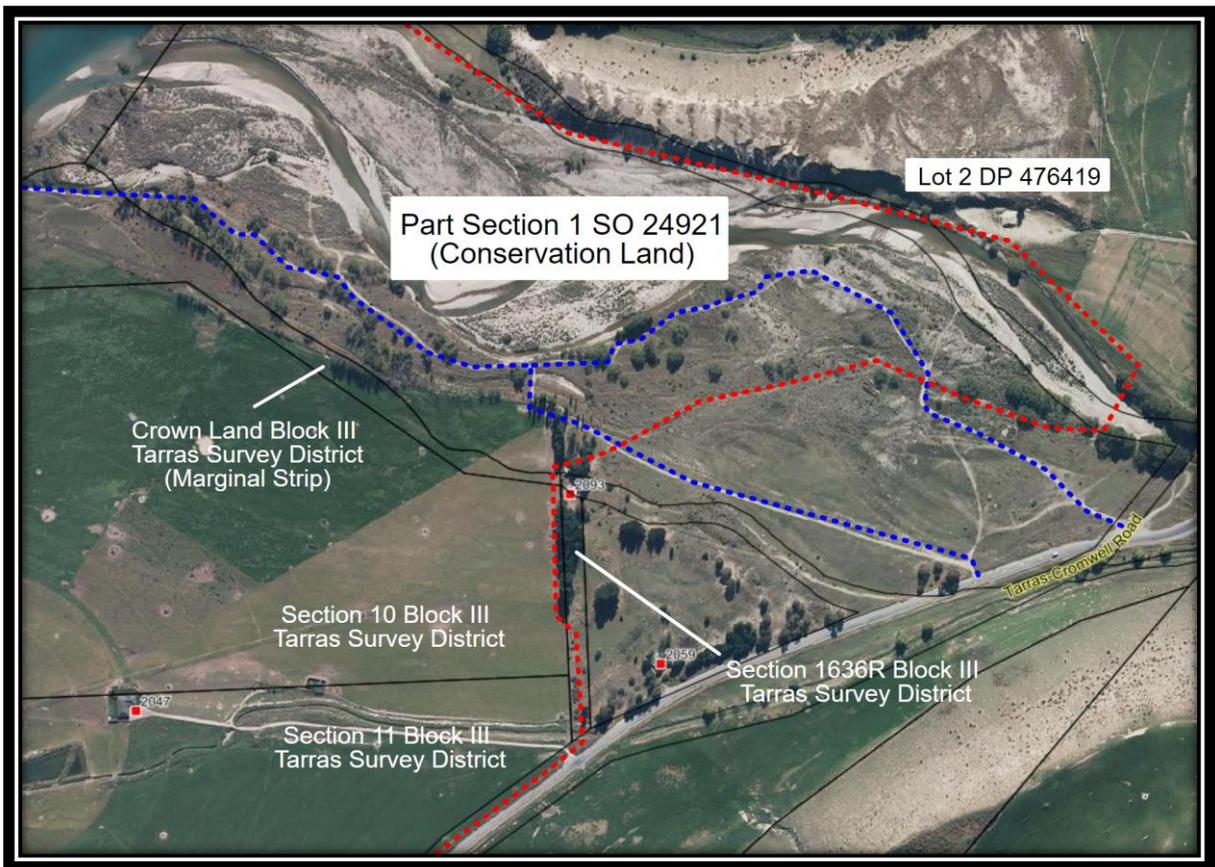


Figure 1 – Plan of new trail through Lindis Crossing mapped in red. (Existing trails are shown mapped in blue).

To construct the track legally, the Trust has negotiated easement agreements with three private landowners. Plans of the three easements (which are not to scale) are highlighted and numbered in pink below in figure 2.

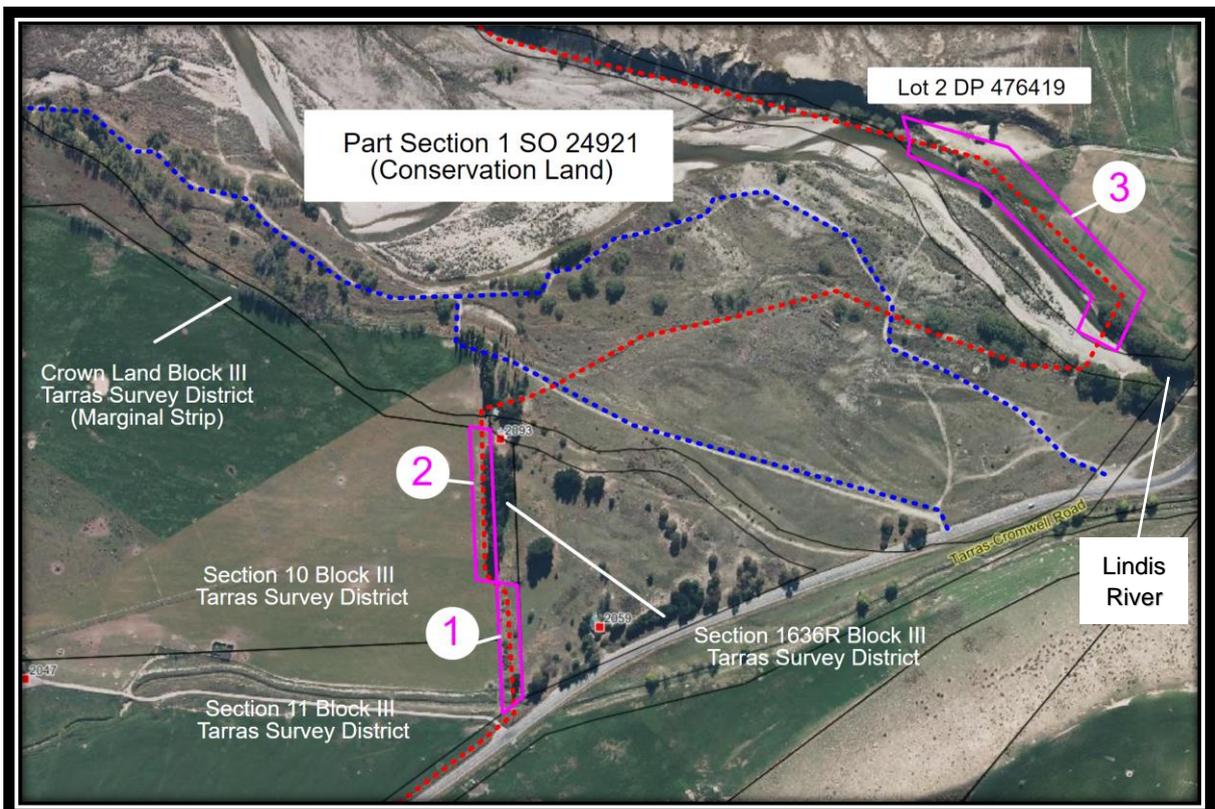


Figure 2 – Plans of the three private easements required at Lindis Crossing

While designing the trail and negotiating the easements shown in figure 2, the Trust noted that the dwelling on Section 1636R Block III Tarras Survey District (Section 1636R) encroaches onto an adjacent unnamed unformed legal road.

The unnamed unformed road (the Road) adjoins the western side of the Tarras – Cromwell Road approximately 350 metres south of the Lindis River Bridge. It is a short no exit road which is about 370 metres long. It has an area of just over 8000 square metres.

The Road is shown highlighted in red below in figure 3.

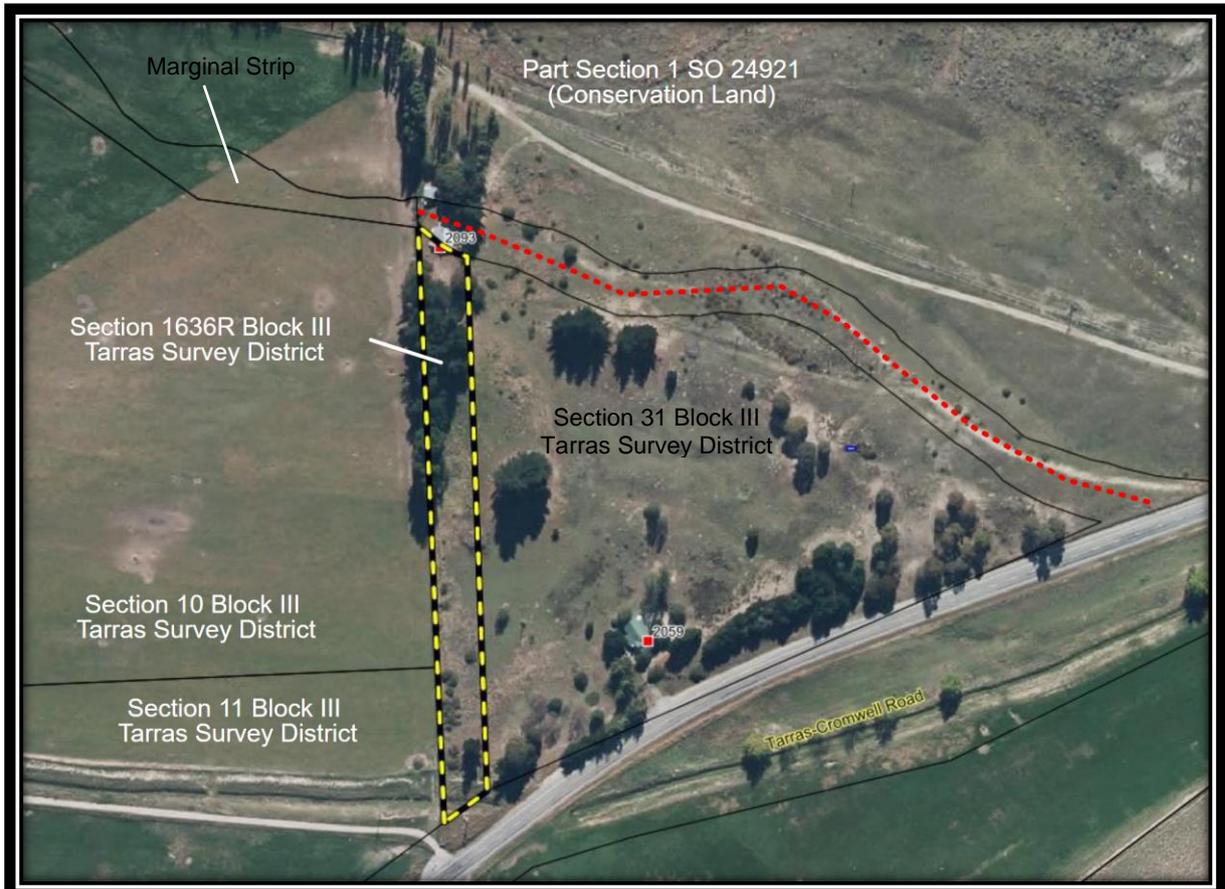


Figure 3 – Overview of the unnamed unformed road off Tarras – Cromwell Road

On its northern boundary, the Road adjoins Part Section 1 Survey Office Plan (SO) 24921 (Part Section 1). Part Section 1 is conservation land. The conservation land stretches from the Tarras – Cromwell Road in the east, to the Clutha River Mata-Au in the west. A parcel of marginal strip lies to the western end of the Road.

The majority of the southern boundary adjoins Section 31 Block III Tarras Survey District (Section 31). While this means Section 31 can be legally accessed from almost anywhere along the Road, it has sealed access from the Tarras – Cromwell Road.

The last 20 metres of the Road adjoins Section 1636R. Section 1636R is a narrow elongated parcel of land about 260 metres long by 20 metres wide. The landowner accesses the dwelling on Section 1636R from the Road. Access to the southern end of Section 1636R can also be gained from the Tarras – Cromwell Road.

To assist with the construction of the trail, the landowner has granted the Trust an easement over the southern half of Section 1636R. In return, the Trust have agreed to apply to stop the western end of the unnamed unformed road on behalf of the landowner.

To legalise the encroachment the Trust have applied to stop an area of 430 square metres of the Road. A plan of the area to be stopped is shown below in figure 4.



Figure 4 – Plan of the Road which the Trust have applied to stop

### 3. Discussion

#### Evaluation of Application

An evaluation of the proposal to stop the Road is shown in the table below.

Item	Criteria to be considered	Evaluation
District Plan	Has the road been identified in the District Plan for any specific use or as a future road corridor?	The Road is shown on District Plan Map 48. It is not identified for any specific purpose or as a future road corridor.
Current Level of Use	Is the road used by members of the public for any reasons?	<p>The Road may be used to access the marginal strip that described as Crown Land Block III Tarras Survey District, however. The marginal strip is generally accessed via the various tracks on the neighbouring conservation land which is described as Part Section 1 SO Plan 24921.</p> <p>Section 31 Block III Tarras Survey District can be accessed from the Road. Section 31 also has existing sealed access off the Tarras – Cromwell Road. Stopping the end of the Road will not impact any access options which are currently available to Section 31. The owner of Section 31 supports the proposal.</p>
	Does it provide the only or most convenient means of access to any existing lots?	The Road terminates at the marginal strip which is immediately adjacent to the northern end of the applicant’s property. The applicant’s property is the only property which is most conveniently accessed from the Road.

	Will stopping the road adversely affect the viability of any commercial activity or operation?	No commercial activity is located on land adjacent to, or accessed from, the Road.
	Will any land become landlocked if the road is stopped?	No.
Future Use	Will the road be needed to service future residential, commercial, industrial, or agricultural developments?	The land to the north of the Road is conservation land. This means it is protected and will not be developed.  The property immediately to the south of the Road, Section 31 Block III Tarras Survey District, can be accessed from the Road but has sealed access from the Tarras – Cromwell Road. Stopping the end of the Road will not affect any access options which are currently available to Section 31.
	Will the road be needed in the future to connect existing roads?	The Road is a no exit road. It does not offer any level or possibility of connectivity.
Non-traffic Uses	Does the road have current or potential value for amenity functions, e.g., walkway, cycleway, recreational access, access to conservation or heritage areas, park land?	The Road has no existing or future recreational or amenity potential functions.  The area is currently serviced by a variety of informal cycling and walking tracks through the adjacent conservation land.  The proposal to stop the end of the Road is subject to the granting of an easement in favour of the Trail Network. The easement will enhance public access.  This enhancement is recognised by Walking Access New Zealand, Central Otago Recreational Users Forum, and Fish & Game New Zealand, who all support the proposal.
	Does the road have potential to be utilised by the Council for any other public work either now or potentially in the future?	The Road does not have the potential to be used for any other public work.
	Does the road have significant landscape amenity value?	The Road does not have any significant landscape amenity value.
Access to Waterbody	Does the road provide access to a river, stream, lake or other waterbody?	The Road does not provide access to any waterbody.
	If so, there is a need to consider Section 345 of the Local Government Act, which requires that after stopping the land be vested in Council as an esplanade reserve	N/A (refer above).
Infrastructure	Does the road currently contain any services or other infrastructure, such as electricity, telecommunications, irrigation or other private infrastructure?	No.
	Can the existing services or infrastructure be protected by easements?	N/A.
Traffic Safety	Does the use of motor vehicles on the road constitute a danger or hazard?	There is no danger or hazard associated with using a motor vehicle on the Road.

As shown in the evaluation table, the Road is not identified or required for any other roading purpose. The proposal to stop the western end of the Road will have no effect on the existing roading network.

The Road does not provide access to a waterbody or to any public or other land that cannot be otherwise accessed via the adjacent conservation land. In fact, stopping the western end of the Road in return for the easement in favour of the Trust, will enhance public access.

#### Legislation and Policy

Council's Roding Policy determines the appropriate statutory procedure for stopping a legal road or any part thereof. The policy for selecting the correct statutory process is as follows:

*The Local Government Act 1974 road stopping procedure shall be adopted if one or more of the following circumstances shall apply:*

- a) *Where the full width of road is proposed to be stopped and public access will be removed as a result of the road being stopped; or*
- b) *The road stopping could injuriously affect or have a negative or adverse impact on any other property; or*
- c) *The road stopping has, in the judgment of the Council, the potential to be controversial; or*
- d) *If there is any doubt or uncertainty as to which procedure should be used to stop the road.*

*The Local Government Act process requires public notification of the proposal. This involves erecting signs at each end of the road to be stopped, sending letters to adjoining owners/occupiers and at least two public notices a week apart in the local newspaper. Members of the public have 40 days in which to object.*

*The Public Works Act 1981 road stopping procedure may be adopted when the following circumstances apply:*

- e) *Where the proposal is that a part of the road width be stopped and a width of road which provides public access will remain.*
- f) *Where no other person, including the public generally, are considered by the Council in its judgment to be adversely affected by the proposed road stopping;*
- g) *Where other reasonable access will be provided to replace the access previously provided by the stopped road (i.e. by the construction of a new road).*

As the full width of the road is to be stopped and public access removed, it is proposed that Local Government Act 1974 procedure be adopted for this application.

An application to stop a road under the Local Government Act 1974 requires public consultation with the members of the public having a right to object to proposal.

Council's Roding Policy states that:

*If an objection is received then the applicant will be provided with the opportunity to consider the objection and decide if they wish to continue to meet the costs for the objection to be considered by the Council and the Environment Court.*

*If an objection is received and it is accepted by the Council then the process will be halted and the Council may not stop the road.*

*If the objection is not accepted by the Council then the road stopping proposal must be referred to the Environment Court for a decision. The applicant is responsible for meeting all costs associated with defending the Council's decision in the Environment Court.*

#### Financial

The applicants are required to pay all costs associated with the proposal to stop the Road. Costs include legal and consultancy fees, and having the land surveyed and valued.

Having the land valued carries a fee of approximately \$1,500. Using a recent comparable valuation report, the land is estimated to have a value of around \$35,000 - \$45,000 per hectare. This means the parcel of stopped road would have a value of around \$1,500 to \$2,000. This means it is not considered economical to obtain a valuation.

Instead, it is proposed that an equality of exchange approach be adopted with the land being gifted to the landowner in return for the easement in favour of the Trust.

As this stopping will be undertaken in accordance with the provisions of the Local Government Act, costs will also include those associated with public advertising. These include:

- creating and erecting signs at each end of the road to be stopped;
- sending letters to adjoining owners/occupiers; and,
- publishing the two public notices in a local newspaper.

#### Community Board Recommendation

A report on this matter was presented to the Cromwell Community Board (the Board) for consideration at their meeting of 07 September 2021.

On consideration the Board resolved (Resolution 21.7.7) as follows:

- B. Recommends to Council to approve the proposal to stop approximately 430 square metres (the western end) of the unnamed unformed road off Tarras – Cromwell Road as shown in figure 4, subject to:*
- *Public notification and advertising in accordance with the Local Government Act 1974.*
  - *No objections being received within the objection period.*
  - *The land being exchanged for an easement (in gross) in favour of the Central Otago Queenstown Trails Network Trust over the area marked "1" in figure 2.*
  - *The land being amalgamated with Record of Title OT365/40 (Section 1636R Block III Tarras Survey District).*
  - *The Central Otago Queenstown Trails Network Trust paying all other costs associated with the stopping.*

## **4. Options**

### Option 1 – (Recommended)

To approve the proposal to stop approximately 430 square metres (the western end) of the unnamed unformed road off Tarras – Cromwell Road as shown in figure 4, subject to:

- Public notification and advertising in accordance with the Local Government Act 1974.
- No objections being received within the objection period.
- The land being exchanged for an easement (in gross) in favour of the Central Otago Queenstown Trails Network Trust over the area marked "1" in figure 2.
- The land being amalgamated with Record of Title OT365/40 (Section 1636R Block III Tarras Survey District).
- The Central Otago Queenstown Trails Network Trust paying all other costs associated with the stopping.

## Advantages:

- The landowner's occupation of the Road will be legalised.
- Public access to the Clutha River Mata-Au and to the surrounding conservation land will be enhanced.
- The exchange recognises the contributions and benefits to all parties.
- All costs associated with the stopping will be paid by the applicants.

## Disadvantages:

- None.

Option 2

To not approve the proposal to stop approximately 430 square metres (the western end) of the unnamed unformed road off Tarras - Cromwell Road.

## Advantages:

- None.

## Disadvantages:

- The landowner's occupation of the Road will not be legalised.
- The Central Otago Queenstown Trails Network Trust will not be granted an easement over Section 1636R Block III Tarras Survey District.

**5. Compliance**

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the economic wellbeing of the community by enabling the construction of a trail from Cromwell to Wanaka and enhancing access to the Clutha River Mata-Au and other conservation land in Lindis Crossing area.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	No negative financial implications for are related to the recommended option.  The applicants are required to pay all costs associated with the stopping.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Council's Road Stopping Policy applies to this application. Consideration of this policy has ensured that the appropriate statutory process, being to stop the road in accordance with the provisions of the Local Government Act 1974, has been chosen.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	No sustainability, environmental or climate change impacts are related to the decision to stop this short unnamed unformed road.
<b>Risks Analysis</b>	No risks to Council are associated with the recommended option.

<p><b>Significance, Consultation and Engagement (internal and external)</b></p>	<p>The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.</p> <p>Public notices and advertising in accordance with the provisions of the Local Government Act 1974 will be posted. Notice of the completed road stopping will be published in the New Zealand Gazette.</p>
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## 6. Next Steps

The following steps have been/will be taken

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Community Board approval      | September 2021        |
| 2. Council approval              | September 2021        |
| 3. Survey                        | October/November 2021 |
| 4. Survey plan approved          | Late 2021             |
| 5. Public notification commences | Late 2021             |
| 6. Public notification ends      | Early 2022            |
| 7. Gazette notice published      | Early 2022            |

## 7. Attachments

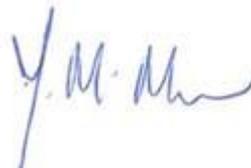
Nil

Report author:



Linda Stronach  
Statutory Property Officer  
8/09/2021

Reviewed and authorised by:



Julie Muir  
Executive Manager – Infrastructure Services  
9/09/2021

## 21.7.12 PLAN CHANGE 18 CROMWELL INDUSTRIAL RESOURCE AREA EXTENSION

Doc ID: 546603

### 1. Purpose of Report

To consider a plan change to extend the Industrial Resource Area in Cromwell.

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### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
  - B. Recommends that Plan Change 18 be notified and processed in accordance with the First Schedule to the Resource Management Act 1991.
- 

### 2. Background

On 24 March 2021 Council approved the District Plan review programme. The extension of the Industrial Resource Area in Cromwell to reflect the Cromwell Masterplan was indicated as one of the priority plan changes in the review programme.

The Cromwell Masterplan commenced in 2018 and included a number of workstreams. One of those works streams was the development of a spatial plan for Cromwell (the Spatial Plan).

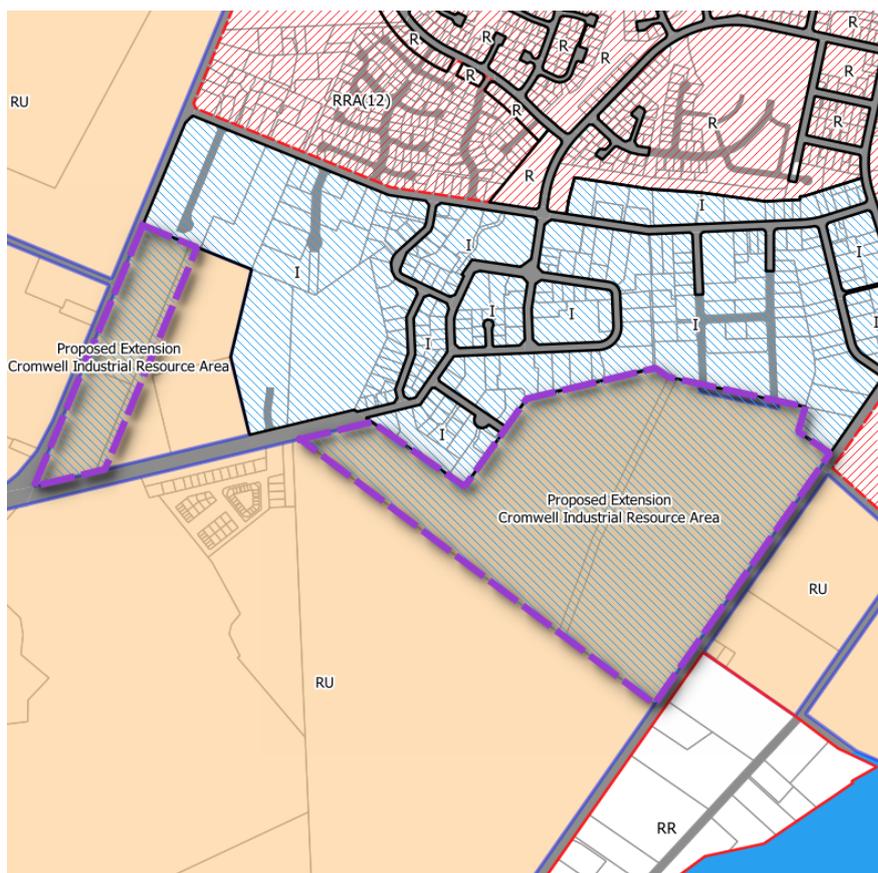
The proposed plan change will give effect to the outcome of the Cromwell Spatial Plan by extending the industrial area in Cromwell, zoning approximately 50.9 hectares of land on Bannockburn Road to Industrial Resource Area. The area has since been extended to include an additional area fronting onto State Highway 6 between Cemetery Road and McNulty Road, connecting with the existing industrial land on McNulty Road. The latter was identified in the Cromwell Masterplan “*Let’s Talk Options*” consultation document but was not included in the final Spatial Plan as approved in 2019 (see **Figure 1** below).

The “*Let’s Talk Options*” survey was consulted on from Friday 19 October until Monday 19 November 2018. A total of 477 responses were received, analysed and published in “*Let’s Talk Options: Survey Analysis*” in November 2018. No submissions or feedback were received regarding the extent of the extension to the industrial land identified in the consultation document.

Advice received at that time was that the land adjacent to the State Highway provided more industrial yield that was considered necessary and was subsequently removed from the final Spatial Plan.

Since 2019 there has been a considerable increase in demand for industrial zoned land in Cromwell. Land previously identified for industrial use adjacent to State Highway 6 is now considered appropriate for inclusion in the industrial plan change, to ensure future demand is met.





**Figure 2 - Proposed Extension to Cromwell Industrial Resource Area**

### 3. Discussion

Plan Change 18 gives effect to the outcome of the Cromwell Masterplan process and the significant engagement and consultation both in the community and with key stakeholders undertaken as part of that process.

Cromwell's Industrial Resource Area is an important and strategically located transportation, processing and distribution hub for Central Otago and the wider Otago region. The industrial sector is also a significant employer in Cromwell and for the Central Otago District. It is strategically important to take the opportunity to ensure there is sufficient supply to meet future demand, and to consolidate land zoned for industrial activity to assist with management of effects such as transportation and noise.

Currently, opportunities for industrial expansion are limited, and the proposed plan change provides an opportunity to consolidate industrial zoned land in Cromwell.

The current plan change seeks to re-zone land as industrial, proposing only minor changes to the District Plan provisions in relation to access onto Bannockburn Road and State Highway 6 and a requirement for a buffer along the Bannockburn Road frontage. Access to Bannockburn Road will also be limited to a single intersection designed to be suitable for light vehicles only. All heavy traffic to the industrial extension will be through the Cemetery Road and McNulty Road intersections. No accesses or new intersections will be permitted onto State Highway 6.

Transport and noise reports have been commissioned and discussions have been initiated with Waka Kotahi in relation to transport routes and intersections with State Highway 6 at Cemetery Road and McNulty Road.

The Council is not being asked to consider the merits of the plan change, as these will be fully considered and assessed through the statutory process under the provisions of the Resource Management Act 1991 (RMA).

A comprehensive review of the Industrial Chapter of the operative District Plan is underway and is expected to be notified in the latter part of this year.

#### 4. Options

##### Option 1 – (Recommended)

Approve notification and processing of Plan Change 18 in accordance with Clause 5 of the First Schedule to the Resource Management Act 1991.

Advantages:

- The enable the release of additional industrial land reflecting the Cromwell Masterplan
- Provide for future economic growth

Disadvantages:

- No obvious disadvantages

##### Option 2

Not approve notification and processing of Plan Change 18 in accordance with Clause 5 of the First Schedule to the Resource Management Act 1991.

