



AGENDA

Ordinary Council Meeting Wednesday, 26 January 2022

Date: Wednesday, 26 January 2022

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 Council Meeting will be held in Ngā Hau e Whā,
William Fraser Building, 1 Dunorling Street, Alexandra on
Wednesday, 26 January 2022 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), M De Cort (Communications Coordinator), R Williams (Governance Manager)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 8 December 2021

**MINUTES OF A COUNCIL MEETING OF THE CENTRAL OTAGO DISTRICT COUNCIL
HELD AT NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING, 1 DUNORLING STREET,
ALEXANDRA AND LIVESTREAMED ON WEDNESDAY, 8 DECEMBER 2021 COMMENCING
AT 10.30 AM**

PRESENT: His Worship the Mayor T Cadogan (Chairperson), Cr N Gillespie, Cr T Alley, Cr S Calvert, Cr L Claridge, Cr 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), N Aaron (Community Development Advisor), G Bailey (Parks and Reserves Manager), L Stronach (Statutory Property Officer), Q Penniall (Environmental Engineering Manager), I Evans (Water Services Manager), P Keenan (Capital Projects Programme Manager), J McCallum (Roading Manager), L Webster (Regulatory Services Manager), M De Cort (Communications Coordinator) and R Williams (Governance Manager)

Note: Item 21.9.29 "The New COVID-19 Protection Framework and What it Means for Council Facilities and Staffing" was circulated separately to the agenda on Friday 2 December 2021.

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

Duarne Lankshear - Director of Veros spoke to the Council about a potential contribution to the Wooring Tree subdivision underpass before responded to questions.

3 CONFIRMATION OF MINUTES

RESOLUTION

Moved: Alley
Seconded: Calvert

That the public minutes of the Ordinary Council Meeting held on 3 November 2021 be confirmed as a true and correct record.

CARRIED

4 DECLARATION OF INTEREST

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

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

Note: David Ritchie and Maggie Hope (Central Otago Heritage Trust) and Jan Bean and Rebekah de Jong (Central Otago District Arts Council) joined the meeting for item 21.9.2.

Note: Cr Laws left the meeting at 10.54 am and returned at 10.57 am.

Note: The Mayor left the meeting at 10.59 am and returned at 11.01 am.

5 REPORTS

21.9.2 COUNCIL COMMUNITY GRANT ACCOUNTABILITY REPORTS 2020/21

To provide a report on the activity of the Central Otago District Arts Trust, the Central Otago Heritage Trust and Sport Otago over the past financial year.

Representatives of both the Central Otago District Arts Trust and the Central Otago Heritage Trust spoke to their accountability reports, providing an overview of their work for the year and thanking the Council for their ongoing support.

RESOLUTION

Moved: Alley
Seconded: Calvert

That the report be received.

CARRIED

21.9.3 EDEN HORE CENTRAL OTAGO STEERING GROUP AND CHARITABLE TRUST

To consider continuing the Eden Hore Central Otago Steering Group for a second term and approving the establishment of a charitable trust for project donations and bequests. Images and a video of some of the collection was shown.

RESOLUTION

Moved: Alley
Seconded: Duncan

That the Council

- A. Receives the report and accepts the level of significance.
- B. Authorises the continuation of the Eden Hore Central Otago Steering Group for a second term, through to the end of 2023.
- C. Approves the establishment of the Eden Hore Central Otago Charitable Trust for the purpose of holding and utilising community-raised funds towards projects and activities that benefit the collection and related experiences.

CARRIED

Note: Cr Duncan left the meeting at 11.22 am and returned at 11.24 am.

Note: Cr McPherson left the meeting at 11.31 am and returned at 11.33 am.

Note: Cr Cooney left the meeting at 11.34 am.

21.9.4 RESPONSIBLE CAMPING NATIONAL LEGISLATIVE UPDATE AND PLANS FOR MANAGING THE 2021/22 SUMMER SEASON

To provide an update on the national legislative framework development and plans for managing responsible camping in the district this season. The Mayor provided an update from the Ministerial Working Group on Responsible Camping, including recent comments from Minister Nash on responsible camping.

RESOLUTION

Moved: Alley
Seconded: Paterson

That the report be received.

CARRIED

21.9.5 REQUEST FOR MINISTER OF CONSERVATION'S CONSENT TO RECLASSIFY PART OF THE ALEXANDRA TOWN BELT RECREATION RESERVE [PRO: 61-2000-00]

To consider granting the consent of the Minister of Conservation (under delegated authority) to the reclassification of part of the Alexandra Town Belt Recreation Reserve. It was noted that the Hearings Panel had met the day before to consider any submissions, and none had been received. Accordingly, the recommendation remained unchanged.

RESOLUTION

Moved: Paterson
Seconded: Claridge

That the Council

- A. Receives the report and accepts the level of significance.
- B. To grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council:
 1. *Reclassifying approximately 250 square metres of Lot 8 Deposited Plan 492123, being part of the Alexandra Town Belt/Recreation Reserve, as Local Purpose (Water Reservoir) Reserve.*

CARRIED

Note: Cr Cooney returned to the meeting at 11.37 am.

21.9.6 PROPOSAL TO REVOKE THE RESERVE STATUS, AND DISPOSE OF PART SARGOOD LOCAL PURPOSE (AMENITY) RESERVE

To consider revoking the reserve status of part of the Sargood Highway Local Purpose (Amenity) Reserve, being part of Lot 202 Deposited Plan 359519, to facilitate its disposal to (Waka Kotahi New Zealand Transport Agency as agents of) the Crown.

RESOLUTION

Moved: Gillespie
Seconded: McKinlay

- A. Receives the report and accepts the level of significance.
- B. Agrees to:
1. Revoke the reserve status and dispose of the 'required land' being approximately 0.6700 hectares of Lot 202 DP 359519, (Local Purpose (Amenity) Reserve), to (Waka Kotahi New Zealand Transport Agency as agents of) the Crown, for 'Road or Use in Connection with a Road' in accordance with the provisions of the Public Works Act.
 2. Accept payment of \$350,000 as assessed by the independent valuer in accordance with the provisions of the Public Works Act as compensation.
 3. Use the proceeds of the disposal for the purpose of improving existing reserves under the control of Council or in, or toward, the purchase of other land for reserves within in the Cromwell Ward.
 4. Notify the Minister of Conservation of Council's intention to:
 - revoke the reserve status and dispose of the 'required land',
 - accept the payment of \$350,000 as compensation,
 - use the proceeds of the disposal to improve existing reserves, or to purchase land for new reserves, and to,
 - request that the revocation, disposal, and use of the proceeds be approved and notified by publication of notice in the New Zealand Gazette.

CARRIED

Note: The Mayor assumed the Chair.

Note: Cr Laws declared a conflict for item 21.9.7 and withdrew from discussion and voting.

21.9.7 CONSIDERATION OF CONTRIBUTION TO WOONG TREE UNDERPASS

To consider a financial contribution to the Wooing Tree underpass.

An update was provided on issues raised during the public forum. It was noted that construction of the underpass had been included in a previous Long-term Plan, however Waka Kotahi had not approved the funding given it was a condition of consent for the Wooing Tree development. Consequently, it was removed from the Long-term Plan and this had been made clear to the developer prior to the fast track consent process.

During discussion, the wording of the resolution was changed to decline the request.

RESOLUTION

Moved: Gillespie
Seconded: McKinlay

That the Council

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

-
- B. Declines the request to Council from Wooing Tree Estate to consider either:
- i. A fair and equitable contribution to the roundabout and underpass construction costs, or
 - ii. Entering into a developer's agreement with Wooing Tree Estate whereby costs associated with the underpass are credited against roading development contributions.

CARRIED on a show of hands

Note: Cr McKinlay assumed the Chair as the Three Waters and Waste Portfolio Lead.

Note: Cr Alley left the meeting at 12.18 pm and returned 12.20 pm.

21.9.8 SOLID WASTE CONTRACT - LEVEL OF SERVICE

To approve the level of service options for tendering of Solid Waste Services Contract.

During discussion, the Ministry for the Environment's draft Waste Strategy and draft Emissions Reduction Plan and the proposed waste reduction targets by 2030 were noted. It was also noted that the proposal for Queensberry would require further consultation as there would be an additional cost involved to these ratepayers if the proposed extension of service proceeded.

The wording of the resolution was changed to ensure future clarity.

RESOLUTION

Moved: Cadogan
Seconded: Laws

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the proposed level of service for tender, as follows:
 - i. Kerbside Collection Configuration as explained in option three of that section of the report.
 - ii. Kerbside Collection Extension as explained in option one of that section of the report, subject to further consultation with the Queensberry community.
 - iii. Rural Rubbish Drop Off Sites as explained in option one of that section of the report.
 - iv. Bin Ownership as explained in option one of that section of the report.
 - v. Transfer Stations as explained in option one of that section of the report.
 - vi. Resource Recovery Centre(s) as explained in option one of that section of the report.

CARRIED

21.9.9 TENDERING OF WASTE SERVICES CONTRACT

To approve the Waste Services Contract for tender, the contract type and term for tendering.

RESOLUTION

Moved: Duncan
Seconded: Alley

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves tendering waste services using a traditional contract model.
- C. Approves a contract term of eight years, with one two-year extension subject to contract performance.

CARRIED

21.9.10 WATER AND WASTEWATER OPERATIONS AND MAINTENANCE CONTRACT

To consider extending the Water Services Maintenance Contract, with revised contract conditions, payment clauses, and specification.

RESOLUTION

Moved: Gillespie
Seconded: Jeffery

That the Council

- A. Receives the report and accepts the level of significance.
- B. Notes responsibility for the management of water, wastewater, and stormwater operations will move to a new entity on 1 July 2024.
- C. Notes that a new maintenance contract is required for two years for council to deliver the required physical works from 1 July 2022 to 30 June 2024.
- D. Notes that the new entity is likely to need the ability to extend existing contracts beyond 30 June 2024 until they are in a position to review and re-tender these.
- E. Agrees to directly negotiate with the incumbent contractor for an initial two year contract with the ability for three one year extensions subject to the agreement of the contractor and the new water entity.

CARRIED

Note: The meeting adjourned at 1.00 pm and reconvened at 1.36 pm.

Note: Cr Claridge returned to the meeting at 1.40 pm.

21.9.11 CLYDE WASTEWATER PROJECT

To consider the budget for the Clyde Wastewater Project. During discussion an inconsistency was noted in the report about the contingency level and it was noted that the correct figure was 10%.

RESOLUTION

Moved: **Laws**
Seconded: **Paterson**

That the Council

- A. Receives the report and accepts the level of significance.
- B. Authorises an increase in the budget for the Clyde wastewater project of \$4.7 million which includes a 10% contingency on the reticulation project.
- C. Authorises increased debt funding of \$4.7 million to be included in the 2022/23 Annual Plan to fund the increase in cost of the Clyde Wastewater Project.

CARRIED

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

21.9.12 MANIOTOTO BRIDGE UPDATES

To provide a further update of the three Maniototo Bridges currently closed to traffic. An update was provided on the three bridges and it was noted that the next report would have options on each for Council to consider.

RESOLUTION

Moved: **Jeffery**
Seconded: **McKinlay**

That the report be received.

CARRIED

21.9.13 PROPOSED ROAD STOPPING - UNNAMED ROAD OFF ROXBURGH EAST ROAD

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

RESOLUTION

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

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the proposal to stop the unnamed unformed road, and to legalise the existing formation of Roxburgh East Road as shown in figure 4 (Legalisation Plan) by:
 - 1. Stopping the parcels marked 'C' and 'D', and amalgamating these with Record of Title 61571, and;
 - 2. Taking the parcels marked 'A' and 'B' and vesting them as legal (Roxburgh East) road.

Subject to:

-
- Public notification and advertising in accordance with the Local Government Act 1974.
 - No objections being received within the objection period.
 - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the areas marked 'A' to 'D' in figure 4 (Legalisation Plan).
 - Council and the applicant sharing the survey costs.
 - The applicant paying for the nett area of land they are acquiring at valuation, and all other costs associated with the stopping.
 - The final survey plan being approved by the Chief Executive Officer.

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

CARRIED

21.9.14 PROPOSED ROAD STOPPING (PARTIAL WIDTH) - ADJACENT TO 56 LADYSMITH ROAD

To consider a proposal to stop a portion of Ladysmith Road adjacent to 56 Ladysmith Road in accordance with the provisions of the Public Works Act 1981.

RESOLUTION

Moved: Jeffery

Seconded: Alley

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the proposal to stop an unformed portion of Ladysmith Road, being approximately 340 square metres as shown in figure 4 (Legalisation Plan), subject to:
 - The applicant paying for the land at valuation as prescribed in the Public Works Act 1981.
 - The applicant paying all other costs associated with the stopping.
 - The land being amalgamated with the Record of Title resulting from the boundary adjustment shown in figure 2.
 - The land being amalgamated with the applicant's Record of Title.
 - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered on the applicant's Record of Title.
 - The final survey plan being approved by the Chief Executive Officer.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

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

21.9.15 DANGEROUS AND INSANITARY BUILDINGS POLICY

To consider the approval of the proposed Dangerous and Insanitary Buildings Policy for public consultation.

RESOLUTION

Moved: Jeffery
Seconded: Laws

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the proposed Dangerous and Insanitary Buildings Policy for public consultation.
- C. Appoints Crs Cooney, Alley and Paterson to hear submissions, if necessary.

CARRIED

Note: Cr Alley left the meeting at 2.28 pm and returned at 2.39 pm.

Note: Cr Duncan left the meeting at 2.29 pm and returned at 2.33 pm.

21.9.16 EARTHQUAKE PRONE BUILDINGS

To consider the approval of the earthquake prone buildings statement of proposal regarding thoroughfares and strategic routes for public consultation.

RESOLUTION

Moved: Duncan
Seconded: McKinlay

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the earthquake prone building statement of proposal of thoroughfares and strategic routes for public consultation.
- C. Notes the identification of potentially earthquake prone priority buildings is required by 1 July 2022.
- D. Appoints Crs Cooney, Alley and Paterson to hear submissions, if necessary.

CARRIED

Note: The Mayor assumed the Chair.

21.9.17 ADOPTION OF THE AUDITED ANNUAL REPORT 2020/21

To adopt the audited 2020/21 Annual Report. It was noted that a signed opinion had been received that day, and that like every other council, Central Otago District Council had received an emphasis of matter on the Government's three waters reform programme announcement.

RESOLUTION

Moved: Cadogan
Seconded: Gillespie

That the Council:

- A. Receives the report.
-

B. Adopts the 2020/21 Audited Annual Report

CARRIED

21.9.18 FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2021

To consider the financial performance for the period ending 30 September 2021.

RESOLUTION

Moved: Cadogan

Seconded: Gillespie

That the report be received.

CARRIED

Note: Cr McPherson returned to the meeting at 2.55 pm.

21.9.29 THE NEW COVID-19 PROTECTION FRAMEWORK AND WHAT IT MEANS FOR COUNCIL FACILITIES AND STAFFING

To note the decisions made on access to council facilities under the new COVID-19 Protection Framework (the traffic light system).

The CEO provided an update on activities to date before responding to questions. Following discussion, Council endorsed the decisions made to date and included a new resolution.

RESOLUTION

Moved: Cadogan

Seconded: Gillespie

A. That the report be received.

B. That Council endorses the decisions made by the CEO on access to council facilities under the new COVID-19 Protection Framework (the traffic lights system).

CARRIED

6 MAYOR'S REPORT**21.9.19 MAYOR'S REPORT**

In speaking to his report, the Mayor reflected on the apparent lack of health board preparation for COVID-19 arriving in the Central Lakes area, including the lack of a testing centre and inadequate room space being prepared for visitors who become unwell while visiting.

He noted that he had attended one meeting of the Three Waters working group and clarified that he received no compensation as a result of his appointment, however the government did cover the costs of participation.

The Mayor thanked elected members for their work over the course of the year. In reply, Deputy Mayor thanked the Mayor for his mahi as well.

RESOLUTION

Moved: Cadogan
Seconded: Gillespie

That the Council receives the report.

CARRIED

7 STATUS REPORTS**21.9.20 DECEMBER 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: Duncan
Seconded: Jeffery

That the Council receives the report.

CARRIED

8 COMMUNITY BOARD MINUTES**21.9.21 MINUTES OF THE VINCENT COMMUNITY BOARD MEETING HELD ON 16 NOVEMBER 2021**

RESOLUTION

Moved: McKinlay
Seconded: Alley

That the unconfirmed Minutes of the Vincent Community Board Meeting held on 16 November 2021 be noted.

CARRIED

21.9.22 MINUTES OF THE MANIOTOTO COMMUNITY BOARD MEETING HELD ON 18 NOVEMBER 2021

RESOLUTION

Moved: McKinlay
Seconded: Alley

That the unconfirmed Minutes of the Maniototo Community Board Meeting held on 18 November 2021 be noted.

CARRIED

21.9.23 MINUTES OF THE CROMWELL COMMUNITY BOARD MEETING HELD ON 23 NOVEMBER 2021

RESOLUTION

Moved: McKinlay
Seconded: Alley

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 23 November 2021 be noted.

CARRIED

21.9.24 MINUTES OF THE TEVIOT VALLEY COMMUNITY BOARD MEETING HELD ON 25 NOVEMBER 2021

RESOLUTION

Moved: McKinlay
Seconded: Alley

That the unconfirmed Minutes of the Teviot Valley Community Board Meeting held on 25 November 2021 be noted.

CARRIED

9 DATE OF NEXT MEETING

The date of the next scheduled meeting is 26 January 2022.

10 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION

Moved: Cadogan
Seconded: Jeffery

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes of Ordinary Council Meeting	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.9.25 - December 2021 Confidential Governance Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.9.26 - Confidential Minutes of the Vincent Community Board Meeting held on 16 November 2021	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.9.27 - Confidential Minutes of the Maniototo Community Board Meeting held on 18 November 2021	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.9.28 - Confidential Minutes of the Cromwell Community Board Meeting held on 23 November 2021	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to</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

	enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
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CARRIED

The public were excluded at 3.07 pm and the meeting closed at 3.10pm.

4 DECLARATION OF INTEREST

22.1.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 565416

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 - Council Declarations of Interest [↓](#)

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) Ministerial Working Group on representation, governance and accountability of new water entities (member)	Two Paddocks (employee) Blossom Festival Committee member	Airport Reference Group Maniototo Curling International Inc Eden Hore Steering Group Tourism Central Otago Advisory Board Ministerial Working Group on Responsible Camping LGNZ Governance and Strategy Group
Shirley Calvert	Central Otago Health Services Ltd (Employee) Cromwell Rotary (member) Cromwell and District Community Trust Old Cromwell Town (subscription member)		Central Otago Wilding Conifer Group
Lynley Claridge	Affinity Funerals (Director) Central Otago Chamber of Commerce (Advisory Panel)	Affinity Funerals (Shareholder)	Alexandra Council for Social Services

Ian Cooney	Castlewood Nursing Home (Employee)		Omakau Recreation Reserve Committee Promote Alexandra
Stuart Duncan	Penrose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penrose Investments - Dairy Farm at Patearoa (shareholder) Fire and Emergency New Zealand (member) JD Pat Ltd (Shareholder and Director)	Penrose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penrose Investments - Dairy Farm at Patearoa (shareholder)	Otago Regional Transport Committee Patearoa Recreation Reserve Committee Design and Location of the Sun for the Interplanetary Cycle Trail Working Group
Neil Gillespie	Contact Energy (Specialist - Community Relations and Environment) Clyde & Districts Emergency Rescue Trust (Secretary and Trustee) Cromwell Volunteer Fire Brigade (Chief Fire Officer) Cromwell Bowling Club (patron) Otago Local Advisory Committee - Fire Emergency New Zealand Returned Services Association (Member)		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

22.1.2 APPROVAL OF VINCENT SPATIAL PLAN

Doc ID: 564369

1. Purpose of Report

To consider approval of Vincent Spatial Plan.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Adopts the Vincent Spatial Plan
-

2. Background

The Vincent Spatial Plan offers a 30-year planning horizon, ensuring the district can get ahead of growth and plan for it. By taking a long-term approach, the plan will ensure our towns continue to be places that support healthy and vibrant communities. The Vincent Spatial Plan will inform future land use patterns and decisions about potential new zonings in the Central Otago District Plan. It is a high-level blueprint for the future that ensures growth can occur in a positive and sustainable way and allows consideration of growth before it happens.

The Spatial Plan is a collaboration between Central Otago District Council (CODC), the community and other stakeholders. Its development rests on key planning principles relating to our environment, the character of our place, how we manage growth in a sustainable way, accessibility, housing choice and infrastructure.

In March 2020 the Central Otago District Council approved the development of an establishment report for the Vincent Spatial plan.

Engagement with the community started with a values survey in April 2020. The feedback formed the basis of the targeted key stakeholder Investment Logic Mapping (ILM) workshop, to define the issues for the Vincent community.

In August 2020 a series of community drop-ins were held in in Omakau, Alexandra and Clyde along with facilitated workshops with community representatives that fed into the development of spatial plan options.

Three high level of options were developed and published for public feedback. A series of drop-in sessions were held, and direct engagement undertaken with various groups, between December 2020 and February 2021. From this feedback the Draft Spatial Plan was developed, and published for further community feedback in October 2021. The feedback has been considered in the development of the Vincent Spatial Plan.

3. Discussion

The Spatial Plan seeks to balance the needs of existing land users with the demands of a growing community.

Central Otago is one of New Zealand's fastest growing regions. Growth projections for the Vincent Ward indicate that between 2020 and 2050 the urban population will increase by 5,300 people, meaning an additional 2,500 houses will be needed by 2050.

Accommodating growth in a way that protects our environment and provides for the social, economic and cultural needs of the community can be challenging. Issues such as ensuring housing affordability and availability, a lack of land suitable for future development, and the effects of residential development moving into productive rural areas need to be carefully managed. The spatial planning process provides an opportunity to step back and consider providing for growth in a managed way for the future.

The pressures of population growth are affecting our rural and urban areas. Demand for housing is driven in part by growth but also by a change in demographics, reduced household sizes and housing affordability, factors which are likely to result in greater total numbers of dwellings being built to meet the demand.

The Vincent Spatial Plan provides for a significantly greater yield than growth projections indicate will be required and allows for a variety of housing types and household sizes to meet future demand.

As the population continues to grow, demand increases for residential and lifestyle properties in areas previously only used for productive purposes. Approximately 30% of Vincent's housing growth has occurred in rural areas over the past 10 years. This can create conflict, as residential properties are increasingly located in areas where horticultural or agricultural activities have traditionally taken place.

The Vincent Spatial Plan proposes managing growth by infilling existing residential areas around the centres of Alexandra and Clyde with; well-defined areas of greenfield expansion along the edges of the two towns; and consolidation of existing rural residential land available between Alexandra and Clyde.

With this approach to growth the proposed spatial plan would provide for a complementary mix of land uses and maintain the ability to carefully manage any conflicts, such as reverse sensitivity, that may arise. It provides for a diversity of housing types to meet future housing needs and to supports vibrant town centres. To achieve this, the plan proposes a transition from medium density residential housing through to rural lifestyle within clear urban boundaries, protecting potentially productive land. It includes more compact residential housing options where there is convenient access to town centres and community facilities.

The Vincent Spatial Plan is a blueprint for the next 30 years showing what towns could look like and how infrastructure, housing and productive land use could fit together. It is a vision of what the future could look like, offering guidance to the private and public sector, including direction for infrastructure investment and Council's future planning.

4. Financial Considerations

The Spatial Plan is funded from existing budgets.

5. Options

Option 1 – (Recommended)

Adopt the Vincent Spatial Plan

Advantages:

- Enable the progression of plan changes.
- Provides land for housing for the next 30 years and beyond.
- Provides a range of housing typologies to meet demand and deliver more affordable houses (on smaller sections).
- Community confidence in process and ownership of the direction.
- Enable future infrastructure planning and modelling.

Disadvantages:

- No obvious disadvantages

Option 2

Not Adopt the Vincent Spatial Plan

Advantages:

- No obvious advantages

Disadvantages:

- Slowing down of plan change notification and release of new land.
- Potential under supply of land for housing in the future.
- Loss of community confidence in process

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social/cultural/economic/environmental wellbeing of communities, in the present and for the future by ensuring growth demands can be met.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The costs associated with the publishing of the Vincent Spatial Plan will be accommodated within existing budgets.
Considerations as to sustainability, the environment and climate change impacts	The Vincent Spatial Plan reflects consideration of sustainability and environmental factors/constraints that will inform future land use changes.
Risks Analysis	There are not known risks associated with this decision.

<p>Significance, Consultation and Engagement (internal and external)</p>	<p>The matter is significant not only to a small group of people particularly affected but also to the wider community as it will inform future decision making in terms of development of land and infrastructure investment.</p> <p>The Spatial Plan has been developed through an extensive community and key stakeholder engagement process.</p> <p>Future plan changes to the District Plan will be subject to further engagement under the provisions of the Resource Management Act 1991.</p>
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7. Next Steps

Adopt the Vincent Spatial

8. Attachments

Appendix 1 - Vincent Spatial Plan (under separate cover) [⇒](#)

Report author:

Reviewed and authorised by:




Ann Rodgers
Principal Policy Planner
13/01/2022

Louise van der Voort
Executive Manager - Planning and Environment
13/01/2022

26 January 2022

22.1.3 ALEXANDRA AIRPORT MASTERPLAN

Doc ID: 556449

1. Purpose of Report

To consider adopting the Alexandra Airport Masterplan.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Adopts the proposed Alexandra Airport Masterplan.

2. Background

The Alexandra Airport Reserve land has a total area of 104.6 hectares with large areas of the reserve unused but with potential for future aviation use.

The Alexandra Airport (the Airport) currently has 25 lease sites for hangars or hangar/accommodation. Twelve of the sites have or will have ancillary residential accommodation attached to the hangar.

In 2017 to meet the demand for hangar sites, the power supply capacity to the airport was upgraded, power and water reticulation installed to all sites and 700 metres of sealed taxiways constructed. In 2018 another five sites were developed with power and water connections and an additional 300 metres of sealed taxiways constructed.

See aerial photo below showing the existing hangar precinct:



The 25 leased hangar sites generate approximately \$170,000 of annual income.

There are currently around 30 people on a waiting list for hangar/accommodation sites at the Airport. No further sites can be leased or developed by Council until the Alexandra town water supply is available towards the end of 2022.

Due to the continuing demand for hangar sites, staff identified a need for an Alexandra Airport Masterplan to provide direction for potential future development and where it should be located. As a starting point, workshops were held with council staff and the Airport Reference Group to discuss potential future use of the various areas at the Airport.

The Airport Reference Group is an advisory group that was formed by Council in 2015 and is comprised of locally based people who have strong connections to the Airport by virtue of their role with Council, aviation businesses or clubs based there, commercial airline users and local business development.

In 2020 council engaged Dave Park from Astral Consultants, an aviation consultant with expertise in this field, to prepare the Alexandra Airport Masterplan (the Masterplan) and consider all relevant technical and environmental factors.

As part of the process workshops were again held with the Airport Reference Group and key Council staff from the property, planning, communications and economic development teams to discuss spatial planning considerations, the Airport strategic vision and potential future use.

A final workshop was held with Council on 3 November 2021 where Dave Park provided a summary of the content of the Masterplan and elected members had an opportunity to ask questions or raise any potential issues. No issues were raised.

The Masterplan is now complete and is attached as Appendix 1.

3. Discussion

The Masterplan document was developed following the New Zealand Airports Association Masterplan template and takes into consideration all relevant aviation standards, legislation and Civil Aviation Authority requirements.

The purpose and objectives of the Masterplan are set out on page 11 of the document as follows:

- a) *Provide information on the spatial requirements of the airport for inclusion in the Vincent Spatial Plan currently being prepared by CODC.*
- b) *To provide a development plan for the airport primarily to guide the location of development sites and activities consistent with CODC's objectives.*
- c) *To provide the CODC with guidance on the Civil Aviation Authority's (CAA) regulatory compliance requirements for the facility both now and with future development.*
- d) *Ensure any investment in the airport or its facilities and capability are well directed and cost-effective.*

The objective is a succinct and flexible document that provides a guide for the next 20 years and is easily adapted and updated to meet changing circumstances. In particular the Master Plan is intended to facilitate high value growth opportunities in aviation and related fields by providing a suitable location for such activities in the Central Otago area.

The Masterplan contains technical details about the Airport and airport users and also a development plan to guide the location of development sites and activities that are consistent with Council's objectives.

The next planned stage of development at the Airport is a hangar precinct for 20-30 hangar sites. The Masterplan identifies the most appropriate location for the development of additional hangar sites, shown as area 'D' on the Development Plan on page 9 of the Masterplan.