Advantages:

- No obvious advantages

Disadvantages:

- Lack of availability of land for industrial use in Cromwell
- Lack of consolidation of industrial land in Cromwell
- Not meeting community expectation to give effect to the Cromwell Masterplan outcomes

#### 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	The plan change process under the Resource Management Act is a statutory process and requires an assessment of the social, economic, environmental, and cultural well-being, which will be included in the section 32 analysis.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	The costs associated with the processing of the plan change including technical expertise will be accommodated in existing budgets. Any appeals to the Environment Court would result in additional costs in terms of legal advice.
<b>Decision consistent with other Council plans and policies? Such</b>	Approving that the plan change be processed reflects the outcome of the Cromwell Spatial Plan.

<b>as the District Plan, Economic Development Strategy etc.</b>	It is consistent with the Cemetery Management Plan.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	Approving that the plan change be processed does not impact on these matters, and the merits of the plan change are considered against the RMA framework.
<b>Risks Analysis</b>	There are no risks associated with this request.
<b>Significance, Consultation and Engagement (internal and external)</b>	The plan change will be publicly notified in accordance with the First Schedule to the RMA, which provides a right of submission and further submission.

## 6. Next Steps

If approved, Plan Change 18 will be publicly notified in accordance with the First Schedule and be publicly notified as soon as practicable following the Council's decision.

The Hearings Panel/appointed commissioners is/are delegated to hear submissions to requests for plan changes in Council's Register of Delegations.

## 7. Attachments

Nil

Report author:



Ann Rodgers  
Principal Policy Planner  
8/09/2021

Reviewed and authorised by:



Louise van der Voort  
Executive Manager - Planning and Environment  
9/09/2021

## 21.7.13 DOG CONTROL POLICY AND PRACTICES REPORT 2020 - 2021

Doc ID: 551173

### 1. Purpose

To consider the dog control policy and practices undertaken in the 2020/2021 financial year, in accordance with Section 10A of the Dog Control Act 1996.

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### Recommendations

That the report be received.

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### 2. Discussion

The Dog Control Act 1996 requires the Council to report on the administration of its dog control policy and practices each financial year.

The report must include details regarding:

- The number of registered dogs, probationary owners and disqualified owners in the district;
- The number of dogs classified as menacing or dangerous; and
- Details about the number of infringements issued, the types of infringement, the number of complaints and the number of prosecutions taken.

It is also a legislative requirement to publicly notify the dog control activities and make the report available.

The Dog Control Policy and Practices Report 2020 – 2021 is attached as **Appendix 1**.

The key factors regarding the 2020/2021 financial year are:

- a. The number of dogs registered in the 2020/2021 financial year increased by 5% (341) compared to the previous financial year.
- b. The number of dogs that have no microchip reduced by 8% (294).
- c. There are four dangerous dogs and eight menacing dogs registered.
- d. There has been a significant reduction in the number of attacks on people and animals from 23 to 7. This may be as a result of less attacks occurring following Council actioning these matters is a priority or that less attacks are being reported.
- e. There has been a reduction (from 10 to 2) in the number of reports on attacks/worrying of stock during this period. This was an area of focus during this period to further educate dog owners on their responsibilities and the significant consequences where dogs are not under control.
- f. There is a very slight increase (7) in the number of roaming dog complaints, compared to the previous financial year. This remains our largest number of issues (204) during this period.
- g. There has been a significant reduction in the number of infringements issued to dog owners to ensure all dogs are registered, from 126 to 22. This is due to significant work from the team to speak with dog owners to avoid issuing \$300 infringements.

The Dog Control Policy and Practices Report 2020 – 2021 will be publicly notified and displayed on the Council's website.

A copy will also be provided to the Department of Internal Affairs, who maintain a record of these details.

### 3. Attachments

#### Appendix 1 - Dog Control Policy and Practices Report 2020 - 2021 [↓](#)

Report author:



Lee Webster  
Regulatory Services Manager  
1/09/2021

Reviewed and authorised by:



Louise van der Voort  
Executive Manager - Planning and Environment  
7/09/2021

# Dog Control Policy and Practices Report

1 July 2020 to 30 June 2021

Section 10A of the Dog Control Act 1996 requires the Council to report on its dog control policies and practices for the financial year.

## PART 1 – DOG CONTROL POLICY

The current policy was adopted in December 2020 and outlines the Council's requirements regarding controlling dogs. This policy and the dog control bylaw are currently under review.

Key Aspects of the policy are:

- The requirement for all dogs classified as menacing to be neutered
- When taking dogs out in public, owners must use or carry a leash at all times
- Specific dog exercise areas have been identified in Alexandra, Clyde, Cromwell, Ranfurly, Naseby, Roxburgh and Pisa Moorings
- A maximum of three dogs are permitted to reside on a private property, unless granted a licence
- Specific on-leash areas have been identified around town centres and sports ground playing surfaces

## PART 2 – DOG CONTROL PRACTICES

Dog Control functions were carried out by All Pest from 1 July 2020 to 9 June 2021 and by Cougar Security under contract from 10 June 2021, along with Central Otago District Council staff.

There were 6563 dogs registered during the 2020/2021 financial year, reflecting a 5.2% increase of 341 dogs. There has also been an increase to 3750 dog owners, a 7.5% rise. Dog registrations were carried out using the online Reg the Dog system, which was purchased by Council in 2021.

### Service Requests

The service requests received through the year related to roaming/wandering, barking dogs, aggressive behaviour and dogs worrying stock. Roaming dogs remains the main issue reported, with a slight increase. However, there has been a significant decrease (80%) in complaints relating to aggressive dog behaviour such as worrying stock and aggressive behaviour towards people.

These areas will continue to be a focus for the team for communications, education, patrols and enforcement for the coming year.

### **Dog Registration Fees**

Dog control and enforcement activity is funded through dog registration and impounding fees. The registration fees for the 2020-2021 registration period remained the same as the previous year:

- Working dogs \$12.00
- Pet dogs \$55.00

Non-payment of registration fees within the required timeframe incurs a 50% penalty added to the initial registration fee, followed by issue of infringement notices. Unpaid infringement fines are referred to the Courts for collection.

298 deceased dogs were reported in the Central Otago District over this registration period.

### **Microchipping**

All dogs registered for the first time on or after 1 July 2006 and all dogs classified as dangerous or menacing since 1 December 2003 are required to be microchipped.

Council has been working with dog owners throughout the year to microchip dogs as required by legislation, which resulted in an 8% increase (294) in dogs being microchipped:

- 3684 dogs are microchipped
- 2580 dogs are not microchipped or no microchip number recorded in Reg the Dog

1104 of the dogs not microchipped are required to be, with the remainder currently registered as working dogs and are exempt from microchipping. This is an area of focus for 2021 – 2022, as it appears some dogs have been previously registered as working dogs by the owners incorrectly, in that they do not appear to meet the statutory definition of a working dog.

### **Disqualified and Probationary Owners**

There was one disqualified owner issued during this period. However, this is currently subject to an appeal to the district court and is ongoing.

There are no probationary owners in the Central Otago District.

### **Menacing and Dangerous Dogs**

There are no dogs classified as dangerous for the 2021-2022 registration period.

There are 8 dogs classified as menacing under Section 33A (observed or reported behaviour) and no dogs identified as menacing under Section 33C (based on type or breed) of the Dog Control Act in 2021/2022.

### PART 3 – STATISTICAL INFORMATION

This section describes the number and type of complaints received, and the manner in which Council has responded to address the complaints and general issues regarding dogs over the last year.

Dog Control is a high area of focus for the Central Otago District Council, which strives to undertake the following key factors:

- a. To have all dogs that live in the district registered
- b. Ensure all dogs are kept under control at all times
- c. Ongoing education of dog owners regarding their responsibilities and obligations

Category of Complaint	2020-2021	2019-2020
<b>Public Safety related complaints</b>		
Dog attack on people - minor	1	5
Dog attack on people - serious	0	5
Dog attack on animal - minor	2	8
Dog attack on animal - serious	4	5
Dog attack on stock (worrying)	2	10
Dog rushing	20	29
Wandering/roaming dogs	204	197
General concern	0	3
<b>Non-safety Concerns</b>		
Barking	64	60
Fouling	5	4

#### Attacks

When an attack occurs on a person or animal, the incident can be extremely distressing to all parties involved.

There has been a significant decrease in the number of dog attacks over the last year. Dog control officers are continuing to educate, patrol and enforce as required.

#### Wandering and Roaming Dogs

The number of roaming dogs remains the largest issue for dog control officers. Roaming dogs can frighten, intimidate and annoy the community in addition to potentially attacking people and other dogs. Additional patrols and communications on responsible dog ownership were undertaken through the year.

### Barking Dogs

There was a slight increase in the number of complaints received relating to barking dogs during the 2020-2021 registration period.

The Council has leaflets to raise owners' awareness of the effects of boredom on dogs, and the nuisance aspects of barking dogs. In addition to a bark-box to use for properties with multiple complaints, bark collars are also available for owners to use at no cost.

### Impoundings

There were 11 dogs impounded during the 2020-2021 registration period in the Central Otago District, which were either united with their owner or re-homed. This is a 62% reduction compared to the previous year.

### Prosecutions

There were no prosecutions undertaken during the 2020/2021 financial year.

### Infringements

There has been large reduction in the number of infringements issued for failure to register dogs, as officers worked through the education and enforcement process to ensure dogs are registered.

OFFENCE	2020-2021	2019-2020
Failure to Comply with classification	0	0
Failure to register dog	22	126
Failure to keep dog controlled or confined	10	12
Failure to keep dog under control	4	4
Failure to comply with any bylaws authorised by the section	0	0

## 21.7.14 CROMWELL TOWN CENTRE PROJECT STRUCTURE

Doc ID: 551519

### 1. Purpose of Report

To consider the project structure and proposed high-level timeline for the planning and design phase of the Cromwell Town Centre upgrade development.

---

### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
  - B. Approves the project structure and programme.
  - C. Approves appointment of recommended Cromwell Community Board member to the Advisory Group.
  - D. Appoints a councillor to the Advisory Group.
- 

### 2. Background

The establishment report for the “Cromwell “Eye to the Future” Masterplan” contained a workstream for the Cromwell Town Centre. An investment logic map (ILM) was subsequently prepared for the Town Centre which identified the aim of more attractive town centres and improving commercial diversity, economic output and visitation. The ILM is attached as **Appendix 1**.

The Masterplan process incorporated significant community engagement throughout, including e-Updates, static displays, social media, online surveys of residents, Council’s website, public drop-in sessions, stakeholder workshops and further public survey.

In September 2018, a report was presented to the Cromwell Community Board (the Board) which identified a number of shortlisted options for the Town Centre being:

1. Upgrade existing mall
2. Mixed-use town centre
3. Commercial town centre

The Board agreed to the options and authorised community consultation. The “Let’s Talk Options” survey was consulted on from Friday 19 October until Monday 19 November 2018. 477 responses were received. In summary, 43% of respondents supported Option 3 and 36% supported Option 2. The results for the Cromwell Town Centre are attached as **Appendix 2**.

The Cromwell Masterplan capital projects were included in the Consultation Document for the Long-Term Plan (LTP). The Town Centre projects included demolition of some existing buildings, construction of new buildings including library, service centre and resource centre, plus hard and soft landscaping. The approximate capital cost of all Town Centre Project elements was \$42 million.

The community had the opportunity to comment on three options for timing of the capital projects being:

1. Hybrid Option (Council's preferred) - progress both the Arts and Culture Precinct and the Town Centre projects at the same time.
2. Arts, Culture & Heritage Precinct First Option.
3. Town Centre First Option.

852 submissions were received, with *Option 1 - Hybrid Option* receiving the most submissions (285 submitters), followed by *Option 2 - Arts, Culture and Heritage Precinct First option* (235 submitters).

One of the themes that came through in the comments was questioning as to whether there was a need for a new service centre. A summary of submissions relating to the Town Centre is attached as **Appendix 3**.

At the meeting to consider submissions to the LTP, on 1 June 2021, the Council noted the recommendation from the Cromwell Community Board on the draft 2021-31 Long Term Plan consultation document for the town centre. Council approved 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.

The Council also approved the hybrid option to progress both the Arts and Culture Precinct and the Town Centre projects at the same time, and adopted the LTP on 30 June 2021.

On 8 September 2021, a report proposing the project structure and programme was presented to the Cromwell Community Board. The Board resolved:

#### 21.7.6 *Cromwell Town Centre Project Structure*

*That the Cromwell Community Board*

- A. Receives the report and accepts the level of significance.*
- B. Approves the project structure.*
- C. Appoints Werner Murray to the Advisory Group.*
- D. Recommends to Council to approve the project structure and programme.*
- E. Recommends to Council to appoint a Councillor to the Advisory Group.*

The full report is attached as **Appendix 4**.

### 3. Discussion

The Cromwell Masterplan and LTP Consultation Document provided high level concepts for capital projects. An excerpt from the LTP Consultation Document is attached as **Appendix 5** outlining some of the concept ideas. No further design work has been completed to date. A number of relevant actions/events have occurred since consultation on the Cromwell Masterplan, which may impact on how the planning for town centre progresses.

#### **7A, 7B and 9 Murray Terrace**

During 2020, Council purchased 7A, 7B and 9 Murray Terrace to give effect to the Cromwell Spatial Plan (Stage 1 of the "Eye to the Future" Cromwell Masterplan) and enable opportunity for additional commercial and retail development. The Cromwell Spatial Plan,

adopted by the Board in May 2019, introduces a precinct approach to the Town Centre development in Cromwell, including a *Northwest Precinct* and *The Mall Precinct*, to encourage mixed-use development in the town centre. Included is the development of a link road within an existing carpark, enabling consolidation of “front and back” development either side of the link road within Murray Terrace. Purchasing the properties adjacent to the car park, being 7A, 7B and 9 Murray Terrace, is key to ensuring the success of the Northwest Precinct.

### **Commercial development**

The Wooing Tree Estate has lodged an application for resource consent via the Fast Track consenting route seeking approval to develop a commercial centre across State Highway 8B, adjacent to the highway within the 30-metre buffer area. The Cromwell Spatial Plan seeks to focus commercial and retail development within the town centre precinct. Council has lodged a submission to the Fast Track consent to this effect. The Fast Track Panel has not determined when a decision will be made on the resource consent.

### **Stakeholder Engagement Group**

A Mall Upgrade Group (MUG) comprising owners of businesses in the Town Centre was formed in 2021 following adoption of the LTP. This group offers an opportunity to act as external stakeholder group in the Town Centre upgrade work. Council staff have attended one meeting of the group.

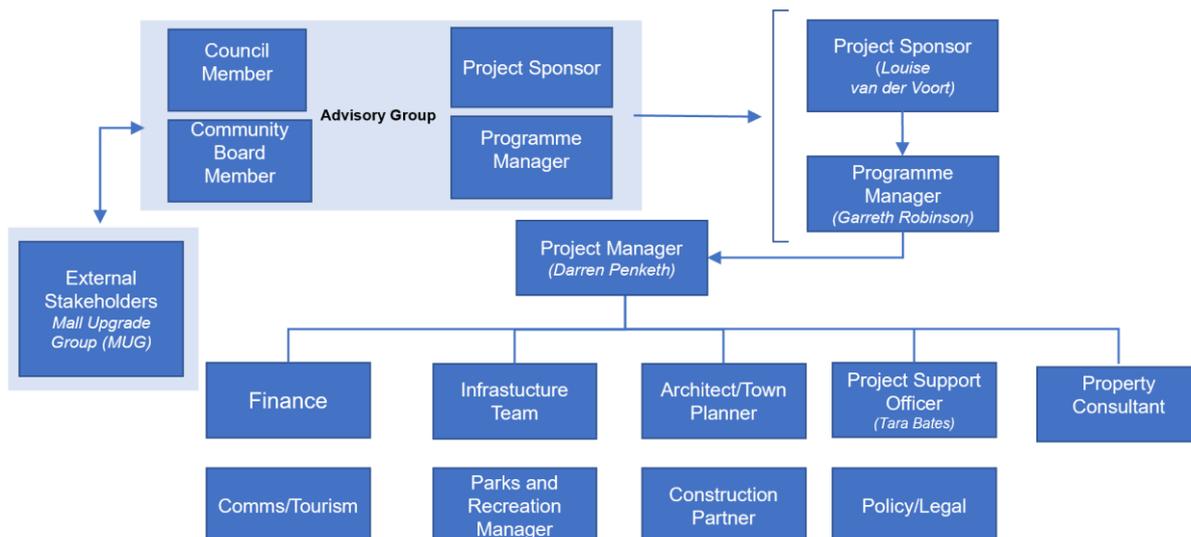
Further design work is now needed for the high-level concepts including incorporating changes to the Mall layout, building or upgrading the civic buildings and enlarging and upgrading public areas. The aim is to deliver a vibrant town centre that encourages people to visit and stay longer and attracts businesses, bringing greater commercial diversity and more economic development.

The LTP approved on 30 June 2021 provides for 24 months of planning (commencing 1 July 2021) to design and develop full detailed plans. Council will also need to approve the project team structure and timeline.

The project needs to be fully scoped and external parties engaged with in the development of the design. There will be a number of decision points for the Board and the Council to finalise the scale and design.

Projects of this nature require a clear and well-structured governance and decision-making arrangement, particularly as engaging the parties, scoping the project, and delivering detailed design in a 24-month timeframe is ambitious. **Figure 1** (below) indicates the proposed structure for the town centre projects.

## Cromwell Town Centre Project Team



**Figure 1: Project Group structure**

It is proposed that the Project Advisory Group would comprise the Project Sponsor, the Programme Manager, one councillor and one member of the Cromwell Community Board. The advisory group as well as the external stakeholder group (MUG) would consider the proposed scope developed by the architect, provide feedback, and generally be a sounding board for the project.

The Advisory Group would ensure the project is developing in the right manner and timeframe and provide a helpful discussion/advisory forum for Council staff. Establishment of the group will enable work to progress in a more timely manner than reporting back in the normal meeting cycle. Updates will be provided, and decisions referred to Cromwell Community Board and Council as appropriate.

It is important to take the community on the journey through the design phase of the project. An external stakeholder group will provide advice and feedback to the project team. As well as advice they have vested interest and need to be working in conjunction with the project team to attain a favourable outcome for all.

The project has had a high level of community interest and attracted a large number of submissions through the Masterplan and LTP processes. There has already been significant community engagement and many submitters told Council to “get on with it”.

The programme is outlined below:

### Phase 1 – Design

- Engage with external stakeholder group
- Confirm project architect
- Engage and scope project (Project team and architect)
- Finalise scope with Project Advisory Group
- Develop detailed concept plans for town centre and Council buildings (Architect)
- Adopt detailed concept plan (Community Board/Council)
- Appoint construction partner (RFP)
- Early engagement with construction partner (Architect, programme manager, project manager)
- Develop detailed design for Council buildings
- Approve detailed design for Council buildings (Community Board/Council)

Phase 2 project – Construction

- From 1 July 2023

#### 4. Options

##### Option 1 – (Recommended)

To approve the Cromwell Town Centre project structure and outline programme, approve Cromwell Community Board member appointment to the Advisory Group, and appoint a councillor to the Advisory Group.

Advantages:

- Enables Cromwell Town Centre project to progress
- Allows for community engagement through an External Stakeholder group
- The programme delivers the Town Centre Upgrade to the community in accordance with the Cromwell Masterplan and the LTP
- The project advisory group is an efficient way to interface with Council and the project team

Disadvantages:

- None

##### Option 2

To not approve the Cromwell Town Centre project structure and outline programme.

Advantages:

- Allows the Council to request alternative project structures and programmes

Disadvantages:

- Delays progressing the Cromwell Town Centre project despite significant community desire and impetus to move the project forwards

#### 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the social and economic wellbeing of communities, in the present and for the future by delivering an upgrade to Cromwell town centre.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	There are no financial implications inherent in adopting a project structure.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	This decision is consistent with the “Eye to the Future” Cromwell Masterplan and the Long-Term Plan.

<b>Considerations as to sustainability, the environment and climate change impacts</b>	The upgrade of the town centre within Cromwell's existing developed area will not negatively impact on sustainability.
<b>Risks Analysis</b>	Risks will be managed by project planning and close project management.
<b>Significance, Consultation and Engagement (internal and external)</b>	There has been significant consultation through the "Eye to the Future" Cromwell Masterplan and the project and funding was included in the consultation document for the 2021-31 Long-Term Plan. Engagement will continue through the External Stakeholder Group.

## 6. Next Steps

Implement the approved project structure and follow the outlined programme

## 7. Attachments

**Appendix 1 - Investment Logic Map for Cromwell Town Centre** [↓](#)

**Appendix 2 - Town Centre excerpt from Cromwell "Let's Talk Options" survey analysis**  
[↓](#)

**Appendix 3 - Summary of submissions on Cromwell Town Centre to the Long-Term Plan** [↓](#)

**Appendix 4 - Cromwell Town Centre Project Structure - Report to Cromwell Community Board** [↓](#)

**Appendix 5 - Cromwell Town Centre excerpt from Long-Term Plan Consultation Document** [↓](#)

Report author:



Garreth Robinson  
Property and Facilities Manager  
6/09/2021

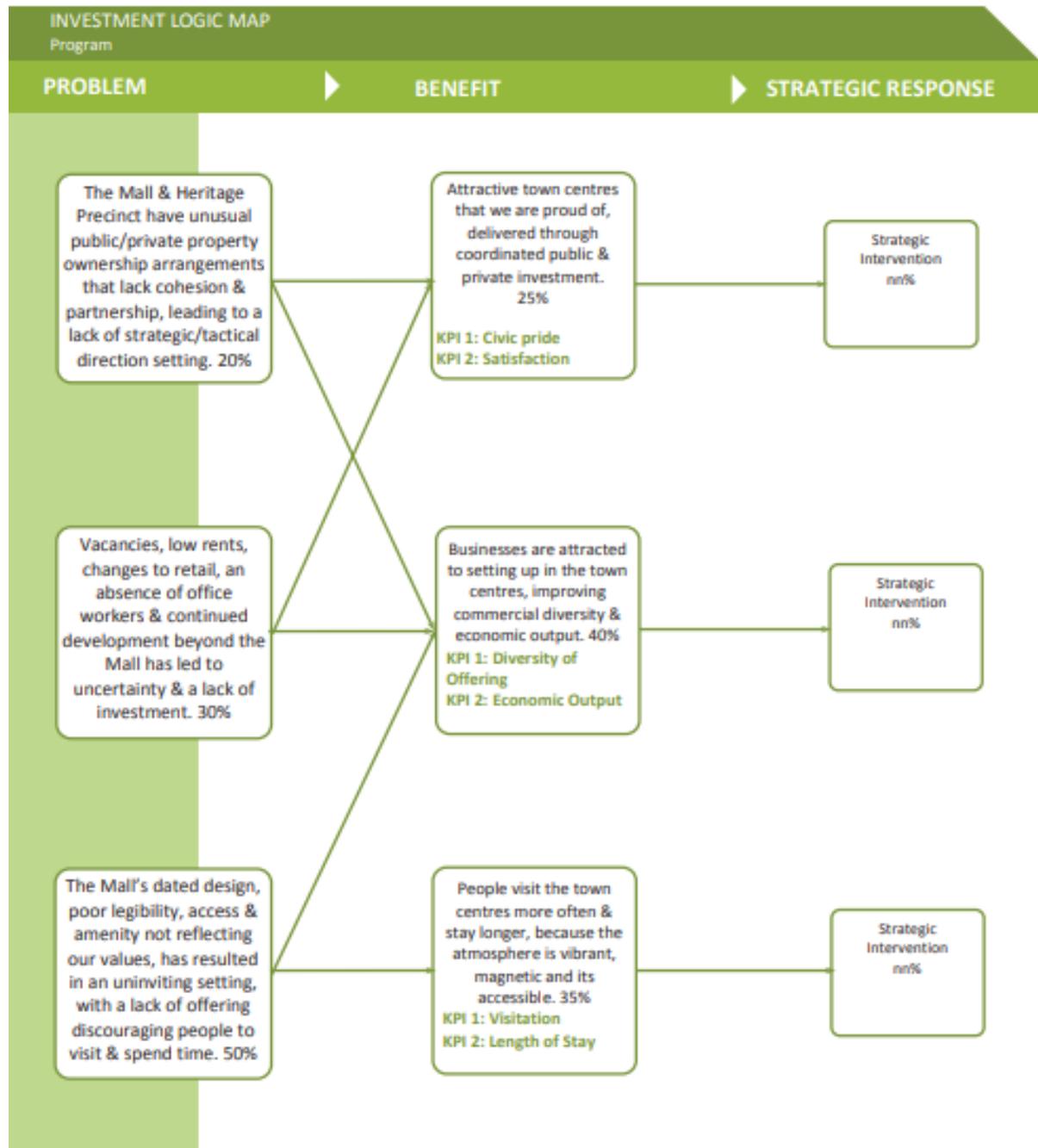
Reviewed and authorised by:



Louise van der Voort  
Executive Manager - Planning and Environment  
8/09/2021

# Cromwell Masterplan – Town Centre(s)

Thriving centres now and into the future



### RENEWING OUR TOWN CENTRE

The community was asked which of the three town centre renewal options they preferred and why. This question was compulsory with all 467 respondents providing a response.

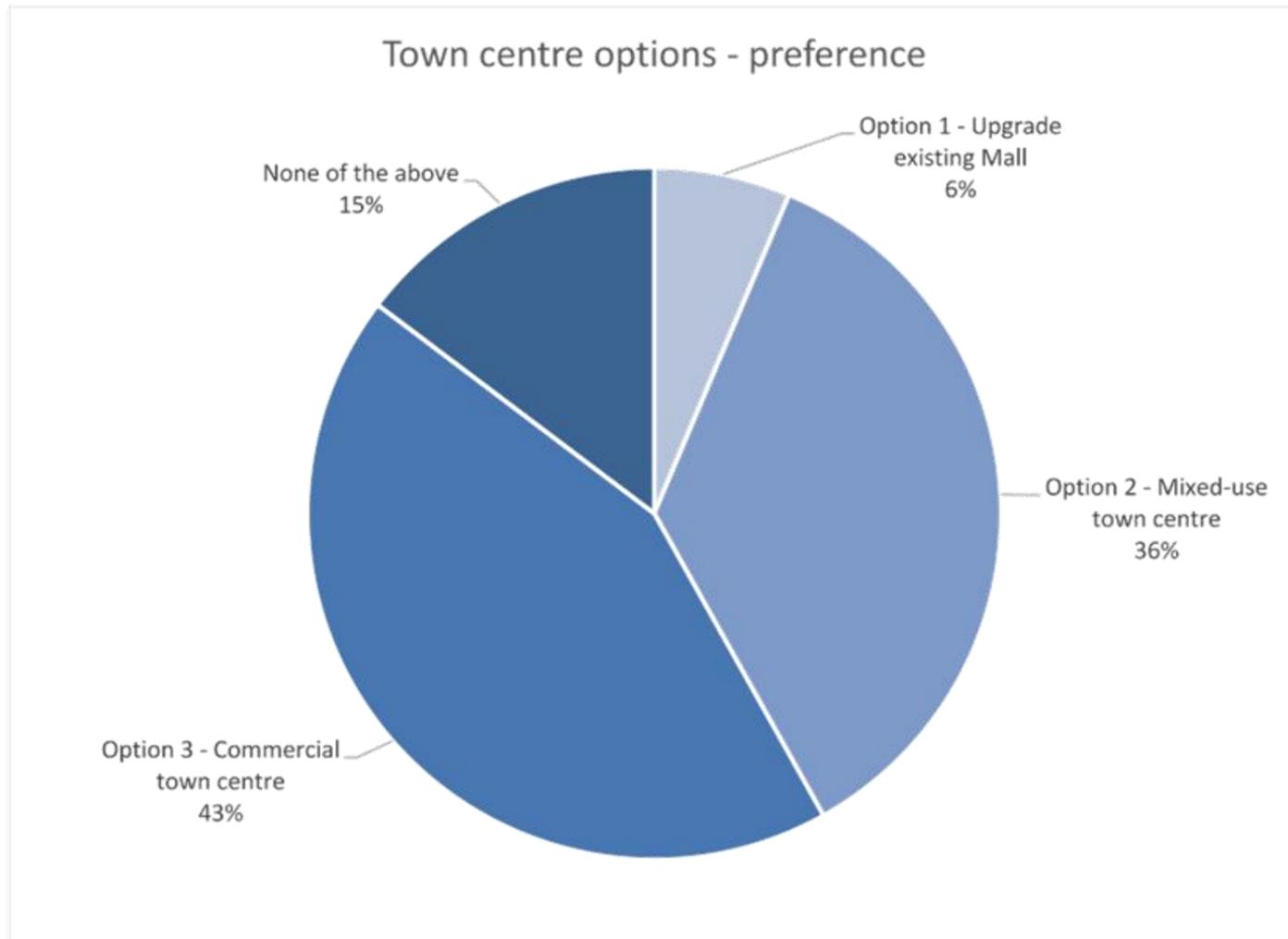


Figure 9. Respondent preference for town centre options

**WHY?**

There were 407 comments offering reasons why respondents chose the option they did. All comments have been categorised into lists of commonly mentioned themes. The graphs that follow show the list of themes based on the option chosen.

**Option 3 – Commercial town centre (198 respondents)**

Figure 10 below shows the list of themes that came through in the comments and the number of times each theme was mentioned.

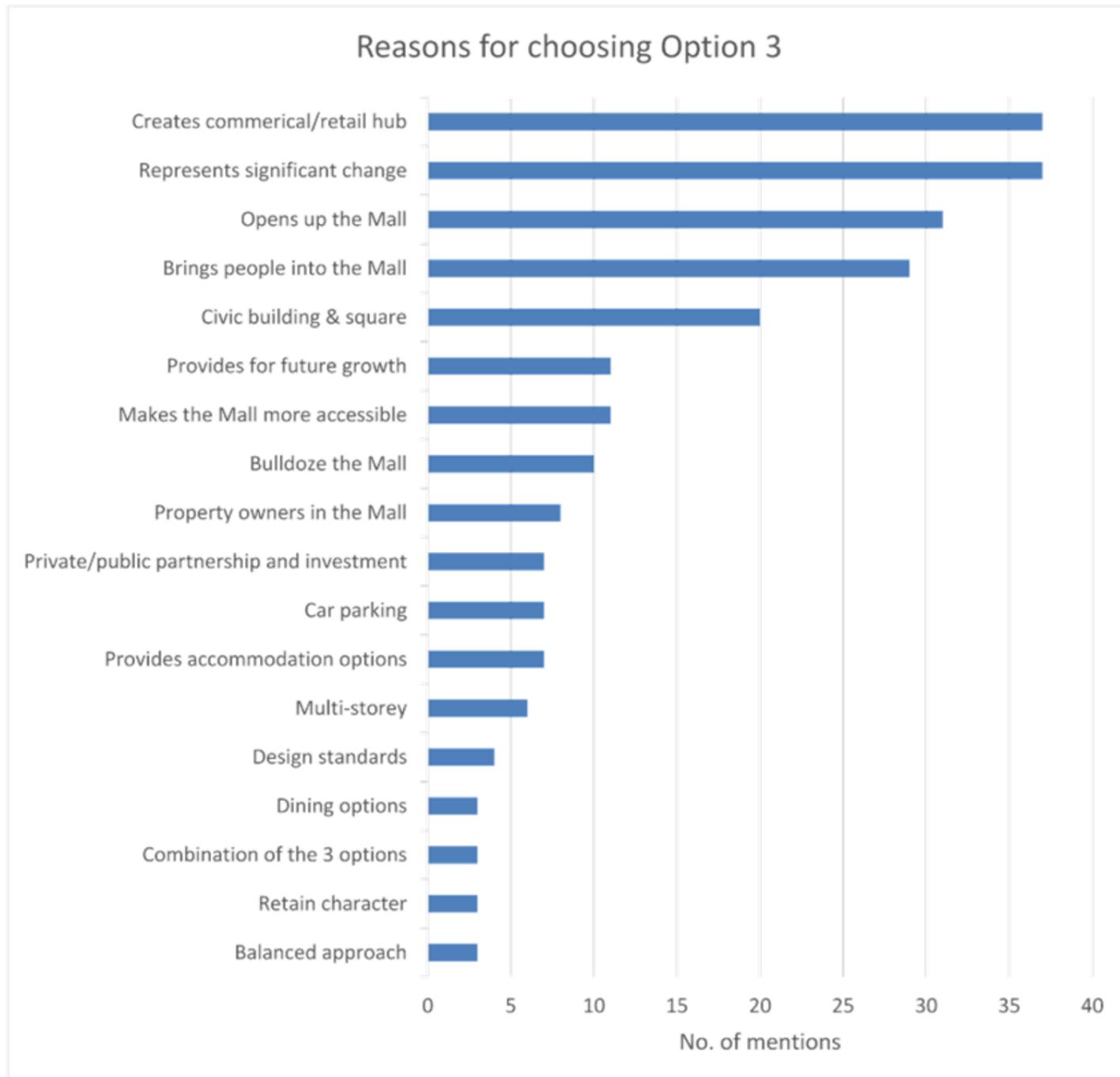


Figure 10. Commonly mentioned reasons respondents chose Option 3

The commentary below provides more detail about responses for those themes that were mentioned 10 or more times.

*‘Creates commercial/retail hub’ (37 comments)*

People liked that this option gives the Mall a commercial focus; retail, offices. Respondents said attracting more businesses into the Mall provides more reasons for people to shop and spend time there. Some felt this could also create employment.

*‘Represents significant change’ (37 comments)*

Respondents indicated that they chose this option because it represented significant change to the town centre/Mall area. Comments like 'if you can't start again we at least need big, bold development', 'this would enable change and support growth', 'do it once, do it properly'.

*'Opens up the Mall'* (31 comments)

Respondents said that opening the Mall up to improve sight lines is very important in improving the Mall space - 'Mall desperately needs to be opened up'.

*'Brings people into the Mall'* (29 comments)

Respondents like this option because it would encourage people into the Mall to shop, socialise and work. Comments suggest more people in the Mall would liven it up and create vibrancy. Comments included, 'more foot traffic', 'we need to bring people back into the centre', 'commercial centre will give it life with people coming and going'.

*'Civic building and square'* (20 comments)

Respondents were in support of a new civic building and felt including the library is a great idea. Some also thought the creation a civic square will provide a place for people to congregate. Three (3) respondents questioned the proposed location and suggested putting the new civic building out on the Big Fruit reserve.

*'Provides for future growth'* (11 comments)

Respondents felt this option provides scope for long-term growth and that it 'future proofs' the town.

*'Makes the Mall more accessible'* (11 comments)

Respondents said this option makes the Mall more usable and accessible.

*'Bulldoze the Mall'* (10 comments)

These respondents all said that the Mall needed to be demolished and a new town centre built. 'Build a new one', 'Mall is a dive, needs a dozer', 'Bulldoze down the Mall'.

**Option 2 – Mixed-use town centre (162 respondents)**

Figure 11 below shows the list of themes that came through in the comments and the number of times each theme was mentioned.

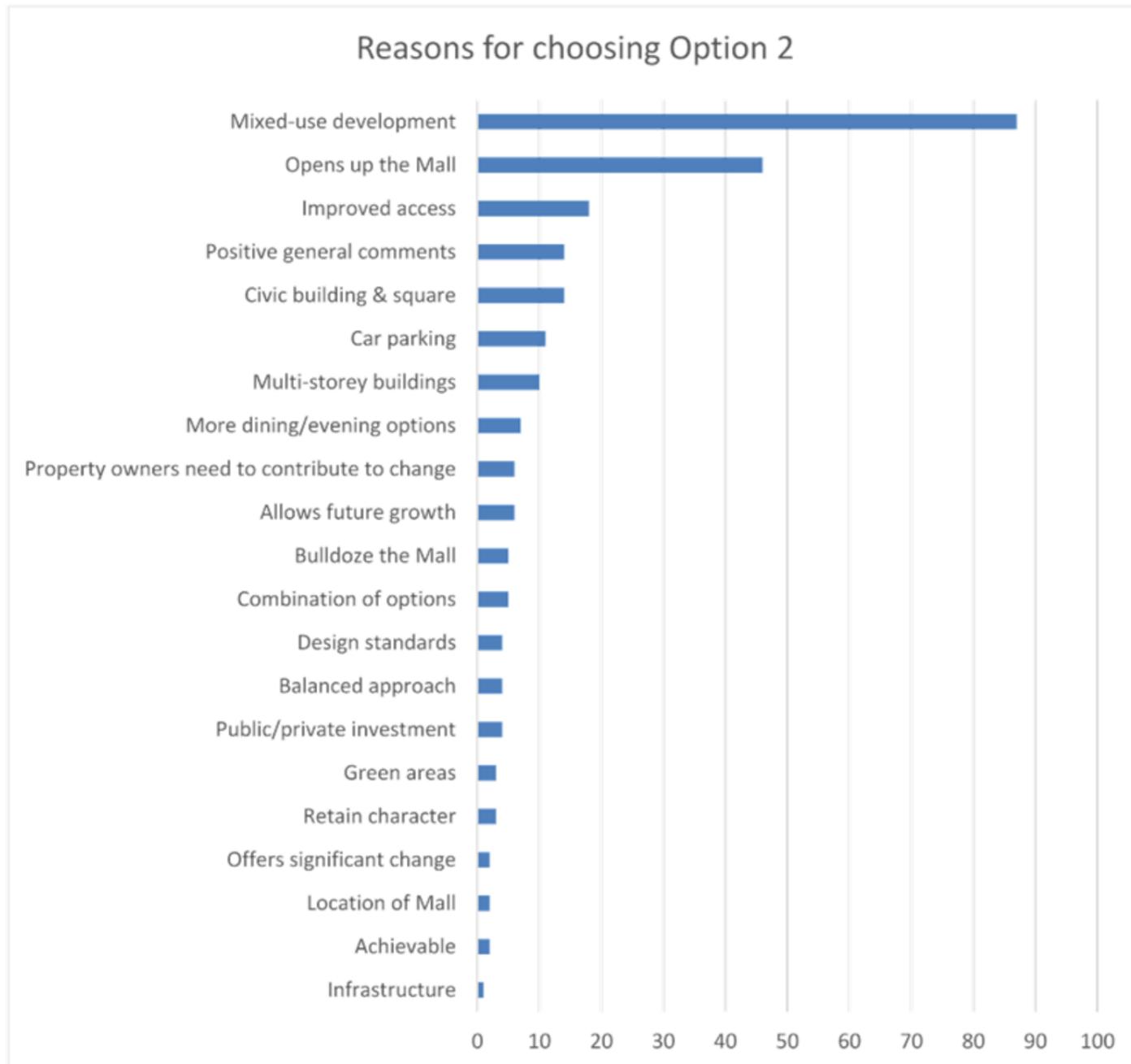


Figure 11. Commonly mentioned reasons respondents chose Option 2

The commentary below provides more detail about responses for those themes that were mentioned 10 or more times.

**‘Mixed-use development’ (87 comments)**

These respondents like the proposed mixed-use of the Mall area in this option. They felt that the mix of retail, office and residential development would be the best way to bring people into the Mall and create the vibrancy that is needed. 'Having more people living and working in the very middle of Cromwell would liven it up straight away', 'draw more people into the Mall'. Some commented that having people reside in the Mall provides choices for housing, life after hours and brings people closer to services.

**‘Opens up the Mall’ (46 comments)**

Respondents liked this option as removing buildings and opening up the Mall would create space and improve sight lines. It would allow locals and visitors to see into the Mall making it much more

inviting: 'open up the Mall as much as possible', 'love the open vision of the mall with better sight lines'.

*'Improved access'* (18 comments)

Respondents said they liked the improved pedestrian access and that allowing people to easily get into and move around the Mall was important.

*'Positive general comments'* (14 comments)

These respondents simply said that this was the best option.

*'Civic building & square'* (14 comments)

Respondents thought a civic square is a great idea and would be a great place for people to meet and relax. Some mentioned that it's important that people can see into the square from the outside of the Mall. Some felt combining a new library with other facilities was a good idea.

*'Car parking'* (11 comments)

Respondents mentioned that sufficient car parking is important for retail success and some felt there may not be sufficient car parking. Three (3) people suggested some car parks could be located underground.

*'Multi-storey buildings'* (10 comments)

These respondents were all in favour of multi-storey buildings to help create a vibrant town centre. 'I like the idea of going 'up'', 'multi-storey buildings is essential'.

**Option 1 – Upgrade existing Mall (29 respondents)**

There were two clear themes in the comments provided by respondents who selected Option 1:

1. Option 1 is the simplest and most cost effective option, 'improvements can be made without the huge costs of complete remake'.
2. The existing Mall is unique, has potential and that all that needs to happen is to open up the entry to encourage more people in, 'why build new when existing is under-utilised?'

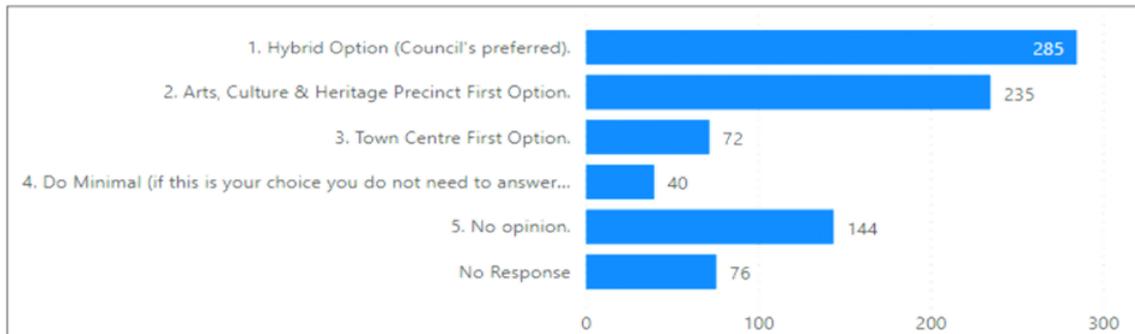
**None of the above (67 respondents)**

There were also clear themes in the comments provided by respondents who selected 'None of the above':

1. None of the options address the fundamental issues with the existing Mall including the fact that it's internally focused, badly designed and not user friendly.
2. The Mall needs to be pulled down and built from scratch. It won't cope with the projected growth and any investment in the Mall will be a waste of money.
3. The three options were not ambitious enough and won't make enough of a difference.

### Cromwell Masterplan – Timing options

The graph below shows the options selected by all 852 submitters. Option 1. Hybrid Option (Council's preferred) was selected most (285 submitters), followed by option 2. Arts, Culture and Heritage Precinct First Option, selected by 235 submitters.



### Comments

There were 284 comments received about the timing options.

#### Hybrid Option (Council's preferred) (86 comments)

Themes that came through in the comments from those who selected the Hybrid Option as their preference include:

- Let's go – 'Let's go' and 'just get on with it' was the sentiment from a number of submitters indicating that they want action.
- The need for a new service centre was queried.
- Other comments included things such as develop and preserve heritage area, build a multi-purpose hub, hall should be first then town centre, these facilities are needed to support growth, don't demolish council buildings.

#### Other issues raised in the submissions relating to Town Centre

Submitters had the opportunity to provide other comments on the key proposals or the content of the consultation document. One hundred and ninety-two comments were received relating to Cromwell. The following is a summary of the key themes coming through in the comments:

- 'Need action' – 38 submitters said they want to see progress with the Cromwell Masterplan workstreams as soon as possible. These comments related to either the town centre or the hall/events centre.
- Seventeen submitters felt the service centre and library should be used for a different purpose rather than be demolished.
- Twelve submitters didn't think a new service centre and library were needed or were a good use of rate payer money as part of the Cromwell Masterplan.



7 September 2021

## 21.7.6 CROMWELL TOWN CENTRE PROJECT STRUCTURE

Doc ID: 551286

### 1. Purpose of Report

To consider the project structure and proposed high-level timeline for the planning and design phase of the Cromwell Town Centre upgrade development.

---

### Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the project structure.
- C. Appoints a Community Board member to the Advisory Group.
- D. Recommends to Council to approve the project structure and programme.
- E. Recommends to Council to appoint a Councillor to the Advisory Group.

---

### 2. Background

The establishment report for the "Cromwell "Eye to the Future" Masterplan" contained a workstream for the Cromwell Town Centre. An investment logic map (ILM) was subsequently prepared for the Town Centre which identified the aim of more attractive town centres and improving commercial diversity, economic output and visitation. The ILM is attached as **Appendix 1**.

The Masterplan process incorporated significant community engagement throughout, including e-Updates, static displays, social media, online surveys of residents, Council's website, public drop-in sessions, stakeholder workshops and further public survey.

In September 2018, a report was presented to the Cromwell Community Board (the Board) which identified a number of shortlisted options for the Town Centre being:

1. Upgrade existing mall
2. Mixed-use town centre
3. Commercial town centre

The Board agreed to the options and authorised community consultation. The "Let's Talk Options" survey was consulted on from Friday 19 October until Monday 19 November 2018. 477 responses were received. In summary, 43% of respondents supported Option 3 and 36% supported Option 2. The results for the Cromwell Town Centre are attached as **Appendix 2**.

The Cromwell Masterplan capital projects were included in the Consultation Document for the Long-Term Plan (LTP). The Town Centre projects included demolition of some existing buildings, construction of new buildings including library, service centre and resource centre, plus hard and soft landscaping. The approximate capital cost of all Town Centre Project elements was \$42 million.

The community had the opportunity to comment on three options for timing of the capital projects being:

1. Hybrid Option (Council's preferred) - progress both the Arts and Culture Precinct and the Town Centre projects at the same time.
2. Arts, Culture & Heritage Precinct First Option.
3. Town Centre First Option.

852 submissions were received, with *Option 1 - Hybrid Option* receiving the most submissions (285 submitters), followed by *Option 2 - Arts, Culture and Heritage Precinct First option* (235 submitters).

One of the themes that came through in the comments was questioning as to whether there was a need for a new service centre. A summary of submissions relating to the Town Centre is attached as **Appendix 3**.

At the meeting to consider submissions to the LTP, on 1 June 2021, the Council noted the recommendation from the Cromwell Community Board on the draft 2021-31 Long Term Plan consultation document for the town centre. Council approved 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.

The Council also approved the hybrid option to progress both the Arts and Culture Precinct and the Town Centre projects at the same time, and adopted the LTP on 30 June 2021

### 3. Discussion

The Cromwell Masterplan and LTP Consultation Document provided high level concepts for capital projects. An excerpt from the LTP Consultation Document is attached as **Appendix 4** outlining some of the concept ideas. No further design work has been completed to date.

A number of relevant actions/events have occurred since consultation on the Cromwell Masterplan, which may impact on how the planning for town centre progresses.

#### **7A, 7B and 9 Murray Terrace**

During 2020, Council purchased 7A, 7B and 9 Murray Terrace to give effect to the Cromwell Spatial Plan (Stage 1 of the "Eye to the Future" Cromwell Masterplan) and enable opportunity for additional commercial and retail development. The Cromwell Spatial Plan, adopted by the Board in May 2019, introduces a precinct approach to the Town Centre development in Cromwell, including a *Northwest Precinct* and *The Mall Precinct*, to encourage mixed-use development in the town centre. Included is the development of a link road within an existing carpark, enabling consolidation of "front and back" development either side of the link road within Murray Terrace. Purchasing the properties adjacent to the car park, being 7A, 7B and 9 Murray Terrace, is key to ensuring the success of the Northwest Precinct.

#### **Commercial development**

The Wooing Tree Estate has lodged an application for resource consent via the Fast Track consenting route seeking approval to develop a commercial centre across State Highway 8B, adjacent to the highway within the 30-metre buffer area. The Cromwell Spatial Plan seeks to focus commercial and retail development within the town centre precinct. Council has lodged a submission to the Fast Track consent to this effect. The Fast Track Panel has not determined when a decision will be made on the resource consent.

#### **Stakeholder Engagement Group**

A Mall Upgrade Group (MUG) comprising owners of businesses in the Town Centre was

formed in 2021 following adoption of the LTP. This group offers an opportunity to act as external stakeholder group in the Town Centre upgrade work. Council staff have attended one meeting of the group.

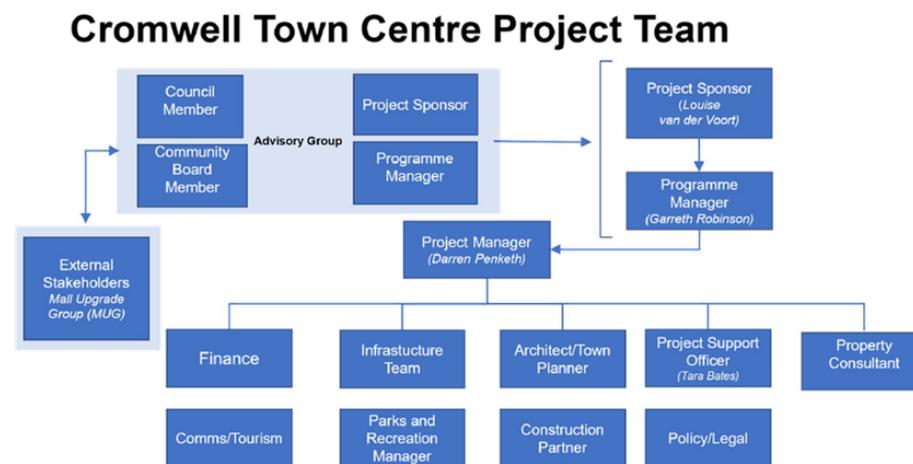
Further design work is now needed for the high-level concepts including incorporating changes to the Mall layout, building or upgrading the civic buildings and enlarging and upgrading public areas. The aim is to deliver a vibrant town centre that encourages people to visit and stay longer and attracts businesses, bringing greater commercial diversity and more economic development.

The LTP approved on 30 June 2021 provides for 24 months of planning (commencing 1 July 2021) to design and develop full detailed plans. Council will also need to approve the project team structure and timeline.

The project needs to be fully scoped and external parties engaged with in the development of the design. There will be a number of decision points for the Board and the Council to finalise the scale and design.

Projects of this nature require a clear and well-structured governance and decision-making arrangement, particularly as engaging the parties, scoping the project, and delivering detailed design in a 24-month timeframe is ambitious. The figure below indicates the proposed structure for the town centre projects.

**Figure 1: Project Group structure**



It is proposed that the Project Advisory Group would comprise the Project Sponsor, the Programme Manager, one Councillor and one member of the Cromwell Community Board. The advisory group as well as the external stakeholder group (MUG) would look at the proposed scope developed by the architect, provide feedback, and generally be a sounding board for the project.

The Advisory Group would ensure the project is developing in the right manner and timeframe and provide a helpful discussion/advisory forum for Council staff. Establishment of the group will enable work to progress in a more timely manner than reporting back in the normal meeting cycle. Updates will be provided, and decisions referred to Cromwell Community Board and Council as appropriate.

It is important to take the community on the journey through the design phase of the project. An external stakeholder group will provide advice and feedback to the project team. As well as advice they have vested interest and need to be working in conjunction with the project team to attain a favourable outcome for all.

The project has had a high level of community interest and attracted a large number of submissions through the Masterplan and LTP processes. There has already been significant community engagement and many submitters told Council to "get on with it".

The programme is outlined below:

**Phase 1 – Design**

- Engage with external stakeholder group
- Confirm project architect
- Engage and scope project (Project team and architect)
- Finalise scope with Project Advisory Group
- Develop detailed concept plans for town centre and Council buildings (Architect)
- Adopt detailed concept plan (Community Board/Council)
- Appoint construction partner (RFP)
- Early engagement with construction partner (Architect, programme manager, project manager)
- Develop detailed design for Council buildings
- Approve detailed design for Council buildings (Community Board/Council)

**Phase 2 project – Construction**

- From 1 July

#### **4. Options**

Option 1 – (Recommended)

To approve the project structure and programme, and appoint a member of the Cromwell Community Board to the Advisory Group.

Advantages:

- Enables Cromwell Town Centre project to progress
- Allows for elected members engagement by appointing a Community Board member to the Advisory Group
- Allows for community engagement through an External Stakeholder group

Disadvantages:

- None.

Option 2

To not approve the project structure and programme.

Advantages:

- Allows the Community Board to request alternative project structures and programmes

Disadvantages:

- Delays progressing the Cromwell Town Centre project despite significant community desire and impetus to move the project forwards.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the social and economic wellbeing of communities, in the present and for the future by delivering an upgrade to Cromwell town centre.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	There are no financial implications inherent in adopting a project structure.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	This decision is consistent with the “Eye to the Future” Cromwell Masterplan and the Long-Term Plan.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	The upgrade of the town centre within Cromwell’s existing developed area will not negatively impact on sustainability.
<b>Risks Analysis</b>	Risks will be managed by project planning and close project management.
<b>Significance, Consultation and Engagement (internal and external)</b>	There has been significant consultation through the “Eye to the Future” Cromwell Masterplan and the project and funding was included in the consultation document for the 2021-31 Long-Term Plan. Engagement will continue through the External Stakeholder Group.

## 6. Next Steps

Progress a report to Council to recommend adoption of the project structure, outline, and that they appoint a Councillor to the advisory group.

## 7. Attachments

**Appendix 1 - Investment Logic Map for Cromwell Town Centre**

**Appendix 2 - Town Centre excerpt from Cromwell "Let's Talk Options" survey analysis**

**Appendix 3 - Summary of submissions on Cromwell Town Centre to the Long-Term Plan**

**Appendix 4 - Cromwell Town Centre excerpt from Long-Term Plan Consultation Document**

Cromwell Community Board meeting Agenda

7 September 2021

Report author:

Reviewed and authorised by:



Garreth Robinson  
Property and Facilities Manager  
24/08/2021



Louise van der Voort  
Executive Manager - Planning and Environment  
26/08/2021

The town centre projects include demolition of some existing buildings, new buildings including library, service centre and resource centre, plus hard and soft landscaping.

**Approximate Capital Costs for Town Centre Project elements:**

- Service Centre \$12.3m
- Library \$11m
- Resource Centre \$5.5m

*Note these costs exclude landscaping, demolition and project management costs estimated to be \$13.2 million.*

Total cost of the Town Centre Project: \$42 million.

This map and images are indicative concepts only. No design work has been done to date. That would come down the track.



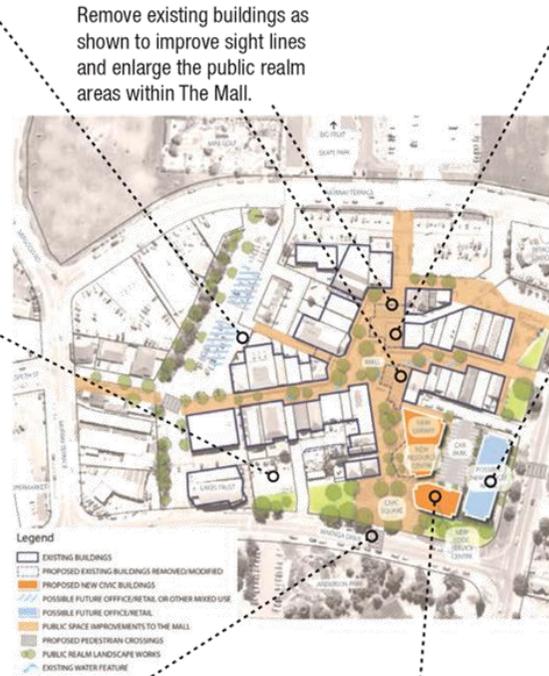
Complete a street upgrade and consider possible future retail development.



Encourage three to four-storey development and accommodation for residents, seasonal workers and visitors within areas close to The Mall.



Broader public space improvements, including on The Mall edges, and safer pedestrian and cycle connections to the Anderson Park recreation space.



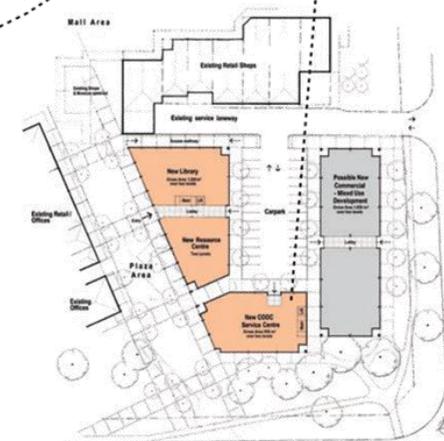
Remove existing buildings as shown to improve sight lines and enlarge the public realm areas within The Mall.