Any aspects of the Masterplan which had implications for the Vincent Spatial Plan or District Plan were discussed with Council planning staff and any necessary amendments were made.

The Masterplan will provide Council with guidance for decision making and planning for future development and long-term protection of the Airport as a local aviation asset.

4. Financial Considerations

There are no financial implications for the decision to adopt the Alexandra Airport Masterplan.

A budget of \$900,000 has been included in year two of the Long Term Plan 2021-31 for development of a new hangar precinct including establishment of water, power and wastewater services for the sites, a new gravel accessway from Letts Gully Road, fencing and sealed taxiways. The cost will be funded by an internal loan from general reserves and repaid using rental income from the new hangar sites.

The budget is based on a high-level estimate and design of the site layout and detailed pricing of the required services and other infrastructure will be carried out over the next 12 months.

5. Options

Option 1 – (Recommended)

Council adopts the proposed Alexandra Airport Masterplan.

Advantages:

- The Alexandra Airport Masterplan has been developed to inform decisions on the development of Alexandra Airport over the next 20 or more years.
- Aspects of the Draft Masterplan have been considered during the Vincent Spatial Plan process.
- Planning for the new hangar site precinct can proceed with Council's approval of the Masterplan which provides guidance on the most appropriate location. Budget for this development has been included in year 2 of the Long Term Plan 2021-31.

Disadvantages:

- None.

Option 2

Council does not adopt the proposed Alexandra Airport Masterplan.

Advantages:

- None.

Disadvantages:

- If the Masterplan is not adopted there will be no guiding document to inform decisions on the development of Alexandra Airport into the future.
- If adopting of the Masterplan is delayed this may also delay planning for the next stage of developing a new hangar site precinct which is budgeted for in 2022/23. Some interested parties have already been waiting for around two years for new hangar sites to become available and may lose interest.

6. Compliance

Local Government Act 2002 Purpose Provisions	<p>This decision promotes the social and economic wellbeing of communities, in the present and for the future by safeguarding Alexandra Airport as a local infrastructure asset. The Airport provides an important local service (e.g. air service for hospital specialists, navigation system for helicopter rescue) and has potential to assist with economic development by:</p> <ul style="list-style-type: none"> • Facilitating aviation associated business development • Providing opportunity for aviation associated land use, not common to other communities <p>The Master Plan sets out Council's Strategic Vision for the Alexandra Airport as follows: <i>Alexandra Airport will be a safe, user friendly and efficient facility for aviation related businesses, aircraft operators and lease holders. The airport will provide for the growth of compatible aviation activities that support tourism, innovation, research and training opportunities in a way that meets community well-being.</i></p>
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	<p>The Alexandra Airport is subject to designation D194 for 'Airport purposes' under the Central Otago District Plan.</p> <p>Any activities or development proposed in the Masterplan are considered compatible with the designation.</p>
Considerations as to sustainability, the environment and climate change impacts	<p>An environmental assessment of the Airport was carried out and taken into consideration during the preparation of the Masterplan to ensure minimal environmental impact with location of any future development.</p> <p>There are no further sustainability or climate change implications from this decision.</p>
Risks Analysis	<p>No apparent risks.</p>
Significance, Consultation and Engagement (internal and external)	<p>Although the Alexandra Airport is listed as a strategic asset, the decision to adopt the Alexandra Airport Masterplan does not meet any</p>

	<p>of the criteria or thresholds of the Significance and Engagement Policy.</p> <p>Representatives for airport users and Council departments have been consulted during the preparation of the Masterplan to ensure that any proposed development or activities are consistent with aviation requirements and Council objectives.</p>
--	---

7. Next Steps

Council adopts the Alexandra Airport Masterplan.
Council's Property team proceed with planning for the new hangar precinct at the Airport.

8. Attachments

Appendix 1 - Alexandra Airport Masterplan 2021 [↓](#)

Report author:



Tara Bates
Property Officer
14/01/2022

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and Environment
17/01/2022

2021

Alexandra Airport Master Plan



Astral Aviation Consultants
24 Aug 2021

Alexandra Airport Master Plan

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Alexandra Airport Master Plan

List of acronyms

Acronym	Meaning
AC	CAA advisory circular
agl	above ground level
AIP	Aviation Information Publication
amsl	above mean sea level
ARG	Airports Reference Group
ATC	Air Traffic Control
CAA	Civil Aviation Authority (of New Zealand)
CAR	Civil Aviation Rule
CODC	Central Otago District Council
E	East
EMS	Emergency medical service
GPS	Global positioning system
HSWA	Health and Safety at Work Act 2015
ICAO	International Civil Aviation Organisation
IFR	Instrument Flight Rules
MRO	Aircraft maintenance and repair organisation
N	North
NE	North-east
NW	North-west
NASA	National Aeronautics and Space Administration (USA)
NZLX	Alexandra aerodrome
OLS	Obstacle limitation surface
ORC	Otago Regional Council
PCBU	Person conducting a business or undertaking (HSWA)
PCN	Pavement (strength) classification number
QLDC	Queenstown Lakes District Council
RESA	Runway end safety area
RMA	Resource Management Act 1991
RNAV	Area navigation
SALS	Simple approach lighting system
SBAS	Space based (navigation) augmentation system
S	South
SE	South-east
SH	State highway
SW	South-west
SWOT	Strengths, weaknesses, opportunities, threats analysis
UNICOM	Universal Communication service
VFR	Visual Flight Rules

Alexandra Airport Master Plan

EXECUTIVE SUMMARY

Background

The purpose of this Master Plan is to inform decisions on the development of Alexandra Airport (NZLX) over the next 20 or more years. The document has been developed following the New Zealand Airports' Association Master Plan template.

The Airport, owned by the Central Otago District Council (CODC), has existed at least since the early 1950s. It is located on 273.6ha of land approximately 4km from Alexandra, designated as Airport Reserve. Approximately 50% of this area is flat enough to be suitable for airport development.

The Airport, which is uncertificated, has a sealed runway 1200m long, a parallel grass runway also 1200m long and a grass cross runway 652m long. It is predominantly used by small single engine aircraft, charter air transport flights with aircraft up to 9 seats, emergency medical service flights (EMS), gliders and helicopters.

There are currently 26 hangar and hangar-home site lease-holders established at the Airport and a further 29 people on the waiting list.

Key stakeholders are; COD, the Central Otago Flying Club (also the Airport Operator), The Airports Reference Group, lease-holders, itinerant users, local iwi, nearby residents, the Manuherikia Irrigation Co-operative Society and various Regulators, in particular the Civil Aviation Authority (CAA).

Strategic vision

CODC's vision for the airport, developed after a workshop in July 2020, is:

Alexandra Airport will be a safe, user friendly and efficient facility for aviation related businesses, aircraft operators and lease holders. The airport will provide for the growth of compatible aviation activities that support tourism, innovation, research and training opportunities in a way that meets community well-being.

Development potential

Runway development and aerodrome certification, required under CAA Rule Part 139 to accommodate large air transport aircraft (those with more than 30 passenger seats), would trigger a CAA requirement for 240m runway end safety areas (RESA) to be established at each runway end. This requirement would limit the available runway length to 1200m for landing and approximately 1400m for take-off, restricting the Airport's potential to serving turbo-prop aircraft up to the size of the 68 seat ATR72 only. Small business jets may also be able to operate with that runway length.

It may be possible to obtain CAA approval for less than 240m RESA enabling a runway length of up to 1500m to be achieved, but this approval cannot be assured.

The possible development of a new international airport at Tarras would make it less likely that development for large aircraft would be required at Alexandra, but until decisions on that proposal are made the potential for ATR72 sized aircraft to operate at NZLX should be protected.¹

¹ At the time of writing this Master Plan Christchurch International Airport had announced its intention to develop a new international airport at Tarras, about 40 mins from Alexandra.

Alexandra Airport Master Plan

There is some 70ha of flat land available on the Airport site ideal for other aviation uses such as further hangar-home development, adventure aviation operations (e.g., skydiving), a helicopter base, executive jet parking, aviation training, aircraft testing and development and possibly solar power generation.

Current development efforts on electric aircraft, and the recent certification of electric flight training aircraft make “electric aviation” a potential opportunity for Airport development.

Constraints

There are currently short-term constraints on water supply, waste-water disposal and electric power supply infrastructure preventing development of further hangar-homes and aviation services. Plans are in place for upgrading water and wastewater services, and electrical supply can readily be increased as required.

The current lack of airport noise controls and land use planning near the airport, as recommended under NZS6805, may lead to future constraints on airport operations due to reverse sensitivity issues, especially if large air transport, helicopter and adventure aviation activities become established. Technical errors in the current District Plan Airport height controls may also lead to constraints on air charter, EMS and larger air transport flights operating requiring the ability to operate under “instrument flight rules” (IFR) in poor weather conditions is required.

The draft Master Plan recommends that the CODC addresses these possible constraints by implementing aircraft noise contours, matching land use planning measures and revised height controls to provide the necessary protection.

The existing irrigation water race is a constraint on the development of the south-east side of the site but this can be worked around. An ecological survey has identified several areas with threatened species but it is unlikely these will be adversely affected by, or constrain, development due to their locations being largely away from likely development areas.

Land use plan

The figure and table on pages 8 and 9 show the recommended areas for various types of aviation development. Particular care needs to be taken to ensure future infrastructure is not placed too close to the runways such that CAA transitional side clearances standards are infringed. Features of the plan include:

- Main and grass runway alignments protected for further runway development.
- Provision for a new cross runway alignment to avoid flying over a new private subdivision on the east boundary and to free up readily accessible land for airport development.
- Provision for a future parallel taxiway for the main runway.
- Identification of seven development areas totalling 72ha (areas A, B, D, E, F and H on the plan on page 8) and suggested suitable aviation or non-aviation uses for each.
 - Retention of the existing area C for other use.
 - Area D (23ha) identified for future hangar with ancillary residential activity and a helipad (H).
 - Area G (4ha) unable to be easily utilised due to irrigation water race location and road access but may be suitable as a wastewater dispersal field.
 - Two future access road routes via Letts Gully Rd (existing legal access) and Springvale Rd.

Alexandra Airport Master Plan

- Area F identified for commercial aviation development, e.g., skydive or other adventure aviation due to ease of connection with the existing Coates Rd access and future services.

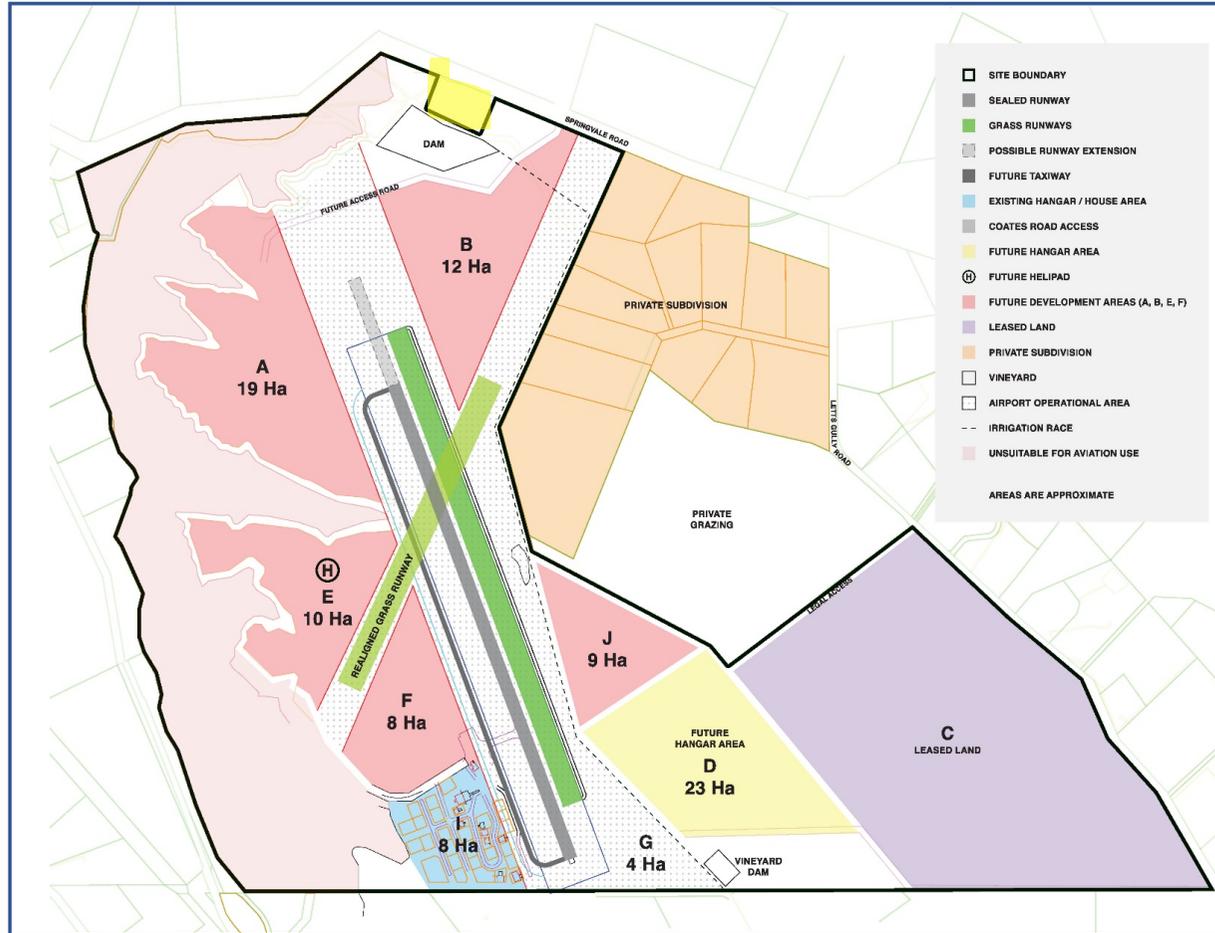
Airport safeguarding

Several steps are necessary to safeguard the Airport's future. In particular, the District Plan Airport height controls contained in designation D194 and depicted in planning map 42 should be reviewed to meet the CAA Code 2 non-instrument runway standard and adopt elements of the Code 3 standard to facilitate development for large (50 – 60 seat) turbo-prop air transport operations should they be required. Appropriate aircraft noise contours should be included in the plan for the same reason.

The day-to-day focus should be on the continued safe operation of the Airport, including safety reporting and maintenance of operational areas.

Alexandra Airport Master Plan

Development plan



Alexandra Airport Master Plan

Activity table

Area	Description	Size (ha)	Access from	Potential use	Reasons	Priority	Comments
A	Lot 1 DP301469 from 225m contour to building line W side of main runway	19	Springvale Rd across runway extended centreline	Solar farm or future aviation	Main runway access, especially if runway extended north. Well clear of GA areas	Low	Connection to existing access road also feasible.
B	Lot 1 DP301469 from pond and water race from it to building line NW side of cross runway to building line E side of main runway	12	Springvale Rd	Solar farm or future aviation	Activity not requiring main runway access (Grass runway access OK)	Low	
C	Section 5S Manuherikia Sett (excluding vineyard)	48.8	Nil	Retain as non-aviation recreation	Undulating contour	Existing use	
D	Lot 1 DO300842 E side of building line	23.0	Letts Gully Rd or Hillview Rd	Hangar with ancillary residential activity	Easy access to runways.	High	Water race will require bridging for taxiway access to runway
E	Lot 1 DP300842 W side of cross runway	10	Coates Rd	Future aviation	Easy access to runways. Can be well separated from fixed wing aircraft	Medium	
F	Lot 1 DP300842 triangle between building lines of main and cross runway and Coates Rd	8	Coates Rd	Maintenance and repair company and adventure aviation	Easy access to runways. Easy road access. Easy for visitors to find. Can utilise existing services. Parachute landing in area E or on S end of grass cross runway	Medium	Limited space of awkward shape
G	Triangle between water race and S end of main runway	4	Through D via legal access from Letts Gully Rd	Retain as aircraft operational area, run-ups etc.	Access difficult. Water race OSH hazard if public area.	Existing use	Limited space of awkward shape. Possible wastewater dispersal.
I	Existing hangar area	8Ha	Coates Rd	Hangars	Existing area	Existing use	Several sites remaining
J	Lot 1 DO300842 E side of building line	9	Letts Gully Rd or Hillview Rd	Hangars with ancillary residential activity	Easy access to runways.	Medium	Water race will require bridging for taxiway access to runway

Alexandra Airport Master Plan

1 INTRODUCTION

1.1 Overview of the Airport

NZLX is a small general aviation airport located approximately 4km NW of Alexandra township.² The airport has a resident population of approximately 40 light aircraft hangered on-site together with a number of standalone aircraft hangars, several hanger-home units and motel type overnight accommodation.

The airport, which is owned by the Central Otago District Council (CODC) and operated on its behalf by the Central Otago Flying Club, does not have any scheduled air services.

1.2 Purpose and Objectives of the Master Plan

The purposes of this Master Plan are to:

- a) Provide information on the spatial requirements of the airport for inclusion in the Vincent Spatial Plan currently being prepared by CODC.
- b) To provide a development plan for the airport primarily to guide the location of development sites and activities consistent with CODC's objectives.
- c) To provide the CODC with guidance on the Civil Aviation Authority's (CAA) regulatory compliance requirements for the facility both now and with future development.
- d) Ensure any investment in the airport or its facilities and capability are well directed and cost-effective.

The objective is a succinct and flexible document that provides a guide for the next 20 years and is easily adapted and updated to meet changing circumstances. In particular the Master Plan is intended to facilitate high value growth opportunities in aviation and related fields by providing a suitable location for such activities in the Central Otago area.

1.3 Methodology and Consultation

The Master Plan was developed by firstly documenting information currently available on the airport, its site and its place in the region's transport system. As well as CODC, the Airports Reference Group (ARG) set up by CODC in 2015 was consulted in the preparation of the preliminary draft of the Master Plan prior to its release for discussion by the wider community.

The ARG comprises a CODC appointed group of four to five locally based people who have strong connections to the airport by virtue of their role in CODC, aviation businesses or clubs based there, commercial airline users and local business development.

Other organisations to be consulted include:

- Manuherikia Irrigation Co-operative Society Ltd (consulted over moving water races)
- The Central Otago Flying Club
- Mainland Air

1.4 Report Structure

This report is in two parts; the first (Section 2 below) provides background information to give context to the plan. The second part (Section 3) provides the detail of the Master Plan.

² "General aviation" means small fixed wing aircraft operating non-scheduled commercial flights, training and private operations, and helicopter operations.

2 BACKGROUND INFORMATION

2.1 Master Plan Context

The Airport is one of three CODC owned aerodromes in the CODC territorial area.³ The term “airport” is used as the facility has a sealed runway and a building that can be used for passenger handling for air transport services. The other two facilities, Cromwell and Roxburgh, both have a single grass runway with no passenger handling facilities. They are best referred to as “airstrips”.

Crowell and Roxburgh aerodromes are not included in this Master Plan other than to note their existence and indicate how they relate to NZLX.

The NZLX Master Plan fits into the CODC planning framework by informing both the Vincent Spatial Plan and the District Plan on the development objectives and planning protections required by the Airport.

2.1.1 Historical Background

The Airport is understood to have existed since at least the 1950’s. In the 1960-66 period South Pacific Airlines of New Zealand (SPANZ) operated scheduled services using Douglas DC-3 aircraft as did Mount Cook Airline using BN Islander aircraft from 1969 to 1991, connecting to Dunedin and Queenstown. In 1985-86 Goldfields Air flew during 1985-86 to Christchurch as did Pacifica Air in 1988-89 and Airlink in 1989.

The rapid development of Queenstown Airport from the 1980’s saw a centralisation of airline services by Mt Cook and from 1991 Air New Zealand at Queenstown. Mount Cook Airline retained Alexandra as a weather alternate and night operations airport for Queenstown. The absorption of Mount Cook Airline into AirNZ in the early 2000’s resulted in all central Otago services using Invercargill Airport as a weather alternate.

2.1.2 Regional Context

The Central Otago District (COD) covers approximately 10,000sq km and has a permanent population as at June 2018 of 23,100. The major towns within the district are Alexandra, Cromwell, Roxburgh, Clyde and Ranfurly.

The population in younger age groups is reportedly growing faster than many other districts in New Zealand, at 30% in the 15-29-year age group and 20% in the 30-64-year age group.⁴

Primary activities in the area include farming, grape and wine production, electricity generation and tourism. While the COD lies outside the main South Island tourist destination of Southern Lakes-Milford it is only one hour by road from Queenstown, close enough to receive significant benefit from tourists visiting that area.⁵ This is especially so for attractions such as the historic Central Otago Rail Trail and top vineyards.⁶

³ By international convention the CAA use the generic name “aerodrome” for all fixed wing aircraft landing areas, from large multi runway facilities to the smallest single grass runway.

⁴ <https://www.odt.co.nz/regions/central-otago/cromwell-outgrows-alexandra> 26 Nov 2019

⁵ The Southern Lakes-Milford tourist area is centred on Queenstown, extending north to Wanaka, Mount Cook and Tekapo and south to Te Anau/Manapouri,

⁶ Many of the of the top 10 Vineyards (as listed in Trip Advisor) in the Queenstown area are actually in the Central Otago District.

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Pre-Covid-19 the wider Central Otago area (COD plus Queenstown and Wanaka) had an estimated total tourist spend in the year to April 19 of \$1.13b of which 67% was reported as being in the Queenstown, 20% in Wanaka with only 13% in the adjacent COD.⁷

The region has good highway links to other main cities in the South Island with only occasional short-term closures due to winter snow and ice.

Undoubtedly Queenstown, and Queenstown Airport, are the hub of the regional tourism market primarily because of the range of visitor accommodation offerings in Queenstown and the number of tourist attractions in its immediate area. The ground transport infrastructure to move tourists to and from more distant tourist attractions, such as Milford Sound and Mt Cook is also centred on Queenstown. Non-scheduled air links such as Queenstown to Milford and Mt Cook airports, provided by multiple aircraft and helicopter operators, are also readily available.

In the wider region, there are airports/airstrips at Queenstown, Wanaka and Glenorchy that are partly or fully owned by Queenstown Lakes District Council (QLDC) and a privately owned airstrip at Jack's Point.

Queenstown Airport has scheduled jet and turbo-prop services, including trans-Tasman jet services. The airport has approximately 43,000 general aviation movements/yr; 66% helicopter, 33% fixed wing propeller and 1% business jets. Passengers arriving in the wider region by air almost invariably do so at Queenstown, including those with private jets.

This is due to the capacity of the airport's 1800m long runway to handle 200 seat jet transport aircraft, the proximity of accommodation in Queenstown and the ready availability of helicopter connections to luxury lodges in the area.

Wanaka airport has a daily return scheduled flight to Christchurch, operated by a 9-seat turbo-prop aircraft. It also has a large resident aircraft population with extensive general aviation fixed wing and helicopter flying activity in 2019 totalling approximately 53,000 movements/yr, 73% by fixed wing aircraft and 27% by helicopters.

Glenorchy airstrip is very small with a single grass runway and no permanent facilities. Total movements are approximately 3,200 movements/year split 60% fixed wing and 40% helicopter. Jack's Point is only used for skydiving flights and has a cap on permitted movements.

⁷ Figures from Ministry of Business, Innovation and Employment monthly regional tourism estimates as at Apr 20, refer <https://www.mbie.govt.nz/immigration-and-tourism/tourism-research-and-data/tourism-data-releases/monthly-regional-tourism-estimates/latest-update/data-download/>.

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2.1.3 Airport Regulatory Context

Airports in New Zealand are subject to number of regulatory rules and. Their relevance NZLX is described below:

Civil Aviation Act 1990

The Civil Aviation Act provides for the CAA and Civil Aviation Rules (CAR) as well as ancillary aviation regulation functions.

Airport Authorities Act

The Airport Authorities Act 1966 provides a process by which an airport can become an Airport Authority. An Airport Authority is empowered to:

- a. Establish, improve, maintain, operate or manage an airport on any land, whether or not the land is wholly or partly owned by the Airport Authority;
- b. Establish bylaws;
- c. Have leasing powers including the ability to terminate a lease if an affected property is required for airport purposes.

Operational areas of an Airport Authority aerodrome are non-rateable under the Local Government (Rating) Act 2002.

Alexandra Airport is not an Airport Authority.

National Airports Safeguarding Framework

At the present time New Zealand does not have any equivalent of Australia's National Airports Safeguarding Framework. However, this framework is routinely used as guidance for NZ airports and local authorities to manage the impacts of aircraft noise, turbulence, bird strike, lighting and intrusions within and surrounding airports. ⁸

The other relevant standard is NZS 6805:1992 Airport Noise Management and Land Use Planning. This is used for managing airport noise and the interface with other land uses.

This Master Plan has referenced the National Airports Safeguarding Framework and NZS 6805.

Local Authority Planning

The Resource Management Act 1991 (RMA) is the central piece of environmental legislation. Many aspects of RMA legislation will be given effect to through the CODC's Vincent Spatial Plan, due to be completed in late 2021, and the subsequent District Plan. The purpose of the Spatial Plan is to provide direction for growth and development for the area over the next 30 years. Its development will address a combination of growth and land use in the Alexandra basin, Omakau and Ophir; the provision of infrastructure to accommodate future growth include the Master Plan for Alexandra Airport.

CAA Rules and Advisory Circulars

The CAA is responsible for setting Rules and Standards relating, *inter alia*, to the operation of aerodromes and aircraft.⁹ Most Civil Aviation Rules and Standards in New Zealand are based on

⁸ The framework guidelines can be accessed at

https://www.infrastructure.gov.au/aviation/environmental/airport_safeguarding/nasf/nasf_principles_guidelines.aspx

⁹ "Aerodromes" is the generic CAA term for facilities for take-off and landing of fixed wing aircraft, irrespective of the size of the facility i.e., an aerodrome can be anything from a simple grass airstrip to a full international airport.

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international standards and recommended practices set by the International Civil Aviation Organisation (ICAO).¹⁰ These are adopted into New Zealand CAR and the associated CAA Advisory Circulars (AC) that contain standards and guidance material relating to compliance with CAR.

The relevant CAR for aerodromes is CAR Part 139 and applicable aerodrome standards for aerodromes used by large aircraft (over 5,700kg MCTOW) are contained in Advisory Circular AC139-6, for small aircraft in AC139-7 and for helicopters in AC139-8.

AC139-6 contains specifications for the “physical characteristics” required for aerodromes used by larger aircraft. “Physical characteristics” includes the dimensions of runways, the clear areas required around runways (runway strip), the dimensions of taxiways and their separation from runways and, importantly, the requirements for flight path protection at runway edges and ends, and around an aerodrome.

The CAA, in line with ICAO practice, categorise aircraft in terms of their speed and size using a number-letter code; the number part (from 1 to 4) being a measure of the aircraft’s speed based on its take-off runway length requirement and the letter part (from A to F) being a measure of its wingspan. The aircraft code for the most demanding aircraft type regularly operating at the aerodrome becomes the aerodrome reference code used for aerodrome design purposes. The higher the number and letter, the bigger and faster the aircraft is.

Table 1 lists the aerodrome reference codes covering the smallest propeller aircraft up to the largest wide body air transport jet aircraft:

The majority of the aircraft using NZLX are Code 1A, meaning that they require less than 800m for take-off and have a wingspan of less than 15m. This includes almost all single engine piston aircraft and some twin-engine aircraft, for example the Piper Chieftain as used by Mainland Air. The larger Beechcraft King Air Model 90 and Super King Air 250 and 350 used by most air ambulance operators are Code 2B.

The minimum design code for larger turbo-prop transport aircraft, such as the ATR72 and Bombardier Q300 is Code 3C.¹¹ The C130/C130J used by the RNZAF are Code 3D. Jet aircraft such as the A320 and Boeing 737 models are Code 4C. Widebody aircraft such as the Boeing 777 and Airbus 330/350 are Code 4E.

¹⁰ ICAO is a body constituted under the United Nations charged with developing and maintaining international civil aviation standards and recommended practices (SARPS). Some 193 States, including New Zealand, are members and all are obligated to align with ICAO standards under the 1944 “Convention on International Civil Aviation” (the “Chicago Convention”) or file notices of difference.

¹¹ Some versions of the Q300 are Code 2C, the particular models operated by Air New Zealand are 3C.

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Table 1: CAA Aerodrome reference codes

Code element 1		Code element 2		
Code number (1)	Aeroplane reference field length (2)	Code letter (3)	Wing span (4)	Outer main gear wheel span ^a (5)
1	Less than 800m	A	Up to but not including 15m	Up to but not including 4.5m
2	800m up to but not including 1200m	B	15m up to but not including 24m	4.5m up to but not including 6m
3	1200m up to but not including 1800m	C	24m up to but not including 36m	6m up to but not including 9m
4	1800m and over	D	36m up to but not including 52m	9m up to but not including 14m
		E	52m up to but not including 65m	9m up to but not including 14m

^a Distance between the outside edges of the main gear wheels

Generally, it is best to design an airport to the highest practicable code, consistent with the maximum runway length permitted by the site, as that provides the ability to accommodate larger aircraft should that need arise.

CAR139 sets out design and operational requirements, including the airport management structure and safety management system, required for an aerodrome to be certificated. Certification triggers a requirement for compliance with numerous individual rules in CAR139. This carries a significant compliance cost burden.

As a non-certificated aerodrome, NZLX has a low compliance cost but is still required to meet a minimum standard of facility design and operation to ensure aircraft operations can be conducted safely.

Wanaka Airport which has a very similar main runway to NZLX and substantially more aircraft operations, is also non-certificated as are Glenorchy, Jack's Point, Cromwell Racecourse and Roxburgh.

As NZLX's main runway is capable of taking aircraft of more than 5,700kg MCTOW the design standards applicable to it are contained in AC139-6. However, the grass runways cannot accommodate such large aircraft so consequently they may be designed to the lower standards of AC139-7.

Health and Safety at Work Act 2015 (HSWA)

Two government agencies are involved with HSWA in relation to the Airport.

- a) WorkSafe is overall responsible for investigations in relation to accidents, injuries and deaths occurring on the airport site.
- b) Under the HSWA, the CAA is a *relevant designated agency* of Work Safe, responsible for investigation in relation to aviation accidents, injuries and deaths. An event is deemed to be

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“aviation” if it involves an aircraft under power i.e., with its engine(s) started. This is likely to include glider winch-launch operations.

Under the HSWA, there is a strong duty of care required of a “PCBU”, which includes CODC as the owner of the facility, to ensure the facility is safe for use. Recent independent legal advice is that aerodrome owners and operators are regarded as PCBU for, among other things, ensuring risks arising from operations in the aerodrome’s airspace are appropriately managed. This would, for example, require Council to ensure a risk study is done prior to allowing the establishment of a new type of operation such as helicopter flight training or a substantial flying school at the aerodrome.

Hazardous substances legislation

The Environmental Protection Agency (EPA) and WorkSafe are responsible for hazardous substances laws, regulation and enforcement. Individual businesses on the airport are responsible for their compliance with legislation. The Council and the aerodrome operator are responsible for monitoring compliance of facilities they provide, for example fuel storage.

2.1.4 Policy Context

CODC District Plan

The CODC is currently reviewing its District Plan (DP) post the publication of National Policy Statements (NPS) by central Government. The DP is to be developed to meet the NPS. In particular there will be continuing policy development around protection of indigenous biodiversity.¹²

This has relevance to the Airport site as it is known that several acutely threatened plant species are found there.

The NPS on Freshwater Management, released in 2014, is also relevant given that there are irrigation ponds and water races on the airport site.

Regional Policy Statements – Otago Regional Council

The Otago Regional Council (ORC) has nine significant resource management issues underpinning its 2020 Regional Policy Statement review. Of relevance are the hazards of natural disasters (e.g., Alpine Fault), climate change (the importance of irrigation assets), urban growth (impacts on infrastructure), loss of rare species, pressure of visitors on environment, impact of activities on environment (tourism), and the environmental costs of activities (the need to consider changes in how we travel).

2.1.5 Previous and Current Master Plans

Beca Infrastructure Ltd prepared an airfield development plan in 2010.¹³ Subsequent hangar development has differed from that proposed in the Beca plan whose main purpose was to advise on the requirements for upgrade of the aerodrome to allow the operation of Code B and Code C aircraft. It was not intended to be a full Master Plan.

¹² Central Otago District Plan Review (ENV 03-09-05), report from Executive Manager Planning and Environmental to Council, 8 Aug 2018

¹³ Alexandra Airport Airfield Planning Study, Beca, 21 May 2010

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While there are useful observations in the Beca plan, it is not especially relevant to the current Master Plan study.

In Dec 2016 the ARG prepared the layout plan shown in Figure 1.

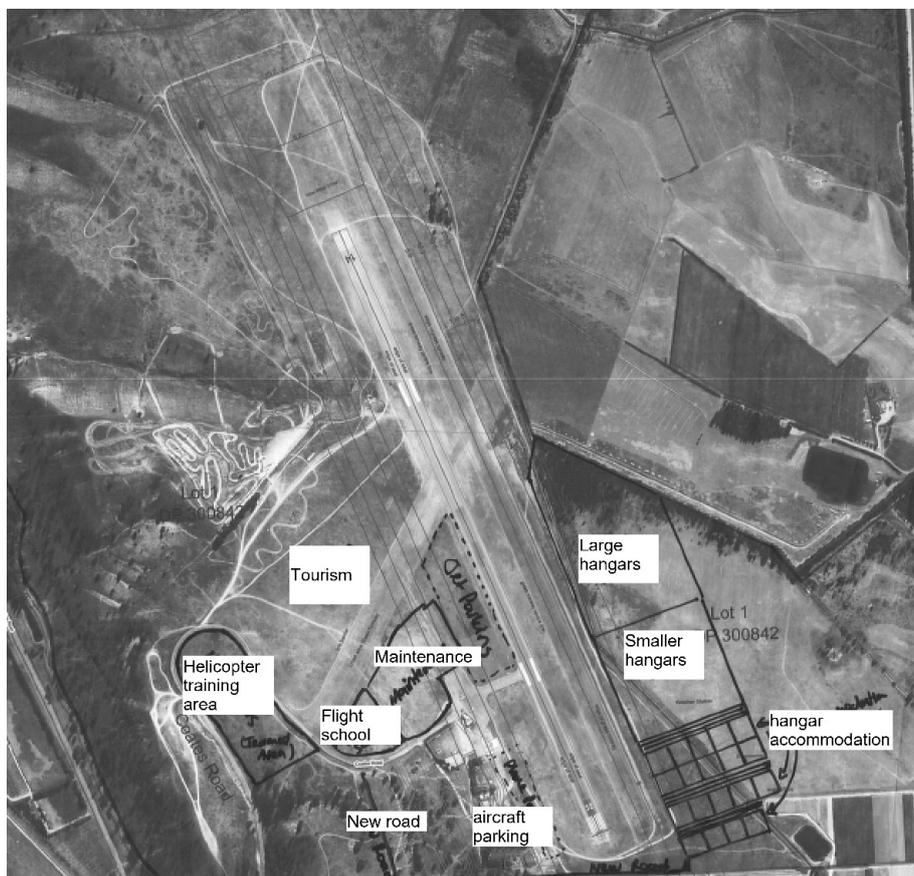


Figure 1: 2016 airport development plan

This plan has not been implemented but has been used as a guide for the layout proposed in this draft Master Plan.

2.1.6 Key Stakeholders

The Airport's key stakeholders are:

a) CODC

As the owner and primary funder of the airport, CODC sets the overall policy for development and use of the facility, consistent with the needs of and benefits to the wider community. The Council also has a duty of care under HSWA legislation as a "person conducting a business or undertaking" (PCBU), to ensure the facility is safe for use.

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b) Airport Operator

The Airport Operator for regulatory purposes is the Central Otago Flying Club. The Operator has a responsibility under CAR139 to:

- i. Ensure that aircraft movements are restricted or prohibited on parts of the aerodrome where an unsafe condition exists. (CAR139.503)
- ii. Provide the Director of CAA with an annual report of traffic movement data for the aerodrome.
- iii. If requested in writing by the Director, collect and report traffic movement data for the aerodrome.

The Airport Operator also has a duty of care under the HSWA as a PCBU.

c) Airports Reference Group

The ARG was set up by Council in 2015 with the objective of providing input, guidance and advice to assist the Council on strategic aspects of District airport and aerodromes development. The group's composition is; a commercial aviation associated advisor, and non-commercial aviation associated advisor, aero club representative, the Mayor and an elected Councillor who is also on the Vincent Community Board.

The ARG meets at least twice a year and its membership is reviewed three-yearly.

d) Airport lease holders

Currently there is a total of 26 leaseholders at the airport who lease their hangar/hangar-home sites on a 49-year term from CODC and own the buildings they erect on the sites. A further 29 people are on a waiting list.

It is a requirement of the leases that the lease holder owns an aircraft hangered on-site. The leases provide an income stream to CODC which is used for airport maintenance and development purposes.

e) Itinerant users

Itinerant users are aircraft operators that do not have a base at the airport but operate there regularly or occasionally. Mainland Air is an itinerant operator as are the RNZAF, aero clubs, flight training organisations and private aircraft owners. Bodies representing these users include the Aircraft Owners and Pilots Association (AOPA) a very large world-wide organisation representing private aircraft owners, and Flying New Zealand representing aero clubs.

f) Local iwi

The Central Otago region has a significant Maori history and cultural attachment to the land. Aukaha, previously known as Kāi Tahu ki Otago Natural Resource Management Limited, represents and advise on iwi interests in relation to the Airport.

g) Nearby residents and landowners

The airport has rural properties on its south and east boundaries as well as on-airport residents and hangar lease holders. A new subdivision consent has been granted for the neighbouring property on the east boundary, which lies under the approach and take-off path for the grass cross runway.

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- h) Manuherikia Irrigation Co-operative Society Ltd
The Society holds the easement on the irrigation race running through the airport and has to agree to any changes affecting the race.
- i) Regulators
The primary regulator in relation to aircraft operational safety is the CAA. Its mandate does not extend to regulation of airport noise, that being a responsibility of CODC. With the advent of the HSWA, WorkSafe is the regulator for PCBUs who, under the Act, have a responsibility to ensure the site is operated safely.

2.2 Strategic Vision and Objectives

The vision statement and objectives provide broad guidance and direction for the development of the Airport. The development of the vision and objectives is guided by the Master Plan context discussed in Section 2.1, the SWOT analysis discussed in Section 2.3 and discussions with key stakeholders.

The Council, guided by the ARG, considers the following are essential objectives for the Airport to achieve and maintain over the next 10 years:

- Safety – The Airport must be compliance with CAA and HSWA rules and requirements and adopt the basic elements of a safety management system.
- Aviation – to provide a cost-effective and attractive facility for use by local and itinerant pilots and to encourage aviation businesses to set up bases at the Airport.
- Financial – the Airport must increasingly become self-funding on operational and development costs.

2.2.1 Strategic Vision

The Council organised and hosted a workshop on 30 July 20 at which key stakeholders developed their vision for the Airport, as summarised below:

Alexandra Airport will be a safe, user friendly and efficient facility for aviation related businesses, aircraft operators and lease holders. The airport will provide for the growth of compatible aviation activities that support tourism, innovation, research and training opportunities in a way that meets community well-being.

2.2.2 Ownership and management

The Airport site is owned by CODC. On a day-to-day basis it is managed by the Central Otago Flying Club Inc., who are nominated in the CAA's Aviation Information Publication (AIP) as the Aerodrome Operator for the purpose of CAA Rules. However, the ultimate responsibility for ensuring the Airport is safe and in compliance with CAA Rules rests with the Council.

The Council's Property and Facilities Officer is responsible for the overall management of the airport, including approving expenditure and site planning. In particular the tasks include the bringing to

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market of new hangar-home sites with consideration of access to services (water, waste water, electricity, drainage and roading) in line with Council’s development objectives, and being the contact point for the Aerodrome Operator and the ARG.

The Council provides the financial management of the Airport, collecting landing fees via an honesty box system, and lease payments from hangar sites. The NZ Meteorological Service has an automatic weather reporting station on-site for which it pays Council \$1500/yr. ground rental.

There is currently no automated system for recording aircraft movements but Council intends to install the AIMMS system which records aircraft movements based on pilots’ radio calls. Having an automated system for tracking aircraft movements is a very useful tool for managing an airport and best ensures CAA requirements for annual reporting of movements can be met by the Aerodrome Operator.

2.2.3 Site Description

The Airport is located on an elevated plateau approximately 4km NW of Alexandra township. Its elevation is approximately 330m above mean sea level (amsl).

The site area, comprising four land titles, is 273.6ha classified as Airport Reserve under Designation D194 “Aerodrome Purposes”, Alexandra aerodrome. Of this approximately 50% is sufficiently flat to be usable for airport development.

The site boundaries are irregular as shown in green outline in Figure 2. The operational areas of the Airport currently occupy the central and western part of the Designation area, the large area to the SE being undeveloped.

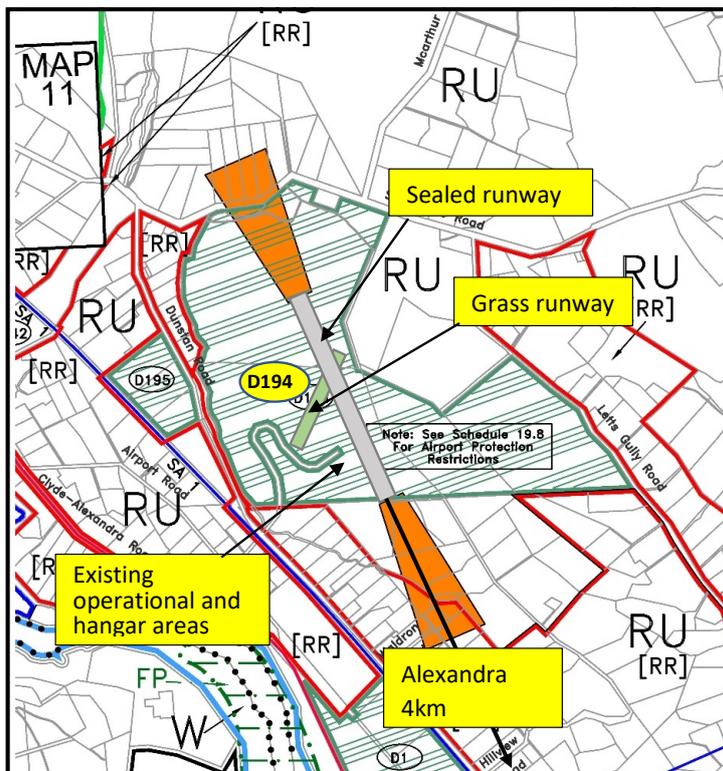


Figure 2: Airport designation

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Existing development on the site includes:

- A chip sealed runway (14-32), 1,200m long by 30m wide runway.
- A grass runway running parallel to the sealed runway, 1200m long by 60m wide.
- A grass cross runway (01-19), 652m long by 60m wide.
- A small terminal building combined with the Central Otago Flying Club function room.
- Avgas and Jet A1 fuelling facilities for light aircraft.
- Aircraft hangars in various states of repair, including several large new hangars.
- An apron with a taxiway link to the sealed runway.
- Several hangars with accommodation attached.
- An overhead electrical supply to the terminal building;

The location of these facilities is illustrated in Figure 3. Also located on the Airport site are:

- An irrigation pond and associated irrigation water races which are essential to service local orchards in the summer season.
- Public cycling/walking track along the south and east boundaries.
- An area where a plant species ranked as “threatened nationally” (*Convolvulus Verecundus*), is found. These have been identified by the Haehaeata National Heritage Trust and without protection may become extinct within 5-10 years. The species is listed in Schedule 19.6B of the CODC District plan.¹⁴
- Areas where other species ranked as “at risk – declining” are found. A report from an Ecology Specialist has been obtained and is available from the CODC.¹⁵ Figure 7 shows where the various species are located.

There is approximately 2km of irrigation water race on the site and an irrigation storage pond about 2ha in area. The irrigation system is managed by the Manuherikia Irrigation Co-op Society. Discussions between CODC and the Society relating to minor relocation of the water races (if necessary) and increasing water supply to provide for on-airport irrigation are on-going.

The site is on high ground 20-40m above the surrounding land on its north, east and west boundaries. A drone survey of site elevation has been obtained. From this it is estimated approximately 130ha (50%) of the site is sufficiently level (between 225 and 228m amsl) and contiguous to be useful for airport use.

Minimal cut and fill earthworks would be required in this area, with the exception of an area to the west of the main runway which would require retaining and filling to construct a future parallel taxiway.

¹⁴ Central Otago District Plan, Schedule 19.6B “Acutely threatened and chronically threatened plants present on land within Central Otago District”, 1 Apr 2008

¹⁵ Alexandra Airport Master Plan Area - Ecological Values, Alexandra, Kate Wardle Ecological Services, Oct 2020

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Figure 3: Operational areas and hangars-accommodation

2.2.4 Prevailing weather conditions

Winds

NZ Met has an automatic weather recording station on the Airport, installed in Sep 2012. The recorded data between the hours of 7am and 7pm, totalling approximately 36,500 observations, shows the airfield generally has light winds, as shown in Figure 4. Together calm and light wind conditions (less than 4kts) occur nearly 50% of the time and winds of less than 10kts about 80%. Only 1% of observations during the eight-year period had winds in excess of 20kts.

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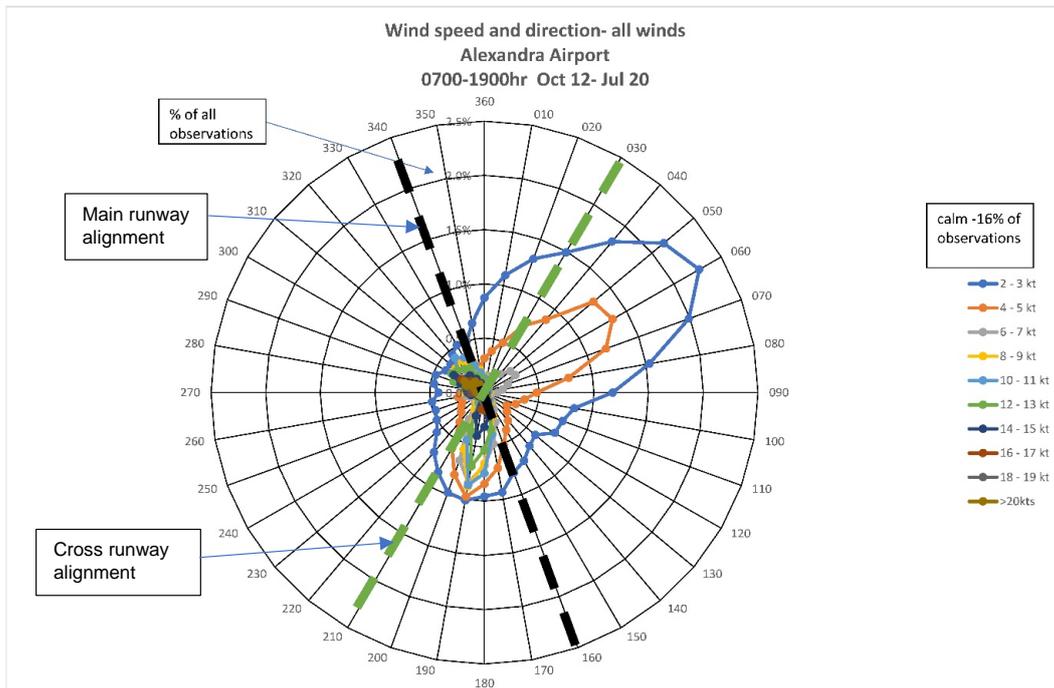


Figure 4 – Aerodrome historic wind speed and direction – all winds

Winds of less than 10kts are primarily from the NE and SSW. Winds of more than 10kts are mostly from the SSE but also from the NW.

Temperature

The mean daily maximum temperature in summer is 24C, but days of 30C or more are not uncommon. In winter the mean daily maximum is 8C, but freezing temperatures are very common, the mean daily minimum being -2C.

Visibility

The Alexandra area has a generally sunny climate, recording over 2000hr/year. Snow occurs on average four days/year and thunder only two days on average. Fog is common, typically 25 days/year, 96% of which are between March and August. In winter freezing fog conditions can occur for several days to a week or even more.

Flying conditions

Based on the recorded weather, flying conditions are generally favourable for all aircraft although winter fogs may close the Airport for days on end. In NW wind conditions the surrounding mountains can provide favourable wave conditions for gliding

2.2.5 Surrounding airspace

The surrounding airspace is largely uncontrolled below 9,500ft altitude and is uncrowded.

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2.2.6 Surrounding Land

The Airport is located in a rural area. The surrounding land is zoned rural and is primarily used for agriculture, cropping, fruit trees and grazing. The minimum lot size for dwellings is 2ha but lots within a specific subdivision must average at least 8ha.

A privately owned grazing and cropping block lies immediately to the east, off the end of the grass cross runway, at much the same elevation as the Airport. A rural-residential development is consented on this land which may compromise the use of this runway on its present alignment due to aircraft noise and overflight at low altitude.

The part of the Airport reserve to the SE of the sealed runway, some 50ha, contains a network of bike trails but is otherwise unused.

2.2.7 Existing Activities

The predominant activity at the Airport is light aircraft flying, both powered and unpowered (gliders), aircraft hangarage and onsite accommodation for aircraft owners.

The Central Otago Flying Club caters for both powered and unpowered operations. The club owns one powered aircraft, a four seat Cessna 172 which can also be used for glider towing, and one two-seater glider for pilot training.

There is currently no resident commercial helicopter operator and no marked helicopter landing area or pad. Several small privately owned helicopters are based at the Airport.

Approximately 30 privately owned aircraft are hangared on the Airport, including an L39 ex-military jet. There are approximately 10 stand-alone hangars accommodating these aircraft.

There are six hangars with small dwellings attached on site. These are intended to accommodate the owner(s) of aircraft housed in the attached hangar. There are also four one-bedroom motel type units attached to two hangars intended to accommodate transient pilots.

Hangar and hangar/accommodation sites are leased from Council on 49-year terms. The cash flow from these leases is currently invested in developing the site, roading, reticulation, electricity supply etc. The buildings are erected at the lease-holders' cost.

The Airport also hosts an active local Air Training Corps (ATC) squadron.

The Airport has strong support from Council in relation to grounds maintenance, tenant management and site development planning.

Powered aircraft (including helicopters) and gliders operate in contra circuit directions, powered circuiting west of the main runway and gliders to the east. This places the powered aircraft circuit over Alexandra town on base leg for runway 32 and cross wind leg for runway 14.

We are advised that gliders and tailwheel aircraft use the parallel grass runway 14-32 (approximately 50%/50% in each direction) with grass cross runway 01-19 only being used very occasionally in strong NE or SW winds. Gliders are often launched by winch.

There are no scheduled aircraft operations. However Mainline Air regularly operates charter flights under Instrument Flight Rules (IFR) with light twin engine aircraft, often bringing medical specialists to Dunstan Hospital at Clyde, about 6km from the Airport.

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Occasional military operations occur. "Wise Owl" tented camps have been run by the Air Force and up to five C130 transport aircraft have been on the Airport at once.

2.2.8 Existing Operational Facilities

Runways

The chip-sealed main runway is 1200m long by 30m wide located within a 150m wide by 1380m long strip. This is the same length as the main runway at Wanaka Airport and is sufficient for accommodating the 50 seat Bombardier Q300 operated by Air New Zealand. The 68 seat ATR72 requires a take-off runway length of about 1400m which, as detailed later in this section, could be achieved within the site boundaries on the present runway alignment.

Aside from its Obstacle Limitation Surfaces (OLS) and lack of a simple approach lighting system (SALS), discussed in later in this section, the runway meets the requirements for a Code 3C instrument non-precision runway.

The runway strength has been technically assessed by Geosolve Ltd (Pavement Engineers) at PCN18 F/B/U/T.¹⁶ This assumes the most damaging load is a C130 Hercules operating twice a year for the next 25 years, the remaining operations being by light aircraft. Geosolve note that aircraft type and frequency of operation affect the calculation of the runway strength pavement classification number (PCN). While the strength appears to be adequate for light aircraft and very occasional C130 operations, regular operations (for example 4 times daily) by Q300 sized aircraft may lead to a rapid deterioration of the runway.

The runway strength is adequate for smaller business jets such as the Cessna Citation at their maximum operating weights (typically require a PCN of less than 12) but large models such as the Gulfstream 650 require PCN of up to 30.

The Council is planning to resurface the main runway in 2022/23.

The parallel grass runway 14-32 is essential for tailwheel aircraft and gliding operations. Having a grass runway available also enables regular users to reduce tyre wear which occurs when using the chip sealed runway. This is a day visual flight rules (VFR) runway suitable for aircraft with wing-span up to 24m making it Code 2B capable.

The grass cross runway 01-19 is quite short (652m) and has a 72m displaced threshold at its SE (01) end to ensure clearance over the access road. It crosses both the main and parallel grass runways. A runway on this alignment is required for occasions when the cross winds on the main runway are too high for light aircraft. This runway is Code 1B capable.

Taxiways

Aside from the sealed stub taxiway from the apron to the main runway, there is only one marked taxiway; the unpaved taxiway from the apron to the cross runway, approximately 300m from the 01 end. Use of this taxiway enables light aircraft to taxi NE on the cross runway to access the sealed runway closer to its N (14) end, or to access the parallel grass runway.

¹⁶ This assessment was done by Geosolve in 2019. There appears to be no formal report, refer email dated 7 Jan 20 from Lily Grimshaw of Geosolve to Andy Bartlett in CODC which summarises the findings on pavement strength and appears to recommend a rating of PCN18/F/B/Y/T. Currently the AIP states the strength to be PCN15/F/B/Y/U.

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The volume of movements does not justify a parallel taxiway at this time; however spatial provision can be made along the west side of the main runway strip, separated a minimum of 93m from the main runway centreline.

Taxiway access to the hangar area is via the apron to the south of the Flying Club building. The hangar taxiways are approximately 7m wide, chip sealed and are shared with vehicles and pedestrians. Extreme caution is required in this situation to avoid collisions with taxiing aircraft. This is potentially a significant HSWA issue.

The hangar access taxiways are restricted by barrier arm to prevent random vehicle access however it does not prevent pedestrian access. CAA "Operational Area" signs are prominently displayed.

The hangar taxiway centreline to object (adjacent hangars) separation is approximately 11m. Hangar aprons protrude into this making aircraft taxiing while vehicles and aircraft are parked outside hangars risky. Standard wingtip separation to objects while taxiing should be 8m minimum but the current layout only provides about 6m to buildings for a typical light aircraft with 10m span. Future hangar development should be designed to provide for greater clearances, in particular allowing for vehicle and aircraft parking on hangar aprons.

Strip width

The main runway strip width of 150m conforms with CAA requirements for a Code 3 instrument non-precision runway. This would enable operations of aircraft such as the ATR72 or business jets under poor weather conditions and a night to a minimum cloud base of (typically) 400ft above aerodrome level and 1600m forward visibility. A simple approach lighting system each runway end would be ideal but space may preclude this.

The 60m strip widths of the two grass runways is sufficient for aircraft of wingspan up to 24m to use day-VFR (i.e., under visual flight conditions). This very adequate, being a much greater wingspan than the 10m-11m typical of single engine light aircraft or the 17.5m span of the Twin Astir glider.

Aerodrome ground lighting

The Airport lacks the necessary lighting for night operations. Some years ago, the Mount Cook group successfully used a temporary runway lighting system for its flights into the Airport. We are advised that this lighting system has since been disposed of but purchase of another system is under consideration.

A flight training school (for example) would require night lighting to enable pilots to gain the night flying experience required for professional flying qualifications. Similarly, scheduled air transport operations would ideally require night lighting to maximise the schedule and reduce the risks of cancellations due to late running in winter.

Air traffic control (ATC)

The Airport has no ATC. If operations remain largely itinerant there is no foreseeable requirement for ATC, however it would need to be revisited if scheduled services by aircraft with more than 30 passenger seats were to commence.

Navigation aids

A radio navigation Non-Directional Beacon (NDB) is located off site at a distance of approximately 9km from the airport. The instrument approach to NZLX using this beacon has been withdrawn and replaced by a satellite based "area navigation" (RNAV) approach using the same flight track.

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Runway end safety area

It is a requirement under CAR139 for each end of a runway regularly used by aircraft with more than 30 passenger seats to have a RESA. The specified RESA length is 240m although the CAA Director has the power to approve a lesser length, to a minimum of 90m, if 240m is “not practicable” in a given situation. Currently the Director is taking a very stringent position on approving less than 240m RESA.

To accommodate 240m RESA plus the standard requirement for a 60m strip end for a Code 3 runway requires a 300m long clear grassed area at each runway end. As the available flat length between the north and south site ends on the existing runway alignment is only 1800m, little useful increase in runway length could be obtained by runway extension.