Develop a new central Civic Square with public realm upgrades to internal parts of The Mall.



Include a future mixed-use development site with office space as the primary activity.



Construct a new Civic building that includes a new integrated library, resource centre and expanded administration spaces, as well as commercial tenancies (cafe, retail).

## 21.7.15 REQUEST FOR MINISTER OF CONSERVATION'S CONSENT TO GRANTING OF EASEMENT OVER LOCAL PURPOSE RESERVE [PRO 61-2067-E1]

Doc ID: 550576

### 1. Purpose of Report

To consider granting the consent of the Minister of Conservation (under delegated authority) to the granting of an easement (in gross) over Section 1 Survey Office Plan 496959 and Section 1 Block XXXVIII Town of Alexandra (Local Purpose (Cemetery) Reserve) to Aurora Energy Limited.

---

### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant the consent of the Minister of Conservation (under delegated authority) to the granting of an easement (in gross) over Section 1 Survey Office Plan 496959 and Section 1 Block XXXVIII Town of Alexandra (Local Purpose (Cemetery) Reserve) to Aurora Energy Limited.

---

### 2. Background

At its meeting of 31 August 2021, the Vincent Community Board (the Board) considered an application for an easement over Section 1 Survey Office Plan 496959 and Section 1 Block XXXVIII Town of Alexandra (Local Purpose (Cemetery) Reserve).

A copy of the report to the Board dated 31 August 2021 is attached as **Appendix 1**.

On consideration the Board resolved (Resolution 21.7.3) as follows:

- B. *Agrees to grant an easement (in gross) to Aurora Energy Limited to convey electricity over Section 1 Block XXXVIII Town of Alexandra and Section 1 Survey Office Plan 496959, being Local Purpose (Cemetery) Reserve, for \$1, subject to:*
  - *Aurora obtaining all consents, permits, and other rights associated with installing the cable between Dunstan Road through to Letts Gully Road.*
  - *The easement area having a maximum width of 3 metres and being immediately adjacent to the northern boundary as shown in figure 2.*
  - *All costs associated with preparing and registering the easement being met by Aurora Energy Limited.*
  - *Aurora clearing the northern boundary to the satisfaction of the Parks and Recreation Manager.*
  - *The Minister of Conservation's consent.*

As noted in Resolution 21.7.3, the granting of the easement over Section 1 Block XXXVIII Town of Alexandra and Section 1 Survey Office Plan 496959 is subject to the consent of the Minister of Conservation.

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

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

### 3. Discussion

#### Due Process – Easements over Reserve Land

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

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

Section 1 Survey Office Plan 496959 and Section 1 Block XXXVIII Town of Alexandra are Local Purpose (Cemetery) Reserves. Both Sections are held subject to the Reserves Act 1977 by Council as the administering body. While installing an unground cable may appear to be at odds with the reservation of the land, the cable is being installed outside the burial area. This means the purpose of the land will not be affected by the installation of the proposed cable.

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

An underground cable will not materially alter the reserve or affect the rights of the public. Therefore, public consultation is not required in this instance.

#### Minister of Conservation’s Consent

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

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

### 4. Options

#### Option 1 – (Recommended)

To grant the consent of the Minister of Conservation (under delegated authority) to the granting of an easement (in gross) over Section 1 Survey Office Plan 496959 and Section 1 Block XXXVIII Town of Alexandra (Local Purpose (Cemetery) Reserve) to Aurora Energy Limited.

## Advantages:

- The granting of the easement will not materially alter the reserve or compromise the use of the land.
- Recognises that the purpose of the easement is consistent with the Reserves Act 1977.
- Recognises the provisions of the Instrument of Delegation dated 12 June 2013.
- Recognises that due process has been followed.

## Disadvantages:

- None.

Option 2

To not grant the consent of the Minister of Conservation (under delegated authority) to the granting of an easement (in gross) over Section 1 Survey Office Plan 496959 and Section 1 Block XXXVIII Town of Alexandra (Local Purpose (Cemetery) Reserve) to Aurora Energy Limited.

## Advantages:

- None.

## Disadvantages:

- Does not recognise that the purpose of the easement is consistent with the Reserves Act 1977.
- Does not recognise the provisions of the Instrument of Delegation dated 12 June 2013.
- Does not recognise that due process has been followed.

**5. Compliance**

<b>Local Government Act 2002 Purpose Provisions</b>	The Local Government Act 2002 does not apply to this decision.  The Minister of Conservation's consent is delegated to Council in accordance with the Reserves Act 1977, and the "Instrument of Delegation to Territorial Authorities" dated 12 June 2013.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	There are no financial implications related to the recommendation.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	The recommendation is consistent with the Reserves Act 1977 and with the "Instrument of Delegation to Territorial Authorities" dated 12 June 2013.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	No sustainability, environmental or climate change impacts are related to the decision as the legalising the existing will have no material effect on the land.

<b>Risks Analysis</b>	There are no risks to Council associated with the recommended option.
<b>Significance, Consultation and Engagement (internal and external)</b>	<p>The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.</p> <p>Pursuant to section 48(3) of the Reserves Act 1977, public advertising of the intention to grant of an easement over a reserve or any part thereof is not required where the reserve is not likely to be materially altered or permanently damaged; and the rights of the public in respect of the reserve are not likely to be permanently affected.</p>

## 6. Next Steps

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

- |  |                     |
|--|---------------------|
| 1. Community Board Approval                | 31 August 2021      |
| 2. Consent of the Minister of Conservation | 22 September 2021   |
| 3. Applicant advised of outcome            | Late September 2021 |

## 7. Attachments

**Appendix 1 - Copy of Report to the Board dated 31 August 2021** [↓](#)

Report author:



Linda Stronach  
Statutory Property Officer  
1/09/2021

Reviewed and authorised by:



Louise van der Voort  
Executive Manager - Planning and Environment  
7/09/2021

**21.7.3 APPLICATION FOR EASEMENT IN FAVOUR OF AURORA ENERGY LIMITED****Doc ID: 535518****1. Purpose of Report**

To consider granting an easement (in gross) over Section 1 Survey Office Plan 496959 and Section 1 Block XXXVIII Town of Alexandra (Local Purpose (Cemetery) Reserve) to Aurora Energy Limited.

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**Recommendations**

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
  - B. Agrees to grant an easement (in gross) to Aurora Energy Limited to convey electricity over Section 1 Block XXXVIII Town of Alexandra and Section 1 Survey Office Plan 496959, being Local Purpose (Cemetery) Reserve, for \$1, subject to:
    - Aurora obtaining all consents, permits, and other rights associated with installing the cable between Dunstan Road through to Letts Gully Road.
    - The easement area having a maximum width of 3 metres and being immediately adjacent to the northern boundary as shown in figure 2.
    - All costs associated with preparing and registering the easement being met by Aurora Energy Limited.
    - Aurora clearing the northern boundary to the satisfaction of the Parks and Recreation Manager.
    - The Minister of Conservation's consent.
  - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
- 

**2. Background**

Aurora Energy Limited (Aurora) proposes to upgrade and reinforce its existing 11kV overhead line circuits which feed the Letts Gully and Springvale Road areas.

To enable the upgrade, Aurora proposes to connect its existing Dunstan Road and Letts Gully overhead networks via an underground cable. The underground cable will be an express feeder. Installing an express feeder will allow Aurora to increase the capacity of the Letts Gully and Springvale networks.

Approximately two kilometres of underground cable will be required to link the two networks. A rough plan showing the path of the proposed cable is shown below in figure 1.



Figure 1 – Rough Plan of Proposed Cable

The proposed cable will pass through approximately eleven different parcels of land. The final cable route will depend upon the outcome of negotiations with the owners of the various parcels.

Aurora proposes to install the first 345 metres of the cable along the northern boundaries of Section 1 Block XXXVIII Town of Alexandra (Section 1 Block XXXVIII) and Section 1 Survey Office Plan (SO) 496959. A plan of the proposed cable in the two Sections is shown in red below in figure 2.



Figure 2 – Plan of the Proposed Cable in Section 1 Block XXXVIII Town of Alexandra & Section 1 SO 496959

Section 1 Block XXXVIII and Section 1 SO 496959 are Crown derived reserves. Both Sections are held subject to the Reserves Act 1977, by Council as the administering body.

Section 1 Block XXXVIII is the Alexandra Cemetery. It is Local Purpose (Cemetery) Reserve. Section 1 SO 496959 is also Local Purpose (Cemetery) Reserve. Section 1 SO 496959 was reclassified from Recreation Reserve to Local Purpose (Cemetery) Reserve in 2017 to allow for the future expansion of the Alexandra Cemetery.

Because the cable is a new asset, its installation is not covered by the Electricity Act 1992. To install the cable, Aurora will require easements (in gross) from all affected landowners between Dunstan Road and Letts Gully.

Aurora have now applied to Council for an easement (in gross) over the area outlined in red below in figure 3.



Figure 3 – Plan of proposed easement (not to scale)

### 3. Discussion

#### Existing Occupations and Infrastructure

The Salvation Army hold a Licence to Occupy part of Section 1 SO 496959. Historically the group occupied the area marked by rapid number 105 in figure 4. The group's new area of occupation is immediately adjacent to Dunstan Road. The group will not be affected by the proposed works, the cable, or the granting of the easement.

The Mountain Bikers of Alexandra hold a licence over a track running through the Alexandra Town Belt. The licence includes a track over Section 1 Block XXXVIII and SO 496959. This part of the track links the Town Belt to Dunstan Road. While the proposed cable is being installed the group may have to enter and exit the track from an alternate point. Once installed, the cable will have no effect on the group's ability to use or access their track.

Section 1 Block XXXVIII and Section 1 SO 496959 sit below the Alexandra Town Belt and the town's northern water reservoir. A rising main runs from the reservoir, along the northern boundary of the two sections, and out into Dunstan Road. A length of this pipeline runs very close to where Aurora proposes to install its cable. A plan of the pipeline is shown below in figure 4.

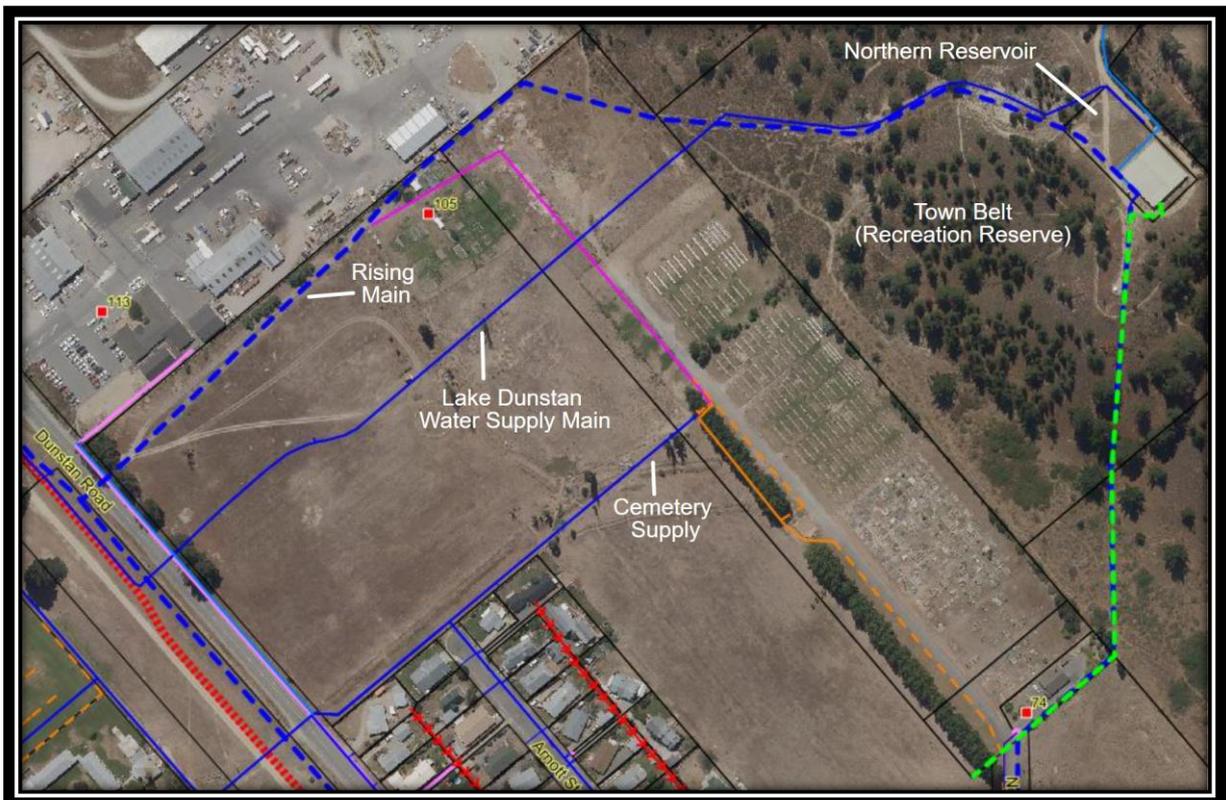


Figure 4 – Northern Reservoir and Associated Infrastructure

Aurora have used ground penetrating sonar to identify and peg the exact location and depth of rising main. Aurora have advised that they can work around the rising main to install their cable. The Lake Dunstan Water Supply main and the cemetery's water supply will not be affected by the installation of the proposed cable.

#### Cemetery Requirements

As noted previously, Section 1 Block XXXVIII and Section 1 SO 496959 are both Local Purpose (Cemetery) Reserves. Section 1 Block XXXVIII contains the Alexandra Cemetery. In the future, the cemetery will be expanded into Section 1 SO 496959.

Expansion plans include a buffer zone and plantings down the northern boundary of the two sections. This will create separation between the cemetery and the adjacent industrial activities.

The boundary is currently littered with rubbish, scrubby trees, and weeds. If the easement is granted, Aurora will be asked to clear the boundary and dispose of the debris to the satisfaction of the Parks and Recreation Manager.

As the proposed cable will be installed immediately adjacent to the northern boundary, it will not affect the future expansion of the cemetery.

#### Council Policy

Section 1 Block XXXVIII and Section 1 SO 496959 are identified on District Plan Map 2 of Council's Operative District Plan.

Section 1 Block XXXVIII is designated as being for cemetery purposes. The underlying zoning is rural resource area. Section 1 SO 496959 is currently designated as being for recreational purposes. This designation is planned to be updated to cemetery purposes as part of the current District Plan review. The underlying zoning of Section SO 496959 is residential resource area.

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

**13.7.7 Operation, maintenance, repair, upgrading and removal of network utilities**

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

Aurora would be responsible for obtaining, and complying with, all consents and permits associated with the installation of the proposed cable.

Legal

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

Section 2 of the Electricity Act 1992 defines an electrical installation as "all fittings beyond the point of supply that form part of a system that is used to convey electricity to a point of consumption". The express feeder cable meets this definition.

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

The granting of an easement (in gross) to lay underground cable along the northern boundaries of Section 1 Block XXXVIII and Section 1 SO 496959 will not materially alter the land, nor compromise its use.

Financial

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

As installing the cable will enable Aurora to enhance existing services it is not proposed that a fee be charged in this instance.

#### 4. Options

Option 1 – (Recommended)

To agree to grant an easement (in gross) to Aurora Energy Limited to convey electricity over Section 1 Block XXXVIII Town Of Alexandra and Section 1 Survey Office Plan 496959, being Local Purpose (Cemetery) Reserve, for \$1, subject to:

- Aurora obtaining all consents, permits, and other rights associated with installing the cable between Dunstan Road through to Letts Gully Road.
- The easement area having a maximum width of 3 metres and being immediately adjacent to the northern boundary as shown in figure 2.
- All costs associated with preparing and registering the easement being met by Aurora Energy Limited.
- Aurora clearing the northern boundary to the satisfaction of the Parks and Recreation Manager.

- The Minister of Conservation's consent.

Advantages:

- Aurora will be able to install an express feeder cable and to upgrade its Letts Gully and Springvale networks.
- An easement for electrical installations is permitted under the Reserves Act 1977.
- The northern boundary will be cleared of scrubby trees, weeds, and other rubbish.
- The granting of the easement is consistent with the provisions of the Reserves Act 1977.

Disadvantages:

- None.

Option 2

To not grant an easement (in gross) to Aurora Energy Limited over Section 1 Block XXXVIII Town of Alexandra and Section 1 Survey Office Plan 496959.

Advantages:

- None.

Disadvantages:

- Aurora will not be able to install an express feeder cable or upgrade its Letts Gully and Springvale networks.
- The northern boundary will not be cleared of scrubby trees, weeds, or other rubbish.
- Does not recognise the provisions of the Reserves Act 1977.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the economic wellbeing of the community by enabling Aurora to upgrade their Letts Gully and Springvale networks.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	There are no financial implications for Council relating to this decision as all costs associated with the works and the creation of the easement will be met by Aurora Energy Limited.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	The electrical works are a permitted activity under rule 13.7.7 of Council's Operative District Plan, with the recommended option also being consistent with the Electricity Act 1992.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	No sustainability, environmental or climate change impacts are related to the decision as the associated works will have no material effect on the land.

<b>Risks Analysis</b>	There are no risks to Council associated with the recommended option.
<b>Significance, Consultation and Engagement (internal and external)</b>	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.

## 6. Next Steps

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

- |  |                     |
|--|---------------------|
| 1. Community Board Approval                | 31 August 2021      |
| 2. Consent of the Minister of Conservation | 22 September 2021   |
| 3. Applicant advised works approved        | Late September 2021 |

## 7. Attachments

Nil

Report author:



Linda Stronach  
Property Officer - Statutory  
16/08/2021

Reviewed and authorised by:



Louise van der Voort  
Executive Manager - Planning and Environment  
20/08/2021

## 21.7.16 REQUEST FOR MINISTER OF CONSERVATION'S CONSENT TO THE GRANTING OF A GRAZING LEASE OVER RECREATION RESERVE [PRO: 65-7040-L10]

Doc ID: 550601

### 1. Purpose of Report

To consider granting the consent of the Minister of Conservation (under delegated authority) to the granting of a grazing lease over part of the Roxburgh Recreation Reserve.

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### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
  - B. Agrees to grant the consent of the Minister of Conservation (under delegated authority), to Council granting a grazing lease over 4500 square metres of Part Section 181 Block II Teviot Survey District being part of the Roxburgh Recreation Reserve.
- 

### 2. Background

#### Resolution 21.3.3

At its meeting of 22 April 2021, the Teviot Valley Community Board (the Board) considered a report recommending the granting of lease over part of the Roxburgh Recreation Reserve.

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

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

- A. *Receives the report and accepts the level of significance.*
- B. *Agrees to grant a lease over 4500 square metres of Part Section 181 Block II Teviot Survey District (recreation reserve) to the Applicant on the following terms and conditions:*
  - *Term* Five (5) Years.
  - *Right of Renewal* One (1) of Five (5) Years.
  - *Rent* \$1 (plus GST) per annum, if demanded.

#### **Subject to:**

- *The Applicant paying all costs associated with the public advertising in the Central Otago News.*
  - *The Applicant fencing the perimeter of the lease area and using the land in conjunction with his own.*
  - *The lease complying with the provisions of Schedule 1 of the Reserves Act 1977.*
  - *The Minister of Conservation's consent.*
- C. *Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolution.*

Consultation and Submission Process

In accordance with Resolution 21.3.3 and pursuant to the provisions of the Reserves Act 1977, Council publicly advertised their Notice of Intention (to grant a grazing lease) in the Central Otago News edition of 29 April 2021.

The public notice advised that a Statement of Proposal was available in hard copy at the Alexandra Council Office or online via Council's website.

The notice invited the public to make submissions on the proposal to grant a grazing lease over part of the Roxburgh Recreation Reserve.

One email referencing the public notice was received prior to the closing date of 31 May 2021.

Matter 21.7.4

In accordance with the "Register of Delegations to Community Boards, Portfolios, Committees and the Chief Executive Officer" dated 14 April 2020, Council's Hearings Panel considered the proposal and the submission at its meeting of 10 August 2021.

A copy of the report to the Hearings Panel, dated 10 August 2021, is attached as **Appendix 2**.

Following deliberation, the Hearings Panel resolved (Motion 21.7.4) as follows:

**21.7.4      *Consideration of Submissions to Proposal to Grant Lease over Roxburgh Recreation Reserve***

*A report to consider submissions to a proposal to grant lease over Roxburgh Recreation Reserve and been circulated.*

*Also circulated was the report of the Property Officer in relation to the proposal.*

*RESOLVED that the report of the Property Officer be approved.*

*Jeffery/McPherson*

**3. Discussion**Due Process

For the purpose of confirming due process, the following steps have been undertaken in consideration of the proposal to grant a grazing lease over part of the Roxburgh Recreation Reserve:

<b>Step</b>	<b>Date</b>
1. Resolution of the Teviot Valley Community Board	12 April 2021
2. Notice of Intention and Statement of Proposal Advertised	29 April 2021
3. Submission Period Closed	31 May 2021
4. Submission heard (by Hearings Panel under Delegation)	10 August 2021

The Role of the Minister of Conservation

When an administering body proposes to grant a new grazing lease over a reserve (or any part thereof) in accordance with section 73 of the Reserves Act 1977, they must obtain the consent of the Minister of Conservation.

The role of the Minister is to ensure that the provisions of the Reserves Act are applied appropriately. Those provisions include the Minister of Conservation:

- being satisfied that the reclassification or easement conforms with the provisions of the Reserves Act,
- ensuring that due process under the Reserves Act has been followed,
- considering submissions resulting from public notification (when required).

Section 10 of the Reserves 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 following rights to Council:

- The right to grant the approval of the Minister to the administering body granting a lease of recreation reserve for the purposes specified in section 73(1).
- The right to exercise all the powers of the Minister as referred to in the First Schedule that pertain.

#### Summary

In summarising the discussion points above, due process under the Reserves Act 1977 has been confirmed as being followed.

Accordingly, the Minister of Conservation's consent may now be granted to the proposal outlined in Resolution 21.3.3, being to:

*Grant a lease over 4500 square metres of Part Section 181 Block II Teviot Survey District (recreation reserve) to the Applicant on the following terms and conditions:*

- |                           |   |
|---------------------------|---|
| ▪ <i>Term</i>             | <i>Five (5) Years.</i>                        |
| ▪ <i>Right of Renewal</i> | <i>One (1) of Five (5) Years.</i>             |
| ▪ <i>Rent</i>             | <i>\$1 (plus GST) per annum, if demanded.</i> |

## **4. Options**

### Option 1 – (Recommended)

To grant the consent of the Minister of Conservation (under delegated authority) to Council granting a grazing lease over 4500 square metres of Part Section 181 Block II Teviot Survey District being part of the Roxburgh Recreation Reserve.

Advantages:

- Recognises that the proposal to grant the grazing lease conforms with the provisions of the Reserves Act 1977.
- Recognises that due process as outlined in the Reserves Act 1977 has been followed.
- Recognises the provisions of the "Instrument of Delegation to Territorial Authority's" dated 12 June 2013.

Disadvantages:

- None.

### Option 2

To not grant the consent of the Minister of Conservation (under delegated authority) to the proposal outlined in Option 1.

## Advantages:

- None.

## Disadvantages:

- Does not recognise that the proposal to grant the grazing lease conforms with the provisions of the Reserves Act 1977.
- Does not recognise that due process as outlined in the Reserves Act 1977 has been followed.
- Does not recognise the provisions of the “Instrument of Delegation to Territorial Authorities” dated 12 June 2013.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	The Local Government Act 2002 does not apply to this decision.  The Minister of Conservation’s consent is delegated to Council in accordance with the Reserves Act 1977, and the “Instrument of Delegation to Territorial Authorities” dated 12 June 2013.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	There are no financial implications related to the recommendation.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	The recommendation is consistent with the Reserves Act 1977 and with the “Instrument of Delegation to Territorial Authorities” dated 12 June 2013.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	No sustainability, environmental or climate change impacts are related to the recommendation.
<b>Risks Analysis</b>	There are no risks to Council associated with the recommended option.
<b>Significance, Consultation and Engagement (internal and external)</b>	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.  The proposal to grant a grazing lease has already been publicly advertised and consulted upon in accordance with the provisions of the Reserves Act 1977.

## 6. Next Steps

1. Resolution of Council

22 September 2021

2. Lease agreement drafted and executed
3. Lessee takes up occupation of the land

October 2021  
November 2021

## 7. Attachments

**Appendix 1 - Copy of Report to the Board dated 22 April 2021.** [↓](#)

**Appendix 2 - Copy of Report to the Hearings Panel dated 10 August 2021.** [↓](#)

Report author:



Linda Stronach  
Statutory Property Officer  
26/08/2021

Reviewed and authorised by:



Louise van der Voort  
Executive Manager - Planning and Environment  
7/09/2021

**21.3.3 APPLICATION TO LEASE PART OF THE ROXBURGH RECREATION RESERVE**

Doc ID: 527197

**1. Purpose of Report**

To consider an application to lease part of Part Section 181 Block II Teviot Survey District, being part of the Roxburgh Recreation Reserve, for grazing purposes.

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**Recommendations**

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant a lease over 4500 square metres of Part Section 181 Block II Teviot Survey District (recreation reserve) to the Applicant on the following terms and conditions:

- Term Five (5) Years
- Right of Renewal One (1) of Five (5) Years
- Rent \$1 (plus GST) per annum, if demanded

Subject to:

- The Applicant paying all costs associated with the public advertising in the Central Otago News
  - The Applicant fencing the perimeter of the lease area and using the land in conjunction with his own.
  - The lease complying with the provisions of Schedule 1 of the Reserves Act 1977.
  - The Minister of Conservation's consent.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
- 

**2. Background**Lease request

An application to lease part of the Roxburgh Recreation Reserve has been received from Kyle Ellison (the Applicant). The Applicant is an adjoining property owner. He would like to lease an area of approximately 4500 square metres of the reserve to use in conjunction with his own property.

The area of that the Applicant proposes to lease is rocky and hilly. It is overgrown broom and other noxious weeds. The Applicant plans to eradicate the broom and other weeds then fence the perimeter of the lease area. This will enable the Applicant to manage the vegetation and regrowth by running goats.

An overview of the Applicant's property and the proposed lease area are shown below in figure 1.

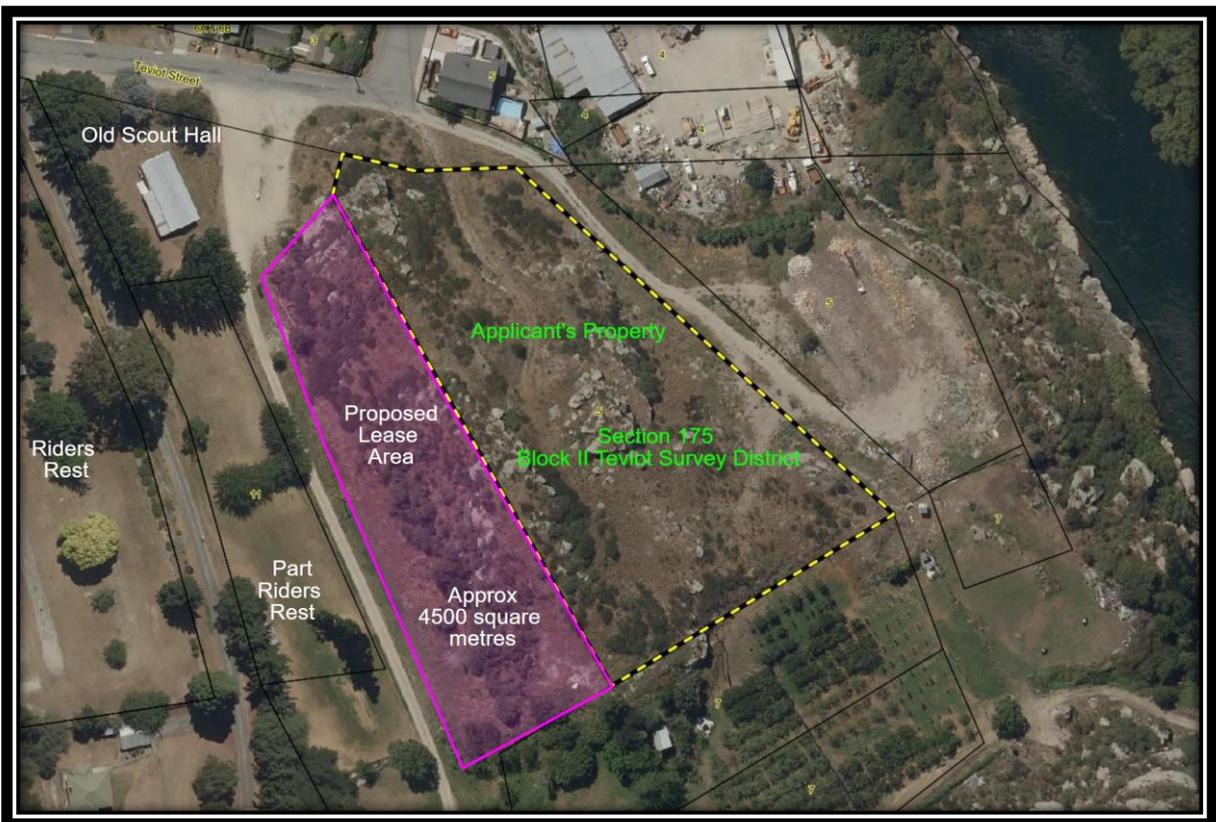


Figure 1 – Overview of the Applicant's Property and the Proposed Lease Area

Land Status

The Roxburgh Recreation Reserve has an area of approximately 87.7654 hectares. It is made up of 5 parcels of land being Lot 13 Deposited Plan (DP) 6674 and Sections 179, 190, 191, and Part Section 181, Block II Teviot Survey District. The parcels are held together in Record of Title OT15C/974.