Figure 5 illustrates this constraint, showing that given the 1800m site “end-to-end” limitation the longest landing runway length possible with 240m RESA at each end is the existing 1200m. A longer landing runway length could be achieved if a lesser length of RESA, for example 150m or 120m, was to be approved by the CAA. These amounts of RESA would allow a landing runway length of 1380m or 1440m respectively.

More take-off runway length could be achieved by sealing part of the RESA for use as a “starter extension” for take-off, for example sealing 200m of each 240m RESA would provide a take-off runway length of 1400m, enough for the ATR72 under most conditions.

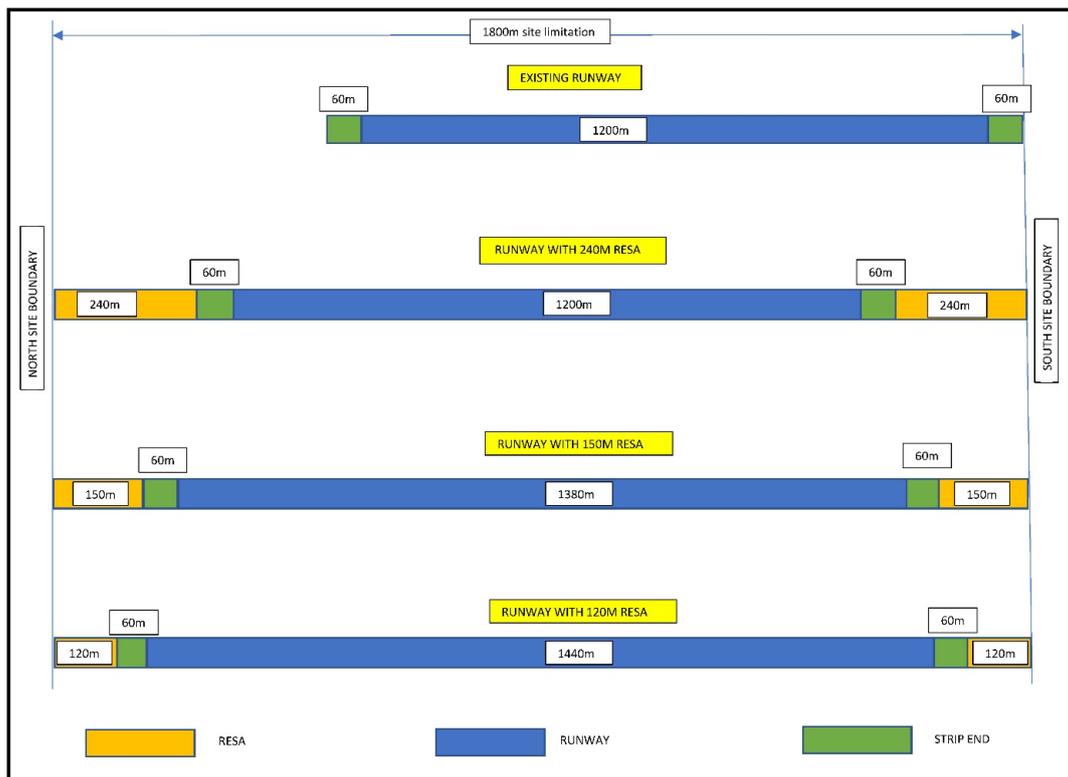


Figure 5: RESA constraints

It should be noted that the 1200m limit refers specifically to the landing distance available. Sealing the strip end and some of the RESA for use as a “starter extension” at the beginning of take-off is

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possible and would mean that a longer distance, up to approximately 1400m, would be available for take-off.¹⁷ This would be adequate for an ATR72 in most circumstances but is a sub-optimal solution as a longer landing distance than 1200m would be preferable.

RESA are not required for:

- Air transport operations by aircraft with 30 or fewer passenger seats.
- Business jet aircraft operations
- Freighter aircraft operations
- Charter or scheduled operations by light aircraft e.g., Mainland Air
- Private light aircraft operations
- Military operations
- Gliders

Obstacle limitation surfaces (OLS)

OLS are geometric surfaces arising from each end and the edges of a runway, intended to protect aircraft flight paths in the vicinity of a runway from obstacles that would be a hazard to take-offs, landings and circling.

NZLX's main runway has OLS protected in the CODC District Plan under Designation D194. These are illustrated in Map 42, reproduced as Figure 6 on the following page.

The technical description for the OLS geometry contained in Schedule 19.8 of the District Plan states that the OLS provides for a Code 3 and 4 aerodrome with instrument approaches. This is not correct as the geometry fall short of that required under CAA standards for a Code 3 and 4 runway as shown in Table 2. Also Map 42 is very misleading as it depicts neither the Schedule 19.8 geometry nor the CAA standard.

These errors are not particularly significant for the nature of operations at the airport currently, being predominantly Code 1/2 day-VFR and occasional Code 2 IFR operations. However, to fully protect the Airport's capability for at least Code 2 instrument non-precision operations the OLS should updated the geometry discussed in section 2.5.10.

¹⁷ This is on the basis that RESA is only required at the lift off end of the runway on take-off whereas for landing, RESA is required at both runway ends.

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Table 2: Comparison of OLS specifications

	Existing height control	CAA Code 2B	CAA Code 3C
Approach fan			
Upslope:	1:40	1:40	1:40
Base width:	90m	150m	150m
Expansion:	15%	10%	15%
Final width:	990m	750m	4,650m
Length:	3,000m	3,000m	15,000m
Take-off fan			
Upslope:	1:62.5	1:40	1:50
Base width:	150m	80m	150m
Expansion:	12.5%	10%	12.5%
Final width:	600m	680m	1,200m
Length:	1,800m	3,000m	15,000m
Transitional surface			
Upslope:	1:7	1:5	1:7
Height above aerodrome:	46m	45m	45m
Inner horizontal surface			
Height above airstrip:	Not stated	45m	45m
Extent from strip edge and ends	4,000m	2,500m	4,000m
Conical surface			
Upslope:	1:40	1:20	1:20
Extent from inner horizontal edge surface:	4,240m*	2,100m*	2,100m*
Final height above aerodrome:	152m	150m	150m

* As calculated from the final height less the inner horizontal surface height times the upslope
Yellow highlighted values fall short of the CAA standard

Apron

The existing aircraft parking apron measures approximately 100m long by 35m wide with its centre point located 115m from the runway centreline.

This is too close to the runway to allow a Code 3C aircraft such as the ATR72 or Bombardier Q300 to park on the apron without its vertical tail penetrating the 1:7 transitional OLS as protected in Schedule 19.8.¹⁸ While this is not a fatal flaw in the apron location, it's not ideal should Code 3 operations be required. However, it is compliant for Code 2B aircraft such as the Beech King Air and 1900D which have tail heights of less than 5m.

The apron is adequate for two Code 2B aircraft to be parked "power-in, power-out" i.e., self-parking without the aid of a tug. Any further apron expansion should be to the NE, positioned further from the runway.

¹⁸ The height of the 1:7 surface over the apron is approximately 5.7m whereas the height of the ATR72/Q300 tail is 7.7m resulting in a 2.0m penetration.

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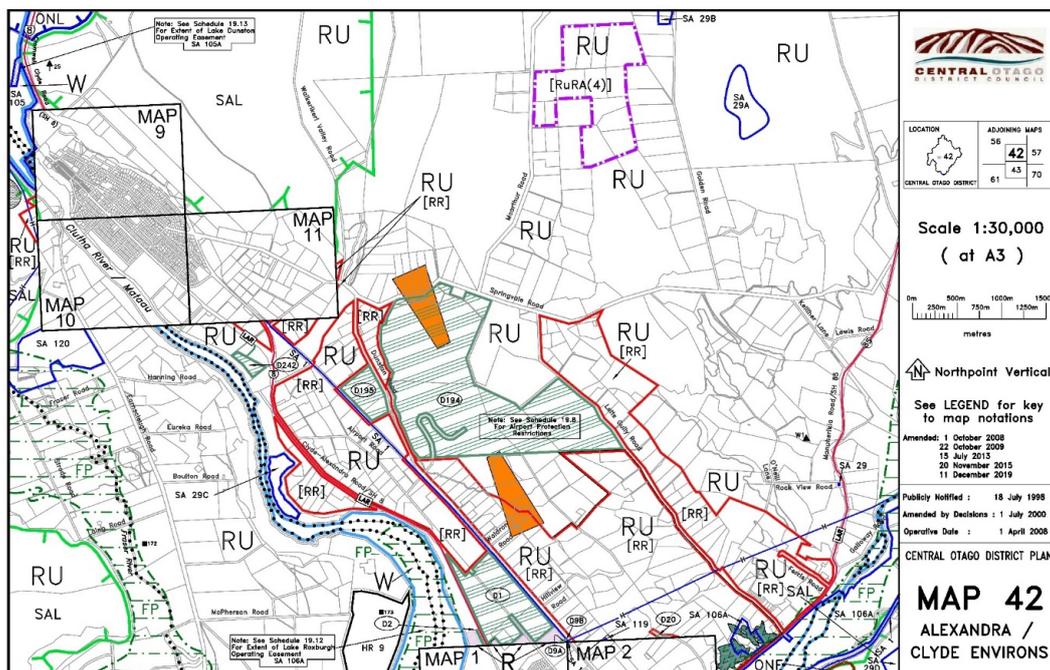


Figure 6: OLS depiction in District Plan (contains errors)

2.2.9 Ground Transport Access

Access to the airport is via State Highway (SH) 8 which runs between Alexandra and Cromwell. Coates Rd, a two-lane sealed road, connects the airport to the SH, a distance of about 2km. The road climbs fairly steeply up to the airport from SH level and may require grit or de-icing in winter. Close to the parking area the road passes the SW end of grass runway 01, requiring the landing threshold on that runway to be inset to provide adequate clearance over vehicles on the road. This restricts the landing distance on this runway and take-off distance on the reciprocal runway 19 to a fairly short 580m.

Currently the public parking area at the airfield, adjacent to the Flying Club buildings, is relatively small but there is scope to extend it.

2.2.10 Utility Services

Electricity

Electricity supply comes from the local grid. The existing on-airport transformer and ring main can accommodate another six hangar connections. Above this an upgrade to a 300kVa transformer will be required. This is feasible but depending how far future development is from the existing transformer it may be necessary to add another 11kV line and ring main.¹⁹

Water

The current water supply is from a private scheme that runs from Dunstan Road. This provides 15,000 litres per day which is just enough for the current leased sites. A water pipe has been

¹⁹ Ref email Mike Fife (NES Central) to Tara Bates (CODC) dated 28 Jul 2020.

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installed for supply of reticulated water but the reticulation is dependent on the design of a water treatment plant which has been delayed. The design phase for the treatment plant is due to be signed off later this year and if approved will be scheduled for completion by late 2022.

Wastewater

Wastewater disposal on the airfield is currently via individual septic tanks for each existing site. The Otago Regional Council limit for disposal this way has been reached requiring any further sites developed to share a dispersal field(s). The likely location of the field(s) would need to be determined to ensure there is no conflicting development.

Connection with the wastewater line being planned along the rail trail is technically feasible and would provide the best long-term solution for wastewater disposal.

2.2.11 Environmental Values

Figure 7 shows the location of environmentally sensitive areas.

An acutely threatened plant species, *Convolvulus Verecundus*, is located in a small area to the north of the existing parallel grass runway. It is unlikely this runway would need to be extended, however any extension to the main runway could put this area at risk during construction so careful planning would be required.²⁰

An at-risk plant, *Colobanthus brevisepalus*, is located in three areas on the eastern side of the aerodrome. It is unlikely to be disturbed in those locations.

Any main runway extension would impact the diverse cushion field which included banded dotterel nesting sites and several at risk plan species. However, a substantial amount of cushion field would remain.

The future east side hangar with residential area development may affect area of blue tussock and flightless chafer beetles found with it. The ecology report indicates the tussock and beetles could be successfully transplanted to other areas of tussock on the Airport Reserve.

²⁰ Alexandra Airport Master Plan Area – Ecological values, Kate Wardle (report prepared for CODC), Oct 2020

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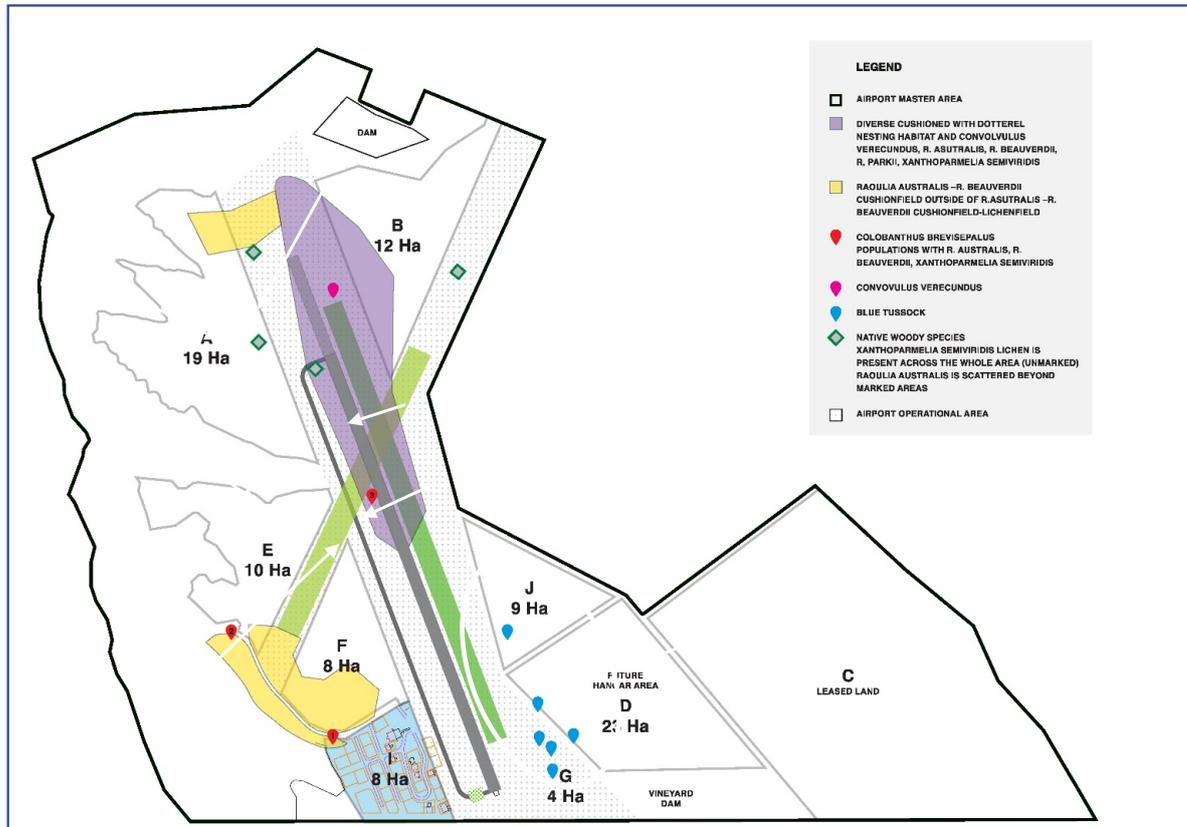


Figure 7: Location of ecologically sensitive areas

2.2.12 Irrigation

The existing irrigation water race and water storage point is located on the site as indicated on Figure 8. The water races, protected by easements, consist of 1.5-2m deep ditches which could be relocated with the agreement of the Irrigation Society. Advice from the Society indicate the costs of relocation would be considerable.

The 2ha pond would be expensive to excavate elsewhere on the site (estimate 40,000m³ excavation), consequently both it and the races are regarded as fixed for the purpose of the Master Plan.

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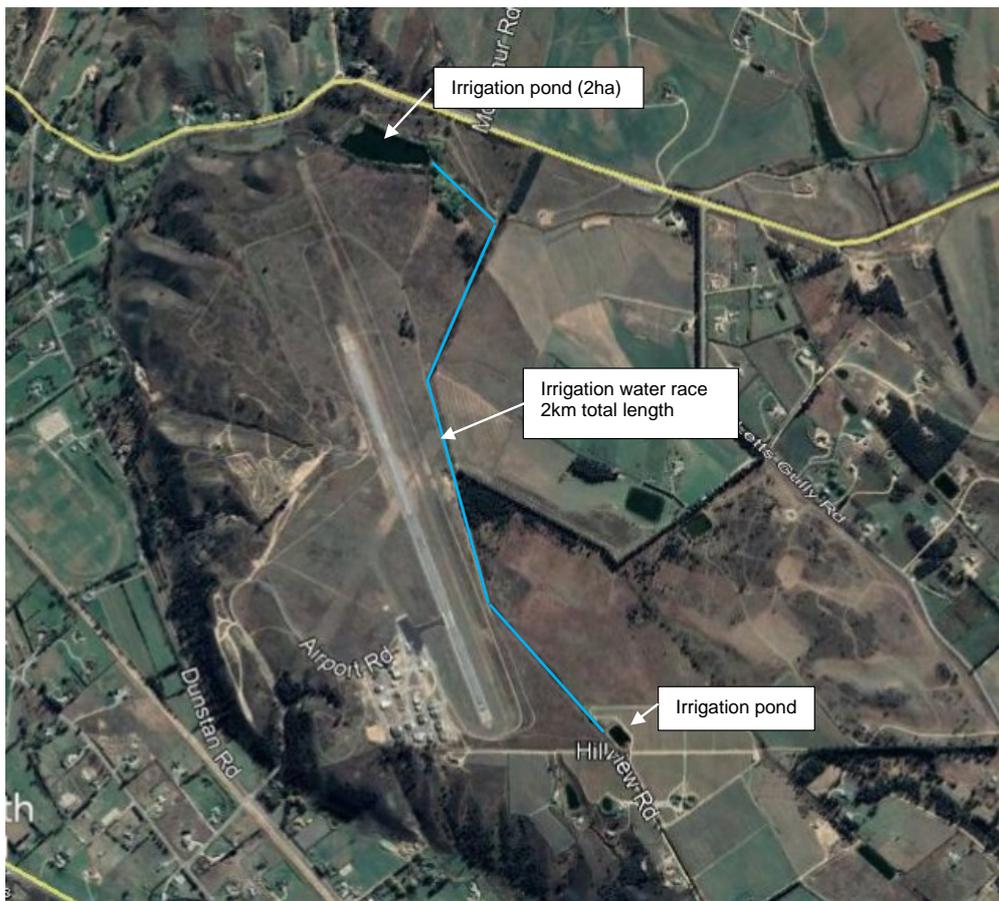


Figure 8: Irrigation race layout

2.2.13 Cultural Heritage Values

Aukaha feedback is as follows:

1. The airport site is not in a draft wāhi tūpuna and no other cultural values identified in vicinity. No known archaeological sites. Any future earthworks should follow standard accidental discovery protocol processes.
2. Biodiversity – support use of appropriate mitigation/offsetting techniques if main runway extension occurs.
3. Wastewater – favour use of reticulated wastewater treatment over on-site treatment and dispersal.
4. Stormwater – queried how run-off from hard-surfacing such as sealed runways would be treated, particularly as may be carrying contaminants. This may be raised as an issue if runway extension occurs. Asked whether some form of stormwater retention/filtration system be contemplated rather than straight run-off to groundwater?

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2.2.14 Issues and constraints

Issues and constraints identified in preparing this Master Plan are:

- The irrigation pond and associated water races must be preserved to ensure irrigation is available to surrounding properties.
- The endangered plant species must, consistent with Council's biodiversity policy, be protected. An ecological survey to gauge the extent of the habitat and what options may be available to protect the species has been completed.
- Given the area is a public reserve, reasonable access must be maintained for walkers and cyclists to access the area. This has to be balanced against public and aviation safety requirements with adjacent aircraft operations.
- There is currently no piped water supply to the Airport. A physical connection is available however it can't be activated until a suitable water treatment plant is available, expected in late 2022. Existing bore water supply is only sufficient for the current leased sites. The cost of drilling new bore(s) is high and there is no guarantee suitable water will be found.
- Similarly, there is currently no piped waste water facility. However, it is technically feasible for waste water from the airport to be piped into the new line being constructed alongside the rail trail.²¹ Otherwise, any new hangar/accommodation precincts are likely to require a shared disposal field rather than individual fields for each site as used for the existing precinct.
- There are limitations on the existing power supply.
- The OLS are not adequate for increased IFR operations.
- RESA would be required for regular operations of aircraft with more than 30 passenger seats.

2.3 SWOT Analysis

A strategic vision workshop was held on 30 Jul 20, attended by Council and the ARG. The participants agreed on the strengths, weaknesses, opportunities and threats shown in Table 3. The analysis suggests the airport has good potential to attract an expansion of general aviation in the area. This will mostly be based on continued tourist, population and commercial helicopter activity growth, strongly linked to the overall economic development of the area.

The airport has considerable space to attract new tenants and users providing local employment and supply-chain opportunities. However, the ability to establish scheduled air services by large aircraft is limited by the 1200m runway length which has little scope to be extended due to space requirements for the mandatory RESA up to 240m long at each runway end.

Export of fruit and pip produce by air is unlikely to be economically viable given the short season and runway length requirements for suitable aircraft together with competition from much cheaper road transport.

²¹ Email Richard Bennett (Stantec) to Patrick Keenan (CODC) 21 Aug 2020.

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Table 3: SWOT analysis

<p>Strengths</p> <ul style="list-style-type: none"> • Siting, away from built up areas • Generally good climate for flying • Sealed 1200m x 30m runway with grass parallel and cross runways • Room to expand • Easy access from state highways • Supportive owner • Good demand for hangars- accommodation • Lower cost local accommodation for workers • Uncongested airspace <p>Opportunities</p> <ul style="list-style-type: none"> • Waiting list for hangar-accom sites • Expanding tourist trail for more “drive by” demand • Parking/hangarage space shortage for private jets • Continued growth of commercial GA especially helicopters • Cheaper medical transfers for Clyde hospital • Air ambulance base • Tarras airport development • Pre-Covid demand for pilot training 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Off the main international tourist trail • Winter fogs • Lack of waste-water reticulation • Limited owner funding • Limited ability to extend main runway if RESA required • Lack of water for irrigation for cropping surplus land <p>Threats</p> <ul style="list-style-type: none"> • COVID aftermath- the “new normal”, a major downturn in aviation activity • Wanaka airport general aviation development • Adjacent subdivision causing reverse sensitivity
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2.4 Strategic opportunities

Following from the Vision Workshop held 30 July 2020, the following types of aviation activities are seen as having the greatest potential for the airport:

- A substantial “fixed base” operation, either aircraft maintenance or aircraft operator (or both).
- Further, but not excessive, hangar-accommodation units
- A significant adventure aviation company e.g., U-fly or skydiving
- A scientific aviation business e.g., similar to NASA
- A significant flight training organisation
- An aviation themed café with related attraction e.g., aviation museum
- An air ambulance operation
- Non-scheduled and charter operations by aircraft up to 19 seats e.g., Mainland Air

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The Master Plan makes provision for these operations in defined areas or “precincts”.

2.5 Critical Airport Planning Parameters

2.5.1 Forecast of Future Operations

Little hard information is available on the historic or current aircraft movements at the airfield as there is no aircraft movements reporting system in place.

We estimate the pre-Covid-19 annual movements to be approximately 5,000/yr, an average of 7 landings per day. By comparison, Glenorchy airstrip in the year to Feb 20 had approximately 6,300 movements of which 50% were skydiving flights. In a similar period, Wanaka Airport had about 50,000 movements.

To preserve the option of IFR operations by aircraft with more than 30 passenger seats in the future, we have included the ATR flights in the aircraft noise modelling contours presented in Section 2.5.11 as this provides a more conservative level of noise protection than assuming all IFR services are operated by smaller aircraft such as the PC12.

In projecting future activity for noise modelling, we have allowed for 3% annual growth in movements over a 20-year period, plus the addition of a twice daily scheduled ATR72 (68 seats) service, 4 executive jet movements per week and 20 helicopter movements per day. The latter represents the establishment of a busy helicopter fixed base operator at the aerodrome. These projected movements are shown in Table 4.

Table 4: Projected annual movements year 2040

Aircraft types							
Piston single	Piston twin	Turbine single C208	Turbine Twin King Air	ATR72	Exec jet	Heli's	Total
Annual departures							
7000	800	1000	730	1460	208	7300	18,500
percent of all aircraft departures							
65%	8%	10%	5%	5%	3%	4%	100%

Scheduled IFR

Scheduled IFR flights using 50 seat plus aircraft (Code 3C) in New Zealand typically only occur at cities which have a population of over 30,000 people and are an hour or more's drive from a larger airport, for example Timaru, Whanganui, Kapiti Coast. The latter two airports are marginal for scheduled services with Air New Zealand having withdrawn services resulting in incentives being required to attract another provider using smaller aircraft.

Alexandra's population in 2018 was around 5,500 people. Adjacent centres within approximately one hour's drive include Queenstown (15,500 people) and Wanaka (8,900). Queenstown has a large number of IFR movements, including international but this is due to its attraction for tourism, effectively acting as the tourist air gateway to Central Otago, rather than its resident population.

IFR services by smaller (19 seat, twin engine, two pilot) aircraft are very difficult to maintain due to the much higher operating cost per seat with the reduced seat count in the aircraft. However,

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counter to this, IFR services have started at some smaller centres using single engine single pilot pressurised turbo-prop aircraft such as the 9 seat Pilatus PC12 which have much lower operating costs than 19 seat aircraft. These services provide connecting flights to the three main centres of Auckland, Wellington and Christchurch from outlying areas e.g., Whakatane to Auckland and Wanaka to Christchurch. The flights are rarely longer than an hour and the ticket price has to compete with the time and surface transport cost of the passenger driving to the larger centre. Generally, the demand for such flights comes from the business community. Due to the relatively high per-seat cost of flying, a family of four on holiday would find it much cheaper drive the family car to Christchurch from Central Otago than to fly.

It is possible that a network of flights by PC12 type aircraft connecting the smaller centres in the region, such as Wanaka and Alexandra, to Christchurch or possibly Wellington may eventuate. The development of electrically powered aircraft in this size range would hasten this trend by greatly lowering the aircraft operating cost per seat.

A scheduled IFR service with three flights (6 movements) per day from Alexandra to both Wellington and Christchurch instead of ATR flights would add about 3,000 annual movements to the 18,500 suggested in Table 4 by 2040.

Assuming 9 seats in the aircraft at 80% occupancy this would equate to a through flow of 31,700 passengers/yr. (87/day) through a terminal building at the airport. Car parking and other passenger facilities would need to be provided to accommodate these numbers.

Examples of NZ airports of an appropriate size to handle these numbers are Manapouri, Whangarei and Wanganui.

Although the development of IFR scheduled services by 9 seat aircraft is more likely, at least initially than Code 3 ATR72 flights, it is nevertheless recommended that the Airport's ability to accommodate scheduled Code 3 should be protected.

Flight training

Pre-Covid-19, facilities for the training of airline pilots from ab-initio to commercial pilot/instrument rating standard were in high demand with large flight training schools at Ardmore, Hamilton, Palmerston North, Wanganui, Christchurch and Nelson. Covid-19 has resulted in a deficit of airline pilots turning into a large surplus world-wide in the space of 12 months. While New Zealand domestic airline traffic has bounced back significantly, the outlook remains uncertain and is likely to remain so until high level of population vaccination is achieved and border restrictions are lifted.

Given the age demographic of airline pilots, a large retirement bulge is likely in the next 10 years which may absorb much of the current pilot surplus once international flights return to pre-Covid levels. Equally many discouraged existing and would-be pilots will seek other employment avenues over the next few years. Consequently, it seems likely a shortage of pilots could emerge again within 10 years making provision for more flight training facilities attractive. Given its uncrowded airspace and ample room on-Airport, Alexandra Airport could be an attractive location for a flight school. A typical flight school with 30 aircraft would add 20-30,000 movements per year to the Table 4 2040 movements estimate.

Helicopter flight training is in steady demand but not for the numbers typical of airline flight training. One of the largest helicopter flight training establishments in New Zealand is currently based at Wanaka Airport.

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Flight schools also bring revenue benefits to the local community in providing lodgings to students and housing school staff.

Adventure aviation

This includes skydiving, “U-Fly” experiences, and “flight-seeing”. Skydiving is very popular with tourists. A typical operation is that currently established at Glenorchy which pre-Covid had approximately 50% of the airstrip’s total movements. Skydiving locations where landings can be made on the airport of departure are ideal from the skydive operator’s perspective but they require that the landing area be well separated from aircraft flight paths. The inability to do this at Wanaka has resulted in the operator having to land skydivers off-airport.

The space available on the NZLX site should enable on-airport landings to be safely made.

Against this the distance of NZLX from the main accommodation centre of Queenstown is a disadvantage unless the skydive activity can be combined with other adventure activities in the area.

Electric aircraft

The first examples of fully certificated electric flight training aircraft are now flying in New Zealand.²² These aircraft are particularly suited to initial flight training “circuits” (teaching trainee pilots take-offs and landings) as they have much lower operating costs than conventional trainers and are quieter.

At a location with high sunshine hours, such as Alexandra, they would have a natural fit with a solar farm providing battery charging capability.

Aviation services

This includes aircraft maintenance and repair organisations (MRO), scientific aviation (e.g., NASA balloon flights). These activities are very valuable to an airport and its local community as they provide high value employment together with local supply chain demand without requiring development of runway, taxiway and airspace capacity.

These activities have been constrained at Queenstown and Wanaka airports due to lack of space to expand facilities and the high cost of housing staff in those locations. Alexandra has neither of these constraints. The demand for MRO facilities is directly proportional to the number of aircraft based in the area and can be expected to grow at 2-5% per year. As the technology level in aircraft rises, especially helicopters, MRO services become more sophisticated and their staff more highly trained.

NASA scientific balloon flights have been occurring at Wanaka since 2015. Recent cutbacks in the NASA budget, balloon design issues and Covid-19 have resulted in no launches in the last three years. Prior to this this NASA was interested in developing a permanent base at Wanaka Airport. However, as Wanaka becomes busier this will be impractical due to the need to close the airfield to other users during launch. Relocating to a facility that has a large area for balloon setup and support buildings may be very attractive to NASA.

Aviation design and testing

New Zealand is becoming a world leader in the development of innovative electric and autonomous aircraft development. While the actual design work is usually done in the main centres such as

²² <https://www.electricair.nz/aircraft>

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Auckland and Christchurch, or overseas, flight testing has to be done in uncrowded airspace and at aerodromes with little conflicting traffic.

Drone research is focussing on approval of flight beyond visual range which requires integration of drones within airspace used by piloted aircraft. Collision avoidance technologies are key to achieving this. Testing is generally done in restricted airspace from which manned aircraft are prohibited.

A previous attempt to obtain drone testing airspace in the region was not well received by the local community mostly due to concern over conflicts with manned aircraft.²³

2.5.2 Selected Design Aircraft

As this Master Plan is more to decide on appropriate locations within the Airport Reserve for the activities listed in section 2.4 rather than an expansion of runway capability, we do not recommend any particular type of aircraft as the design aircraft for the facility. Instead, we recommend spatial planning provision is made for all the types of operation mentioned to occur, with allowance for growth in existing aircraft movements.

In particular we believe the future operation of air transport operations by Code 3 (30 plus seat) turbo-prop aircraft should be protected until decisions are made with regard to the development of Tarras airport.

2.5.3 Navigation Systems

The existing navigation systems at the airport are limited to visual aids such as windsocks and runway markings.

It will be not necessary for the airport to have any ground-based radio navigation aids in the future as it already has a GPS based “circling” instrument approach. The advent of more precise GPS navigation known as SBAS (space-based augmentation) will enable “straight in” approaches to be made in poorer conditions that are possible with “circling” approaches.

However, some ground infrastructure to support day-night IFR operations will be required, specifically:

- Runway and taxiway lighting
- A simple approach lighting system (SALS) at each runway end
- PAPI approach slope guidance lighting
- Illuminated windsock
- Apron edge lighting and floodlighting.

Aside from SALS, no specific spatial provisions are required for these systems, but future upgrades of airport power supply should be planned to include some basic provisions for the electrical power requirements.

A SALS, consisting of a series of lights on the runway extended centreline prior to the threshold and one “cross bar” of lights transverse to the centreline, would extend 420m from the threshold at each runway end. Figure 9 illustrates the layout. With the existing south threshold location the lights would extend 400m onto non-airport land south of the runway end. An easement would be

²³ Skybase 2018, see <https://www.stuff.co.nz/national/107206394/aviation-community-tells-drone-operator-to-test-unmanned-aircraft-in-australian-desert-not-alexandra>

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required to allow access for installation and maintenance of the lights. The lights themselves are of very simple construction, mounted on poles.

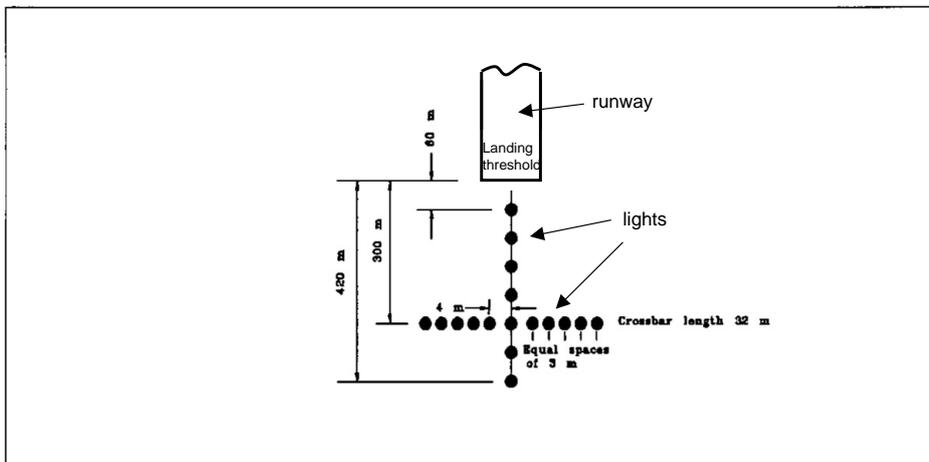


Figure 9: Simple approach lighting system layout

2.5.4 Aircraft Movement Area

The existing apron area is very limited due to its proximity to the runway and lack of setback for a terminal building. We recommend any future apron expansion should be to the north of the existing and set back at least 160m from the runway centreline such that aircraft tail heights of 12m do not penetrate the 1:7 transitional surface.

2.5.5 Pavement Strength

The existing pavement strength of PCN18 F/B/U/T is adequate for aircraft types up to and including the ATR72. It is not adequate for the C130, but its operations are so infrequent the cost of upgrade could not be justified.

Smaller business jets could operate (subject to runway length requirements) without exceeding the pavement strength. Larger business jets would have to be limited in weight which may not be a constraint if they are just positioning at the Airport for extended parking.

2.5.6 Aviation Support and Landside Facilities

Few aviation support facilities exist at the moment other than an “over wing” fuel supply and the existing Flying Club building which can be used as an arrival and departure terminal.

Facilities likely to be required are listed in Table 5 below for the various types of operation (tick means required, cross means not required). A small ATO (air transport operation) means aircraft up to 9 passenger seats, a large ATO means 31 seats to 70 seats, MRO means a GA maintenance and repair organisation, FBO means fixed base operator:

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Table 5: Indicative facilities requirements

Facility	Type of operation								
	Existing	Existing with growth	Flight school	Para-chuting	Heli-copter FBO	Light ATO	Heavy ATO	MRO	NASA
Enlarged fuel supply	X	X	X	X	✓	X	✓	X	X
Fuel farm	X	X	X	X	X	X	✓	X	X
Fuel tankers	X	X	X	X	X	X	✓	X	X
Additional aircraft parking	X	✓	✓	✓	✓	X	✓	✓	X
Car parking	X	✓	✓	✓	✓	✓	✓	✓	✓
Coach parking	X	X	X	X	X	X	✓	X	X
Terminal building	X	X	X	X	X	X	✓	X	X
Rental car facilities	X	X	X	X	X	X	✓	X	X
Ground support equipment	X	X	X	X	✓	X	✓	X	✓
Dedicated building	X	X	✓	✓	✓	X	✓	✓	✓
Landing area	X	X	X	✓	✓	X	✓	X	X
Launch area	X	X	X	X	X	X	X	X	✓
Power centre	X	X	X	X	X	X	✓	X	X
Control tower	X	X	X	X	X	X	✓	X	X
UNICOM	X	X	✓	X	X	X	✓	X	X
Night lighting	X	X	✓	X	X	X	✓	X	X
Aviation security	X	X	X	X	X	X	X	X	X
Rescue fire	X	X	X	X	X	X	X	X	X
RESA	X	X	X	X	X	X	✓	X	X
OLS upgrade	X	X	X	X	X	✓	✓	X	X

NOTE: A combination of activities may require facilities whereas an operation on its own does not.

2.5.7 Air Traffic Control/Unicom

Air traffic control would only be a consideration if large ATO were to commence at the Airport. An “aeronautical study” would be required to determine the risk factors relating to the Airport (e.g., runway layout), the level of movements of all aircraft and related risk factors such as prevailing weather and local terrain that ATC could mitigate. It would be the Airport Operator’s responsibility to commission this study.

A lower cost alternative to ATC is UNICOM, a manned air/ground radio facility which facilitates the provision of information on the location of other aircraft and weather conditions to pilots. UNICOM could be beneficial if a large number of training flight were to eventuate.

ATC and to a lesser extent UNICOM require a tower from which to operate. This needs to be located with a clear view of the ground operating areas and the traffic circuit. There is plenty of space available for this.

Alexandra Airport Master Plan

2.5.8 Passenger Terminal

Small ATO could use the existing Flying Club reception area. Large ATO would likely need a dedicated terminal building of at least 25m by 40m (1,000sqm), with scope to be expanded.

2.5.9 Security and Rescue Fire Requirements

Aviation security and rescue fire are only required for large ATO if movements are above 720 in the busiest 3 months (8 movements/day). At this level only a basic rescue fire capability is required.

2.5.10 Airspace Protection Surfaces

The deficiencies in the current OLS protection For Code 2 instrument non-precision operations are described in Section 2.2.8.

The step up to OLS for Code 3 instrument non-precision operations is substantial. In particular the take-off and approach OLS would need to be extended out to 15,000m, five times the length required for Code 2 and over 15 times the length depicted in Planning Map 42. Figure 10 illustrates how far the approach OLS, the larger of the two, would extend.

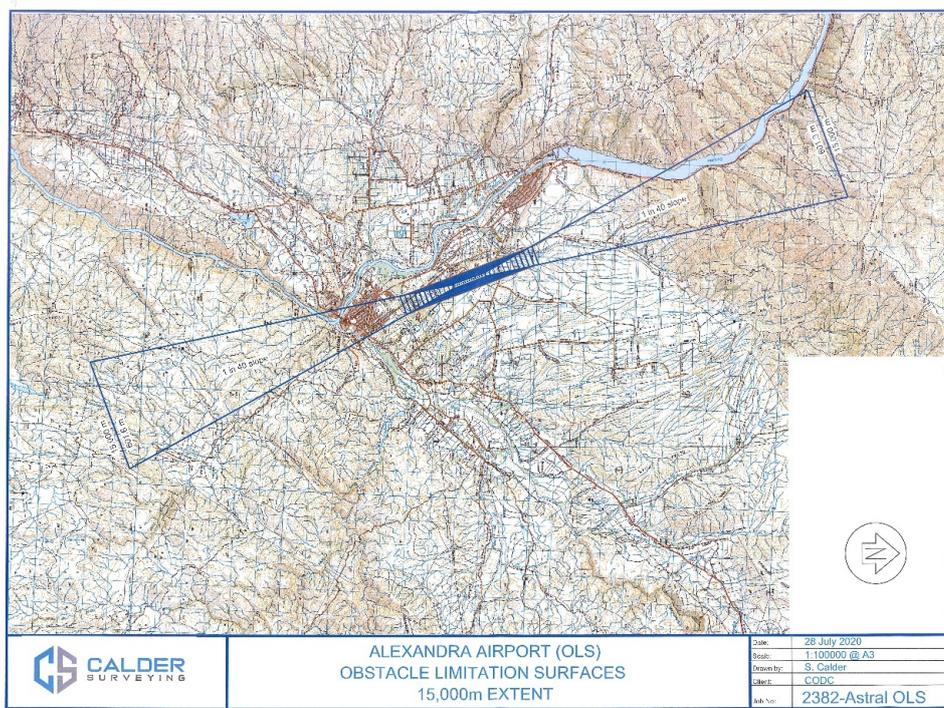


Figure 10: Extent of Code 3 and 4 approach OLS

Pending any decision on the development of Tarras Airport, or a definite proposal to commence scheduled air transport operations at NZLX using Code 3 aircraft, there is no need to initiate a DP change to introduce a Code 3 OLS.

However, the existing OLS does require correction. Upgrade to fully protect Code 2 operations could be done by relatively minor changes to Schedule 19.8 and Map 42 that are unlikely to affect any property owners.

Alexandra Airport Master Plan

Given that its existing DP specification provides a level of height control more stringent than Code 2 in some areas (e.g., take-off and transitional surface upslopes), we suggest retaining this by implementing a composite OLS that would cover Code 3 for take-off and approach, but only out to 3,000m, the Code 3 transition surface and the Code 3 Conical surface.

Table 6 below compares the existing and the CAA Code 2B OLS specifications, and in the right-hand column the recommended specification. Figure 11 shows the extent of the recommended OLS.

Table 6: Existing, Code 2B and recommended OLS specifications

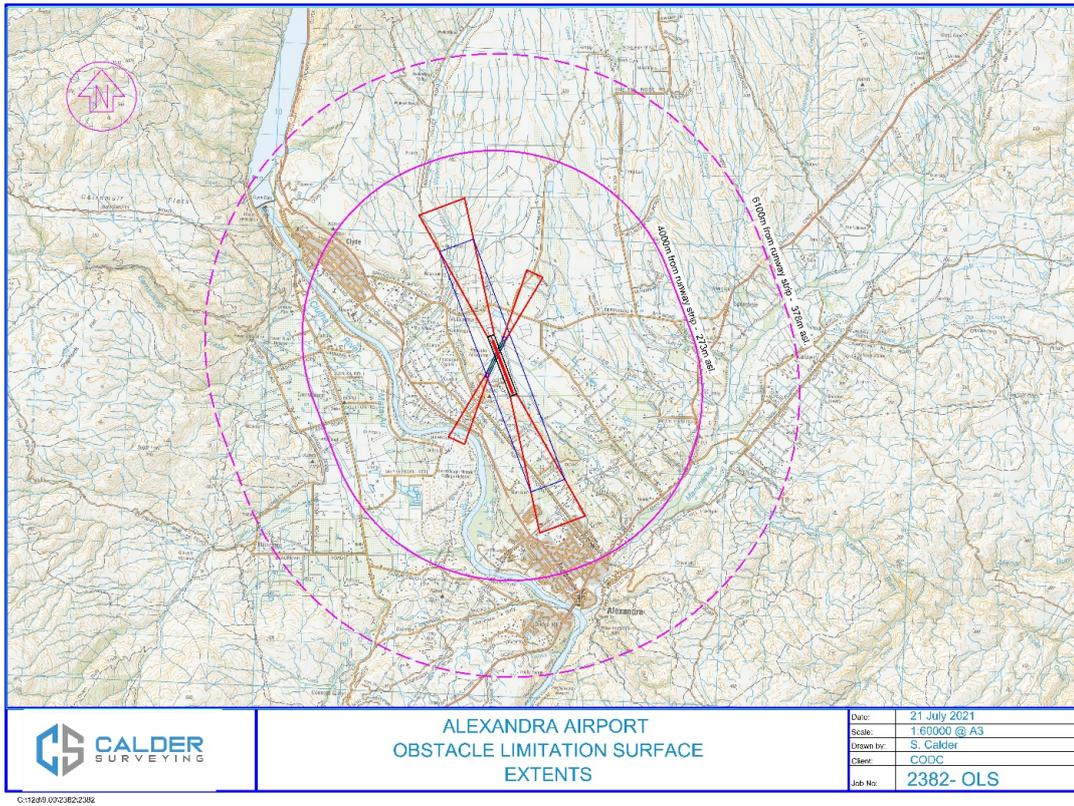
	Existing height control	CAA Code 2B	Recommended for NZLX
Approach fan			
Upslope:	1:40	1:40	1:50
Base width:	90m	150m	150m
Expansion:	15%	10%	15%
Final width:	990m	750m	1,050m
Length:	3,000m	3,000m	3,000m
Take-off fan			
Upslope:	1:62.5	1:40	Same as approach
Base width:	150m	80m	
Expansion:	12.5%	10%	
Final width:	600m	680m	
Length:	1,800m	3,000m	
Transitional surface			
Upslope:	1:7	1:5	1:7
Height above aerodrome:	46m	45m	45m
Inner horizontal surface			
Height above airstrip:	NS	45m	45m
Extent from strip edge and ends	4,000m	2,500m	4,000m
Conical surface			
Upslope:	1:40	1:20	1:20
Extent from inner horizontal edge surface:	4,240m*	2,100m*	2,100m*
Final height above aerodrome:	152m	150m	150m

The OLS for the grass cross runway are not currently protected. Given the recommendation to move this runway, protection in its currently location is not necessary. However, consideration should be given to protecting its OLS in the new location. It is not expected these OLS, which extend 1600m for each runway end, would affect any adjacent properties.²⁴ These OLS are also shown in Figure 11.

²⁴ Refer to CAA Advisory Circular AC139-7 for technical specifications

Alexandra Airport Master Plan

Figure 11: Recommended OLS



Alexandra Airport Master Plan

2.5.11 Aircraft Noise Contours

Currently there are no airport noise contours or controls in the District Plan. Airport noise does not appear to be an issue at Alexandra due to its rural location and low movements. However recently consent has been granted for a subdivision adjacent to the airport beneath the cross runway. Inclusions of noise contours in the DP would have enabled this development to be assessed for reverse sensitivity effects on the Airport.

The benefit of have noise contours developed and included in a District Plan is to protect both the airport and its future neighbours from the effects of aircraft noise. NZS6805:1992 *Airport Noise Management and Land Use Planning* provides a standardised methodology, adopted by most NZ Local Authorities, for planning for the effects of airport noise. Sample contours have been prepared (Figure 12) which show the noise exposure levels around the airport with projected 18,500 annual movements in 20 years' time (i.e., by 2040). It is recommended that the green 55dB Ldn and red 65 dB Ldn contours are used for spatial planning of land uses around the airport in accordance with New Zealand Standard NZS6808:1991 – *Airport Noise Management and Land Use Control*.

The aircraft movements and types of aircraft used on preparing these contours are described in Section 2.5.1.

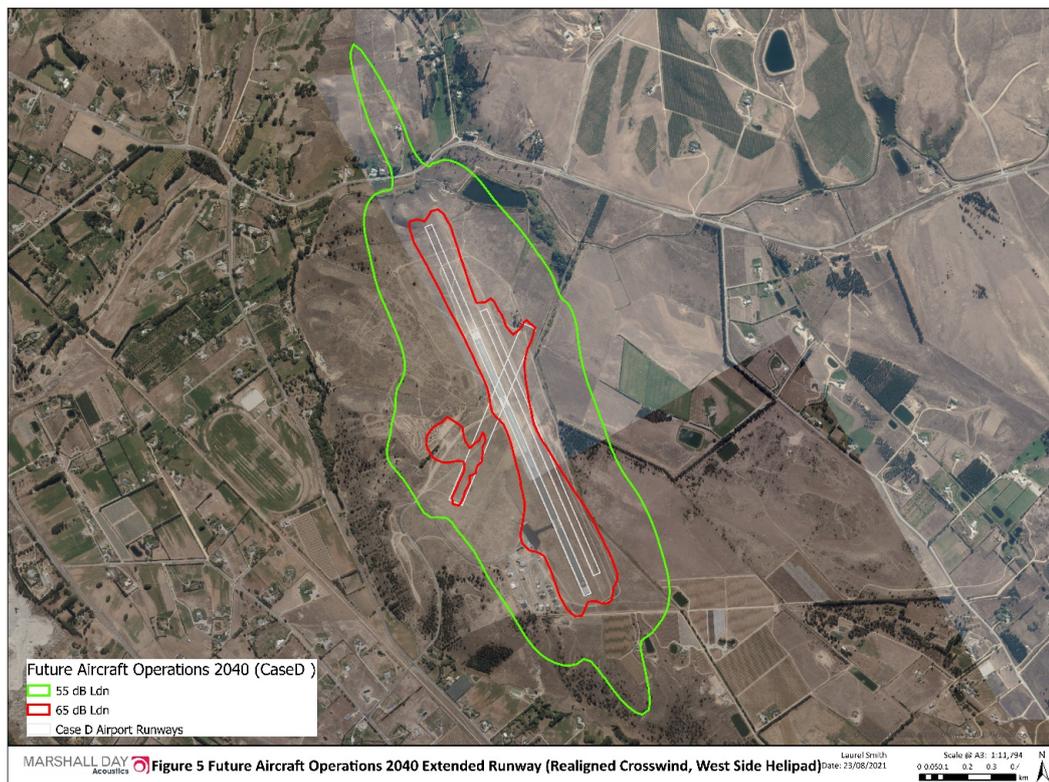


Figure 12: Projected 2040 noise expose levels around the airport

3 AIRPORT MASTER PLAN

3.1 Assumptions

The projection of future operations described in Section 2.5 has been assumed as the basis for the Master Plan elements described below.

3.2 Land Use Plan

Figure 13 shows the proposed activity areas, identified as areas A through to F. Table 7 lists the details of each area, its approximate size and reasons which that area is proposed for the particular activity.

These areas can be thought of as precincts, each with its own characteristics and grouped activities.

The constraints to the development areas are:

- Building lines
- The 225m contour
- The need to protect existing and future operational areas such as runways, taxiways, aprons.
- Water race locations
- Road access

3.3 Building lines

Building lines represent the closest buildings should be to an adjacent runway, based on an assumed building height of 7.0m (typical large hangar) remaining under the 1:7 transitional side surface. This equates to 125m separation between the building line and the main runway centreline. The building line can be closer to the grass cross runway.

Figure 13 shows the indicative location of building lines, being the closest the shaded areas are to the sides of the runway.

3.4 225m contour line.

Any area below 225m AMSL elevation is significantly lower than the rest of the airport site. Consequently, it would be harder to service with taxiways etc due to slope considerations. Accordingly, only areas 225m or above are considered viable for development.

An exception is the proposed western sealed taxiway for the main runway and a possible access road adjacent to it that could connect the air transport precinct with the existing access road. Both the taxiway and the access road would require bridging over the gully area shown on the plan between areas A and E, near the intersection of the main and cross runways.

3.5 Runways, taxiways and operational areas

The cross runway is proposed to be moved north and re-aligned slightly to both ensure its flight path is clear of the new subdivision at its west end, and to increase the size of area F which is ideal for early development due to its proximity to the existing access road.

Alexandra Airport Master Plan

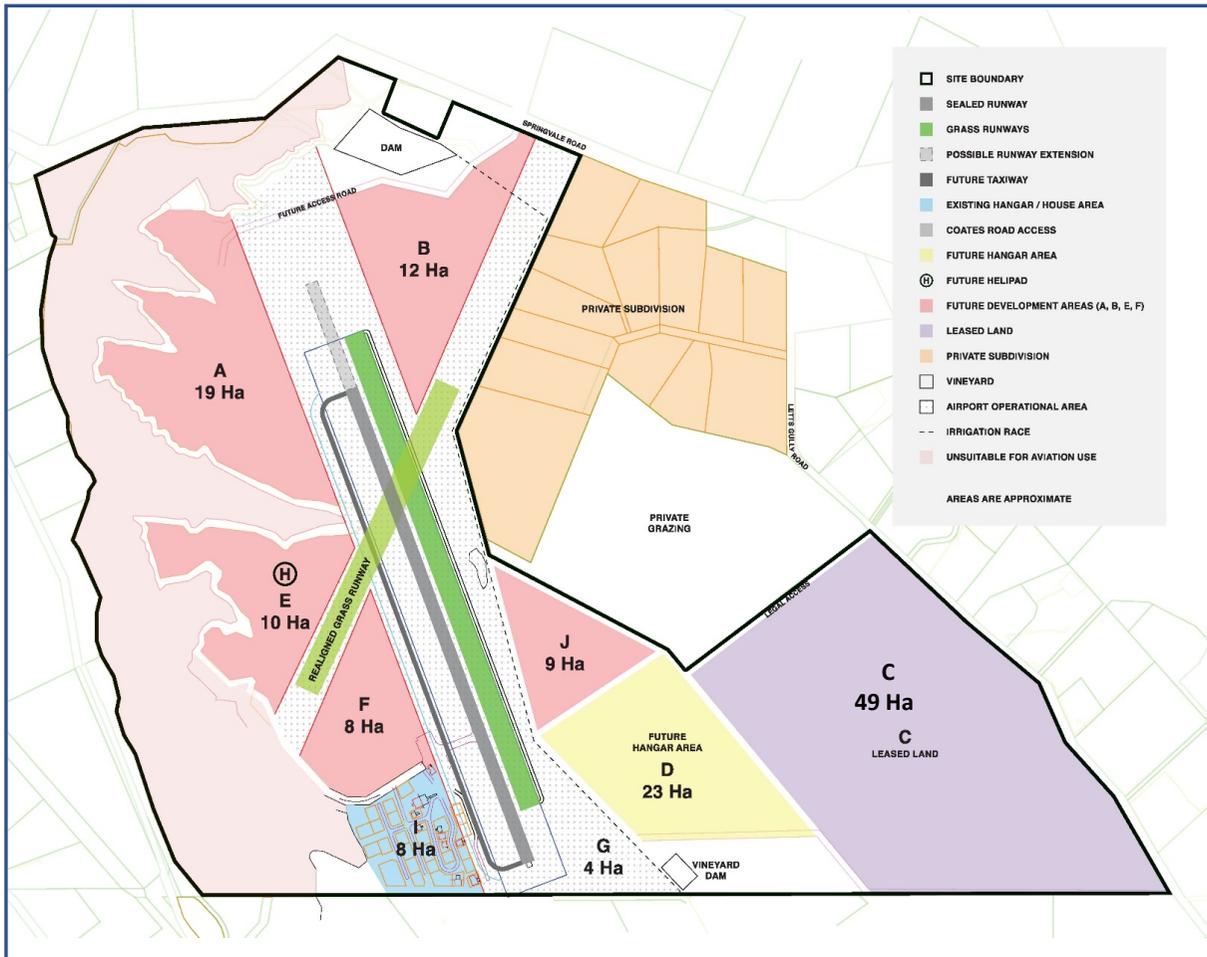


Figure 13: Proposed location of future activities

Alexandra Airport Master Plan

Table 7: Activity areas

Area	Description	Size (ha)	Access from	Potential use	Reasons	Priority	Comments
A	Lot 1 DP301469 from 225m contour to building line W side of main runway	19	Springvale Rd across runway extended centreline	Solar farm or future aviation	Main runway access, especially if runway extended north. Well clear of GA areas	Low	Connection to existing access road also feasible.
B	Lot 1 DP301469 from pond and water race from it to building line NW side of cross runway to building line E side of main runway	12	Springvale Rd	Solar farm or future aviation	Activity not requiring main runway access (Grass runway access OK)	Low	
C	Section 5S Manuherikia Sett (excluding vineyard)	48.8	Nil	Retain as non-aviation recreation	Undulating contour	Existing use	
D	Lot 1 DO300842 E side of building line	23.0	Letts Gully Rd or Hillview Rd	Hangar with ancillary residential activity	Easy access to runways.	High	Water race will require bridging for taxiway access to runway
E	Lot 1 DP300842 W side of cross runway	10	Coates Rd	Future aviation	Easy access to runways. Can be well separated from fixed wing aircraft	Medium	
F	Lot 1 DP300842 triangle between building lines of main and cross runway and Coates Rd	8	Coates Rd	Maintenance and repair company and adventure aviation	Easy access to runways. Easy road access. Easy for visitors to find. Can utilise existing services. Parachute landing in area E or on S end of grass cross runway	Medium	Limited space of awkward shape
G	Triangle between water race and S end of main runway	4	Through D via legal access from Letts Gully Rd	Retain as aircraft operational area, run-ups etc.	Access difficult. Water race OSH hazard if public area.	Existing use	Limited space of awkward shape. Possible wastewater dispersal.
I	Existing hangar area	8Ha	Coates Rd	Hangars	Existing area	Existing use	Several sites remaining
J	Lot 1 DO300842 E side of building line	9	Letts Gully Rd or Hillview Rd	Hangars with ancillary residential activity	Easy access to runways.	Medium	Water race will require bridging for taxiway access to runway

Alexandra Airport Master Plan

3.6 Ground Transport Plan

At this point a ground transport plan is not considered necessary as it primarily relates to large air transport services.

The ORC Ground Transport Plan and the Draft Otago Regional Public Transport Plan have no provisions that relate to Alexandra Airport.^{25,26}

3.7 Utility services

3.7.1 Water supply

The new piped supply described in Section 2.2.10 will need to be implemented. Specifically, this requires the design and construction of a treatment plant originally scheduled for late 2021 but now pushed out to late 2022.