The majority of the land is contained in Part Section 181 Block II Teviot Survey District (Part Section 181). The northern end of Part Section 181 is shown below in figure 2, thatched in blue.



Figure 2 – Northern end of Part Section 181 shown thatched in blue

The land is a Crown derived reserve. The reserve was originally granted to the Superintendent of Otago by the Crown in accordance with the provisions of the Public Reserves Act 1854. It was then vested in Council, in trust, in accordance with the Roxburgh Reserves Management Ordinance in 1875.

### 3. Discussion

#### Reserves Act

The purpose of the Reserves Act 1977 is to provide for and to protect reserves for the benefit of the community.

Section 73 of the Reserves Act 1977 (the Act) provides for the leasing of recreation reserves for farming or grazing purposes. In particular, section 73(1) states:

*Where any recreation reserve or any part of such a reserve is not for the time being required for the purpose for which it was classified, or where the Minister considers it in the public interest, or where the administering body of any recreation reserve has decided under section 53(1)(a)(ii) that it is necessary or desirable to farm or graze the reserve or any part thereof, leases of the reserve or of any part thereof may be granted by the administering body with the prior consent of the Minister in cases where the reserve is vested in such a body, or by the Minister in any other case.*

The granting of a lease for grazing purposes over the area identified in figure 1 is consistent with section 53(1)(a)(ii) of the Act. Section 53(1)(a)(ii) of the Act provides for leasing of recreation reserve by the administering body for the following purposes:

*to farm or graze or afforest as a part of a development, improvement, or management programme.*

As the lessee, the Applicant will be required to manage and maintain an unoccupied area of the reserve that is not currently required for recreation purposes. This will also improve the general state of the unused area of the reserve.

Section 73(3A)(a) of the Act states that every lease granted under section 73(1) shall be subject to the provisions of Schedule 1 of the Act. The provisions of Schedule 1 as the relate to section 73(1) include:

- The term: May not exceed 33 years.
- Rent: As approved by the Minister of Conservation.
- Termination: The land must be used for the purpose of grazing. If at any time the lessor is of the opinion that the land leased is not being used or is not being sufficiently used for the purpose specified in the lease, or if the lessor considers the land is required for the purpose of public recreation, the lease may be terminated.
- Compensation for improvements: On termination, surrender, or expiry, the land and all improvements shall revert to the lessor without compensation being payable to the lessor.
- Erection of buildings: The lease shall prohibit the erection of any building without the written consent of the Minister of Conservation.
- Protection of natural features: The lease shall be required to prevent the destruction of or damage to any natural, scenic, historic, cultural, archaeological, biological, geological, or other scientific features, or indigenous flora and fauna.

- Other terms and conditions As approved by the Minister of Conservation.

Before granting any lease under subsection 73(1) the administering body must advertise their intention to grant the lease in accordance with section 119 of the Act. The public then has the right to object to or make a submission on the proposal.

All objections or submissions relating to the proposal that are compliant with section 120 of the Act must then be considered prior to the granting of any lease.

In this instance the proposal to grant the lease will be advertised in the Central Otago News. By delegated authority, Council's Hearings Panel will consider any objections or submissions received. The Hearings Panel will then make a recommendation to the Minister of Conservation.

#### Effect on the Reserve

Leasing the unused area of the reserve to the Applicant will provide for its ongoing care and maintenance. The land in its current state could pose a fire hazard or result in noxious weed liabilities for council.

While granting the lease and fencing the area will exclude the public, the lease area equates to about 0.5 percent of the overall reserve. On that basis, the benefits of the proposal far outweigh any perceived loss to the public.

## 4. Options

### Option 1 – (Recommended)

To grant a lease over 4500 square metres of Part Section 181 Block II Teviot Survey District (recreation reserve) to the Applicant on the following terms and conditions:

- Term Five (5) Years
- Right of Renewal One (1) of Five (5) Years
- Rent \$1 (plus GST) per annum, if demanded

Subject to:

- The Applicant paying all costs associated with the public advertising in the Central Otago News
- The Applicant fencing the perimeter of the lease area and using the land in conjunction with his own.
- The lease complying with the provisions of Schedule 1 of the Reserves Act 1977.
- The Minister of Conservation's consent.

Advantages:

- An overgrown area of the reserve will be managed and maintained by the Applicant.
- Having a third party manage the unused area will reduce costs to Council.
- The peppercorn rental recognises the lessee's investment in the land.
- The lease may be cancelled should the land be required for recreational purposes.
- The proposal is consistent with the provisions of the Reserves Act 1977.

Disadvantages:

- There are no apparent disadvantages.

#### Option 2

To not grant the Applicant a lease over part of Part Section 181 Block II Teviot Survey District (recreation reserve).

Advantages:

- The land would remain accessible to the public.

Disadvantages:

- The unused area would remain overgrown and unmaintained.
- The costs associated with managing the fire risk and noxious weeds would fall to Council.
- Does not recognise the provisions of the Reserves Act 1977.

#### Option 3

To approve the granting of a lease on other terms and/or conditions determined by the Board.

Advantages:

- The Board may determine that alternative terms and or conditions are appropriate.

Disadvantages:

- Alternate terms may not be as anticipated or acceptable to the applicant.

## 5. Compliance

<p><b>Local Government Act 2002 Purpose Provisions</b></p>	<p>While the decision does not relate to a Council service or activity, Council does have a responsibility to manage and maintain the reserve in accordance with the Reserves Act 1977.</p> <p>The proposed lease relates to an unused overgrown area of reserve land. The lessee will become responsible for reducing the fire hazard and managing the noxious weeds on the land.</p>
<p><b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b></p>	<p>No negative financial implications are related to this decision.</p> <p>The Applicant is required to pay all costs associated with the public advertising.</p> <p>As responsibility for reducing the fire hazard and managing the noxious weeds will fall to the lessee there are potential savings for Council associated with the recommended decision.</p>

<p><b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b></p>	<p>The proposal to grant the lease is consistent with the provisions of the Reserves Act 1977.</p> <p>The proposal to publicly advertise Council's intention to grant the lease is consistent with both the Reserves Act 1977 and with the Teviot Valley Ward Reserves Management Plan 2014.</p>
<p><b>Considerations as to sustainability, the environment and climate change impacts</b></p>	<p>No sustainability, environmental or climate change impacts are related to the decision as the associated works will have no material effect on the land.</p> <p>As the Applicant plans to eradicate the broom and other weeds and manage the vegetation and regrowth, there could also be environmental benefit.</p>
<p><b>Risks Analysis</b></p>	<p>There are no risks to Council associated with the recommended option. However, the land in its current state could pose a fire hazard or result in noxious weed liabilities.</p>
<p><b>Significance, Consultation and Engagement (internal and external)</b></p>	<p>The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.</p> <p>The granting of the lease will be subject to public consultation in accordance with the sections 119 and 120 of the Reserves Act 1977.</p>

## 6. Next Steps

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

- |  |               |
|--|---------------|
| 1. Community Board approval                            | 22 April 2021 |
| 2. Public Notification Period                          | May 2021      |
| 3. Consideration of Submissions by Hearings Panel      | 08 June 2021  |
| 4. Application for consent of Minister of Conservation | 30 June 2021  |
| 5. Lease drafted and executed                          | July 2021     |

## 7. Attachments

Nil

Report author:

Reviewed and authorised by:



Linda Stronach  
Property Officer - Statutory  
10/03/2021

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



## Hearings Panel 10 August 2021

### Report for Decision

#### PROPOSAL TO GRANT LEASE OVER (PART) ROXBURGH RECREATION RESERVE (PRO: 64-7040-00) (DOC ID: 504207)

#### PURPOSE OF REPORT

To consider the submissions to the proposal to grant a lease (for grazing purposes) over part of the Roxburgh Recreation Reserve.

#### BACKGROUND

At its meeting of 22 April 2021, the Teviot Valley Community Board (the Board) considered a report recommending the granting of lease over part of the Roxburgh Recreation Reserve.

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

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

- A. *Receives the report and accepts the level of significance.*
- B. *Agrees to grant a lease over 4500 square metres of Part Section 181 Block II Teviot Survey District (recreation reserve) to the Applicant on the following terms and conditions:*
  - *Term*                                      *Five (5) Years.*
  - *Right of Renewal*                      *One (1) of Five (5) Years.*
  - *Rent*    *\$1 (plus GST) per annum, if demanded.*

#### ***Subject to:***

- *The Applicant paying all costs associated with the public advertising in the Central Otago News.*
  - *The Applicant fencing the perimeter of the lease area and using the land in conjunction with his own.*
  - *The lease complying with the provisions of Schedule 1 of the Reserves Act 1977.*
  - *The Minister of Conservation's consent.*
- C. *Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolution.*

**STATUTORY PROCESS**

**Reserves Act 1977**

The purpose of the Reserves Act 1977 is to provide for and to protect reserves for the benefit of the community.

Section 73 of the Reserves Act 1977 (the Act) provides for the leasing of recreation reserves for farming or grazing purposes. In particular, section 73(1) states:

*Where any recreation reserve or any part of such a reserve is not for the time being required for the purpose for which it was classified, or where the Minister considers it in the public interest, or where the administering body of any recreation reserve has decided under section 53(1)(a)(ii) that it is necessary or desirable to farm or graze the reserve or any part thereof, leases of the reserve or of any part thereof may be granted by the administering body with the prior consent of the Minister in cases where the reserve is vested in such a body, or by the Minister in any other case.*

The granting of a lease for grazing purposes is consistent with section 53(1)(a)(ii) of the Act. Section 53(1)(a)(ii) of the Act provides for leasing of recreation reserve by the administering body for the following purposes:

*to farm or graze or afforest as a part of a development, improvement, or management programme.*

Before granting a lease under subsection 73(1), subsection 73(4) states that the administering body must publicly advertise the intention in accordance with section 119 of the Act with the public being invited to submit or object to the proposal.

All objections or submissions that are compliant with section 120 of the Act must then be considered prior to the granting of any lease.

In this instance the proposal to grant the lease was advertised in Council’s ‘Noticeboard’ in the Central Otago News edition of 29 April 2021. A copy of the public notice as extracted from the digital version of the edition dated 29 April 2021 is shown below in figure 1.

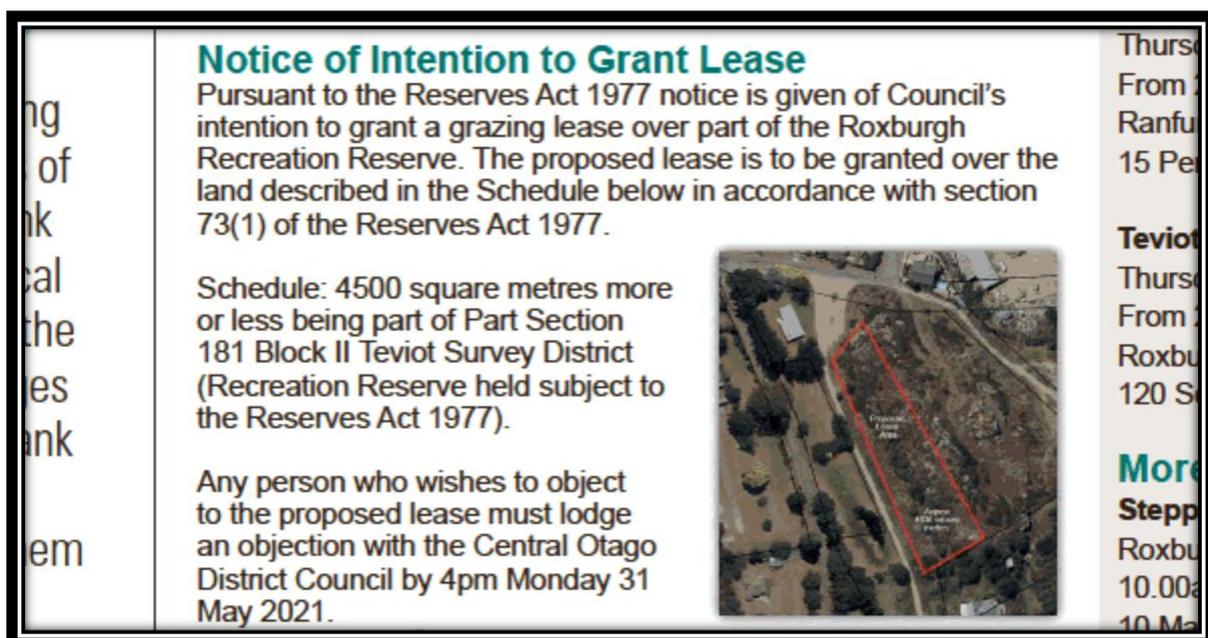


Figure 1 – Public Notice as extracted from digital edition of the Central Otago News dated 29 April 2021

## **PROVISIONS FOR CONSIDERING SUBMISSIONS**

Section 120 of the Reserves Act 1977 outlines the provisions for making, receiving, and considering submissions to a proposal by the administering body to exercise its powers under section 73 of the Act.

Specifically, sections 120(1)(a – d) which are as follow:

1) *Subject to sections 13 and 47, where pursuant to any requirement of this Act (except sections 24, 24A, and 41) the Minister or any administering body gives public notice of his or her or its intention to exercise any power conferred by this Act—*

a) *any person or organisation may object to the Minister or administering body, as the case may be, against, or make submissions with respect to, the proposal; and*

b) *every such objection or submission shall be made in writing, and shall be sent to the Minister or administering body at the place specified in the notice and before a date specified in the notice, being not less than 1 month after the date of publication of the notice:*

*provided that, where the date of publication of the notice falls within the period commencing with 10 December in any year and ending with 10 January in the next succeeding year, the date before which objections and submissions shall be made shall be not earlier than 10 February next following that period; and*

c) *where the objector or person or organisation making the submission so requests in his or her or its objection or submission, the Minister or administering body, as the case may be, shall give the objector or that person or organisation a reasonable opportunity of appearing before the Commissioner (in the case of a notice given by the Minister) or, as the case may be, before the administering body or a committee thereof or a person nominated by the administering body in support of his or her or its objection or submission; and*

d) *the Minister or the administering body, as the case may be, shall give full consideration to every objection or submission received before deciding to proceed with the proposal; and*

e) *where the action proposed by an administering body requires the consent or approval of the Minister and is recommended to the Minister for his or her consent or approval under any provision of this Act, the administering body shall send to the Minister with its recommendation a summary of all objections and comments received by it and a statement as to the extent to which they have been allowed or accepted or disallowed or not accepted.*

## **SUBMISSION(S)**

One email referencing the public notice was received prior to the closing date of 31 May 2021.

The respondent makes no objection to the proposal to grant the lease, nor does he note any support.

Instead, the respondent offers to occupy the said land for an alternate purpose being “to grow Ultra High density crops at 10,000 fruit poles/ha”.

A copy of the email and the response to his proposal are attached as **Appendix 2**.

By its nature, the email is an enquiry with an alternate proposal. This is because the respondent mistakenly thought Council for advertising for expressions of interest.

As such, the enquiry does not form a submission to the proposal and does not require the consideration of the Minister of Conservation.

### **RECOMMENDATION**

As noted under *Compliance* in the report dated 22 April 2021 the granting of the lease is subject to public consultation (and consideration) in accordance with the sections 119 and 120 of the Reserves Act 1977.

That condition has since been met with no objections or other submissions compliant with section 120 of the Reserves Act 1977 being received.

Therefore, in accordance with Resolution 21.3.3 and in consideration of the provisions of the Reserves Act 1977, I recommend that Hearings Panel recommends to Council, and to the Minister of Conservation, that a grazing lease be granted over part of the Roxburgh Recreation Reserve, subject to the conditions outlined in Resolution 21.3.3.

### **SCHEDULE OF ATTACHMENTS**

**Appendix 1:** Report to Teviot Valley Community Board dated 22 April 2021  
**Appendix 2:** Copy of Electronic Submission with Response

Report author:



Linda Stronach  
Statutory Property Officer  
22/07/2021

Reviewed and authorised by:



Louise Van der Voort  
Executive Manager - Planning and Environment  
22/07/2021

## 21.7.17 CARRY-FORWARDS FROM 2020/21 AND FORECAST CHANGES FOR THE 2021/22 FINANCIAL YEAR

Doc ID: 549974

### 1. Purpose of Report

To consider a revised budget for the financial year 2021/22 including carry-forwards from the 2020/21 financial year and forecast budget changes.

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### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
  - B. Authorises carry-forwards to complete 2020/21 capital projects of \$23.3 million, as per Appendix 1 in the report.
  - C. Authorises Health and Safety to use \$15,305 of District Reserves, being funding received in 2020/21 financial year, as per Appendix 2 in the report.
  - D. Authorises \$30,223 use of District Reserves arising from the Libraries Partnership Programme Grant of \$50,138 received in the 2020/21 financial year, as per Appendix 3 in the report.
  - E. Authorises \$44,365 use of District Reserves from funding received in 2020/21 financial year across the four libraries to complete this year's planned works, as per Appendix 4 in the report.
  - F. Authorises the Roothing activity to use \$600,000 of District Reserves from funding received in 2020/21 for the Clyde River Park access road and to support the Tourism Infrastructure Funding (TIF) as per Appendix 5 in the report.
  - G. Authorises the use of \$8,000 from the Maniototo General Reserves to complete the oval irrigation as per Appendix 6 in the report.
  - H. Authorises \$11,702 of Vallance Cottage Reserves be used to complete 2020/21 programme of work as per Appendix 7 in the report.
  - I. Authorises \$40,000 of Central Stories Reserves to complete 2020/21 maintenance programme as per Appendix 8 in the report.
  - J. Authorises the CEO to use \$180,000 of District Reserves from funding received in 2020/21 financial year, to continue with the organisational and cultural leadership as per Appendix 9 in the report.
  - K. Authorises \$35,000 from District Reserves to progress the museum sector work from funding not used in 2020/21 that transferred into district reserves as per Appendix 10 in the report.
  - L. Authorises the use of \$37,500 of District Reserves for an already externally funded shared resource of an Inland Economic Development Advisor as per Appendix 11 in the report.
  - M. Authorises the use of \$50,000 of district reserves, required to meet the Welcoming Communities position expenditure, as per Appendix 12 in the report.
-

## 2. Background

Since setting year one of the 2021-31 Long-term Plan, there have been a number of changes to both operational and capital budgets as a result of changes in timing of the commencement or completion of projects, cost increases, or more clarity of information for Council business requirements. As in prior years, this report has combined the identified capital carry-forwards from the 2020/21 financial year, along with proposed changes to operational budgets and created a 2021/22 revised budget.

- i. Carry-forwards relate to capital programmes of work that have already commenced or been committed to be undertaken in 2020/21, and approval will allow for completion of these programmes of work.
- ii. The capital budget carry forwards from 2020/21 total \$23.3 million of which the two most significant carry-forwards are Three Waters capital projects at \$16.3 million, followed by Property at \$2.9 million. A high-level breakdown of the total list of capital projects is included in Appendix 1.
- iii. Revisions to operational programme of work in year one of the 2021-31 Long-term Plan includes an increase to income of \$6.8 million with a corresponding decrease in expenditure of \$3.9 million. This income includes an increase of \$8.4 million additional grant funding from the water stimulus fund, \$1.145 million in Tourism Infrastructure Funding from Ministry of Business, Innovation and Employment and \$265k additional income in unsubsidised roading. This increase in income is partially offset by decreased in Land Sales of \$2.6 million and \$436k Waka Kotahi funding.
- iv. Cost of Sales related to land sales which reduced by \$6.6 million. This is offset by an increase in tourism projects \$853k, water supply contracts \$876k, professional fees \$568k related to district plan, \$180k related to organisational culture, \$89k across People and Culture, \$58k economic development and \$35k strategic projects relating to museum. Details of these key changes can be found in Appendix 1 and Appendices 2-12.

## 3. Discussion

COVID-19 and subsequent varying degrees of lockdown levels has not only delayed work but has also had an impact on supplies and contractors. Each level of lockdown creates a bow wave effect on work programmes. Carry-forwards requests from 2020/21 into 2021/22 year total \$23.3million, resulting in a projected capital budgeted spend of \$63m.

Carry-forwards have not been factored into the Annual Plan cash-flow as they did not form part of the budget. As a result, should the full \$63 million of project capital works take place, Council may need to approve change in the timing of debt provisions. In such an event a separate paper will be brought to council seeking approval.

#### 4. Options

##### Option 1 – (Recommended)

Approve carry-forwards from 2020/21 financial year into 2021/22 financial year (Appendix 1-12) along with the changes to the 2021/22 revised budget as a result of the use of reserves to meet operational and capital work programmes.

Advantages:

- Carry-forwards relate to work that has already commenced or been committed to be undertaken in 2020/21, and approval will allow for completion of these programmes of work.
- This will meet the community's expectation of projects being completed as identified in annual or long-term planning documents.
- Revising budgets allows Council the ability to track revised income and expenditure for both operational and capital budgets and monitor the progress.
- Authorising the revised budgets allows staff the delegation to proceed with the required activities of Council.

Disadvantages:

- Significant carry-forwards in capital budgets may cause new work to be pushed out to outer years.
- Potential increases in Council debt in order to fund the additional 2021/22 capital works.
- Decrease in the updated Council reserves.

##### Option 2

Do not accept the proposed changes detailed in Appendices 1-12.

Advantages:

- Would allow staff to commence all the 2021/22 planned capital projects or use the 2021/22 budgets to complete the work commenced in 2020-21.
- The year one Long-term Plan budget is not revised.
- No decrease in Council reserves, or possible increase in Council debt would be required.

Disadvantages:

- Future year programmes of work are impacted creating further delays and /or non-completion of projects.
- Council staff would not have the financial delegations to continue with the required works, if there is no authority to spend last year's budget under-spend, which have been transferred to reserves.
- Council is not meeting the intended purpose the income (rates and external funding) has been collected for.
- Potential community concern with delays in council meeting their expectations.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	<p>This decision enables democratic local decision making and action by, and on behalf of communities.</p> <p>The carry-forwards reflect work programmes already included in previous annual and long-term plans. Communities have been consulted on these programmes of work. Changes to the revised budget and use of reserves is reflecting allocating funds received in a prior year to the activity the funds were collected for initially.</p>
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	<p>This is consistent with the programmes of work included in previous annual and long-term plans.</p>
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	<p>Yes, this reflects work Council has approved in the prior years and the public have been consulted on these programmes through annual and long-term planning processes.</p>
<b>Considerations as to sustainability, the environment and climate change impacts</b>	<p>Already considered in previous annual and long-term planning documents.</p>
<b>Risks Analysis</b>	<p>The impact of capital budgets carry-forwards of \$23.3 million into financial year 2021/22 brings the combined capital budget total for the year to \$63 million. This amount of capital expenditure in one year is significantly higher than previous years and there is a possibility that it may not be achievable. Total budget expenditure of \$63 million would put significant strain on Council's cashflow.</p>
<b>Significance, Consultation and Engagement (internal and external)</b>	<p>Not applicable as the significant programmes of work have been consulted with the community as part of previous long-term and annual plans processes.</p>

## 6. Next Steps

If approved the carry-forwards and forecast will form the new revised budget and will be included in all financial reports and reported on through-out the year.

## 7. Attachments

- Appendix 1 - Forecast 1 2021/22 Financial year [↓](#)
- Appendix 2 - People and Culture - Health and Safety [↓](#)
- Appendix 3 - People and Culture - Libraries Partnership Programme [↓](#)
- Appendix 4 - People and Culture - Libraries [↓](#)
- Appendix 5 - Infrastructure Services (Roading) Forecast [↓](#)
- Appendix 6 - Planning and Environment Maniototo Park [↓](#)
- Appendix 7 - Property Forecast - Vallance Cottage [↓](#)
- Appendix 8 - Property Forecast - Central Stories [↓](#)
- Appendix 9 - CEO - Organisational and Culture Leadership [↓](#)

**Appendix 10 - Strategy and Policy Forecast - Museum Sector** [↓](#)

**Appendix 11 - Economic Development Forecast - Shared Resource** [↓](#)

**Appendix 12 - Community Development Forecast - Welcoming Communities** [↓](#)

Report author:

Reviewed and authorised by:



Kim McCulloch  
Management Accountant  
1/09/2021

Leanne Macdonald  
Executive Manager - Corporate Services  
9/09/2021

## Forecast 1 FY 2021/22

Division	Account Group	21/22 Full Year Annual Plan Budget	21/22 Total Forecast	Variance to AP
People and Culture	Income	(1,664,145)	(1,664,145)	0
People and Culture	Expenditure	1,663,771	1,753,664	89,893
	<b>Total</b>	<b>(374)</b>	<b>89,519</b>	<b>89,893</b>
Infrastructure	Income	(29,411,108)	(37,690,745)	(8,279,637)
Infrastructure	Expenditure	24,661,756	25,372,070	710,314
	<b>Total</b>	<b>(4,749,352)</b>	<b>(12,318,675)</b>	<b>(7,569,323)</b>
Planning and Environment	Income	(33,586,811)	(31,250,252)	2,336,559
Planning and Environment	Expenditure	31,390,235	25,389,499	(6,000,736)
	<b>Total</b>	<b>(2,196,576)</b>	<b>(5,860,752)</b>	<b>(3,664,176)</b>
Corporate Services	Income	(236,662)	(236,662)	0
Corporate Services	Expenditure	275,662	275,662	(0)
	<b>Total</b>	<b>39,000</b>	<b>39,000</b>	<b>(0)</b>
CEO	Income	(849,868)	(849,868)	0
CEO	Expenditure	848,944	1,063,944	215,000
	<b>Total</b>	<b>(924)</b>	<b>214,077</b>	<b>215,000</b>
Governance and Community Engagemer	Income	(4,250,438)	(5,183,461)	(933,023)
Governance and Community Engagemer	Expenditure	4,278,613	5,293,841	1,015,228
	<b>Total</b>	<b>28,175</b>	<b>110,380</b>	<b>82,205</b>
Funding	Income	(728,303)	(728,303)	0
Funding	Expenditure	(35,880)	(35,880)	0
	<b>Total</b>	<b>(764,183)</b>	<b>(764,183)</b>	<b>0</b>
<b>GRAND TOTAL</b>		<b>(7,644,233)</b>	<b>(18,490,634)</b>	<b>(10,846,401)</b>

**People and Culture****Expenditure**

- \$15,305 increase Health & Safety training costs, vaccinations and security costs offset by savings prior year in reserves
- \$30,223 increase in staff costs related to a grant received from New Zealand Libraries Partnership Programme offset by savings prior year in reserves
- \$44,365 increase in Alexandra, Omakau, Clyde and Cromwell Libraries staff costs offset by savings prior year.

**Infrastructure****Income**

- \$8.469m Additional Water Stimulus income
- \$454k Reduced NZTA funding
- \$265k Additonal TIF funding (Miners carpark Clyde)

**Expenditure**

- \$876k Additional expenditure relating to Water Stimulus operational work
- \$605k Reduced NZTA expenditure due to reduced funding.