3.7.2 Waste-water

Waste-water treatment and disposal will have to meet ORC requirements and iwi expectations.

The intention is to have wastewater reticulation at the Airport for any new sites, utilising the new waste-water main along Dunstan Road. However, the Council Infrastructure unit has not formally been confirmed that this will be possible or the cost involved.

Alternatively, there would have to be an engineered shared septic tank system and dispersal field approved by the ORC. It is understood that ORC will not approve individual septic tanks for each site. Clearly a shared tank system favours grouped uses requiring waste-water facilities, such as areas D and F.

Given area D is likely to be the next developed for hangars and accommodation), and it is more remote from the Dunstan Rd main, it is likely to require a shared tank system. It is recommended that discussions commence on this with Council infrastructure, ORC and iwi.

3.7.3 Power supply

The upgrade to a 300kVa transformer with possibly another 11kV line and ring main, described in section 2.2.10 will be required for development of any more than six more sites. Planning of this supply should allow for a new hangar-accommodation development on the south-east side of the runway (area D in Figure 13).

3.8 Environmental Management Plan

The scale of the Airport does not, in our view, warrant the preparation of an Environmental Management Plan specific to the Airport. As a Council owned and operated facility, any development and ongoing operations should be in accordance with Council policies and Resource Consent conditions.

In terms of day-to-day environmental management, rabbits should be controlled in accordance with Council policy to preserve the operating surface of grass runways and taxiways. Bird activity should also be monitored and managed to minimise the risk of bird strikes.

²⁵ Draft Otago Southland Regional Land Transport Plans 2021-31 - Consultation version.

²⁶ Draft Otago Regional Public Transport Plan 2021-2031

Alexandra Airport Master Plan

3.9 Airport Safeguarding Plan

Aerodrome safeguarding is primarily the process used to ensure the safety of aircraft while taking off and landing, or flying in the vicinity of aerodromes, but also extends to long term protection of the Airport as an aviation asset.

Safeguarding is achieved by ensuring:

- a) Appropriate height controls are in place to protect aircraft flight paths
- b) The zoning of the airport is appropriate to the aviation activities to be undertaken
- c) Hazards to aircraft operations are managed, for example wildlife
- d) The aviation facilities, runways, taxiways, fuel supplies, aircraft parking etc. are planned, designed and maintained in accordance with CAA Rules and Standards and accepted aviation good practice.
- e) Airspace risks in the vicinity of the Airport, for example due to drones or conflicting aircraft operations are managed.
- f) Proposed changes to the classification of airspace in the vicinity of the airport by the CAA are monitored for potential impact on aircraft operations at the Airport
- g) A pro-active safety culture is maintained for all airport operations, including under the HSWA.
- h) Implementing effective airport noise and land use controls.

3.9.1 Airports Safeguarding Framework

The safeguarding framework has to be appropriate to the small scale of the Airport yet flexible enough to be scaled up as required for increased or changed operations. The recommended framework consists of a mix of:

- a) Appropriate District/Unitary Plan controls covering; Airport zoning, height controls, adjacent land uses that protect against reverse sensitivity on the airport (primarily land use planning under NZS6805 – Airport Noise Control and Land Use Planning).
- b) Effective aerodrome management via the Council and the established Airport Management Committee. In particular this should include operational safety monitoring and management via an incident reporting and follow-up system.
- c) The preparation of a basic Airport Operations Manual containing policy and procedure relating to aerodrome operations, in particular the safety of operations and emergency response.
- d) The preparation and maintenance of an effective Master Plan guiding airport development and integration into wider local and regional planning.
- e) Periodic reviewing and updating of safeguarding measures.

3.9.2 Planning Policies and Controls

Recommended planning policies and controls are:

- a) Consultation with iwi on any cultural issues that should be incorporated into the Master Plan
- b) Planning the development of the Airport as a Code 2 instrument non-precision facility for day and night operations but retaining the ability to go to Code 3 if required.
- c) Correcting the technical errors in the existing Unitary Plan height controls and updating Planning Map 42.
- d) Adopting activities planning per the development plan shown in Figure 13.

Alexandra Airport Master Plan

- e) Protecting the building lines shown in Figure 13 to ensure buildings do not encroach on runways.
- f) Relocating the grass cross runway so the flight path avoids overflight of the new subdivision on the north side of the Airport.
- g) Ensuring the Airport Reference Group continues to provide guidance on Airport development.
- h) Ensure the Airport continues to be run safely, with the development of written policies and procedures for safety monitoring, reporting and facilities maintenance.
- i) Ensuring rabbits and birds on the Airport are controlled.
- j) Facilitating the use of surplus Airport land for non-conflicting activities, in particular new aviation businesses and possibly solar power generation.

3.10 Implementation Plan

Development of 20-30 Hangar sites with ancillary residential activity budgeted for in Year 2 of CODC Long Term Plan 2021-31.

22.1.4 EASTER SUNDAY LOCAL SHOP TRADING POLICY

Doc ID: 564088

1. Purpose of Report

To renew the Easter Sunday Local Shop Trading Policy that allows shops to trade on Easter Sunday.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the updated Easter Sunday Local Shop Trading Policy for public consultation.
 - C. Appoints a panel of three elected members to hear submissions, if necessary.
-

2. Background

Shops are not permitted to trade on Easter Sunday, unless they have been given permission by the local authority through a policy.

This is in place due to the following pieces of legislation:

- The Shop Trading Hours Act 1990 prevents trading on Easter Sunday
- The Shop Trading Hours Amendment Act 2016 allows a local authority to put in place a bylaw or policy to allow shops, as defined under the act, to open

The Amendment Act was passed in recognition of the importance of tourism-related trade to some districts. There have been no changes to legislation since the policy was implemented in 2017.

There are other exceptions to 'no trading' rules on Easter Sunday, including – but not limited to – garden centres, pharmacies, and shops selling only certain items (i.e. food, drink, fuel).

Alcohol sale is regulated separately through the Sale and Supply of Alcohol Act 2012.

Central Otago has had a policy in place since January 2017 and is due to be reviewed. Under Part 2 (5C) of the Shop Trading Hours Amendment Act 2016, a policy must be reviewed within 5 years of its enactment and if a review is not commenced it will be revoked 2 years after the scheduled review date. This provision means the current policy will still be in effect and valid for this coming Easter while the renewed policy moves through the required approval processes.

3. Discussion

A review of the Policy has taken place with no major changes suggested. The text has been streamlined but not materially changed. A new definition of 'shop' has been added and this been taken directly from the Act.

It is proposed to renew the policy for an additional five-year period.

Under the Trading Hours Amendment Act 2016, Council is required to use the special consultative procedure when deciding whether to amend, revoke, replace, or continue the policy.

4. Financial Considerations

There is no direct financial impact to Council in renewing the policy. There would be potential economic impacts for the district if the policy lapsed or was no longer in place.

There is a minor cost for advertising the special consultative process that will be met through the current budget.

5. Options

Option 1 – (Recommended)

Approve the updated Easter Sunday Local Shop Trading Policy for public consultation

Advantages:

- No changes or disruptions to local business planning
- Shops covered by the Shop Trading Hours Act will continue to be able to trade on Easter Sunday

Disadvantages:

- No disadvantages

Option 2

Decline the updated Easter Sunday Local Shop Trading Policy for public consultation

Advantages:

- No advantages

Disadvantages:

- Current policy will expire at the end of January
- Shops covered by the Shop Trading Hours Act will be unable to trade on Easter Sunday

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the cultural and economic wellbeing of communities, in the present and for the future by enabling communities to choose for themselves whether or not to trade on Easter Sunday
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes



Easter Sunday Local Shop Trading Policy

Department:	Regulatory Services
Document ID:	564595
Approved by:	<Council resolution/CEO/ET and date>
Effective date:	June 2022
Next review:	June 2027

Purpose:

Territorial authorities can permit businesses to trade on Easter Sunday under the Shop Trading Hours Amendment Act 2016.

Principles and objectives:

The Policy recognises the importance of tourism-related trade and other trade to the Central Otago economy on Easter Sunday. It also notes employees have 'right to refuse' provisions under the Act.

Scope:

The Policy applies to the whole of the Central Otago District.

The Policy does not apply to the sale or supply of alcohol which is regulated under the Sale and Supply of Alcohol Act 2012.

Definitions:

All definitions are consistent with the Shop Trading Hours Act 1990.

- Shop** a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include—
- (a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or
 - (b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or
 - (c)



a building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again

Policy:

Shop trading is permitted on Easter Sundays throughout the Central Otago District.

Relevant legislation:

Shop Trading Hours Act 1990
Shop Trading Hours Amendment Act 2016

Related documents:

22.1.5 GRANTS POLICY REVIEW

Doc ID: 564609

1. Purpose of Report

To consider updates to the Grants Policy ahead of the next funding round.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the updated Grants Policy.
-

2. Background

The Central Otago District supports community and local initiatives through the grants process. A comprehensive review of the grants policy took place in August 2019 (Resolution 19.7.17).

The policy was programmed for a soft review after one year in operation, and on a three yearly review cycle after that.

The soft review was undertaken in June 2021 with minor text changes to the policy only. It was decided to bring the next review forward to begin in November 2021. The review began with a series of workshops across all four community boards and with the Council.

The review identified several areas where processes can be improved. A summary document has been attached with the key issues raised through the workshops, and the plan for further discussing or addressing each issue.

As was discussed during the workshops, the long-term plan process is the appropriate forum to discuss changes with budgetary implications, and best facilitates community consultation and engagement. Several of the issues identified have been programmed for addressing through this process.

This report is focused on ensuring the right information is provided to the community and to streamline the community experience in using the policy.

3. Discussion

The previous Grants Policy consisted of one document involving the technical information required to constitute a policy, and some further detail designed to help explain the policy to the community. There is some further information on Council's website but no single source of information for the community to refer to.

The Grants Policy has now been simplified and shortened as a technical policy document only.

A 'Guide for the Community' is being produced, designed to explain the policy and processes in a clear and straightforward way. A draft of this guide has been attached for information purposes only. It is still in the final stages of development and will be peer reviewed prior to finalisation.

The policy review highlighted several issues that could be changed or updated. Many of these have been programmed for discussion or action through the long-term plan process.

In the interim, it is recommended that changes are made to the policy.

The following text changes are recommended:

- Changes to layout and the order in which information is presented
- New 'financial requirements' section added to clarify financial requirements – these requirements were taken from the existing policy
- The principles that guide decision making have been shortened within the policy document to remove explanatory examples as to how each principle may apply. The full text has been retained in the guidance document for the community.
- The effectiveness principle has been updated to focus on the effective use of resources – the previous explanation sought effective applications, which is covered elsewhere.

The following changes to the policy itself are recommended:

Consolidation of objectives and criteria

The Grants process consists of a series of criteria or objectives for applicants to meet. This includes the objectives of the grants process, general criteria, and an 'assessment matrix' used by staff when assessing grant applications.

In practise, this could cause confusion as it requires applicants to have awareness of each of these different sets of objectives.

It is recommended that these are consolidated into one list of criteria for applicants to easily refer to.

An attachment to this report details how these aspects appeared in the previous policy, and how they are represented in the updated policy.

Separation of community and promotions grants

Community grants and promotions grants had the same set of criteria listed in the Grants Policy, but were assessed using an 'assessment matrix' unique to each grant.

It is recommended that a clear set of criteria are developed for each grants process.

Adjustments to criteria

The new criteria include assessing which of the four well-beings and three community outcomes benefit from each application. This enables a greater focus on well-being as a whole, and enables decision makers to easily see which mix of outcomes benefit from each grant funding round.

Both Council and Community Boards had a strong preference to keep criteria wide to encourage a wider variety of applicants to understand community need. The adjustments to the criteria have sought to ensure this remains in place.

Ability to agree priorities

The workshops with the four community boards highlighted the different needs of their respective communities.

The criteria have been set as a base set that apply fairly across the district to ensure equity, accountability, and fairness are maintained. The policy gives community boards the ability to agree priorities when specific areas of focus are identified.

In practise, these would likely be set at a workshop with each board each political term. They would then be added to our website, guidance documents, and other forms of communication with the community.

4. Financial Considerations

There are no changes to financial considerations as a result of these updates.

5. Options

Option 1 – (Recommended)

Approve the updated Grants Policy.

Advantages:

- Applicant experience will be improved through simplification and clarification of the policy
- Financial requirements clarified
- Greater ability to assess impact on wider wellbeing
- Ability for specific Community Boards to proactively seek applicants with a particular focus if priority areas are identified

Disadvantages:

- No disadvantages

Option 2

Do not approve the updated Grants Policy.

Advantages:

- No advantages

Disadvantages:

- Existing policy remains in place without taking elected member and staff feedback into account

6. Compliance

Local Government Act 2002 Purpose Provisions	<p>This decision enables democratic local decision making and action by, and on behalf of communities by growing and empowering individuals, groups, and the local environment through an effective contestable grants programme.</p> <p>This decision promotes the (social/cultural/economic/environmental) wellbeing of communities, in the present and for the future by funding specific initiatives aimed at enhancing one or more of the well-beings.</p>
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	<p>The Grants Policy is consistent with other Council plans and policies.</p>
Considerations as to sustainability, the environment and climate change impacts	<p>The Grants Policy enables communities to apply for funding toward environmental initiatives. The review enables greater focus on environmental well-being if required.</p>
Risks Analysis	<p>There are no risks identified in updating the policy.</p>
Significance, Consultation and Engagement (internal and external)	<p>Consultation is not required for this internal review.</p> <p>The current policy review is based on internal engagement with decision makers and relevant staff.</p>

7. Next Steps

The next funding round will open in March 2022.

The updated policy will be published on council's website and the guidance document will be finalised and published on council's website.

The more complex and budget related matters raised by elected members during this review will be considered as part of the 2024-34 Long-term Plan process.

8. Attachments

Appendix 1 - Grants Policy [↓](#)

Appendix 2 - Community Board and Council Grant Workshop Summary [↓](#)

Appendix 3 - Attachment detailing changes to criteria [↓](#)

Appendix 4 - Community and Promotions Fund Guidance Document for the community

[↓](#)

Report author:



Alix Crosbie
Senior Strategy Advisor
12/01/2022

Reviewed and authorised by:



Saskia Righarts
Chief Advisor
14/01/2022



Grants Policy

Department:	Strategy and Policy
Document ID:	564607
Approved by:	Council Resolution (To be updated)
Effective date:	January 2022
Next review:	January 2024

Purpose:

Central Otago District Council contributes to the social, economic, environmental, and cultural wellbeing of the local community through the contestable grants process.

Principles and objectives:

The **objectives** of the contestable grants process are:

- Enhance well-being in the district (social, economic, environmental, and cultural)
- Empower local communities
- Facilitate the delivery of community outcomes
- Promote our regional identity: Central Otago A World of Difference

The contestable grants process is aligned with the following Community Outcomes:



The policy recognises the following core **principles**:

Transparency	Council commits to transparency in all respects and at all stages of the process.
Fairness and equal opportunity	Council values all of Central Otago's diverse communities. All applicants will be treated equally and fairly in all aspects of the process.
Partnership	Council recognises the critical contribution that the community and voluntary sector makes in building a more liveable district.
Effectiveness	Council is committed to ensuring ratepayer funds are used for genuine community benefit.



Accessibility	Council will make all reasonable efforts to ensure that the public is well informed on funding opportunities available and that all information about grants is easily accessible. Council will provide clear guidance on what is required from those applying for funding and will take all reasonable steps to provide assistance to those completing applications.
Efficiency	Council will handle the applications without placing undue burden on applicants.

Scope:

The policy applies to ratepayer funded grants operated by Council. It does not apply to external grants administered by Council.

Definitions:

Grant	A grant is a fund given by Council to a group or individual for a specific purpose with a wider public or community benefit. Grants do not need to be paid back.
Well-beings	The use of 'well-being' in this policy is consistent with the usage in the Local Government (Community Well-being) Amendment Act 2019 and the Local Government Act 2002.

Policy:

Contestable grant process

All Council and Community Board grants will be awarded through a contestable process to enable decision makers to compare funding proposals and allocate grants as fairly as possible.

Applications are invited during scheduled funding rounds, with publicly advertised opening and closing dates.

Every eligible organisation and individual has an equal opportunity to be considered for a grant.

Final allocation decisions are made in a public forum.

Funding rounds

Funding rounds will occur twice per year and opening and closing dates for the applications will be publicly notified.

Applications outside the funding cycle will only be considered in exceptional circumstances.



General criteria

Applications will be assessed against criteria applied equally and fairly to all applications within each funding round.

Assessment criteria is publicly accessible and published on our website. Assessment criteria may change between funding rounds. Community Boards or Council may add additional criteria or areas of priority to a specific funding round.

Organisations and individuals must have appropriate health and safety practises, planning and governance, and demonstrate readiness for the receipt of funding and its appropriate use.

Financial requirements

Applicants must:

- have appropriate financial management, planning and governance, and demonstrate readiness for the receipt of funding and its appropriate use
- have a positive track record of using Council funding and are up to date with required reporting (if previously funded).

It is preferred that applicants:

- have a potential to become self-sustaining and are able to demonstrate a plan to deliver on this

Excluded activities

The following projects and activities will not be funded:

- where the primary purpose is to promote religious or political activity
- where the project is part of the core business of another public organisation or service provider
- debt servicing or repayment
- legal expenses
- medical expenses
- physical works that have not received the required consents or permits
- purchase of alcohol.

Retrospective expenses

Where the project or activity has already taken place, funding will not be awarded in retrospectively, except in exceptional circumstances.



Allocation of funding

The funding pool available for grants will be set by Council in collaboration with Community Boards every three years through the Long-term Plan process. No individual grant applications will be accepted during the Long-term Plan process. The funding available for each different grant type will be advertised when applications are publicly called for.

All grants will need to be spent within one year of being awarded. Where funds remain unspent following project completion, these must be returned to Council. If the project does not proceed, funding must be returned to Council.

Where a group generates a profit and seeks to return the investment into the community, it is preferred that excess funding is returned to Council for redistribution to the community through the contestable process.

Annual grants

Council and Community Boards have the discretion to allocate funding on a recurring basis for up to three financial years within a current long-term plan. If a grant is to be awarded for the maximum term of three financial years, this must be done during year one of the relevant long-term plan.

Recipients of grants awarded for multiple years are not required to re-apply each year. Recipients must report on the progress and the outcomes delivered from the grant money already received. Satisfactory progress must be demonstrated before funds will be released for the following year.

Awarding of partial grants

In the event a grant is awarded for less than what was requested, Council and Community Board members will stipulate what part of the project or activity the grant is to be used for. Recipients cannot use the funding for any purpose other than that is stipulated.

Accountability requirements and proportionality

All recipients are required to complete and submit a monitoring and evaluation form. Failure to submit this form will impact on the ability of the recipient to receive future funding from the Council.

A tiered approach to accountability and application requirements will be taken. The processes and documentation that applicants are asked to complete will be proportionate to the size of the grant, with higher dollar value grants having greater accountability requirements.

Relevant legislation:

Local Government Act 2002



Related documents:

Community Guide to the Grants Process



Appendix One: Community Grant criteria

Community Grant Criteria	
Clearly demonstrates community benefit	
Has a positive impact on Social Well-being or contributes toward the Connected Community outcome in the district	Application should meet one or more of these criteria
Has a positive impact on Cultural Well-being in the district	
Has a positive impact on Environmental Well-being or toward the Sustainable Environment community outcome in the district	
Has a positive impact on Economic Well-being or contributes toward a Thriving Economy in the district	
Is a community led activity	
Is well planned and defined	
Demonstrates value for ratepayers	
Builds or strengthens community organisations	
Strategic alignment	

Appendix Two: Promotions Grant criteria

Promotions Grant Criteria
Directly enhances visitor experience
Attracts and retains visitors
Supports approved strategies and plans
Delivers community outcomes
Is well planned and defined
Benefits are demonstrated clearly
Costs are clear and reasonable
Has broad economic benefit (not individual)
The applicant shows organisational capability



Community Board and Council Grant Workshop Summary

Issues to be actioned through the current grant review process.

Issue	Action
Focus on financial impact of project – prefer greater emphasis on benefits to wellbeing or benefits as a whole	Adjust criteria to ensure all well-beings are represented.
Different boards have requested different levels of support from council staff in administering the grants process	<p>Adjustments have been made to the policy to enable Community Boards and Council to set specific priorities or areas of focus.</p> <p>Some operational updates can accommodate this within existing policy parameters.</p> <p>Ensure consistency and fairness remain.</p> <p>Community Boards to have specific proactive grants planning workshops through or following induction process.</p>
<p>Financial considerations</p> <p>See two types of funding:</p> <ul style="list-style-type: none"> - Those that will continue to operate at a loss but provide a community good - Seed funding for new initiatives and ideas. Intent is for these groups to become self-sufficient over time. <p>Exploring match funding.</p>	<p>Considerations of funding models for the first group to be developed through long-term plan process (see table below).</p> <p>Financial Requirements section of the policy created and language strengthened from 'have a plan' to 'demonstrate the plan'.</p> <p>Match funding can be accommodated under existing parameters if clearly communicated to the community. Suggest working on these communications and with the Cromwell Community Board initially, then adjusting policy if required to strengthen.</p> <p>Adjustments have been made to the criteria and staff advice will take this into account.</p>
Preference additional funding returned to pool for distribution through the contestable grants process rather than distributed by the group	Existing policy can broadly cover this, along with elected member decision making. Section added as an FAQ in the guidance document to specify the Council preference. Can be updated within policy if required – wording is difficult.



Preference for criteria to be left wide to encourage a full range of applications and identify areas of need	Criteria left wide as requested.
Concern that community do not always understand the process and may miss out on funding as a result	Guide for the community written. To be kept updated and published alongside policy on our website.
Letter of support process	Guide for the community includes wording around letter of support. Forms to be updated in the future (along with 'support in kind' processes when developed below).
Further information requested by decision makers on the different types of support given to each group	Operational updates to provide further clarity. Can be accommodated within existing parameters.

Issues with a higher degree of complexity programmed to be actioned in the future.

Issue	Action
Level of funding available for grants discussed	Further discussion with wider community to take place through the Long-term plan process
Difficulty balancing certainty of funding with the need for accountability	New models are being considered as an additional category of funding, likely to sit outside of the grants process. These models have a potential rates impact and there are accountability considerations relating to the ongoing use of ratepayer funds. It is necessary, therefore, that these changes and considerations are developed and discussed with the community through the next long-term plan process.
Process requested for 'support in kind' funding	This requires changes to other policies. Staff will write a report outlining how this new process could work – programmed to take place in 2022.
District events funding	To be discussed through the long-term plan process



Attachment detailing the former general criteria, grant funding objectives, and assessment matrixes – and how they have been combined into new policy

The previous Grant Policy had the following objectives listed, including how they appear in the current version of the policy.

Objective/Criteria/Assessment Matrix	Explanation (from prior policy)	Current policy equivalent
Outcome focus	Council and Community Boards will prioritise projects that clearly articulate the value to the community, that deliver on the community outcomes identified in the Long Term Plan and improve well-being in the district.	Has been rolled into the criteria 'Clearly demonstrates community benefit' for Community Grants. Promotions Grants is covered more specifically to different focus areas through criteria 'directly enhances visitor experience', 'attracts and retains visitors', 'supports approved strategies and plans', 'delivers community outcomes', and 'benefits are clearly demonstrated'.
Value for ratepayers	Council and Community Boards will deliver value for the ratepayer's investment by supporting high impact initiatives that are effective, and produce clear benefits to our communities. Assessment will be based on a proposal's individual merits and how well they align with Council's funding priorities.	Included in the criteria
Growth oriented	Council and Community Boards will seek to support projects that have the potential to drive economic development and grow community infrastructure.	Function now covered within Economic Well-being and Thriving Economy criteria for Community Grants and 'Delivers community outcomes' for Promotions Grants



Strong community organisations	Council and Community Boards supports the building of strong, inclusive and effective community organisations. Council will assist community groups by allowing them to apply for grant funding to build organisational capacity.	Retained as a distinct Community Grant criteria
Proud to be local	Council and Community Boards recognises that Central Otago has a unique sense of people and place that is important in fostering local identity. Council will support projects that are consistent with the A World of Difference values as well as those which are authentic and accord with local identity.	Included as part of Strategic Objectives criteria

The following were included as general criteria:

General criteria (from prior policy)	Current policy equivalent
have a potential to become self-sustaining and have a plan to deliver on this	Moved to new 'Financial requirements' section as a preference, rather than a requirement, to reflect Community Board feedback
have appropriate financial management, planning and governance, health and safety practises, and demonstrate readiness for the receipt of funding and its appropriate use	Financial management moved into new section. Other criteria remain in general criteria section and have been worked into the 'well planned and defined' criteria for both Community and Promotions grants. The health and safety text is important to retain.
have a positive track record of using Council funding and are up to date with required reporting (if previously funded)	Moved as a 'Financial requirements' section



Can demonstrate clear benefits to community outcomes and overall wellbeing	Moved as a criteria for both grants. Community grants 'clearly demonstrates community benefit'; Promotions grants 'delivers community outcomes' and 'benefits are demonstrated clearly.'
All applications will be measured against Council's Assessment Matrix	Matrix updated to assessment criteria and aligned with policy requirements.

Community grants were assessed based on the following purpose and criteria

Community Grant Assessment Matrix Criteria	New singular criteria
Enhances the well-being of residents and is community-driven	Covered by 'clearly demonstrates community benefit', 'community led activity', and the categories for well-being and community outcomes
Empowers local communities	Developed into 'community led activity' and 'builds or strengthens community organisations'
Supports approved strategies and plans	Developed into strategic alignment with further explanation in guidance document
Delivers community outcomes	Split into each outcome and combined with well-beings
Is well planned and defined	Retained as a category for criteria
Clearly demonstrates broad community benefits (not individual)	Retained as a category with new section for specificity under criteria
Has clear and reasonable costs	Financial requirements section – may appear under 'well planned and defined' criteria
Demonstrates the ability to become self-sustaining	Financial requirements section – may appear under 'well planned and defined' criteria

The new Community Grant criteria are:

Community Grant criteria
Clearly demonstrates community benefit



Has a positive impact on Social Well-being or contributes toward the Connected Community outcome in the district	Application should meet one or more of these criteria
Has a positive impact on Cultural Well-being in the district	
Has a positive impact on Environmental Well-being or toward the Sustainable Environment community outcome in the district	
Has a positive impact on Economic Well-being or contributes toward a Thriving Economy in the district	
Is a community led activity	
Is well planned and defined	
Demonstrates value for ratepayers	
Builds or strengthens community organisations	
Strategic alignment	

Promotions grants were assessed based on the following purpose and criteria – there have been no changes to Promotions Grant criteria

Promotions Grant criteria
Directly enhances visitor experience
Attracts and retains visitors
Supports approved strategies and plans
Delivers community outcomes
Is well planned and defined
Benefits are demonstrated clearly
Costs are clear and reasonable
Has broad economic benefit (not individual)
The applicant shows organisational capability



Community & Promotions Funding



Community Funding in Central Otago can be accessed through our contestable grants process.

This guide has been put together to assist the Central Otago community in applying for Community or Promotions Grants.

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We have included some detail on other funding in the district in case it is useful to our community. It is not a complete list and other funding sources will be available.	
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If we can help further please contact us using the details below.

Community Grants

Paula Penno
Community and Engagement Manager
 paula.penno@codc.govt.nz
 03 440 0648

Promotions Grants

Ali Mason
Media and Marketing Manager
 alison.mason@codc.govt.nz
 03 440 0606

Or see our website:

www.codc.govt.nz/services/funding-grants



Community and Promotions Grants Overview

What is a grant?

A grant is a fund given by Council to a group or individual for a specific purpose with a wider public or community benefit. Grants do not need to be paid back.

In Central Otago, Council has two grants programmes that are run and fully funded by Council. There are also three funds provided by other groups that the Council helps to administer.

The two Council run grants are:

- Community grants
- Promotions grants

What is a contestable grants process?

A contestable grants process enables any group or individual to apply for funding. The merits of each proposal are considered and funding allocated as fairly as possible in accordance with Council's criteria and principles.

Council is made up of four Community Boards, with representatives from each belonging to the Council.

Each of these boards, and the Council itself, have two funding rounds each year. Applications are accepted from across the community and measured against set criteria. The board or Council then decides how funding will be allocated.

For more information on the various boards or whether to apply to a Community Board or Council, see page 8.

How are grants funded?

Community and Promotions grants are entirely ratepayer funded. Promotions grants are funded through a targeted rate.

How much is available?

The total amount available for distribution each year is listed below. These amounts are current as at **DATE**.

Please note this funding is split across two funding rounds per year. The amount granted per round may vary as a result.



Community Board or Council	Community grants	Promotions grants
Maniototo		
Cromwell		
Vincent	To be completed before publication	
Teviot		
Council		
Total		

The total pool available for grant funding will next be set in the 2024-2034 Long-term plan process.

How do I apply?

An application form can be accessed on our website. Our website address and contact details for the relevant officers for each grant is included on page 2 of this guide.

You are encouraged to make contact at any time for advice, assistance, or a pre-application meeting.

Council participates in Combined Funding Clinics to provide groups with further detail. Information about the next session is on our website.

What happens to my application after it is submitted?

There are a set of criteria that grant applications are assessed against. The criteria are detailed further on in this guide: Community grants are on page 10, Promotions grants on page 14.

These criteria are designed to prioritise applications that have a positive community impact or result and align with Council's strategic direction. Officers assess all applications against the criteria and provide advice to the Council or Community Board.

The Council or Community Board then make decisions on how funding will be allocated during a public meeting. You are able to attend or view these meetings and even speak to the meeting during the 'Public Input' time on the agenda if you wish to. This is optional.

Please note that the COVID-19 pandemic response at times may restrict the number of people who are able to be in a room during a Council or Community Board meeting. Arrangements have been made, including livestreaming meetings online, to ensure you are still able to watch or participate.

At times, grant applications may contain commercially sensitive information. In these circumstances, decisions will be made in a confidential rather than a public meeting.



Applicants are notified in writing of the outcome of the meeting. Advice is available to unsuccessful applicants if requested.

What happens if I am successful?

If you are successful, Council staff will notify you of the outcome and how to invoice us to release the funding.

You will be asked to report back on how the funding was used.

Reporting back to Council

All recipients of grants funding are required to complete an accountability report and provide any other funding expenditure or evaluation documentation requested by Council.

This must be completed within one calendar year of receipt of grants funding, ideally as soon as the funds are spent. Failure to report back will impact future funding applications.

You will be asked to provide the following:

For grants below \$1,000.00

- An update of how the funds were used
- Photos of the event or project, if possible
- This update can be emailed to grants@codc.govt.nz

For grants between \$1,001.00 and \$9,999.99

- A 50-100 word update of how the funds were used
- Photos of the event or project
- Proof of expenditure, for example copies of invoices and receipts
- Copies of reviews or feedback relating to the project, if applicable
- Fill in the response form on our website www.codc.govt.nz/services/funding-grants

For grants above \$10,000.00

- Photos of the event or project
- Proof of expenditure, including end of year financial accounts
- A member will be required to present for approximately five minutes to Council or the Community Board
- Copies of reviews or feedback relating to the project, if applicable
- A written report about how the grant was used
- An economic impact assessment, if relevant (for high levels of funding only)
- Fill in the response form on our website www.codc.govt.nz/services/funding-grants



One paragraph update example

The 50-100 word update should be fairly straightforward – it is used as part of a report showing what grant funding was spent and how it was used.

It should state the name of your organisation, the amount of funding, what it was used for, and a sentence or two about the event or activity and what was achieved.

Three objectives that were achieved

Some fictional examples are provided:

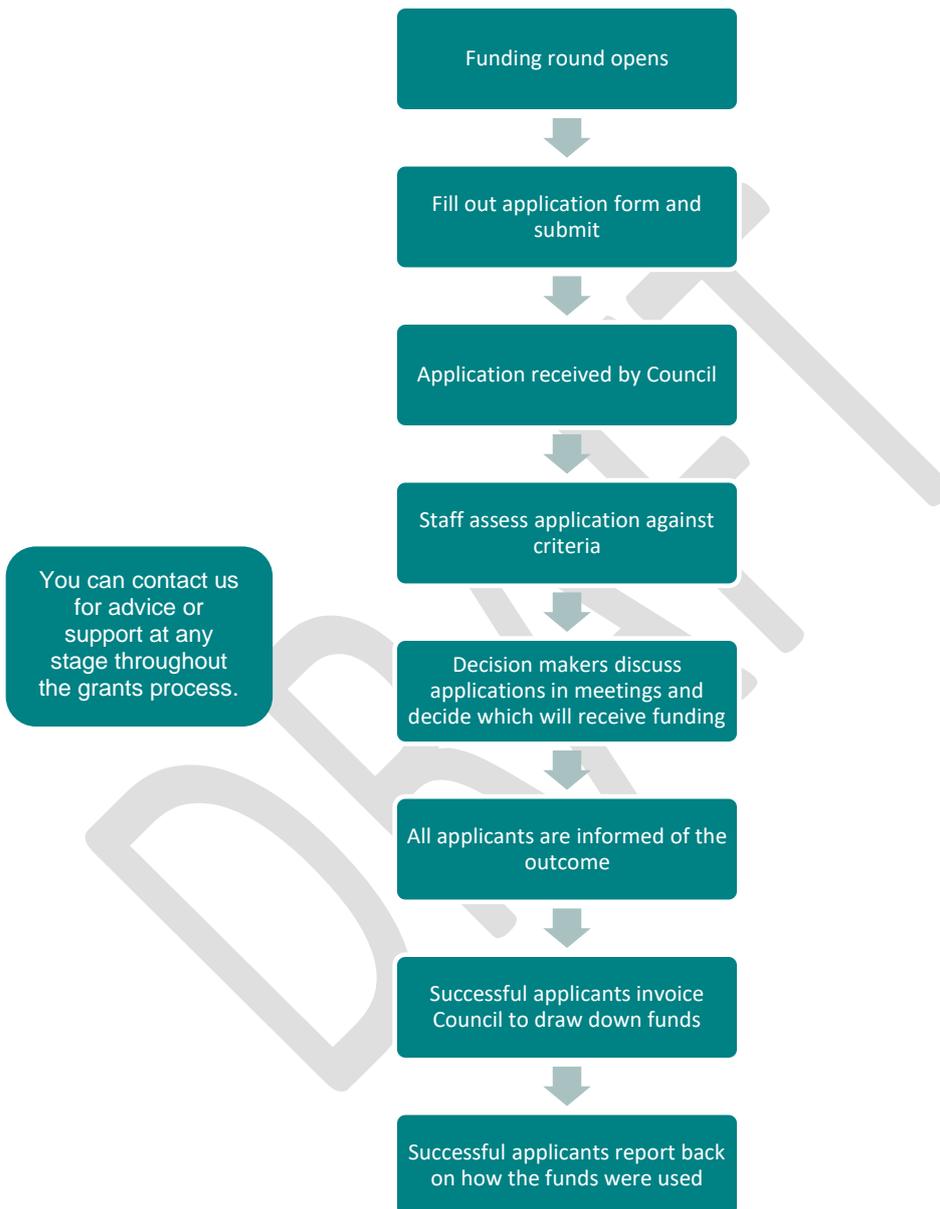
We received \$1,500 from the board to install a seat overlooking Lake Dunstan. The seat was selected through a consultation process and installed in June. We have received feedback that the seat has been well used and people are grateful for a place to enjoy the view.

We received \$9,500 to run a new event celebrating Matariki. The event attracted an audience of approximately 2,000 people. We noticed an increasing amount of young families attending the event this year and vendors were happy with the turnout. The accommodation in town over the weekend was busier than usual for the time of year.

Examples of longer written reports, for grants of \$10,000 and above, are available on our website.



Flowchart of the grant process





Should I apply to the Community Board or to Council?

Applications for a Community or Promotions grant that provide a benefit to their specific local community are considered by the relevant Community Board.

The application is considered by the Council when the benefit applies to the Central Otago district as a whole. At present, all promotions grant applications are heard by a Community Board.

If you are unclear whether to apply to a Community Board or Council, or which board to apply to, please get in contact with us via the details on page 2.

There are four Community Boards in Central Otago:



Cromwell Community Board

The main urban centre is Cromwell. The ward includes the settlements of Bannockburn, Pisa Moorings, Lowburn and Tarras. Main geographic boundaries include the Roaring Meg (Kawarau Gorge), Lindis Pass, just before Luggate and Champagne Gully to the east in the Cromwell Gorge.



Maniototo Community Board

The main urban towns are Ranfurly and Naseby. The ward includes the settlements of Wedderburn, Oturehua, Pateraroa, Kyeburn and Waipiata.

Teviot Valley Community Board

The main urban towns are Roxburgh and Millers Flat. The ward includes the settlements of Etrick and Lake Roxburgh Village.

Vincent Community Board

The Vincent community includes Alexandra, Clyde, Letts Gully, Springvale, Poolburn, Omakau, Ophir, Becks, Lauder, St Bathans, Earnsclough and Fruitlands.

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Community grants

Community grants are available to groups providing activities and facilities that enhance the well-being of the Central Otago community.

Well-being includes:



Social

Social well-being involves individuals, families, whanau, hapu, iwi, and communities being able to increase their happiness, welfare, and quality of life.

It includes factors such as the strength of community networks, personal security, and equity.



Cultural

Cultural well-being includes shared beliefs, values, customs, and identities. It is often reflected in language, stories, and the arts.

Cultural well-being includes the qualities that shape who we are as people, and what makes Central Otago unique.



Environmental

Environmental well-being concerns the health of our natural environment.

Examples include clean air, open spaces, minimising pollution, waste management, ecosystem regeneration, and climate change.



Economic

Economic well-being is the ability of the local economy to generate the employment and wealth necessary for social well-being.

This includes enabling financial security and equity of opportunity. It can be measured through household incomes, district growth, thriving businesses and industry, rates of poverty, and financial prosperity.

In addition to the four well-beings, Central Otago has three Community Outcomes developed by our community that we seek to achieve through all funding decisions. The outcomes are:



He Ōhaka e Ora Rāia ana
Thriving Economy

Reflecting economic well-being



Toitū te Whenua
Sustainable Environment

Reflecting environmental well-being



He Hapori, He Haumi
Connected Community

Reflecting social and cultural well-being

<p>Vibrancy of town centres and local businesses</p> <p>Managed growth, in line with community values</p> <p>Visitor destination</p> <p>IT connectivity</p> <p>Protection of productive lands</p>	<p>Outdoor recreational opportunities (water-sports, hunting, dark skies, etc.)</p> <p>Natural environment (open spaces, landscapes and vistas)</p> <p>Clean lakes and rivers</p> <p>Cycling and walking tracks</p> <p>Protection of our unique heritage</p>	<p>Sense of community (caring, relaxed small-town feel, 'together-ness')</p> <p>Welcoming and family-friendly</p> <p>Peaceful</p> <p>Rural feel</p> <p>Enabling connections, through quality services (e.g. internet, transport)</p>
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Community Boards meet at the start of each term to set any priorities for funding. This will be updated in this guide and on our website in early 2023. Applicants outside of these priority areas are still accepted and encouraged to apply.

Community grant criteria

Applications for community grants are assessed against a range of criteria to reflect their benefits to the area. Applications do not need to meet all criteria.

Criteria	Explanation
Clearly demonstrates community benefit	All applications within the Community Grant process must generate a benefit for the community.
Has a positive impact on Social Well-being or contributes toward the Connected Community outcome in the district	These four criteria are based on the Four Well-beings and the Central Otago Community Outcomes. Applications are assessed and it is noted which wellbeing or outcome they would contribute toward.
Has a positive impact on Cultural Well-being in the district	
Has a positive impact on Environmental Well-being or toward the Sustainable	



Environment community outcome in the district	Applications do not need to meet all four well-beings or all three Community Outcomes – many will focus on just one or two.
Has a positive impact on Economic Well-being or contributes toward a Thriving Economy in the district	
Is a community-led activity	Application has been led and put together by a community group or member for the benefit of the community
Is well planned and defined	Identifies projects with a clear project plan, including clear timelines and reasonable costs
Demonstrates value for ratepayers	Identifies projects that deliver value to one or more well-beings or community outcomes from the ratepayer's investment. It will prioritise projects with a greater benefit relative to the spend.
Builds or strengthens community organisations	Project supports building or developing strong, inclusive, and effective community organisations.
Strategic alignment	Project or activity aligns with Council's published priorities and strategic documents, including contributing toward our Regional Identity - Central Otago A World of Difference. For more information on our Central Otago Regional Identity see page 14.

The criteria may change between rounds. In some cases, certain Community Boards may add new criteria to include priority areas for a certain funding round.

The criteria will next be set in 2023 and any updates will be published on our website and in this guide.



Community Board priorities for Community Grants

Community Boards have the ability to set priority areas of focus.

i.e. (This page is for illustrative purposes only. The criteria have not yet been set. It will not be included in the published guide until any priority areas are developed)

Cromwell Community Board

Cromwell Community Board have asked to identify projects that (i.e. match funding).
EXAMPLE ONLY

Vincent Community Board

Vincent Community Board are interested in seed funding for new community-based such-and-such groups. EXAMPLE ONLY

Etc...

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Our Central Otago Regional Identity

PAGE TO BE ADDED BY GRAPHIC DESIGN TEAM. WILL CONTAIN TEXT SIMILAR TO:

A Regional Identity is a definition of who we are and what we value about our region. It identifies those things that are special to us and that capture our imagination. It is also about building a greater sense of awareness and pride in our place.

Telling our unique story expresses our special difference as a region. Anyone wanting to understand and discover more about our region needs to appreciate our way of life and the things we value. A good starting point is knowing what's gone before, what's shaped our place and influenced us as a people to appreciate the Central Otago we have come to know and love.

By defining our region's identity, we are creating the vision for the kind of place we want Central Otago to be in the years ahead. It is like a route map to the Central Otago we want to enhance and protect—one that reflects our community, is sustainable, and is true to ourselves.

Why?

We know there are few parts in the world that will leave you with a lasting sense of difference. Central Otago is undoubtedly one of them, from its landscapes, its seasons, its people, its products and experiences. Together we must celebrate it and look after it. To help achieve this, we have based our regional identity around a set of values to help build on its uniqueness and create the kind of place we can be proud of now and into the future. We are all encouraged to embrace these values in our everyday lives.

There will be many influences that could alter this unique region, meaning it is important that we all make wise choices that last beyond our lifetime.

It's up to each one of us to protect this world of difference – a life of involvement or generations of regret.

As individuals, businesses and communities we can enhance our region by standing by our regional values:

Make a Difference

Embracing Diversity

Having Integrity

Making a sustainable difference

Meeting our obligations

Respecting Others

Adding Value

Learning from the past

Protecting our rich heritage

Central Otago
A World of Difference



Promotions Grants

Promotions grants provide funding that helps meet community needs and desires for events or activities that enhance the experience of locals and visitors.

Funding is targeted to attracting people to visit, stay, or reside in the area for the betterment of existing residents and ratepayers. Promotions grants are funded from targeted rates in each ward.

Promotions grant criteria

Grant applications are assessed against a range of criteria to reflect their benefits to the area. These criteria are:

- Directly enhances experience
- Attracts and retains visitors
- Supports approved strategies and plans
- Delivers community outcomes
- Is well planned and defined
- Benefits are demonstrated clearly
- Costs are clear and reasonable
- Has broad economic benefit (not individual)
- The applicant shows organisational capability

The criteria may change between rounds. In some cases, certain Community Boards may add new criteria to include priority areas for a certain funding round.

The criteria will next be set in 2023 and any updates will be published on our website and in this guide.



Principles

Central Otago District Council is committed to the following principles in the assessment and treatment of all grant applications. These principles guide Council and Community Board decision making.

Transparency The grants programme operates transparently in all respects and at all stages of the process.

Council publish information about all grants allocated - who has received them and for what purpose.

Feedback is provided to unsuccessful applicants.

Fairness and equal opportunity Council and Community Boards value all Central Otago's diverse communities, and welcomes grant applications from people of all ages, identities, abilities, cultures and ethnicities, wherever in the district they reside.

All applicants will be treated equally and fairly in all aspects of the process.

Partnership Council and Community Boards recognise the critical contribution that the community and voluntary sector makes in building a more liveable district.

Council and Community Boards will use a partnership based approach with applicants and value applications that partner with other entities in the community.

Effectiveness Council and Community Boards are committed to effective use of ratepayer funding and natural resources.

Council encourages projects which can show a clear plan for being able to remove reliance from Council grants and provide for an initiative to grow organically.

Accessibility Council will make all reasonable efforts to ensure that the general public are well informed on what funding opportunities are available and that all information about grants is easily accessible.



Council will provide clear guidance on what is required from those applying for funding and will take all reasonable steps to provide assistance to those completing applications.

Efficiency

Council will handle the applications efficiently without placing undue burden on the applicants. Council will balance the need for efficiency against the need for transparency and accountability, with larger grant awards having more robust reporting and accountability requirements.

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Frequently asked questions

What types of projects and activities will not be funded?

Council accepts applications from all individuals and groups for projects and activities that meet the criteria.

The following projects or activities will not be funded:

- Where the primary purpose is to promote religious or political activity
- Where the project is part of the core business of another public organisation or service provider
- For debt servicing or repayment, or to cover legal or medical expenses
- For physical works that have not yet received the required consents or permits
- For the purchase of alcohol
- Funding is not awarded retrospectively

Will the full amount requested be awarded?

Council or the Community Board will assess all applications within a given funding round. Members may be unable to award the full amount requested but award a partial grant to a portion of a project or activity.

What happens if my project doesn't proceed?

If a project doesn't proceed, funding must be returned to Council. Similarly, if funds remain unspent following project completion, the unused funding must be returned to Council.

Can I apply for grant funding that spans over more than one year?

Grant funding is generally given over a one-year period only. Although Community Board's and Council do have the discretion to grant funding over a multi-year period, up to three years, this is applied sparingly to groups with extenuating circumstances. Applications for the current financial year are preferred.

Council has received feedback from some groups who face challenges due to the short-term nature of grant funding.

New models are being considered to as an additional category of funding, likely to sit outside of the grants process.

These models have a potential rates impact and there are accountability considerations relating to the ongoing use of ratepayer funds. It is necessary, therefore, that these changes and considerations are developed and discussed with the community through the 2024-2034 Long-term plan process.



It is of note that Council funding operates on a three-year financial model through the Long-term Plan process and is unable to guarantee funding beyond this time period.

Can I reinvest profits into the community?

At times, a group or project has made a profit and sought community initiatives to reinvest into. Council prefers groups use this money toward their own future activities or events in lieu of a future grant application to become self-sustaining, or returns money from their grant to be redistributed through a fair and contestable process.

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Trail Funding

Trail Funding sits outside of the contestable grants process. The information on other pages is not applicable to the Trail Funding process.

Council provides a contribution to track funding in the Cromwell, Alexandra, Earnscliffe/Manuherikia and Teviot Valley wards. The funds are distributed to volunteer-led trail projects via a relatively simple grants application process.

This funding is intended for trail improvements that reduce maintenance costs or repairs/maintenance. It is not intended for new trail projects.

Applicants must demonstrate the need for work, including an assessment of options to complete the work, funding alternatives (if any) and timing for when the work needs to occur. Funding will be allocated throughout the year, with any funds unallocated carried over to the following year.

A funding application form and further information is available on our website.

Eligible Conditions to apply for a Trail Funding Grant

- The group must be within the Cromwell, Vincent, Teviot wards.
- The trail project must be volunteer led
- Funds must be used in support of trail repairs and maintenance
- In most cases two current quotes will be required = for the proposed work.

Reporting

If your application is successful, here is a list of things you will need to do:

- Spend the money on the approved items within the agreed timeframe
- Provide receipts
- Return any unused funds within a specified period
- Provide a short report of your trail crew and the work achieved, including progress photos.
- Be available to participate in any publicity that CODC requires.

Application Assessment

Applications will be received and reviewed by the Parks and Recreation Manager. All applications will be approved by the CEO of Central Otago District Council.

Further information

Gordon Bailey
Parks and Recreation Manager
Email: gordon.bailey@codc.govt.nz



Other grants administered by Council

Council administers the grants below on behalf of national or other funders. They sit outside the Council contestable grants process. The information contained on other pages is not applicable to the funds and grants below.

Creative Communities Fund

Council has a partnership with Creative New Zealand to promote, support and increase participation in arts and cultural activities within the district. These grants are funded by Creative New Zealand and focus on supporting artistic or cultural events and projects which are accessible to the community. These encourage the promotion of arts within the district.

Applications are heard by an Assessment Committee twice per year with application deadlines being February and July each year.

Further information

An application form and funding guidelines are available on our website:
codc.govt.nz/services/funding-grants

Judith Whyte
Administration Officer
Phone: (03) 440 0618
Email: judith.whyte@codc.govt.nz

Rural Travel Fund

The Rural Travel Fund was launched by Sport New Zealand in response to concerns raised by Territorial Authorities about the lack of participation in sports by young people living in rural communities. Council's partnership with Sport New Zealand allows subsidised travel for junior teams participating in local sports competitions outside of school time. Sport New Zealand provides Rural Travel Funding to Territorial Authorities that have less than 10 people per square kilometre, and who wish to participate in the Rural Travel Fund.

Applications to the Assessment Committee are decided annually with applications closing in September each year.

Further information

Judith Whyte
Administration Officer
Phone: (03) 440 0618
Email: judith.whyte@codc.govt.nz



Maniototo Grants

If you live in the Maniototo, you may be eligible for funding from the Community Trust of Maniototo or the Maniototo Trust Fund. These two grants are awarded twice per year when the Trustees and Community Board hold a joint distribution meeting. These funding distribution meetings are held in May and December of each year.

- The Maniototo County Council created an independent charitable trust known as the Community Trust of Maniototo in April 1974. The Community Trust of Maniototo fund is administered by independent trustees. Grants made through the community trust support individuals and organisations to hold or attend events and carry out operational activities.
- The Maniototo Trust Fund is derived from income received from the sale of the Otago Power Shares in October 2002 that has been invested. The fund is administered by the Maniototo Community Board. These grants assist organisations to deliver capital works and improvement.

Further information

An application form can be accessed on our website at www.codc.govt.nz/services/funding-grants

Janice Remnant
Property and Facilities Officer
Ranfurly Service Centre
Phone: (03) 262 8502
janice.remnant@codc.govt.nz



Other types of funding

Discretionary funding

The funding pool available for grants is set by Council in collaboration with Community Boards every three years during the Long-term plan process.

Council does not have a discretionary fund for funding community projects. Discretionary funding applications will only be considered in rare and exceptional circumstances.

External funding sources

Central Otago participates in the Generosity givUS programme, providing access to the online funding database to all library members.

For more information see codc-qldc.govt.nz/library-online/funding

Letter of support

There are times when a group has approached Council or their Community Board for a letter of support to assist with a funding application with an external funder. Please contact us if you would like assistance with this process.

22.1.6 ASSET MANAGEMENT POLICY

Doc ID: 564524

1. Purpose of Report

To consider adoption of the 2021 Asset Management Policy.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the 2021 Asset Management Policy.
-

2. Background

Council's current Asset Management Policy was adopted in 2014. The Asset Management Policy sets out key principles, responsibilities, and council's approach to asset management.

The proposed policy has been aligned to the 2018 Asset Management Maturity Assessment and Council's outcomes and priorities.

The 2021 Asset Management Policy was presented to the Audit and Risk Committee on December 3 2021.

The Audit and Risk Committee recommended that Council approve the 2021 Asset Management Policy with minor amendments which have been incorporated into the attached policy.

3. Discussion

The proposed 2021 Asset Management Policy (the Policy) has been updated in line with the Institute of Public Works Engineering Australasia's International Infrastructure Management Manual and follows industry best practice. It is also aligned to the international asset management standard, ISO550.

This Policy applies to the following Council-owned assets and activities:

- Water Supply
- Wastewater
- Stormwater
- Transportation
- Parks and Aquatic Centres
- Property and Community Facilities
- Waste Management

The Policy provides the framework for Central Otago District Council to establish, maintain and improve its Asset Management System. It sets out Council's commitment to managing its assets and asset-related services effectively and sustainably, to meet the needs of the community.

Figure 1 shows the scope of the planning documents in the Asset Management System (shaded) and how this interfaces with other key Council planning documents.

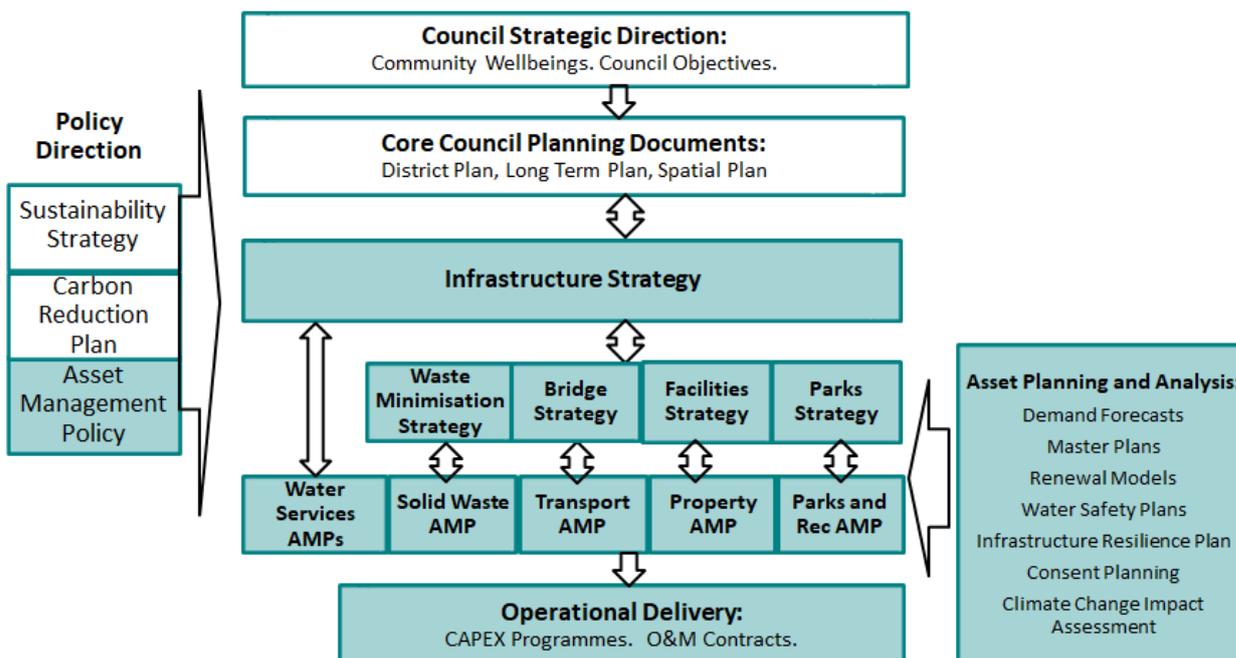


Figure 1: Scope of the Asset Management System (shaded)

The Policy sets out an improvement roadmap with key milestones identified through to December 2023. One of the key deliverables is development of draft activity management plans by June 2023 to support development of the infrastructure strategy and financial planning for the 2024-27 Long Term Plan and to support transition of three waters to a new entity.

4. Financial Considerations

Delivery of the improvement road map can be accommodated within existing Long-term Plan budgets.

5. Options

Option 1 – (Recommended)

Council the adopts of the 2021 Asset Management Policy.

Advantages:

- Assets are managed in a sustainable, safe, cost-effective manner.
- Lifecycle costs are minimised while delivering agreed and affordable levels of service.
- Asset management activities are funded and delivered in a transparent and equitable manner.
- Asset management decision making is transparent.
- Strong collaboration between relevant staff and teams, effective working relationships, and information-sharing.
- Provides regular reporting on progress to the Audit and Risk Committee.
- Meets Audit New Zealand’s expectations and supports the annual reporting process.

Disadvantages:

- None identified.

Option 2

Council does not adopt the 2021 Asset Management Policy.

Advantages:

- None.

Disadvantages:

- The current policy is outdated and does not align to the 2018 Asset Management Maturity Assessment.
- Lack of more detailed framework to enhance collaboration between relevant staff.
- Lack of reporting to governance on achievement of improvement planning and development of the asset management plans.
- Risk that the management may not be consistent with best practice and Council expectations.
- Risk that asset management planning will not be undertaken in time to reliably inform the 2024 Long Term Plan, or support transition of three waters management to the new water entity.
- A potential lack of confidence by Audit New Zealand.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the economic and environmental wellbeing of communities, in the present and for the future by actively managing the physical infrastructure of the Council on their behalf.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The Policy is a revision of the current Asset Management Policy. The Policy maintains consistency with other Council policies and processes.
Considerations as to sustainability, the environment and climate change impacts	The asset management plans consider the implications to sustainability, environment and climate change impacts and enable these to be planned for.
Risks Analysis	This new policy supports best practice and mitigates financial and reputational risk by enabling robust asset management.
Significance, Consultation and Engagement (internal and external)	No consultation is required as this decision is procedural and is not significant under the Significance and Engagement Policy

7. Next Steps

The Asset Management Working Group will be established and will begin working through the Improvement Roadmap in the Policy.