## Forecast 1 FY 2021/22

- \$439k Additional expenditure for pest plant spraying and urban drainage and street cleaning no longer funded by NZTA

### Planning & Environment

#### Income

- \$55k Additional MBIE funding for freedom camping
- \$4m Additional Income from Dunstan Park subdivision sales
- \$6.6m Reduction in Land sales Cromwell offset in cost of sales expenditure
- \$247k Additional TIF funding for new toilets at Clyde
- \$3k Reduction in rental hires Maniototo

#### Expenditure

- \$6.6m Reduction in cost of sales related to Cromwell subdivision
- \$568k Carry forward of District Plan budget approved by Council 2020
- \$51k Additional expenditure for maintenance on Vallance Cottage and Central Stories offset by savings prior year in reserves.

### CEO

#### Expenditure

- \$180k Additional expenditure for Organisational Culture and Leadership initiatives continuation from 2020/21 offset by savings prior year in reserves
- \$35k Additional expenditure relating to strategic projects relating to museum funded from underspend from 2020/21

### Governance and Community Engagement

#### Income

- \$898k MBIE funding for Tourism
- \$14k Additional event sales (offset by event ticket purchases below in expenditure)
- \$21k Additional Economic Development external grant

#### Expenditure

- \$898k Additional expenditure offset by MBIE funding for Tourism
- \$58.5k Economic Development offset by revenue above and prior year savings in cost centre
- \$50k Welcoming Communities related to Seed grant funding
- \$8.8k additional purchase of event tickets offset by event sales above.

**Forecast 1 FY 2021/22****CAPITAL BUDGETS**

2021/22 Total Annual Budget	Department	2021/22 Carry Forward to 2021/22	2021/22 Forecast AP plus CF	Forecast Additions	2021/22 Total Forecast
6,057,555	Council Property and Facilities	2,918,257	8,975,812	169,936	9,145,748
50,000	Customer Services and Administration	11,849	61,849	0	61,849
204,215	Finance	52,167	256,382	0	256,382
352,020	Information Services	1,034,247	1,386,267	0	1,386,267
0	i-SITES	3,606	3,606	0	3,606
163,687	Libraries	348,766	512,453	0	512,453
1,712,718	Parks and Recreation	1,833,866	3,546,584	208,099	3,754,683
248,250	Planning	100,000	348,250	0	348,250
7,420,076	Roading	150,000	7,570,076	379,924	7,950,000
14,243,214	Three Waters	16,391,163	30,634,377	8,091,312	38,725,688
382,000	Waste Management	462,586	844,586	68,234	912,820
<b>30,833,735</b>	<b>Grand Total</b>	<b>23,306,507</b>	<b>54,140,242</b>	<b>8,917,505</b>	<b>63,057,746</b>

**Council Property and Facilities****Carry Forward:**

- \$21k Airport – work on water upgrade
- \$1.83m Commercial Property – Cromwell Town Centre Grounds
- \$313k Community Buildings -Alex, Roxb,Clyde,Moly stadium & Maniototo
- \$462k Council Offices – William Fraser, Cromwell and Ranfurly
- \$281k Public Toilets - Earnsclough Manuherikia toilets

**Additional forecast:**

- \$160k – Public toilet Earnsclough Manuherikia which is funded from TIF grant (\$247k above in income).
- \$9.3k – Community Buildings and Airport

**Customer Services and Administration**

## Forecast 1 FY 2021/22

### Carry Forward:

- \$11.8k – Office furniture on order.

## Finance

### Carry Forward:

- \$52k – Purchase of vehicles already ordered last financial year.

## Information Services

### Carry Forward:

- \$270k - Enterprise Resource Planning Information Systems
- \$194k – Information and Records Management
- \$168k – Enhanced Customer Experience Digital Services
- \$136k – Internet and Network
- \$100k – Geographic Information System
- \$92k - Asset Management
- \$26k - People Information System
- \$16k - Enhanced User experience ICT
- \$15.6k – Business continuity and emergency management
- \$14.4k – Cyber Security

## i-SITES

### Carry Forward:

- \$3.6k – Ranfurly i-SITE refurbishment delay in availability of materials.

## Libraries

### Carry Forward:

- \$330k – Alexandra Library Building upgrade.
- \$18k - E-Books

## Forecast 1 FY 2021/22

### Parks and Recreation

#### Carry Forward:

- \$1.2m - Swimming Pools Cromwell including \$93.5k Alexandra Pool
- \$567k - Anderson Park, Cromwell Reserves, Clyde, Omakau, Alex and Roxburgh
- \$45k - Alexandra and Ranfurly Cemetery
- \$10k - Teviot Valley Walkways
- \$5k - Litter Bins

#### Additional forecast:

- \$208k – Approved resolutions VCB \$150k Earnsclough Manuherikia subdivision; \$50k CCB resolution Big Fruit painting; \$8k additional reserve expenditure required for cricket oval irrigation Maniototo.

### Planning

#### Carry Forward:

- \$100k – Dog Pound for building costs and plans.

### Roading

#### Carry Forward:

- \$150k - Miners Lane Carpark

#### Additional forecast:

- \$379k – Miners Lane Carpark additional to cover 50% Council share of TIF funding.

### Three Waters

#### Carry Forward:

- \$5.9m – Wastewater Improvements
- \$9.2m – Water Supply Improvements

**Forecast 1 FY 2021/22**

- \$604k - Water Supply Renewals
- \$6071k – Wastewater Renewals

**Additional forecast:**

- \$8m – Water Stimulus budgets allocated for 2021/22

**Waste Management****Carry Forward:**

- \$462k – Glass Crushing Plant

**Additional forecast:**

- \$68k – Council Resolution approved up to \$770k for Glass Crushing Plant



## Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

\* Fields must be completed

<b>Date form submitted*</b>	08-Sep-2021		
<b>Cost Centre Manager*</b>	Rachel Ennis	<b>Department*</b>	People and Culture

CURRENT GL EXPENSE		FUNDING FROM RESERVES	
<b>Project / General Ledger name*</b>	Health and Safety	<b>Reserve title and Ward*</b>	District fund
<b>Cost Centre*</b>	1240	<b>Reserve GL code*</b>	
<b>CAPEX/ PJ code (GL Code) or</b>		<b>Under-spend prior year</b>	
<b>OPEX/ OP code (GL Code)</b>		<b>Project end date</b>	
<b>Council Approval</b>	22 September 2021	<b>Forecast period</b>	Forecast 1

### 1. Justification for use of reserves\*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?  
 Health and Safety had an underspend in 2020/21. Requesting \$15,305 increase Health & Safety training costs, vaccinations and security costs offset by savings prior year in reserves.

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### 2. Authorisation (Indicates spending on project can begin)

<b>Executive Manager</b>				<b>Signature</b>		
<b>Finance Manager checklist</b>	<b>GL/Project code</b>	<input type="checkbox"/>				
	<b>Reserve code</b>	<input type="checkbox"/>				
	<b>Correct Reserve fund</b>	<input type="checkbox"/>				

**Please return signed form to Finance Manager by 31 August**



## Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

\* Fields must be completed

<b>Date form submitted*</b>	27-Aug-2021
<b>Cost Centre Manager*</b>	Louise Fleck
<b>Department*</b>	People and Culture

CURRENT GL EXPENSE		FUNDING FROM RESERVES	
<b>Project / General Ledger name*</b>		<b>Reserve title and Ward*</b>	
<b>Cost Centre*</b>	1442	<b>Reserve GL code*</b>	
<b>CAPEX/ PJ code (GL Code) or</b>		<b>Under-spend prior year</b>	
<b>OPEX/ OP code (GL Code)</b>		<b>Project end date</b>	
<b>Council Approval</b>	22 September 2021	<b>Forecast period</b>	Forecast 1

### 1. Justification for use of reserves\*

Off set by a grant payment - total - \$50,138

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### 2. Authorisation (Indicates spending on project can begin)

<b>Executive Manager</b>	Louise Fleck	<b>Signature</b>	
<b>Finance Manager checklist</b>	<b>GL/Project code</b>	<input checked="" type="checkbox"/>	
	<b>Reserve code</b>	<input checked="" type="checkbox"/>	
	<b>Correct Reserve fund</b>	<input checked="" type="checkbox"/>	

Please return signed form to Finance Manager by 31 August



## Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

\* Fields must be completed

<b>Date form submitted*</b>	27-Aug-2021
<b>Cost Centre Manager*</b>	Louise Fleck
<b>Department*</b>	People and Culture

CURRENT GL EXPENSE		FUNDING FROM RESERVES	
<b>Project / General Ledger name*</b>		<b>Reserve title and Ward*</b>	
<b>Cost Centre*</b>	1442	<b>Reserve GL code*</b>	
<b>CAPEX/ PJ code (GL Code) or</b>		<b>Under-spend prior year</b>	
<b>OPEX/ OP code (GL Code)</b>		<b>Project end date</b>	
<b>Council Approval</b>	22 September 2021	<b>Forecast period</b>	Forecast 1

### 1. Justification for use of reserves\*

Correcting budget error for Clyde, Omakau, Cromwell and Alexandra Libraries.

Off set by underspend in 2020/21 budget of \$44,365

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### 2. Authorisation (Indicates spending on project can begin)

<b>Executive Manager</b>	Louise Fleck	<b>Signature</b>	
<b>Finance Manager checklist</b>	<b>GL/Project code</b>	<input checked="" type="checkbox"/>	
	<b>Reserve code</b>	<input checked="" type="checkbox"/>	
	<b>Correct Reserve fund</b>	<input checked="" type="checkbox"/>	

Please return signed form to Finance Manager by 31 August



## Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

\* Fields must be completed

<b>Date form submitted*</b>	25-Aug-2021		
<b>Cost Centre Manager*</b>	James McCallum	<b>Department*</b>	Infrastructure - Roading

CURRENT GL EXPENSE		FUNDING FROM RESERVES	
<b>Project / General Ledger name*</b>	Miners Lane Carpark	<b>Reserve title and Ward*</b>	
<b>Cost Centre*</b>	1780	<b>Reserve GL code*</b>	
<b>CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code)</b>	PJ21182	<b>Under-spend prior year</b>	
<b>Council Approval</b>	22 September 2021	<b>Project end date</b>	
		<b>Forecast period</b>	Forecast 1

### 1. Justification for use of reserves\*

Income was under budgeted for the 20/21 financial year in the 1719 cost centre by \$479,322 and by \$221,260 in the 1723 cost centre. This is a total of \$700,582 of income that was then not spent in 2020/21.

We are proposing using \$600k of this additional income to continue works on the Clyde River carpark, and access road and to meet the Council's share of Tourism Infrastructure Fund to be received from the Ministry of Business, Employment and Innovation.

### 2. Authorisation (Indicates spending on project can begin)

<b>Executive Manager</b>	Julie Muir	<b>Signature</b>	
<b>Finance Manager checklist</b>	<b>GL/Project code</b>	<input checked="" type="checkbox"/>	
	<b>Reserve code</b>	<input checked="" type="checkbox"/>	
	<b>Correct Reserve fund</b>	<input checked="" type="checkbox"/>	

**Please return signed form to Finance Manager by 31 August**



## Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

\* Fields must be completed

<b>Date form submitted*</b>	16-AUG-2021		
<b>Cost Centre Manager*</b>	Gordon Bailey	<b>Department*</b>	Planning and Environment

CURRENT GL EXPENSE		FUNDING FROM RESERVES	
<b>Project / General Ledger name*</b>	Maniototo Park-install pop up	<b>Reserve title and Ward*</b>	General Reserves Maniototo
<b>Cost Centre*</b>	54627750	<b>Reserve GL code*</b>	511
		<b>Under-spend prior year</b>	\$ 0.00
<b>CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code)</b>	PJ19040	<b>Project end date</b>	31-Dec-2021
<b>Council Approval</b>	22 September 2021	<b>Forecast period</b>	Forecast 1

### 1. Justification for use of reserves\*

Due to component cost increases the project cost for installing irrigation into Maniototo Park cricket oval have increased since budgets were set in October 2020. An additional \$8,000 is required to enable the whole oval to be irrigated.

If not approved the design of the asset is such that the majority of the oval can be irrigated but a request will be made to the 2022/2023 Annual Plan to complete the project in full.

Partially irrigating the turf will result in inconsistent turf quality.

### 2. Authorisation (Indicates spending on project can begin)

<b>Executive Manager</b>	LOUISE VAN DER VOORT	<b>Signature</b>	
<b>Finance Manager checklist</b>	<b>GL/Project code</b>	<input checked="" type="checkbox"/>	
	<b>Reserve code</b>	<input checked="" type="checkbox"/>	
	<b>Correct Reserve fund</b>	<input checked="" type="checkbox"/>	

**Please return signed form to Finance Manager by 31 August**



## Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

\* Fields must be completed

<b>Date form submitted*</b>	06-Sep-2021		
<b>Cost Centre Manager*</b>	Christina	<b>Department*</b>	Property

CURRENT GL EXPENSE		FUNDING FROM RESERVES	
<b>Project / General Ledger name*</b>	Vallance Cottage Building	<b>Reserve title and Ward*</b>	Vallance Cottage Building Investment Account
<b>Cost Centre*</b>	2153	<b>Reserve GL code*</b>	
<b>CAPEX/ PJ code (GL Code) or</b>		<b>Under-spend prior year</b>	
<b>OPEX/ OP code (GL Code)</b>	2100 and 2630	<b>Project end date</b>	
<b>Council Approval</b>	22 September 2021	<b>Forecast period</b>	Forecast 1

### 1. Justification for use of reserves\*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Invoice for Perspex purchased for the cottage in last financial year was not received until this financial year.

Request reinstatement of \$1,102 of unspent repairs and maitneance (2100) that would have dropped down into investment account for Vallance Cottage.

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AP21/22 programmed maintenance item to whitewash interior mudbrick walls and paint picket fence was on hold until the Statement of Intent for the cottage was approved by VCB on 20 July 2021.

The contractor is now engaged for work in spring. Request budget of \$10,600 is reinstated into 2630.

### 2. Authorisation (Indicates spending on project can begin)

<b>Executive Manager</b>	<b>Signature</b>		
<b>Finance Manager checklist</b>	<b>GL/Project code</b>	<input type="checkbox"/>	
	<b>Reserve code</b>	<input type="checkbox"/>	
	<b>Correct Reserve fund</b>	<input type="checkbox"/>	

**Please return signed form to Finance Manager by 31 August**



## Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

\* Fields must be completed

<b>Date form submitted*</b>	06-Sep-2021		
<b>Cost Centre Manager*</b>	Christina Martin	<b>Department*</b>	Property

CURRENT GL EXPENSE		FUNDING FROM RESERVES	
<b>Project / General Ledger name*</b>	Central Stories Building	<b>Reserve title and Ward*</b>	Central Stories Building Reserves Account
<b>Cost Centre*</b>	2354	<b>Reserve GL code*</b>	
<b>CAPEX/ PJ code (GL Code) or</b>	N/A	<b>Under-spend prior year</b>	
<b>OPEX/ OP code (GL Code)</b>	2630	<b>Project end date</b>	
<b>Council Approval</b>	22 September 2021	<b>Forecast period</b>	Forecast 1

**1. Justification for use of reserves\***

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$40K AP20/21 programmed maintenance item to repair spalling above garages to be reinstated.

Engineers design complete. Construction awarded to contractor. Work to be completed in spring.

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**2. Authorisation** (Indicates spending on project can begin)

<b>Executive Manager</b>	<b>Signature</b>						
<b>Finance Manager checklist</b>	<table border="0"> <tr> <td><b>GL/Project code</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Reserve code</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Correct Reserve fund</b></td> <td><input type="checkbox"/></td> </tr> </table>	<b>GL/Project code</b>	<input type="checkbox"/>	<b>Reserve code</b>	<input type="checkbox"/>	<b>Correct Reserve fund</b>	<input type="checkbox"/>
<b>GL/Project code</b>	<input type="checkbox"/>						
<b>Reserve code</b>	<input type="checkbox"/>						
<b>Correct Reserve fund</b>	<input type="checkbox"/>						

**Please return signed form to Finance Manager by 31 August**



## Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

\* Fields must be completed

<b>Date form submitted*</b>	01-Sep-2021		
<b>Cost Centre Manager*</b>	Sanchia Jacobs	<b>Department*</b>	CEO

CURRENT GL EXPENSE		FUNDING FROM RESERVES	
<b>Project / General Ledger name*</b>	Consultants	<b>Reserve title and Ward*</b>	General Reserves
<b>Cost Centre*</b>	CEO	<b>Reserve GL code*</b>	1111
<b>CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code)</b>	-	<b>Under-spend prior year</b>	\$200,000
<b>Council Approval</b>	22 September 2021	<b>Project end date</b>	30-Jun-2022
		<b>Forecast period</b>	Forecast 1

### 1. Justification for use of reserves\*

Continuation of the 2020/21 Organisational and Culture and Leadership initiatives, utilising \$180,000 of the balance of funds from the 2020/21 Annual Plan.

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### 2. Authorisation (Indicates spending on project can begin)

<b>Executive Manager</b>	Sanchia Jacobs	<b>Signature</b>	
<b>Finance Manager checklist</b>	<b>GL/Project code</b>	<input checked="" type="checkbox"/>	
	<b>Reserve code</b>	<input checked="" type="checkbox"/>	
	<b>Correct Reserve fund</b>	<input checked="" type="checkbox"/>	

**Please return signed form to Finance Manager by 31 August**



## Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

\* Fields must be completed

<b>Date form submitted*</b>	27-Aug-2021
<b>Cost Centre Manager*</b>	Saskia Righarts
<b>Department*</b>	CEO department

CURRENT GL EXPENSE		FUNDING FROM RESERVES	
<b>Project / General Ledger name*</b>	Strat Pol Management	<b>Reserve title and Ward*</b>	District wide reserves
<b>Cost Centre*</b>	1930	<b>Reserve GL code*</b>	1111
<b>CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code)</b>	3180	<b>Under-spend prior year</b>	\$ 45,000.00
<b>Council Approval</b>	22 September 2021	<b>Project end date</b>	30-Jun-2022
		<b>Forecast period</b>	Forecast 1

### 1. Justification for use of reserves\*

Council has requested a piece of work to deliver on council's investment in the museum sector (how much Council should spend and where). As part of the 2021-31 Long-term Plan discussions council agreed to stage 1 work - with the district museum function and sector strategy first, and then the investment component. Stage 1 is near completion, with stage 2 about to get underway. As a consequence of this timing decision, the strategy projects budget was underspent and \$45,000 went into district reserves in the last financial year. It is proposed to begin the investment component with an independant facilitated investment logic mapping exercise in October 2021. \$35,000 is requested from district reserves to undertake this work.

### 2. Authorisation (Indicates spending on project can begin)

<b>Executive Manager</b>	Sanchia Jacobs (previously approved in Magic)	<b>Signature</b>	
<b>Finance Manager checklist</b>	<b>GL/Project code</b>	<input checked="" type="checkbox"/>	
	<b>Reserve code</b>	<input checked="" type="checkbox"/>	
	<b>Correct Reserve fund</b>	<input checked="" type="checkbox"/>	

**Please return signed form to Finance Manager by 31 August**



## Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

\* Fields must be completed

<b>Date form submitted*</b>	27-Aug-2021
<b>Cost Centre Manager*</b>	Nick Lanham
<b>Department*</b>	Strategy and Policy

CURRENT GL EXPENSE		FUNDING FROM RESERVES	
<b>Project / General Ledger name*</b>	EconDevt - Management	<b>Reserve title and Ward*</b>	District general reserves
<b>Cost Centre*</b>	Economic Developer	<b>Reserve GL code*</b>	1111
<b>CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code)</b>		<b>Under-spend prior year</b>	
<b>Council Approval</b>	22 September 2021	<b>Project end date</b>	
		<b>Forecast period</b>	Forecast 1

### 1. Justification for use of reserves\*

Requesting \$37,500 from reserves.

CODC receives funding from the Ministry of Business, Innovation and Employment to provide a shared economic development resource between Central Otago and Queenstown Lakes.

This contract is for a period two years (ending Dec 2021).

Income of \$37,500 (from MBIE) was budgeted for this financial year however the expense was not budgeted.

CODC is obligated to provide the service in order to receive the funding (income).

### 2. Authorisation (Indicates spending on project can begin)

<b>Executive Manager</b>	Sanchia Jacobs	<b>Signature</b>	
<b>Finance Manager checklist</b>	<b>GL/Project code</b>	<input checked="" type="checkbox"/>	
	<b>Reserve code</b>	<input checked="" type="checkbox"/>	
	<b>Correct Reserve fund</b>	<input checked="" type="checkbox"/>	

**Please return signed form to Finance Manager by 31 August**



## Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

\* Fields must be completed

<b>Date form submitted*</b>	15-Sep-2021
<b>Cost Centre Manager*</b>	Paula Penno
<b>Department*</b>	Community Development

CURRENT GL EXPENSE		FUNDING FROM RESERVES	
<b>Project / General Ledger name*</b>	OP21149	<b>Reserve title and Ward*</b>	District Reserves 1111
<b>Cost Centre*</b>	12133016	<b>Reserve GL code*</b>	1111
<b>CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code)</b>		<b>Under-spend prior year</b>	
<b>Council Approval</b>	22 September 2021	<b>Project end date</b>	
		<b>Forecast period</b>	Forecast 1

### 1. Justification for use of reserves\*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

**Income:**  
 Council received a government grant of \$50,000 to fund the salary of a part-time Welcoming Communities position within Central Otago, commencing July 2021.  
 The Long-term plan has reflected the income, suggesting a credit to reserves of \$50,000. Unfortunately, the expense, being \$50,000 for the salary of the Welcoming Communities position, has not been reflected in the budget.  
 This needs to be adjusted to reflect the income and expenses in the same year.

### 2. Authorisation (Indicates spending on project can begin)

<b>Executive Manager</b>	Sanchia Jacobs	<b>Signature</b>	
<b>Finance Manager checklist</b>	<b>GL/Project code</b>	<input checked="" type="checkbox"/>	
	<b>Reserve code</b>	<input checked="" type="checkbox"/>	
	<b>Correct Reserve fund</b>	<input checked="" type="checkbox"/>	

**Please return signed form to Finance Manager by 31 August**

## 21.7.18 APPOINTMENT OF HEARINGS PANEL ALTERNATIVES

Doc ID: 551272

### 1. Purpose of Report

To appoint Cr Cooney as the alternative member to the Hearings Panel and Cr Jeffery the alternative Chair of the Panel.

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### Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
  - B. Appoints Cr Ian Cooney to join Cr Neil Gillespie, Cr Stephen Jeffery and Cr Martin McPherson as the Central Otago District Council's Hearings Panel. Cr Cooney is appointed as the alternate member of the Panel who may be called upon in situations of absence or conflicts of interest.
  - C. Appoints Cr Stephen Jeffery as the alternative Chair of the Hearings Panel, subject to Cr Jeffery receiving Chair accreditation.
- 

### 2. Background

The members of the Central Otago District Council's Hearings Panel are Cr Neil Gillespie, Cr Stephen Jeffery and Cr Martin McPherson.

The appointment of alternatives is helpful so they can be utilised in situations of a conflict of interest or to cover any absences.

### 3. Discussion

Cr Ian Cooney is the deputy portfolio lead for the Planning and Regulatory portfolio and has undertaken the prerequisite *Making Good Decisions* training and received the necessary accreditation to sit on the Hearings Panel.

Cr Stephen Jeffery is already an accredited panel member and is scheduled to undertake the prerequisite *Making Good Decisions* Chair's training to receive the accreditation required to act as a Chair of a hearings panel.

### 4. Options

#### Option 1 – (Recommended)

Appoint Cr Cooney as the alternative member and Cr Jeffery as the alternative Chair of the Hearings Panel.

## Advantages:

- There are alternatives that can be utilised in situations of a conflict of interest or to cover any absences.
- Cr Cooney has the accreditation required to sit on the Panel and Cr Jeffery will soon have the necessary accreditation to Chair the Panel.

## Disadvantages:

- There is an additional cost to bring in independent commissioners to cover in cases of absence.

Option 2

Do not appoint alternative members to the Hearings Panel.

## Advantages:

- None identified.

## Disadvantages:

- There is an additional cost to bring in independent commissioners to cover in cases of absence.

**5. Compliance**

<b>Local Government Act 2002 Purpose Provisions</b>	This decision enables democratic local decision making and action by, and on behalf of communities by ensuring the Hearings Panel has an alternative delegate to participate when circumstances require it.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	There are no financial implications with the recommended option.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	This decision is consistent with Council's plans and policies.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	There are no sustainability considerations.
<b>Risks Analysis</b>	The appointment of an alternative to the Hearings Panel reduces any risks that might arise when conflicts of interest or absences arise.
<b>Significance, Consultation and Engagement (internal and external)</b>	No further consultation is required.

**6. Next Steps**

The alternatives will be called upon as required to participate and / or chair the Hearings Panel.

**7. Attachments**

**Nil**

Report author:



Rebecca Williams  
Governance Manager  
1/09/2021

Reviewed and authorised by:



Sanchia Jacobs  
Chief Executive Officer  
13/09/2021

**6            REPORTS FOR INFORMATION**

Nil

## 7 MAYOR'S REPORT

### 21.7.19 MAYOR'S REPORT

Doc ID: 552175

#### 1. Purpose

To consider an update from His Worship the Mayor.

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#### Recommendations

That the Council receives the report.

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It is somehow odd to look back at our last meeting and to think that a week later we were back in a lockdown that none of us saw coming on the meeting day. I think we all knew it was a matter of when not if the Delta variant got out, but the rapid change did come as a surprise. I've been really proud of how the organisation responded. Plainly a lot of work went on behind the scenes to prepare for a quick transition to working from home and although I'm sure there were duck-like moments, all appeared calm on the surface. Congratulations to Sanchia and her team for a job well done.

The same applies to the rest of the Central Otago community who took the lockdown in their stride and got on with things. There is no doubt that the three weeks at home will have put severe strain on some of our people in the community both financially and/or emotionally and that needs to be kept firmly in mind as we come out of this latest lockdown.

The solution to the impacts of lockdowns plainly lies in attaining a high vaccination rate. Certainly, like the rest of New Zealand there has been a major lift in both availability and uptake of vaccines in the last few weeks. The SDHB told me last week that locally over 90% of those over 65 years of age have either received a vaccination or are booked for a vaccination and that this is the greatest response from any part of the Southern district. On top of that, of those who are enrolled with a practice in Central Otago, over 75% have received a vaccine (please note the actual percentage will be higher, as people who live in the district, but who are not enrolled with a local practice, are not counted in this data).

That is a great result and thanks must go not just to those that have got vaccinated but those who have made it possible, the medical practices, pharmacies and others that have worked tirelessly through lockdown to achieve this result. Getting that rate higher though is the only way we can deal with this problem outside of damaging lockdowns, so I hope to see that figure keep rising quickly.

Outside of the response to the pandemic, Mayoral life has been dominated by the Three Waters reforms. It was great to see such high elected member participation in the five on-line workshops held during lockdown to provide information on the reforms. These were extremely well put together with good discussions coming from it as to what information we need to know moving forward.

Our next council meeting will be 3 November. By then, we will have a much clearer picture of the pathway forward from Government. Presently, the timeframe to opt out if we are going to is loosely said to be “sometime this year”, and plainly the fact that the Government is not advising the next steps it will take until early October leaves little time for a proper consultation with our public. As one of the Mayors south of the Waitaki (LGNZ Zone 6) I signed a letter calling on the Government to provide more time to allow proper consultation on such a vital topic. At the time of writing, no response had been received.

In the interim, while legal advice states that it is too early for consultation to effectively occur, we have been using this time to provide information to our public on the reforms. A series of videos is available online where I try to break the complex information down into bite sized chunks. There will be 16 or 17 of them by the time they are all done and the response from the public is pleasing with some clips having had over a thousand views. Getting information into the public space is crucial to the consultation to come, especially given that regrettably there is a lot of misinformation out there.

On to other matters, the final report into reporting requirements imposed by the Commerce Commission on Aurora Energy through the period of the CPP has been released. While the reporting required is not as strong as I would like it to be, it goes further than the starting place had been. Two things are important to note. Firstly, while the CPP is set for the five years, the reporting requirements are not and if found inadequate, can be relooked at by the Commission. Secondly, there is a requirement that Aurora shares complaints made to its social media pages with the commission, so it is crucial that if people have complaints and want to vent on social media, they do so through the Aurora page, not Central Otago In General, Central Otago Whinge and others.

I attended via Zoom and spoke at the public forum of the ORC on 25 August. This was as a result of my being misquoted by the Chair of the Manuherekia Reference Group at a previous ORC public workshop that I supported a flow of 1800 - 2300 l/s. This flowed from the Chair's report where he said “DoC was driven by the science of TAG whose draft report supported a flow range between 1800 to 2300l/s. They accepted a staged transition was necessary but must come with appropriate milestones. Mayor Tim Cadogan (CODC) supported the reasoning of DOC again emphasising the science and the paramount importance of protecting the native fisheries”.

While I totally agree with the quoted DoC view that the transition to whatever the end result is be staged, the importance of native fisheries and that decisions need to be science based, I have never publicly supported any particular flow regime, nor have I ever made any statement to the effect that council had a position on that.

I attended the ORC meeting to emphasise that point, and to continue to try to have the crucial importance of the survival our the native galaxiids in the Manuherekia in people's minds.

Spring is the busiest time in a Mayor's life as events and meetings that don't happen in winter come at a rush. Except for this year where cancellations have come flat out during and post lockdown. The most disappointing was the decision by the committee to cancel the 65th Blossom Festival, but it is one that I totally support. Significant uncertainty remains at the time of writing as to whether we would even be in Level 1 at the time of the festival and if Level 1 under Delta would allow 10,000+ people to gather in the park. That uncertainty to one side though, the effect of the lockdown on float builders, getting princesses, having the bands attend and so many other crucial facets of the festival meant that, if the levels would allow it, it would be a second rate event and the committee did not want that to happen, especially on the 65th.

While the loss of the festival is a major blow, the announcement that Crankworx is coming to Alexandra is an equally major positive story. This really is a big deal, with thousands of competitors and crew and spectators due to arrive in November. Longer term though, it is the tens of thousands of avid viewers that will be given a chance to see the world class rides we have here that will bring significant long-term benefits.

It was excellent to visit the site of the new pathway that has been constructed just below the Earnsclough side of the Clyde Bridge to allow school kids safer travel to and from class. I believe we were all very impressed when young Xavier Robb and friends came to us from Clyde School to tell us about the problem and it was great to visit the site with him and see his pleasure in the outcome of his efforts.

## 2. Attachments

Nil

Report author:



Tim Cadogan  
Mayor  
10/09/2021

## 8 STATUS REPORTS

### 21.7.20 SEPTEMBER 2021 GOVERNANCE REPORT

Doc ID: 551001

#### 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.

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#### Recommendations

That the Council receives the report.

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#### 2. Discussion

##### Forward Work Programme

Council's forward work programme has been included for information.

##### Status Reports

The status reports have been updated with any actions since the previous meeting.

##### Legacy Status Reports

The legacy status reports have been updated with any actions since the previous meeting.

#### 3. Attachments

**Appendix 1 - Council's Forward Work Programme September 2021** [↓](#)

**Appendix 2 - Status Updates** [↓](#)

**Appendix 3 - Chief Executive's Legacy Status Report** [↓](#)

**Appendix 4 - Planning and Environment's Legacy Status Report** [↓](#)

**Appendix 5 - Infrastructure's Legacy Status Report** [↓](#)

Report author:

Reviewed and authorised by:



Rebecca Williams  
Governance Manager  
27/08/2021



Sanchia Jacobs  
Chief Executive Officer  
16/09/2021

**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
<b>Long-term Plan 2021/31</b>														
<b>Long-term Plan</b> Chief Advisor/Chief Executive Officer	Legislative requirement under the Local Government Act 2002.	<b>Decisions required:</b> 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			
<b>Vincent Spatial Plan</b>														
<b>Vincent Spatial Plan</b> Executive Manager: Planning & Environment	Vincent Community Board and Council priority.	<b>Decision required:</b> Workshops and decisions required as the work progresses.									D			
<b>Cromwell Masterplan</b>														
<b>Cromwell Masterplan</b> Executive Manager: Planning & Environment	Cromwell Community Board and Council priority.	<b>Decision required:</b> Workshops and decisions required as the work progresses.			D		D	D			D			
<b>Three waters reform</b>														
<b>Water reform</b> Water Services Manager/Executive Manager Infrastructure	Key central government legislative priority.	<b>Decision required:</b> Workshops and decisions required as the reform progresses.			D		D	W			U			
<b>Council's role in housing</b>														
<b>Housing</b> Chief Advisor	Key Council priority.	<b>Decision required:</b> Agree council's role in the housing.		D	W	W		D						D
<b>District Plan review</b>														
<b>District Plan Review</b> Planning Manager/Executive Manager Planning & Environment	Legislative requirement under the Resource Management Act 1991.	<b>Decision required:</b> 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
<b>Lake Dunstan Water Supply and Clyde Waste Water projects</b>														
<b>Major projects</b> Capital Works Programme Manager; Executive Manager Infrastructure	Key Council priority (Long-term Plan 2018-28)	<b>Decision required:</b> 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			U		D
<b>Sustainability Strategy Action Plan</b>														
<b>Sustainability Strategy</b> Environmental Services Manager/Executive Manager Infrastructure	Key Council priority	<b>Decision required:</b> 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)	<b>11 Feb 2021</b> Action memo sent to Property and Facilities Officer (Vincent and Teviot) <b>24 Feb 2021</b> The lease agreement is with the Youth Trust for signing. <b>16 Apr 2021</b> Scouts Association have signed their agreement. Awaiting the Youth Trust signatories. <b>16 Jun 2021</b> 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. <b>28 Jul 2021</b> 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. <b>08 Sep 2021</b> Awaiting the outcome of the Youth Trust's application with external funder, Transpower. Application outcome due end of September.
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. <b>Agrees</b> to dispose of the Tarras Rural Fire Depot to Fire and Emergency New Zealand subject to the following conditions:	Property and Facilities Officer (Vincent and Teviot Valley)	<b>30 Mar 2021</b> Action memo sent to report writer. <b>16 Apr 2021</b> Documentation for the asset transfer and ground leases are in draft and under review by both parties.

			<ol style="list-style-type: none"> <li>1 The building ownership is transferred for \$1</li> <li>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</li> <li>3 Fire and Emergency New Zealand covers the legal costs associated with the sale and the preparation of the lease</li> <li>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</li> <li>5 Fire and Emergency New Zealand covers the costs of relocating the Tarras Domain's access gate and the recycling station</li> </ol> <p>C. <b>Agrees</b> to dispose of the Omakau Rural Fire Depot to Fire and Emergency New Zealand on the following conditions:</p> <ol style="list-style-type: none"> <li>1 The building ownership is transferred for \$1</li> <li>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</li> <li>3 Fire and Emergency New Zealand covers the legal costs associated with the sale and the preparation of the lease</li> </ol> <p>D. <b>Agrees</b> to dispose of the Millers Flat Rural Fire Depot to Fire and Emergency New Zealand on the following conditions:</p> <ol style="list-style-type: none"> <li>1 Council's ground lease is terminated upon which the building's ownership transfers to Fire and Emergency New Zealand</li> </ol>		<p><b>16 Jun 2021</b> Draft documentation is with FENZ for review. Awaiting their response.</p> <p><b>28 Jul 2021</b> Millers Flat Depot - agreements executed. Tarras Depot - draft documentation under review. Omakau Depot - draft documentation under review.</p> <p><b>08 Sep 2021</b> Tarras Depot - lease document with Council's lawyer to under take a final review. Omakau Depot - awaiting FENZ's review of draft documentation.</p>
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			2 Fire and Emergency New Zealand covers the legal costs		
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	<p><b>30 Mar 2021</b> Action memo sent to report writer.</p> <p><b>21 Apr 2021</b> Review of Industrial Chapter underway; RFP for Residential section review being drafted; GIS mapping project progressing; e-Plan contract approved</p> <p><b>16 Jun 2021</b> 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><b>28 Jul 2021</b> 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> <p><b>08 Sep 2021</b> Issues and Options for review of Residential Chapter drafted; submissions on GIS mapping plan change closed - 3 in support so no hearing required; ePlan testing complete with mapping being updated and incorporated; engagement with affected landowners is upcoming as part of Industrial Chapter Review.</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	Chief Advisor	<p><b>11 Jun 2021</b> Action memo sent to Chief Advisor. Memo sent to Executive Manager Corporate Services for information.</p> <p><b>29 Jul 2021</b></p>

			through and reported back to Council within three months for final determination.		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. <b>07 Sep 2021</b> A paper is being presented to the September Council meeting. CLOSED
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 further and provide a report for consideration in a future annual or long-term plan.	Property and Facilities Officer (Cromwell)	<b>11 Jun 2021</b> 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. <b>06 Jul 2021</b> 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. <b>08 Sep 2021</b> Cromwell Bike Park committee to undertake a usage study of the toilet facilities at the site in summer to reflect peak usage - ON HOLD
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	<b>11 Jun 2021</b> 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. <b>28 Jul 2021</b> Report being written, intended to be presented at Cromwell Community Board's 7 September meeting.

					<p><b>08 Sep 2021</b> Cromwell Community Board resolved in support of the report's recommendations. A report will be presented to Council at its September meeting. 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><b>11 Jun 2021</b> 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><b>28 Jul 2021</b> 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> <p><b>08 Sep 2021</b> No further progress.</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><b>11 Jun 2021</b> 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><b>28 Jul 2021</b> Background data for report being collated.</p> <p><b>08 Sep 2021</b> No further progress.</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><b>11 Jun 2021</b> 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><b>28 Jul 2021</b></p>

					Meeting convened on 5 July 2021. Molyneux Turf Incorporated (MTI) preparing additional information. <b>08 Sep 2021</b> Additional information not yet received from MTI.
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	<b>11 Jun 2021</b> 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. <b>29 Jul 2021</b> 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. <b>09 Sep 2021</b> No further update until July 2022, when funds are due to be released.
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	<b>11 Jun 2021</b> 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. <b>28 Jul 2021</b> Funding allocated pending request from Pool Committee. <b>08 Sep 2021</b> Funding not yet requested.
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	<b>11 Jun 2021</b> 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><b>28 Jul 2021</b> Request under consideration.</p> <p><b>08 Sep 2021</b> No further progress.</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	<p>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.</p>	Chief Executive Officer	<p><b>11 Jun 2021</b> 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.</p> <p><b>29 Jul 2021</b> The CEO has been in correspondence with Aukaha to begin discussions.</p> <p><b>07 Sep 2021</b> Due to COVID-19 alert level restrictions, the planned meeting in early September did not go ahead. Staff are currently working with Aukaha to reschedule and an update will be provided once this meeting has occurred.</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><b>05 Jul 2021</b> Action memo sent to Principal Policy Planner.</p> <p><b>28 Jul 2021</b> Plan Change 17 notified</p> <p><b>08 Sep 2021</b> As this work forms part of the District Plan Review Programme, updates are being provided under Resolution 21.2.10. MATTER CLOSED.</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> <p>C. Agrees to a lease over 1000m<sup>2</sup> (more or less) of land (shown in Figure 1) located on the Cromwell</p>	Property and Facilities Officer (Cromwell)	<p><b>05 Jul 2021</b> Action memo sent to Property and Facilities Officer - Cromwell.</p> <p><b>06 Jul 2021</b> Cromwell Menz Shed updated on resolution., Meeting arranged between property and infrastructure for 9 July to discuss actions required.</p>

			<p>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><b>26 Jul 2021</b> Meeting scheduled with Menz Shed for 30 July to review and discuss Draft Lease.</p> <p><b>17 Aug 2021</b> Working alongside the Menz Shed to prepare an appropriate lease</p> <p><b>08 Sep 2021</b> Lease document being finalised.</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><b>05 Jul 2021</b> Action memo sent to Property Officer for action and finance staff for noting.</p> <p><b>28 Jul 2021</b> Licence to Occupy (LTO) being prepared for Central Lakes Equestrian Club</p> <p><b>09 Sep 2021</b> LTO being prepared.</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> <p>B. Agrees to progress the revocation of the Local Purpose (Amenity) Reserve classification from the specified 619m<sup>2</sup> (subject to survey) area from Lot 201 DP 359519.</p>	Parks and Recreation Manager	<p><b>05 Jul 2021</b> Action memo sent to Parks and Recreation Manager</p> <p><b>19 Jul 2021</b> This is now progressing through the public submission stage which closes in August, with Council's Hearings Panel to hear submissions in September.</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><b>08 Sep 2021</b> Hearings Panel to meet remotely on 14 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><b>05 Jul 2021</b> Action memo sent to Senior Policy Advisor for action and grants staff for noting.</p> <p><b>08 Sep 2021</b> Policy updated on the website – CLOSED</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> <p>C. Authorise the Chief Executive Officer to do all that is necessary to give effect to the resolutions.</p>	Property Officer	<p><b>05 Jul 2021</b> Action memo sent to Property Officer</p> <p><b>28 Jul 2021</b> Lease document being prepared for Central Heliwork Ltd.</p> <p><b>08 Sep 2021</b> Applicant informed of decision. Site pegged by surveyor. Lease document being prepared.</p>

11/08/2021	Draft Vincent Spatial Plan Engagement Document	21.6.2	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	Principal Policy Planner	<b>16 Aug 2021</b> Action Memo sent to report writer. <b>08 Sep 2021</b> Public consultation currently underway.
11/08/2021	Central Otago District Council Submission on Proposed Otago Regional Policy Statement	21.6.3	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.	Principal Policy Planner	<b>16 Aug 2021</b> Action Memo sent to report writer. <b>08 Sep 2021</b> Response lodged on 3 September.
11/08/2021	Cromwell Bike Park Shelter Construction	21.6.4	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.	Property and Facilities Officer (Cromwell)	<b>16 Aug 2021</b> Action Memo sent to report writer. <b>17 Aug 2021</b> Cromwell Bike Park updated on the Board's resolution <b>08 Sep 2021</b> Works to be undertaken by applicant. MATTER CLOSED.
11/08/2021	Request for approval to locate a Container at Cromwell Golf Club	21.6.5	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 <b>Appendix 2</b> 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	Property and Facilities Officer (Cromwell)	<b>16 Aug 2021</b> Action Memo sent to report writer. <b>17 Aug 2021</b> Cromwell Golf Club updated on Board's resolution <b>08 Sep 2021</b> Works to be undertaken by applicant. MATTER CLOSED.

			locate a container within the area used for storage as indicated in <b>Appendix 2</b> of the report.		
11/08/2021	Cromwell Aerodrome - Refueling Facility	21.6.6	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>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.</p> <p>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.</p> <p>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.</p>	Property Officer	<p><b>16 Aug 2021</b> Action Memo sent to report writer.</p> <p><b>08 Sep 2021</b> Applicant informed of decision. Site meeting upcoming to finalise fuel tank position. Licence to Occupy (LTO) being drafted.</p>
11/08/2021	WoolOn 2021 Event Request for Grant	21.6.7	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>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 district general reserves.</p>	Media and Marketing Manager	<p><b>16 Aug 2021</b> Action Memo sent to report writer.</p> <p><b>06 Sep 2021</b> Correspondence including details on discussion points, resolution, and invoicing instructions emailed 6 Sept 2021 to applicant.</p>
11/08/2021	Waste Services Review	21.6.9	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the 'Have Your Say on Our Waste Services' document for community feedback.</p>	Environmental Engineering Manager	<p><b>16 Aug 2021</b> Action Memo sent to report writer.</p> <p><b>09 Sep 2021</b> Consultation Underway. MATTER CLOSED</p>

11/08/2021	Appointment of Consultants for Water and Wastewater Technical Support for 2021-24	21.6.10	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance and notes that resolutions B-G are consistent with Council's procurement policy</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>F. Approves the direct appointment of Rationale for the provision of strategic planning support for the 2021-24 Long Term Plan period.</p> <p>G. Approves the direct appointment of Mott MacDonald for hydraulic modelling for the 2021-24 Long Term Plan period.</p>	Infrastructure Finance Officer	<p><b>16 Aug 2021</b> Action Memo sent to report writer.</p> <p><b>08 Sep 2021</b> Procurement Plans being implemented as per resolution. CLOSED</p>
11/08/2021	Naseby Water Supply	21.6.11	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>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.</p> <p>C. Directs staff to investigate options for an alternative water source for the Naseby water supply,</p>	Executive Manager - Infrastructure Services	<p><b>16 Aug 2021</b> Action Memo sent to report writer.</p> <p><b>09 Sep 2021</b> Clarifier being tendered. Investment Logic Map workshop for Maniototo water supplies scheduled for October.</p>

			including consideration of a single Maniototo water treatment site.		
11/08/2021	Appointment of Consultant for Bridge Structural Advice for 2021-24	21.6.12	That the Council A. Receives the report and accepts the level of significance and notes that resolutions B is consistent with Council's procurement policy. B. Approves the direct appointment of Beca for the provision of structural advice for bridges for the 2021-24 Long Term Plan period.	Infrastructure Finance Officer	<b>16 Aug 2021</b> Action Memo sent to report writer. <b>08 Sep 2021</b> Procurement Plans being implemented as per resolution. CLOSED
11/08/2021	Road Renaming Approval Report - Portion of Watson Road	21.6.13	That the Council A. Receives the report and accepts the level of significance. B. Rename a portion of Watson Road to Pīhoihoi Road.	Roading Administration Assistant	<b>16 Aug 2021</b> Action Memo sent to report writer. <b>16 Aug 2021</b> Road renaming information has been passed to LINZ, affected parties notified and rapid numbers updated. CLOSED.
11/08/2021	Rural Networks South Island rent review.	21.6.14	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, Earnsleugh 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	Property Officer - Statutory	<b>16 Aug 2021</b> Action Memo sent to report writer. <b>08 Sep 2021</b> Company invoiced in accordance with resolution. Agreements forwarded to lessee for execution.

			<p>with that fee being subject to adjustment (increase) by 10% on renewal.</p> <p>5. Backdate the revised fees and charges to the commencement of the new licences and leases being 01 July 2020.</p> <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>		
11/08/2021	Register of Delegations	21.6.15	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the deletion of sections 82 - 84 from the Register of Delegations and approves the following change to the Register of Delegations;</p> <p><input type="checkbox"/> Add the paragraph to section 81 as follows:</p> <p><i>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.</i></p> <p>C. Adopts the Delegated Authorities Operating Schedule – Resource Management Act delegations</p>	Risk and Procurement Manager	<p><b>16 Aug 2021</b> Action Memo sent to report writer.</p> <p><b>19 Aug 2021</b> The Staff Delegations manual will be published on the staff intranet and staff newsletter next week. The Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer will be updated on the Central Otago District Council website early next week.</p> <p><b>07 Sep 2021</b> The staff delegations manual has been published on the staff intranet and been distributed via the staff newsletter. The register of delegations to community boards, portfolios, Committees, and the chief executive officer has been updated on the Central Otago District Council website. CLOSED</p>
11/08/2021	Remuneration Authority Determination 2021	21.6.18	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Notes the Local Government Members (2021/22) Determination 2021 which took effect from 1 July 2021.</p> <p>C. Approves the changes to the Elected Members' Allowances and Reimbursement Policy as attached as Appendix 2 of the report.</p>	Governance Manager	<p><b>16 Aug 2021</b> Action Memo sent to report writer.</p> <p><b>16 Aug 2021</b> Elected Members' Allowances and Reimbursement Policy updated. MATTER CLOSED.</p>

**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-August 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-August 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 – 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****ON HOLD**

*August – On hold until meeting able to take place*

*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 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**

**CLOSED**

*September 2021 – Easement instruments registered. MATTER CLOSED.*

*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**

*September 2021 – Construction work progressing, although slightly behind due to COVID-19 alert level restrictions.*

*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.*

## 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

*September 2021. A report has been provided to the September Council meeting. Further information will be provided to the November meeting.*

*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**

*August to September – No change.*

*January to July 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.*

22 September 2021

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**9 COMMUNITY BOARD MINUTES**

**21.7.21 MINUTES OF THE VINCENT COMMUNITY BOARD MEETING HELD ON 31 AUGUST 2021**

**Doc ID: 552008**

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**Recommendations**

That the unconfirmed Minutes of the Vincent Community Board Meeting held on 31 August 2021 be noted.

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**1. Attachments**

**Appendix 1 - Minutes of the Vincent Community Board Meeting held on 31 August 2021**

**MINUTES OF A MEETING OF THE VINCENT COMMUNITY BOARD  
HELD REMOTELY ON MICROSOFT TEAMS AND LIVE STREAMED  
ON TUESDAY, 31 AUGUST 2021 COMMENCING AT 2.00 PM**

**PRESENT:** Cr M McPherson (Chairperson), Mr R Garbutt (Deputy Chair), Dr R Browne, Cr L Claridge, Cr I Cooney, Ms A Robinson, Ms S Stirling-Lindsay

**IN ATTENDANCE:** T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), L Webster (Regulatory Services Manager), D Rushbrook (General Manager, Tourism Central Otago), A Mason (Media and Marketing Manager), L Stronach (Property Officer – Statutory), F Somerville (Roading Administration Assistant), M De Cort (Communications Coordinator), R Williams (Governance Manager) and W McEnteer (Governance Support Officer)

## 1 APOLOGIES

There were no apologies

## 2 PUBLIC FORUM

### Karen Jefferson – Ahipara

Ms Jefferson from Ahipara spoke in support of their application for a promotional grant before responding to questions.

### Jan Bean – Central Otago District Arts Trust

Ms Bean from Central Otago District Arts Trust spoke in support of their application for a promotional grant before responding to questions.

### Nigel Smellie – Alexandra Blossom Festival

Mr Smellie from Alexandra Blossom Festival spoke in support of their application for a promotional grant before responding to questions.

## 3 CONFIRMATION OF MINUTES

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### COMMITTEE RESOLUTION

**Moved:** Garbutt  
**Seconded:** Robinson

That the public minutes of the Vincent Community Board Meeting held on 20 July 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. Mr Garbutt declared that he is a member of the Vallance Cottage working group. Cr McPherson declared an interest in item 21.7.2, Dr Browne declared an interest in the Central Otago District Arts Trust portion of item 21.7.2, Ms Robinson declared an interest in the Winterstellar portion of item 21.7.2 and Ms Stirling Lindsay declared an interest in the Alexandra Blossom Festival portion of item 21.7.2.

## 5 REPORTS FOR DECISIONS

Note: Cr McPherson declared an interest in item 21.7.2. He left the live stream and did not take part in the discussion and did not vote on the item. Also note other conflicts for this item where declared as noted below

Note: Mr Garbutt assumed the Chair.

### 21.7.2 PROMOTION GRANT APPLICATIONS 2021 - 22 FIRST ROUND

To consider promotion grant applications received to the first publicised round for year one of the contestable grants programme for the Long-term Plan 2021 – 2031.

After wide-ranging discussion, staff advised that the total amount of money available for promotional grants was \$31,000 for the current financial year. It was agreed that each application would be considered separately.

#### COMMITTEE RESOLUTION

**Moved:** Garbutt  
**Seconded:** Browne

That the Vincent Community Board

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

-----  
**CARRIED**

#### COMMITTEE RESOLUTION

**Moved:** Stirling-Lindsay  
**Seconded:** Claridge

- B. Declines a promotions grant application from the Central Otago A & P Show for Children's Entertainment

#### **GRA210733815 Central Otago A & P Show – Children's Entertainment**

Year 1 LTP 2021/22 applied \$7,500	\$0 Declined
Year 2 LTP 2022/23 applied \$5,000	\$0 Declined
Year 3 LTP 2023/24 applied \$5,000	\$0 Declined

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**CARRIED**

Note: Ms Robinson declared an interest in the Winterstellar portion of this item. She did not discuss or vote on this portion of the item.

#### COMMITTEE RESOLUTION

**Moved:** Browne  
**Seconded:** Claridge

- C. Approves a promotions grant for Year 1 and Year 2, but declines a promotions grant for Year 3 for Winterstellar Matariki and Night Sky events and exhibitions.

#### **GRA210740149 Winterstellar Matariki and Night Sky events and exhibitions**

Year 1 LTP 2021/22 applied \$20,000	\$4,000 approved subject to establishment of appropriate entity.
Year 2 LTP 2022/23 applied \$25,000	\$10,000 approved subject to satisfactory report back year 1.

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Year 3 LTP 2023/24 applied \$15,000                      \$0 Declined

**CARRIED**


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Note: Dr Browne declared an interest in the Central Otago Arts Trust portion of this item. He did not discuss or vote on this portion of the item.

After discussion it was agreed that the amount should be larger in the first year to make it more likely that the event would go ahead in its first year. Therefore a larger amount of \$2,500 should be granted for the first year and a lesser amount of \$1,000 in year two

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**COMMITTEE RESOLUTION**

**Moved:**                **Robinson**  
**Seconded:**        **Stirling-Lindsay**

- D. Approves a promotions grant for Year 1 and Year 2, but declines a promotions grant for Year 3 for the Central Otago District Arts Trust – Cover to Cover event.

**GRA210739572 Central Otago District Arts Trust – Cover to Cover events**

Year 1 LTP 2021/22 applied \$4,261	\$2,500 Approved
Year 2 LTP 2022/23 applied \$7,218	\$1,000 Approved
Year 3 LTP 2023/24 applied \$9,055	\$0 Declined

**CARRIED****COMMITTEE RESOLUTION**

**Moved:**                **Claridge**  
**Seconded:**        **Browne**

- E. Declines an application for a promotions grant from Ahipara for the Ahi Festival of Light.

**GRA210714507 Ahipara – Ahi Festival of Light**

Year 1 LTP 2021/22 applied \$25,000	\$0 Declined
Year 2 LTP 2022/23 applied \$10,000	\$0 Declined
Year 3 LTP 2023/24 applied \$5,000	\$0 Declined

**CARRIED**


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Note: Ms Stirling-Lindsay declared an interest in the Alexandra Blossom Festival portion of this item. She did not discuss or vote on this portion of the item.

After discussion there was majority agreement that the Blossom Festival should receive a grant in year two of its application, but not year one or three. It was noted that the Blossom Festival had been granted money to cover year one via the hardship grant application process already.

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**COMMITTEE RESOLUTION**

**Moved:**                **Garbutt**  
**Seconded:**        **Browne**

- F. That given the \$26,000 allocation through the hardship fund process, that no additional allocation is provided for the 2021/22 FY and that \$24,500 is allocated for the 2022/23 FY.

**GRA210749634 Alexandra Blossom Festival Inc. Event Infrastructure Costs**

Year 1 LTP 2021/22 applied \$24,500	\$0 Declined
Year 2 LTP 2022/23 applied \$24,500	\$24,500 Approved
Year 3 LTP 2023/24 Applied \$24,500	\$0 Declined

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**CARRIED** with Cr Cooney and Ms Robinson recording their vote against

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Note: Cr McPherson resumed the Chair.

### 21.7.3 APPLICATION FOR EASEMENT IN FAVOUR OF AURORA ENERGY LIMITED

To consider granting an easement (in gross) over Section 1 Survey Office Plan 496959 and Section 1 Block XXXVIII Town of Alexandra (Local Purpose (Cemetery) Reserve) to Aurora Energy Limited.

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#### COMMITTEE RESOLUTION

**Moved:** Garbutt  
**Seconded:** Stirling-Lindsay

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant an easement (in gross) to Aurora Energy Limited to convey electricity over Section 1 Block XXXVIII Town of Alexandra and Section 1 Survey Office Plan 496959, being Local Purpose (Cemetery) Reserve, for \$1, subject to:
  - Aurora obtaining all consents, permits, and other rights associated with installing the cable between Dunstan Road through to Letts Gully Road.
  - The easement area having a maximum width of 3 metres and being immediately adjacent to the northern boundary as shown in figure 2.
  - All costs associated with preparing and registering the easement being met by Aurora Energy Limited.
  - Aurora clearing the northern boundary to the satisfaction of the Parks and Recreation Manager.
  - The Minister of Conservation's consent.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

**CARRIED**

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### 21.7.4 AMENDMENT TO ROAD NAME - DUNSTAN PARK, ALEXANDRA

To consider an amendment to road name from Hewitt Crescent to Williams Crescent.

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#### COMMITTEE RESOLUTION

**Moved:** Robinson  
**Seconded:** Garbutt

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves amendment to road name from Hewitt Crescent to Williams Crescent.

**CARRIED**

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**21.7.5 ROAD RENAMING REPORT - PORTION OF FERRAUD STREET**

To consider a request to rename a portion of Ferraud Street, Clyde to Seaton Street.

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**COMMITTEE RESOLUTION**

**Moved:** Claridge

**Seconded:** Browne

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council that a portion of Ferraud Street be renamed Seaton Street.

**CARRIED**

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**6 REPORTS FOR INFORMATION****21.7.6 VINCENT FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2021**

To consider the financial performance overview as at 30 June 2021.

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**COMMITTEE RESOLUTION**

**Moved:** McPherson

**Seconded:** Browne

That the report be received.

**CARRIED**

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**7 MAYOR'S REPORT****21.7.7 MAYOR'S REPORT**

His Worship the Mayor gave an update on his activities since the last meeting:

- Reflected on his work with the Manukerehia Reference Group. Noted that he had addressed the recent Otago Regional Council meeting to clarify comments that had been mistakenly attributed to him regarding minimum flows in the Manuherekia River.
  - Discussed Aurora Energy's reporting requirements to the Commerce Commission. He noted that reporting requirements were not set in stone and could be updated if it was discovered that they were inadequate. Also commented that Aurora would be obliged to share complaints it received from social media to the Commerce Commission.
  - Discussed the ongoing Three Waters reforms and updated members on current developments.
- 

**COMMITTEE RESOLUTION**

**Moved:** McPherson

**Seconded:** Claridge

That the Vincent Community Board receives the report.

**CARRIED**

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## 8 CHAIR'S REPORT

### 21.7.8 CHAIR'S REPORT

The Chair gave an update on activities and issues since the last meeting:

- Attended the Three Waters workshops. He noted that there was a lot of information missing about central government's plan and that it was difficult to inform the public when that was the case.
- Noted that the information for the Vincent Spatial Plan has gone out for public consultation.
- Lamented that there were uncertainties for the ability to hold events at the moment and that this was an extra stress for organisers.

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### COMMITTEE RESOLUTION

**Moved:** Garbutt  
**Seconded:** Browne

That the report be received.

**CARRIED**

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## 9 MEMBERS' REPORTS

### 21.7.9 MEMBERS' REPORTS

Members gave an update on activities and issues since the last meeting:

**Ms Stirling-Lindsay** reported on the following:

- Attended the Youth Expo in Alexandra and noted that it was very well received.
- Attended meetings for the upcoming Blossom Festival.

**Ms Robinson** reported on the following:

- Attended several workshops on the Three Waters reforms.
- Attended a Vallance Cottage working group meeting by Zoom.
- Attended the Jesus Christ Superstar performance in Clyde.
- Noted a recent visit to Stewart Island.

**Councillor Cooney** reported on the following:

- Sat in on the August Hearings Panel meeting.
- Attended a Vincent Spatial Plan workshop.
- Attended the recent Three Waters workshops.
- Noted the additional work for residential care workers during lockdown.

**Councillor Claridge** reported on the following:

- Attended a Council meeting.
  - Attended the recent Three Waters workshops.
-

- Noted her attendance at the Wool On festival.
- Noted that from tomorrow funeral services would return to a maximum of ten people under Level 3 restrictions.

**Dr Browne** reported on the following:

- Attended the recent Three Waters workshops.
- Attended an ADMI Board meeting. Mentioned a discussion with Andy Dvay from Winterstellar around possible ideas for future events.
- Attended a session of the Creative Writers Circle.
- Planning for U3A sessions, noted the Mayor's recent session on Three Waters reform
- Noted that he was to play at Dunedin Town Hall, but it was cancelled due to the lockdown.

**Mr Garbutt** reported on the following:

- Attended a meeting of the Vallance Cottage working group.
- Attended a gathering of the Alexandra Musical Society.
- Attended the LGNZ meeting on Three Waters reform.
- Has been working with the Heritage Trust to put a case together for the district museum function.
- Attended the Three Waters workshops.

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#### COMMITTEE RESOLUTION

**Moved:** McPherson  
**Seconded:** Stirling-Lindsay

That the report be received.

**CARRIED**

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#### 10 STATUS REPORTS

##### 21.7.10 AUGUST 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.

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#### COMMITTEE RESOLUTION

**Moved:** McPherson  
**Seconded:** Claridge

That the report be received.

**CARRIED**

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#### 11 DATE OF THE NEXT MEETING

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

**12 RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION**

**Moved: McPherson**  
**Seconded: Robinson**

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>Confidential Minutes of Ordinary Board Meeting</b>	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
<b>21.7.11 - August 2021 Confidential Governance Report</b>	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 4.17 pm and the meeting closed at 4.19 pm.

.....  
**CHAIR / /**

**21.7.22 MINUTES OF THE MANIOTOTO COMMUNITY BOARD MEETING HELD ON 2 SEPTEMBER 2021**

**Doc ID: 551835**

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**Recommendations**

That the unconfirmed Minutes of the Maniototo Community Board Meeting held on 2 September 2021 be noted.

---

**1. Attachments**

**Appendix 1 - Minutes of the Maniototo Community Board Meeting held on 2 September 2021**

**MINUTES OF A MEETING OF THE MANIOTOTO COMMUNITY BOARD  
HELD REMOTELY VIA MICROSOFT TEAMS AND LIVE STREAMED ON THURSDAY,  
2 SEPTEMBER 2021 COMMENCING AT 2.02 PM**

**PRESENT:** Mr R Hazlett (Chair), Mr M Harris (Deputy Chair), Cr S Duncan, Ms S Umbers

**IN ATTENDANCE:** L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L van der Voort (Executive Manager – Property and Environment), S Righarts (Chief Advisor), I Evans (Water Services Manager), P Bain (Water Services Team Leader), M De Cort (Communications Coordinator), R Williams (Governance Manager) and W McEnteer (Governance Support Officer)

## 1 APOLOGIES

---

### COMMITTEE RESOLUTION

**Moved:** Harris  
**Seconded:** Umbers

That apologies from Mr D Helm be received and accepted.

**CARRIED**

---

## 2 PUBLIC FORUM

There was no public forum.

## 3 CONDOLENCES

The Chair referred to the deaths of Trevor Lowien, Frances Peattie and Gaynor Gilchrist. Members stood and observed a moment's silence as a mark of respect.

## 4 CONFIRMATION OF MINUTES

---

### COMMITTEE RESOLUTION

**Moved:** Umbers  
**Seconded:** Harris

That the public minutes of the Maniototo Community Board Meeting held on 22 July 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

Note: Cr Duncan joined the meeting at 2.04 pm.

**21.6.2 NASEBY WATER SUPPLY**

To provide the Board with an update regarding the Naseby water supply.

---

**COMMITTEE RESOLUTION**

**Moved:** Harris  
**Seconded:** Duncan

That the report be received.

**CARRIED**

---

**21.6.3 MANIOTOTO FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2021**

To consider the financial performance overview as at 30 June 2021.

---

**COMMITTEE RESOLUTION**

**Moved:** Duncan  
**Seconded:** Umbers

That the report be received.

**CARRIED**

---

**7 MAYOR'S REPORT****21.6.4 MAYOR'S REPORT**

His Worship the Mayor was not present at this meeting.

---

**8 CHAIR'S REPORT****21.6.5 CHAIR'S REPORT**

The Chair gave an update on activities and issues since the last meeting:

- Had meetings with people in Naseby concerned about the water. Noted the clarifier project was underway. Mentioned the water tanks that were brought in during the boil water notice. The outlet was on ground level, so it was hard to put a container under it, particularly for older folks.
  - Met with Stuart Patterson regarding the demolition of the old hospital. Reported that it had passed with no objections from the heritage section and would move to the next phase in its demolition.
  - Reported that there had been a lot of discussion about bridges in the Maniototo in recent times, but that nothing could be done until decisions from Council were made.
  - Reported a walk round Naseby with Hawkdun Irrigation to look at potential dam sites in the area.
  - Attended the opening of the new technology block at Maniototo Area School.
-

---

**COMMITTEE RESOLUTION**

**Moved:** Harris  
**Seconded:** Duncan

That the report be received.

**CARRIED**

---

**9 MEMBERS' REPORTS****21.6.6 MEMBERS' REPORTS**

Members gave an update on activities and issues since the last meeting:

**Ms Umbers** reported on the following:

- Attended a meeting of the Maniototo Arts Council. Noted that they have a full committee at this time and that their space is used by a mixed range of community groups.
- Noted that Chorus had been around to fix some of the asphalt that had been dug up during fibre cable installation.
- Mentioned that she has been urging people to engage with the current consultation on recycling and was encouraging people to watch the Mayor's videoclips regarding Three Waters.
- Noted the repair of the entrance to the Council building in Ranfurly. She mentioned that the ramp was shabby with plaster coming away, making it look sandy. She enquired when that might be fixed. Staff agreed to follow up.

**Mr Harris** reported on the following:

- Attended the recent Three Waters workshops.

**Councillor Duncan** reported on the following:

- Attended the recent Three Waters workshops. Reflected on current issues in that space.
  - Reflected on current issues with irrigation and the Otago Regional Council.
  - Discussed the issue of roading work in the Maniototo and the low road shoulders. Staff would follow up on what work was programmed for any repairs.
  - Mentioned the roading work being done in Clyde for the development below Miners Lane.
- 

**COMMITTEE RESOLUTION**

**Moved:** Harris  
**Seconded:** Umbers

That the report be received.

**CARRIED**

---

**10 STATUS REPORTS****21.6.7 SEPTEMBER 2021 GOVERNANCE REPORT**

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

**COMMITTEE RESOLUTION**

**Moved:** Umbers  
**Seconded:** Duncan

That the report be received.

**CARRIED**

**11 DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 14 October 2021.

**12 RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION**

**Moved:** Harris  
**Seconded:** Duncan

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>Confidential Minutes of Ordinary Board Meeting</b>	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
<b>21.6.8 - September 2021 Confidential Governance Report</b>	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 2.54 pm and the meeting closed at 2.56 pm.

Unconfirmed

**21.7.23 MINUTES OF THE CROMWELL COMMUNITY BOARD MEETING HELD ON 7 SEPTEMBER 2021**

**Doc ID: 552363**

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**Recommendations**

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 7 September 2021 be noted.

---

**1. Attachments**

**Appendix 1 - Minutes of the Cromwell Community Board Meeting held on 7 September 2021**

**MINUTES OF A MEETING OF THE CROMWELL COMMUNITY BOARD  
HELD REMOTELY ON MICROSOFT TEAMS AND LIVE STREAMED ON TUESDAY,  
7 SEPTEMBER 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), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), D Rushbrook (Manager, Tourism Central Otago), G Bailey (Parks and Recreation Manager), A Mason (Media and Marketing Manager), L Stronach (Property Officer – Statutory), M Gordon (Parks Officer – Projects), M De Cort (Communications Coordinator), R Williams (Governance Manager) and W McEnteer (Governance Support Officer)

## 1 APOLOGIES

There were no apologies.

## 2 PUBLIC FORUM

### Jan Bean – Central Otago District Arts Trust

Ms Bean from Central Otago District Arts Trust spoke in favour of their application for a promotions grant before responding to questions.

### Carolyn Murray and Mary Jones – Cromwell Promotions Group

Ms Murray and Ms Jones from Cromwell Promotions Groups spoke in favour of their application for a promotions grant before responding to questions.

## 3 CONFIRMATION OF MINUTES

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### COMMITTEE RESOLUTION

**Moved:** Gillespie

**Seconded:** Laws

That the public minutes of the Cromwell Community Board Meeting held on 29 July 2021 be confirmed as a true and correct record with the following amendment to the commentary for item 21.6.4: Members sought clarification on a number of matters relating to the proposal particularly around the role of any external stakeholder group and after these discussions agreed that Ms Harrison and Cr McKinlay would be appointed as the Board's representatives on the Advisory Group.

**CARRIED**

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## 4 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. Mr Murray declared an interest in item 21.7.2. He withdraw from discussion and did not vote on the item. He also declared an interest in item 21.7.3 and did not vote on the item.

## 5 REPORTS FOR DECISIONS

Note: Mr Murray declared an interest in item 21.7.2. He withdrew from discussion and did not vote on the item.

### 21.7.2 PROMOTION GRANT APPLICATIONS 2021 - 22 FIRST ROUND

To consider promotion grant applications received to the first publicised round for year one of the Long Term Plan 2021 – 2031.

#### COMMITTEE RESOLUTION

**Moved:** Gillespie

**Seconded:** McKinlay

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves a promotions grant to Cromwell and Districts Promotions Group and declines a promotions grant to Central Otago District Arts Trust:

1. **GRA210739436 Cromwell and Districts Promotions Group – Operational, Staff, Marketing and events as outlined in the application**

Year 1 LTP 2021/22 applied \$87,143	Approved Total \$64,270 as detailed
	\$17,760 Contractor – Media and Communications
	\$17,760 Contractor – Community Relations
	\$11,250 Advertising
	\$9,000 Operating Expenses (excl bad debts and donations)
	\$3,000 Christmas Parade traffic management
	\$2,000 Cherry Festival 2021
	\$3,500 Street Party and Fireworks 2021

Year 2 LTP 2022/23 applied \$104,000	\$0 declined
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Year 3 LTP 2023/24 applied \$106,000	\$0 declined
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2. **GRA210750451 Central Otago District Arts Trust – Cover to Cover events**

Year 1 LTP 2021/22 applied \$1,600	\$0 declined
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Year 2 LTP 2022/23 applied \$3,200	\$0 declined
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Year 3 LTP 2023/24 applied \$4,800	\$0 declined
------------------------------------	--------------

**CARRIED**

Note: Mr Murray declared an interest in item 21.7.3. Although he joined the discussion for clarification purposes he did not vote on the item.

Note: Ms Georgie Affleck from Connect Cromwell joined the meeting for item 21.7.3.

### 21.7.3 CROMWELL GREENWAY RESERVES DISC GOLF PROPOSAL

To consider a proposal from Connect Cromwell to install an eighteen-hole disc golf course into Anderson Park and the associated greenway.

---

#### COMMITTEE RESOLUTION

**Moved:** Scott  
**Seconded:** Gillespie

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to the development of a disc golf course on Anderson Park and accepts the donation of the course assets from Connect Cromwell.
- C. Authorises the Parks and Recreation Manager to negotiate an appropriate nine-hole course layout with Connect Cromwell.
- D. Require that the facility be completed by 30 June 2023, or the approval is relinquished.

**CARRIED** with Mr Buchanan recording his vote against

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### 21.7.4 NOTICE OF INTENTION TO PREPARE A RESERVE MANAGEMENT PLAN

To request that the Cromwell Community Board resolve to notify its intention to prepare a Reserve Management Plan for the Bannockburn Recreation Reserve.

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#### COMMITTEE RESOLUTION

**Moved:** Buchanan  
**Seconded:** Murray

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to notify its intention to prepare a Reserve Management Plan for the Bannockburn Receptions Reserve legally described as Section 164 Block 1 Cromwell Survey District, S O Plan 19606 – 3.5365 hectares.

**CARRIED**

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### 21.7.5 CROMWELL MEMORIAL HALL EXTERNAL STAKEHOLDER GROUP

To consider a recommendation from the Advisory Group for the Cromwell Town Hall/Events Centre project to proceed with a closed expression of interest for an external stakeholder group.

After discussion it was agreed that the Cromwell RSA should also be invited to form part of the stakeholder engagement group as they were a party with a significant interest in the current memorial hall.

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**COMMITTEE RESOLUTION**

**Moved:** Buchanan  
**Seconded:** Laws

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the Advisory Group's recommendation to carry out a closed expression of interest for the stakeholder engagement group, appointing one person from each of the following groups:
  - Fine Thyme Theatre Company
  - Cromwell Town and Country Club
  - Cromwell Cultural Centre Trust
  - Cromwell Museum
  - Cromwell RSA

**CARRIED**

---

Note: His Worship the Mayor left the meeting at 3.30 pm.

**21.7.6 CROMWELL TOWN CENTRE PROJECT STRUCTURE**

To consider the project structure and proposed high-level timeline for the planning and design phase of the Cromwell Town Centre upgrade development.

After discussion it was agreed that Mr Murray would join the proposed Advisory Group for the town centre project on behalf of the Board.

---

**COMMITTEE RESOLUTION**

**Moved:** Laws  
**Seconded:** Scott

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the project structure.
- C. Appoints Werner Murray to the Advisory Group.
- D. Recommends to Council to approve the project structure and programme.
- E. Recommends to Council to appoint a Councillor to the Advisory Group.

**CARRIED**

---

**21.7.7 PROPOSED ROAD STOPPING - UNNAMED ROAD OFF TARRAS-CROMWELL ROAD**

To consider a proposal to stop the end of an unnamed unformed road off Tarras-Cromwell Road in accordance with the provisions of the Local Government Act 1974.

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**COMMITTEE RESOLUTION**

**Moved:** Murray  
**Seconded:** Laws

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council to approve the proposal to stop approximately 430 square metres (the western end) of the unnamed unformed road off Tarras – Cromwell Road as shown in figure 4 in the report, subject to:
- Public notification and advertising in accordance with the Local Government Act 1974.
  - No objections being received within the objection period.
  - The land being exchanged for an easement (in gross) in favour of the Central Otago Queenstown Trails Network Trust over the area marked “1” in figure 2 in the report.
  - The land being amalgamated with Record of Title OT365/40 (Section 1636R Block III Tarras Survey District).
  - The Central Otago Queenstown Trails Network Trust paying 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**

---

**6 REPORTS FOR INFORMATION****21.7.8 CROMWELL FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2021**

To consider the financial performance overview as at 30 June 2021.

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**COMMITTEE RESOLUTION**

**Moved:** McKinlay  
**Seconded:** Gillespie

That the report be received.

**CARRIED**

---

**7 MAYOR'S REPORT****21.7.9 MAYOR'S REPORT**

His Worship the Mayor left the meeting before this item.

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**8 CHAIR'S REPORT****21.7.10 CHAIR'S REPORT**

The Chair gave an update on activities and issues since the last meeting:

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- Had a radio interview on Radio Central.
  - Attended a conference in Rotorua for the New Zealand Principals Federation.
  - Attended a meeting of the Advisory Group for the memorial hall.
  - Reported her first COVID-19 vaccination in August.
  - Contributed a column in the Cromwell and Districts News.
- 

## COMMITTEE RESOLUTION

**Moved:** Harrison

**Seconded:** Murray

That the report be received.

**CARRIED**

---

## 9 MEMBERS' REPORTS

### 21.7.11 MEMBERS' REPORTS

Members gave an update on activities and issues since the last meeting:

Councillor Gillespie reported on the following:

- Weekly his weekly interview on Radio Central
- Attended a meeting of the Hearings Panel. Noted items in that session including consents in the Ida Valley and in Queensberry.
- Mentioned that the Hearings Panel would meet again next week. Noted that the item about the greenway in Waenga Drive would be considered at that meeting.
- Attended a Council meeting. Noted that the draft Vincent Spatial Plan was approved for public consultation. He also noted a number of Cromwell issues were considered including the proposed container at the Cromwell Golf Course and the proposed shelter at the Bike Park.
- Gave a submission to the Environment Select Committee regarding the proposed RMA reform.

Mr Murray reported on the following:

- Attended a Zoom meeting with Guardians of Lake Dunstan. Noted that they had employed a manager for the planting project between Deadmans Point and Lowburn.

Mr Scott reported on the following:

- Attended the August Cromwell business breakfast meeting
- Attended the recent workshops on Three Waters.

Mr Buchanan had nothing to report.

Councillor Laws reported on the following:

- Attended a Project Governance meeting. Noted that both the Lake Dunstan water supply and the Clyde water reticulation projects costs were projected to be higher than estimated.
  - Attended a recent Council meeting.
  - Attended a Historic Precinct meeting. Noted that the committee for the historic precinct had agreed to reduce rent for tenants by 50% for September and commented a similar thing was done during lockdown last year.
  - Attended the recent workshops on Three Waters.
-

- Attended a pre-agenda meeting this morning for the upcoming council meeting.

Councillor McKinlay reported on the following:

- Attended the recent Council meeting. Among the items discussed at that meeting he noted the appointment of consultants in infrastructure and water spaces and mentioned problems with getting people to tender for projects in the current environment. He also mentioned items regarding the upgrade to the water supply at Naseby and the current consultation on waste services in the district.
- Attended the recent workshops on Three Waters.

---

#### COMMITTEE RESOLUTION

**Moved:** Murray

**Seconded:** Laws

That the report be received.

**CARRIED**

---

### 10 STATUS REPORTS

#### 21.7.12 SEPTEMBER 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:** McKinlay

**Seconded:** Laws

That the report be received.

**CARRIED**

---

### 11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 19 October 2021.

### 12 RESOLUTION TO EXCLUDE THE PUBLIC

---

#### COMMITTEE RESOLUTION

**Moved:** McKinlay

**Seconded:** Scott

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
<b>Confidential Minutes of Ordinary Board Meeting</b>	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
<b>21.7.13 - September 2021 Confidential Governance Report</b>	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 4.13 pm and the meeting closed at 4.23 pm.

22 September 2021

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**21.7.24 MINUTES OF THE TEVIOT VALLEY COMMUNITY BOARD MEETING HELD ON 9 SEPTEMBER 2021**

**Doc ID: 552342**

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**Recommendations**

That the unconfirmed Minutes of the Teviot Valley Community Board Meeting held on 9 September 2021 be noted.

---

**1. Attachments**

**Appendix 1 - Minutes of the Teviot Valley Community Board Meeting held on 9 September 2021**

**MINUTES OF A MEETING OF THE TEVIOT VALLEY COMMUNITY BOARD  
HELD IN THE ROXBURGH SERVICE CENTRE, 120 SCOTLAND STREET, ROXBURGH  
ON THURSDAY, 9 SEPTEMBER 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), L Macdonald (Executive Manager - Corporate Services) (via Microsoft Teams), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), K McColloch (Corporate Accountant), L Stronach (Property Officer – Statutory) (via Microsoft Teams) M Gordon (Parks Officer – Projects) and W McEnteer (Governance Support Officer)

## **1 APOLOGIES**

There were no apologies.

## **2 PUBLIC FORUM**

There was no public forum.

## **3 CONFIRMATION OF MINUTES**

---

### **COMMITTEE RESOLUTION**

**Moved:** Dalley  
**Seconded:** Aitchison

That the public minutes of the Teviot Valley Community Board Meeting held on 30 July 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**

### **21.7.2 APPLICATION FOR EASEMENT IN FAVOUR OF AURORA ENERGY LIMITED**

To consider granting an easement (in gross) over Part Lot 42 Deposited Plan 21135 (part Lake Roxburgh Village Green) to Aurora Energy Limited.

---

### **COMMITTEE RESOLUTION**

**Moved:** Feinerman  
**Seconded:** Jeffery

That the Teviot Valley Community Board

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

---

- B. Agrees to grant an easement (in gross) to Aurora Energy Limited containing the right to convey electricity over Part Lot 42 Deposited Plan 21134 for \$1, subject to:
- Aurora Energy Limited (or their agents) obtaining all consents, permits, and other rights associated with installing the cable between poles 5186 and 5185 as shown in figure 4.
  - All costs associated with preparing and registering the easement being met by Aurora Energy Limited (or their agents).
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

**CARRIED**

## 6 REPORTS FOR INFORMATION

### 21.7.3 TEVIOT VALLEY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2021

To consider the financial performance overview as at 30 June 2021.

#### COMMITTEE RESOLUTION

Moved: Jeffery  
Seconded: Aitchison

That the report be received.

**CARRIED**

## 7 MAYOR'S REPORT

### 21.7.4 MAYOR'S REPORT

His Worship the Mayor gave an update on his activities since the last meeting:

- Discussed Aurora Energy's reporting requirements to the Commerce Commission. He noted that reporting requirement could be updated any time if it was discovered that they were inadequate. Also commented that Aurora would be obliged to share complaints it received on its social media pages to the Commerce Commission.
- Gave an update to members on current issues in the Three Waters space.

#### COMMITTEE RESOLUTION

Moved: Gunn  
Seconded: Jeffery

That the Teviot Valley Community Board receives the report.

**CARRIED**

**8 CHAIR'S REPORT****21.7.5 CHAIR'S REPORT**

The Chair gave an update on activities and issues since the last meeting:

- Attended a number of workshops concerned with Three Waters.
- Attended a site visit at the medical centre and rest home with Decarbonised Energy Solutions regarding options for replacing the current boiler.
- Attended a meeting NZ Battery Project Technical Reference Group meeting.
- Attended a meeting of the Roxburgh Pool committee.
- Attended a Zoom meetings for the Medical Services Trust.
- Attended a Zoom meeting for the Teviot Valley Rest Home.
- Updated members on a recent LGOIMA request regarding an old Ettrick reserve account.

**COMMITTEE RESOLUTION**

**Moved:** Dalley  
**Seconded:** Aitchison

That the report be received.

**CARRIED**

**9 MEMBERS' REPORTS****21.7.6 MEMBERS' REPORTS**

Members gave an update on activities and issues since the last meeting:

Ms Feinerman reported on the following:

- Attended a meeting of the Roxburgh Pool Committee. She noted a successful outcome in the grant application from Otago Community Trust and that the committee were waiting for an outcome from one further grant application. She also noted that in light of increasing prices for materials, there was a recosting exercise underway to understand any increase in costs.
- Had meeting with staff to discuss walking tracks and reported that they were looking at some upgrades.
- Attended the Three Waters workshops.

Mr Dalley reported on the following:

- Attended the Three Waters workshops.
- Attended a Series of Teviot Valley rest home meetings.
- Mentioned that he had been approached regarding rumours about possible land subdivisions in Roxburgh East. He noted that he was not aware of anything.

Councillor Jeffery reported on the following:

- Attended the weekly meetings of the Regional Labour Chairs. Also gave an update to members on the Recognised Seasonal Employer worker space.
- Attended the pre-agenda meeting for the Economic Development and Community Facilities portfolio.

- Attended a Council meeting.
- Attended a meeting of the Hearings Panel.
- Attended a number of workshops regarding Three Waters.
- Attended a meeting of the Roxburgh Medical Services Trust.
- Attended the Teviot Valley business breakfast meeting.
- Mentioned a visit to the Horseshoe Bend approach track and reported that the track was currently in poor condition. Noted a plan to improve the track.

Ms Aitchison reported on the following:

- Noted that most meetings during the lockdown period had been cancelled.
- Noted two recent service requests. One regarding potholes in Millers Flat and another regarding a culvert in Moa Flat Road.

---

#### COMMITTEE RESOLUTION

**Moved:** Feinerman  
**Seconded:** Aitchison

That the report be received.

**CARRIED**

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## 10 STATUS REPORTS

### 21.7.7 SEPTEMBER 2021 GOVERNANCE REPORT

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

---

#### COMMITTEE RESOLUTION

**Moved:** Jeffery  
**Seconded:** Aitchison

That the report be received.

**CARRIED**

---

## 11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 21 October 2021.

The Meeting closed at 2.54 pm.

.....  
**CHAIR / /**

**10            DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 3 November 2021.

## 11 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
<b>Confidential Minutes of Ordinary Council Meeting</b>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(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)(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>	<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 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.</p>
{ TC "21.7.25 Lake Dunstan Water Supply Project Report" \12 } <b>21.7.25 - Lake Dunstan Water Supply Project Report</b>	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
{ TC "21.7.26 September 2021 Confidential Governance Report" \12 } <b>21.7.26 - September 2021 Confidential Governance Report</b>	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
{ TC "21.7.27 Confidential Minutes of the Vincent Community Board Meeting held on 31 August 2021" \12 } <b>21.7.27 - Confidential Minutes of the Vincent Community Board Meeting held on 31 August 2021</b>	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
{ TC "21.7.28 Confidential Minutes of the Maniototo Community Board Meeting held on 2 September 2021" \12 } <b>21.7.28 - Confidential Minutes of the Maniototo Community Board Meeting held on 2 September 2021</b>	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
{ TC "21.7.29 Confidential Minutes of the Cromwell Community Board Meeting held on 7 September 2021" \12 } <b>21.7.29 - Confidential Minutes of the Cromwell Community Board Meeting held on 7 September 2021</b>	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