8. Attachments

Appendix 1 - 2021 Asset Management Policy [↓](#)

Report author:

Reviewed and authorised by:



Quinton Penniall
Environmental Engineering Manager
11/01/2022

Julie Muir
Executive Manager - Infrastructure Services
13/01/2022



Asset Management Policy

Department:	Assets
Document ID:	<CentralDocs ID>
Approved by:	...
Effective date:	November 2021
Next review:	November 2023

Purpose

This policy provides the framework for Central Otago District Council to establish, maintain and improve its *Asset Management System*. It sets out Council's commitment to managing its assets and asset-related services effectively and sustainably, to meet the needs of the community.

Definitions

Asset Management: The systematic and coordinated activities and practices of an organisation, to deliver on its objectives optimally and sustainably through the cost-effective lifecycle management of assets.

Asset Management System: the set of inter-acting elements and processes of an organisation to achieve its Asset Management objectives.

Objectives

1. Council's **Asset Management System** is improved to the target level of maturity, defined in Attachment A, by December 2023.
2. Council's agreed **Levels of Service** are determined with consideration of Council's strategic goals, customer (community) expectations and legislative and regulatory requirements.
3. Council's **Assets and Activities** are managed to achieve agreed levels of service, in the most cost-effective manner, for current and future customers.

Principles

1. Council's asset management system:
 - a. Complies with the requirements of the Local Government Act (2002) and other relevant legislation.
 - b. Follows the framework in the IPWEA International Infrastructure Management Manual
 - c. Is aligned to the international asset management standard, ISO 55001.
2. Council's assets are managed in a sustainable, safe, cost-effective manner; minimising lifecycle costs while delivering agreed and affordable levels of service and managing risk.
3. Council's asset management activities are funded and delivered in a transparent and equitable manner, fostering community and Council confidence.

4. Asset management decision making is transparent and supported by accessible, reliable, and current asset information where appropriate.
5. Investment decisions priorities are firstly to meet legislative requirements and renew existing assets, secondly to meeting growth requirements, and thirdly to address agreed level of service improvements.
6. Resource capacity is appropriate, capable, and available ahead of need.
7. There is strong collaboration between relevant staff, teams and service providers, effective working relationships and information-sharing.

Scope

Assets and Activities

This Policy applies to the following Council-owned assets and activities:

- Water Supply
- Wastewater
- Stormwater
- Transportation
- Parks and Aquatic Centres
- Property and Community Facilities
- Waste Management

Scope of the Asset Management System

Figure 1 shows the scope of the planning documents in the Asset Management System (shaded) and the Council planning context that informs, and is informed by, Asset Management planning.

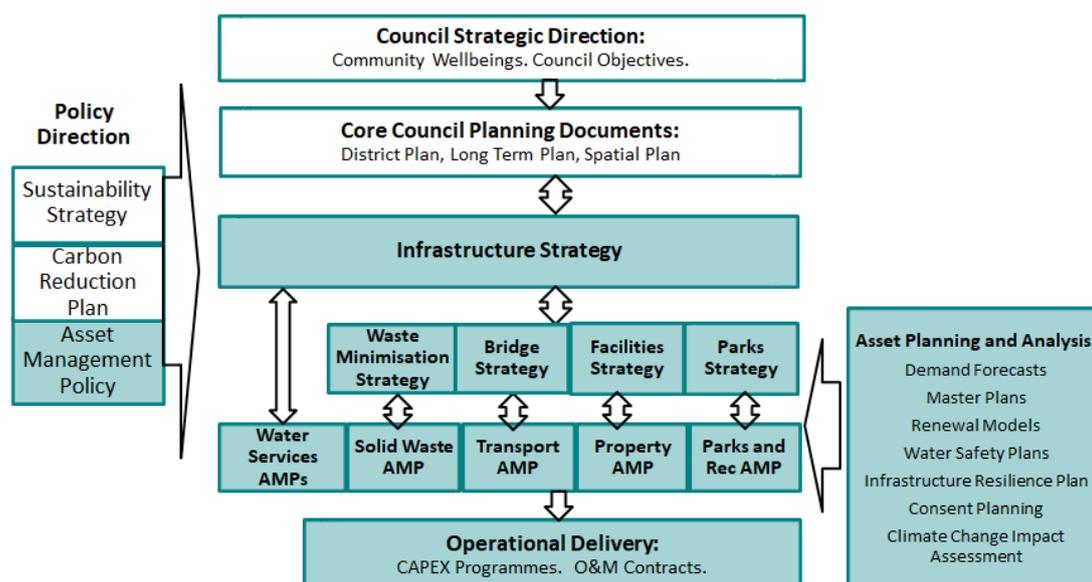


Figure 1: Scope of the Asset Management System (shaded)

Asset Management Requirements

To deliver Council's Asset Management objectives, Council will:

Function	Requirements
Activity (Asset) Management Plans (AMP)	<ul style="list-style-type: none"> Update AMPs in the year preceding the delivery of the council's Long-Term Plan, aligned with latest information in Council planning and strategy documents (Fig 1). Seek Council approval of the AMP to provide the basis for the draft activity inputs and budgets for the LTP. Update AMPs to align with LTP, when adopted, or add preface to AMP explaining changes.
Levels of Service and Performance Management	<ul style="list-style-type: none"> Maintain a performance management framework linking community outcomes, council objectives, levels of service and performance measures for all core activities. Annual reporting and analysis of performance results for all performance measures in the Long-Term Plan and AMP.
Demand Management	<ul style="list-style-type: none"> Review activity demand forecasts, demand management strategies and asset growth investment strategies at least 3 yearly and incorporate in the AMP with stated source information, assumptions and confidence levels.
Risk Management	<ul style="list-style-type: none"> Update the activity risk registers annually, using Council's risk management framework, and include a summary of extreme and high risks and proposed treatments in the AMPs. Document critical assets and management strategies (including spares management) in the AMP. Update the Infrastructure Resilience Plan and Emergency (Infrastructure Response Plan) three yearly.
Information Management	<ul style="list-style-type: none"> Maintain and improve asset registers with asset condition and performance information to the level of maturity defined in this Policy. Provide a fit-for-purpose Asset Management Information System to support the delivery of the requirements of this Policy.
Operations and Maintenance	<ul style="list-style-type: none"> Regularly develop, document and review 'optimised' O&M schedules, including condition and performance monitoring programmes, which prioritise high risk and criticality assets. Consider alternative service delivery options, risks and costs when major contracts are renewed.
Capital Investment	<ul style="list-style-type: none"> Develop risk, condition and performance-based renewal forecasts for major asset groups. Collate and prioritise investment projects from all planning sources (refer Fig 1), including renewals, and include forecasts in AMP with supporting assumptions and confidence levels.
Financial Management	<ul style="list-style-type: none"> Revalue assets in accordance with Accounting and Financial Reporting Standards. Prepare financial forecasts in the AMPs for a minimum of ten-year period and for the Infrastructure Strategy for a 30-year period; include detailed assumptions, source information and confidence levels.
Improvement Planning	<ul style="list-style-type: none"> Undertake tri-annual asset management maturity assessments using the IIMM Maturity Framework. Use the maturity assessment as the basis for development of updated Asset Management Improvement Plan which outlines tasks, deliverables, resources and timeframes. Annually report on the Improvement Plan to the Executive Team and Risk and Audit Committee.

Table 1: Asset Management Requirements

Roles and Responsibilities

Party	Responsibility
Council	<ul style="list-style-type: none"> • Stewardship of Council's assets, ensuring funds and resources are available to achieve the objectives in this Policy. • Governance of this Asset Management Policy, through the Audit and Risk Committee. • Provide strategic direction and priorities prior to the development of the infrastructure strategy and AMPs. • Approve AMPs as the basis for renewal and operational parts of the draft Long-Term Plan, including the investment decision criteria, levels of service, performance targets and budget forecasts.
Chief Executive	<ul style="list-style-type: none"> • Establish an Asset Management Working Group with representatives from finance, information services and activity managers to oversee the implementation of this Policy and the Asset Management Improvement Programme. • Act as leader and advocate of Asset Management with staff, the council and the community. • Work with the Executive Team to foster a multi-discipline approach to Asset Management.
Infrastructure Executive Manager	<ul style="list-style-type: none"> • Initiate tri-annual reviews of the asset management maturity assessment and improvement programme. • Provide annual progress reports to the Audit and Risk Committee and Executive Team. • Lead the Asset Management Working Group.
Asset Management Working Group	<ul style="list-style-type: none"> • Lead, monitor and support the development and delivery of the Asset Management Improvement Programme and the tri-annual AMP updates. • Develop and adopt processes for reporting Asset Management Improvement Plan progress to the Executive Team. • Ensure that templates, tools, training and guidance are available to asset managers to enable them to enact their responsibilities in this Policy. • Foster a multi-disciplinary approach to Asset Management noting some projects are led by, or have significant input to, teams other than the Assets team. • Ensure that Asset Management Working Group members contribute the relevant inputs in time for Activity Management Plan development, including: <ul style="list-style-type: none"> ○ Population forecasts, growth forecasts and locations of new development. ○ Funding impacts of expenditure forecasts. ○ Leading community consultation around levels of service and costs.
Asset / Activity Managers	<ul style="list-style-type: none"> • Deliver the requirements of this Policy for their activity. • Provide appropriate representation and resourcing to the Asset Management Working Group and corporate asset management improvement projects. • Work collaboratively with other departments to promote a multi-disciplinary approach. • Support Asset Management activities across the council by making asset data and information accessible and reliable. • Provide asset and cost information to support strategic and level of service decision making by Council and the community. • Continually seek innovative ways to maintain asset information, manage assets and deliver services more effectively. • Build the asset management capability and capacity of staff to support achievement of asset management maturity targets.

Table 2: Asset Management Roles and Responsibilities

Improvement Roadmap

Key milestones in the Asset Management Improvement Plan include:

Timeframe	Key Project and Initiatives
Oct – Dec 2021	<ul style="list-style-type: none"> • Approval of this Asset Management Policy • Establish an Asset Management Working Group.
Jan - Feb 2022	<ul style="list-style-type: none"> • Develop a detailed AM improvement implementation plan. • Confirm asset management information system and implementation strategy. • Review / audit data capture processes by contractor and data quality / completeness.
Mar - Sep 2022	<ul style="list-style-type: none"> • Complete inspections and capture of asset information for above-ground 3-waters assets and development of renewal and upgrade programme. • Finalise and implement project management framework. • Develop / update Facilities and Parks strategies. • Three-Waters and Roading Valuations*
July – Dec 2022	<ul style="list-style-type: none"> • Implement the capital projects database for all Council activities. • Implement asset management information system (parks and property), including interface with contractor system. • Update, if required, key planning documents and processes that will inform AMP and LTP including: <ul style="list-style-type: none"> ▪ Renewal models (all major asset groups). ▪ Demand forecasts. ▪ Master Plans/growth plans. ▪ Resilience Plan. ▪ Risk registers.
Jan – June 2023	<ul style="list-style-type: none"> • Review strategic issues, priorities and options and levels of service with Council. • Develop draft Infrastructure Strategy and AMPs. • Property Revaluation*
June – Dec 2023	<ul style="list-style-type: none"> • External review AM Maturity Assessment. • Review contract performance measures (aligned to revised levels of service). • AMP / Infrastructure Strategy – Council consultation and revision for input to the 2024 Long Term Plan.

Table 3: Asset Management Roadmap

* Revaluation Frequency:

Three Waters and Roading: annually by 31 May 2022.

Property: three yearly by 31 May 2023 (desktop assessment annually), commercial investment property annually.

Parks and Pools: five yearly by 31 May 2025 (desktop assessment annually).

Attachment A: Asset Management Maturity Targets

The asset management maturity targets shown Table 4 are based on the scoring system in Table 5. Maturity targets are assessed as being appropriate for the management of Council assets and activities.

Further details on how these targets were derived and current status of maturity is included in the report *Central Otago District Council Asset Management Maturity Assessment (Infrastructure Decisions, October 2018.)*

Activity	Transport	Three Waters	Property	Parks and Aquatics	Waste Management
Strategic Direction	Advanced (90)	Intermediate (80)	Core-Int (70)	Core (60)	Core (60)
Levels of Service	Advanced	Intermediate	Core-Int	Core	Core
Demand Management	Intermediate	Intermediate	Core-Int	Core	Core
Asset Register Data	Advanced	Intermediate	Core-Int	Core	Core
Performance and Condition	Intermediate	Intermediate	Core-Int	Core	Core
Decision-Making	Advanced	Intermediate	Core-Int	Core	Core
Risk Management	Intermediate	Intermediate	Core-Int	Core	Core
Operational Planning	Intermediate	Intermediate	Core-Int	Core	Core
Capital Planning	Intermediate	Intermediate	Core-Int	Core	Core
Financial Planning	Intermediate	Intermediate	Core-Int	Core	Core
Leadership and Teams	Intermediate	Intermediate	Core-Int	Core	Core
Activity Management Plans	Intermediate	Intermediate	Core-Int	Core	Core
Quality Management	Intermediate	Intermediate	Core-Int	Core	Core
Information Systems	Intermediate	Intermediate	Core-Int	Core	Core
Service Delivery Models	Advanced	Intermediate	Core-Int	Core	Core
Improvement Planning	Intermediate	Intermediate	Core-Int	Core	Core

Table 4: Target Levels of Asset Management Maturity

Section	Aware	Basic	Core	Intermediate	Advanced
2.1 AM Policy Development	Corporate awareness of the benefits of AM.	Corporate expectation expressed in relation to development of AM Plans and AM objectives.	AM Policy and AM Objectives developed, aligned to corporate goals and strategic context. Strategic context described in SAMP or AMP.	AM System scope is defined and documented. Strategic context (internal, external, customer environment) analysed and implications for the AM System documented in the SAMP or AMP.	AM Policy and SAMP fully integrated into the organisation's business processes and subject to defined audit, review and updating procedures.
2.2 Levels of Service and Performance Management	The organisation recognises the benefits of defining levels of service, but they are not yet documented or quantified.	Basic levels of service have been defined and agreed and some basic performance measures being reported. Customer Groups have been defined and requirements are understood.	Levels of service and performance measures in place covering a range of service attributes. Annual reporting against performance targets. Customer Group needs analysed and documented.	Level of service and cost relationship understood and considered in determining performance targets. Customers are consulted on significant service levels and options.	Customer communications plan in place. Levels of service are integral to decision making and business planning.
2.3 Demand Forecasting	Future demand requirements generally understood but not documented or quantified.	Demand forecasts based on experienced staff predictions, with consideration of known past demand trends and likely future growth patterns.	Demand Forecasts based on projection of a primary demand factor (eg: population) and extrapolation of historic trends. Risk associated with demand changes understood and documented. Demand management strategies considered.	A range of demand scenarios is developed (eg: high/medium/low) Planning scenario selected considering factors such as risk, lead time. Demand management is considered in all strategy and project decisions.	Demand forecasts based on mathematical analysis of past trends and primary demand factors. A range of demand scenarios is developed. Demand management is considered in all strategy and project decisions.
2.4 Asset Register Data	Asset information in combination of sources and formats. Awareness of need for centralised asset register.	Basic physical information recorded in a spreadsheet or similar (e.g. location, size, type), but may be based on broad assumptions or not complete.	Enough information to complete asset valuation (basis attributes, replacement cost and asset age/ life) and support prioritisation of programmes (criticality). Asset hierarchy, identification and attribute systems documented. Metadata held as appropriate.	A reliable register of physical, financial and risk attributes recorded in an information system with data analysis and reporting functionality. Systematic and documented data management process in place.	Systematic and fully optimised data collection programme with supporting metadata. Timely data updating processes are in place and regularly audited.
2.5 Asset Condition and Performance	Condition and performance understood but not quantified or documented.	Adequate data and information to confirm current performance against AM objectives.	Condition and performance information is suitable to be used to plan maintenance and renewals to meet over the short term. May be a mix of asset level and network level information.	Future condition and performance information is modelled considering level of service and demand requirements.	Information on work history, cost, condition and performance, recorded at component level ('maintenance management') level. The data collection programme is adapted to reflect the assets' lifecycle stage and risk.
3.1 Decision Making	AM decisions based largely on staff judgement.	Corporate priorities incorporated into decision making.	Formal decision frameworks (eg: multi criteria analysis, net present value analysis), are applied to major projects and programmes.	Options analysis and prioritisation techniques are applied to all operational and capital asset programmes.	Decision framework enables projects and programmes to be optimised across all activity areas

Section	Aware	Basic	Core	Intermediate	Advanced
			Decision criteria are based on the organisations' AM objectives / levels of service.	Critical assumptions and estimates are tested for sensitivity to results.	considering benefits and costs of options. Formal risk-based sensitivity analysis is carried out.
3.2 Risk Management	Risk management is identified as a future improvement.	Critical services and assets understood and considered by staff involved in maintenance / renewal decisions. Risk framework developed.	Critical assets and high risks identified. Risk register in place. Documented risk management strategies for critical assets and high risks. Risk management policy in place.	Systematic risk analysis to assist key decision-making. Risk register regularly monitored and reported. Risk managed and prioritised consistently across the organisation. Resilience level assessed and improvements identified.	Resilience strategy and programme in place including defined levels of service for resilience. Risks are quantified and risk mitigation options evaluated. Risk is integrated into all aspects of decision making.
3.3 Operational Planning	Operational processes based on historical practices.	Operating Procedures are available for critical processes. Operations structure in place and roles assigned.	Documented procedures are available for all operational processes. Operational support requirements are in place. Improvement processes are in development (eg: 'root cause analysis').	Operational objectives and intervention levels defined and implemented, aligned with organisational objectives. Evidence of optimisation of O&M programmes. O&M programmes monitored and audited.	O&M programmes optimised, monitored and regularly audited. Continual improvement can be demonstrated for all operational processes (audit recommendations are monitored through to completion).
3.4 Capital Works Planning	Capital investment projects are identified during annual budget process.	There is a schedule of proposed capital projects and associated costs for the next 3-5 years, based on staff judgement of future requirements.	Projects have been collated from a wide range of sources and collated into a project register. Capital projects for the next three years are fully scoped and estimated. A prioritisation framework is in place to rank the importance of capital projects.	Formal options analysis and business case development has been completed for major projects in the 3-5 year period. Major capital projects for the next 10-20 are conceptually identified and broad cost estimates are available.	Long-term capital investment programmes are developed using advanced decision techniques such as predictive renewal modelling.
3.5 Financial and Funding Strategies	Financial planning is largely an annual budget process, but there is intention to develop longer term forecasts. The organisational focus is on the operating statement rather than the balance sheet.	Assets are re-valued in accordance with financial reporting and accounting standards. Five to nine-year financial forecasts are based on extrapolation of past trends and broad assumptions about the future.	Asset revaluations based on reliable asset data. Ten-year financial forecasts based on current comprehensive AMPs with detailed supporting assumptions/reliability factors. Significant assumptions are specific and well-reasoned. Expenditure captured at a level useful for AM analysis.	Ten-year plus financial forecasts based on current comprehensive AMPs with detailed supporting assumptions/reliability factors and high confidence in accuracy. Funding sources are fully understood and matched with expenditure forecasts over the long term. Alternative funding sources have been fully explored. Asset expenditure information is linked with asset performance information.	The organisation publishes reliable ten-year plus financial forecasts based on comprehensive, advanced AMPs with detailed underlying assumptions and high confidence in accuracy. Advanced financial modelling provides sensitivity analysis, evidence-based whole of life costs and cost analysis for level of service options.
4.1 AM Teams	The organisation recognises the benefits of an asset management function	Asset Management functions are performed by a small groups and roles reflect requirements.	Position descriptions incorporate AM roles. AM co-ordination processes established. Ownership and support of AM by the	Organisational structure supports AM. Roles reflect AM resourcing requirements and reflected in position descriptions for key roles. Consistent	Formal documented assessment of AM capability and capacity requirements to achieve AM objectives. Demonstrable

Section	Aware	Basic	Core	Intermediate	Advanced
	within the organisation but has yet to implement a structure to support it.		leadership. Awareness of AM across most of the organisation.	approach to AM across the organisation. Internal communication plan established.	alignment between AM objectives, AM systems and individual responsibilities.
4.2 AMPs	Stated intention to develop AM Plans	AM Plans contains basic information on assets, service levels, planned works and financial forecasts (5-10 years) and future improvements.	AM objectives are defined with consideration of strategic context. Approach to risk and critical assets described, top-down condition and performance assessment, future demand forecasts, description of supporting AM processes, 10-year financial forecasts, 3-year AM improvement plan.	Analysis of asset condition and performance trends (past/future), customer engagement in setting levels of service, ODM/risk techniques applied to major programmes. Strategic context analysed with risks, issues and responses described.	Evidence of programmes driven by comprehensive decision-making techniques, risk management programmes and level of service/cost trade-off analysis. Improvement programmes largely complete with focus on ongoing maintenance of current practice.
4.3 Management Systems	Awareness of need to formalize systems and processes.	Simple process documentation in place for service-critical AM activities.	Basic Quality Management System in place that covers all organisational activities. Critical AM processes are documented, monitored and subject to review. AM System meets the requirements of ISO 55001.	Process documentation implemented in accordance with the AM System to appropriate level of detail. Internal management systems are aligned.	ISO certification to multiple standards for large asset intensive organisations, including ISO 55001. Strong integration of all management systems within the organisation.
4.4 Information Systems	Intention to develop an electronic asset register / AMIS.	Asset register can record core asset attributes – size, material, etc. Asset information reports can be manually generated for AM Plan input.	Asset register enables hierarchical reporting (at component to facility level). Customer request tracking and planned maintenance functionality enabled. System enables manual reports to be generated for valuation, renewal forecasting.	Spatial relationship capability. More automated analysis reporting on a wider range of information.	Financial, asset and customer service systems are integrated, and all advanced AM functions are enabled. Asset optimisation analysis can be completed
4.5 Service Delivery Mechanisms	Asset management roles (owner and service delivery) are generally understood.	Service delivery roles clearly allocated (internal and external), generally following historic approaches.	Core functions defined. Procurement strategy/policy in place. Internal service level agreements in place with the primary internal service providers and contract for the primary external service providers.	Risks, benefits and costs of various outsourcing options considered and determined. Competitive tendering practices applied with integrity and accountability.	All potential service delivery mechanisms reviewed, and formal analysis carried out to identify best delivery mechanism.
4.6 Improvement Planning	The organisation recognises the benefits of improving asset management processes and practices but has yet to develop an improvement plan.	Improvement actions identified and allocated to appropriate staff.	Current and future AM performance assessed, and gaps used to drive the improvement actions. Improvement plans identify objectives, timeframes, deliverables, resource requirements and responsibilities	Formal monitoring and reporting on the improvement programme to Executive Team. Project briefs developed for all key improvement actions.	Improvement plans specify key performance indicators (KPIs) for monitoring AM improvement and these are routinely reported.

Table 5: Asset Management Maturity Scoring System

22.1.7 FRAUD, BRIBERY AND CORRUPTION POLICY

Doc ID: 562156

1. Purpose of Report

To consider an update to the Fraud, Bribery and Corruption Policy.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Recommends that Council adopt the Fraud, Bribery and Corruption Policy.
-

2. Background

The Fraud, Bribery and Corruption Policy was previously adopted at the 18 May 2020 Council meeting. The Policy has been reviewed to ensure the content remains relevant and is up to date.

The Policy was presented to the 3 December 2021 Audit and Risk Committee meeting. The addition of a 'ramifications' section (refer page 5 highlighted in red) has been included within the document as a result of this meeting.

3. Discussion

The Office of the Auditor General and the Serious Fraud Office previously provided guidance on how to handle events of fraud, bribery, corruption and whistle blowing as well as requirements recommended to be contained within policy documents. The policy documents were compiled based on this guidance, which has not changed since the adoption of the Fraud, Bribery and Corruption Policy.

The ramifications section has been added to the policy document to ensure completeness.

4. Financial Considerations

There are no budget or cost implications resulting from this decision.

5. Options

Option 1 – (Recommended)

Adopt the updated Fraud, Bribery and Corruption Policy.

Advantages:

- Provides guidance on the ramifications of a fraud, bribery or corruption event

- Protects elected members and council staff by providing comprehensive guidance in a wrongdoing event
- Protects council's reputation
- Protects the communities' assets
- Provides clarity on council risk tolerance
- Generates awareness about the topic of fraud, bribery and corruption
- Generates a 'speak up' culture of reporting instances of wrongdoing.

Disadvantages:

- None

Option 2

Council retains the existing Fraud and Corruption Policy.

Advantages:

- None

Disadvantages:

- Lack of guidance on the ramifications of a fraud, bribery or corruption event.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by ensuring the organisation conducts business in an open transparent and democratically accountable manner.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The Policy is a revision of the Fraud and Corruption Policy. The Policy maintains consistency with other Council policies and processes such as the Code of Conduct for elected members and the Protected Disclosure (whistle blower) Policy.
Considerations as to sustainability, the environment and climate change impacts	There are no implications.
Risks Analysis	The policy generates awareness of the ramifications of wrongdoing, which may decrease the risk.
Significance, Consultation and Engagement (internal and external)	The changes proposed to the policy are not significant and are unlikely to generate community or media interest. No consultation is required as this is not deemed significant under the Significance and Engagement Policy.

7. Next Steps

The Policy, once adopted, will be made available to staff and elected members. Staff will then be notified of the updated policy through the council intranet.

8. Attachments

Appendix 1 - Fraud Bribery and Corruption Policy [↓](#)

Report author:

Reviewed and authorised by:



Gabi McFarlane
Risk and Procurement Manager
20/12/2021

Leanne Macdonald
Executive Manager - Corporate Services
11/01/2022

Fraud, bribery and corruption policy



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

Info@codc.govt.nz
www.codc.govt.nz



Department:	Corporate Services
Document ID:	436237
Approved by:	Council – 18 May 2020
Effective date:	18 May 2020
Next review:	April 2021

Introduction

Central Otago District Council employees and representatives of the Council must maintain the highest possible standards of honesty and integrity in their works. A zero-tolerance approach to fraud, corruption and bribery is employed and all suspected or actual incidences will be investigated. All investigations found to have substance will be forwarded to the Police or the Serious Fraud Office.

Purpose

The purpose of the Fraud, Bribery and Corruption Policy is:

- To provide Council's position with respect to fraudulent or corrupt activities;
- To provide clear guidance to staff and stakeholders who encounter or suspect fraud, bribery and/or corruption; and
- To raise awareness throughout the organisation about how to recognise fraud and corruption, as well as behaviours and circumstances known to be associated with fraud, bribery and corruption.

Scope

The policy shall apply to all fraud, bribery and/or corruption incidents, whether suspected, alleged or proven, committed against the organisation by a person (legal or natural). For the avoidance of doubt, any reference to employees or staff in this policy shall include:

- An organisation's former employees, volunteers, employees, persons seconded to Council and as appropriate, contractors (individuals, contractor staff, sub-contractors or affiliated persons with third parties) members of the public and/or other parties with a business relationship with the Council, including Council-controlled Organisations.



This policy does not cover Elected Members, who are subject to provisions within the Local Authorities (Members' Interests) Act 1968 and Local Government Act 2002.

Definitions

If there is a question as to whether an action constitutes fraud, bribery, corruption or activities of wrongdoing, contact the Fraud Control Officer (The Business Risk and Procurement Manager) for guidance.

Word or phrase	Definition
Fraud	<p>The term 'Fraud' encompasses a wide range of criminal conduct, specifically involving deliberate deception in order to receive unfair, unjustified or unlawful gain. This gain is not specifically limited solely to financial incentives and may include other tangible or intangible benefits. Fraud includes all forms of dishonesty, such as but not limited to the following.</p> <ul style="list-style-type: none"> • Knowingly providing false, incomplete or misleading information to the Council for unfair, unjustified or unlawful gain. • Unauthorised possession, use, or misappropriation of funds or assets, whether belonging to Council or a third party. • Destruction, removal, or inappropriate use of Council property for unfair, unjustified or unlawful gain
Bribery	<p>The Crimes Act 1961 states that a bribe means "any money, valuable consideration, office or employment or any benefit, whether direct or indirect." Bribery is the practice of offering something in order to gain an illicit advantage by altering the behaviour of the recipient.</p>
Corruption	<p>'Corruption' is defined as a lack of integrity or honesty or the abuse of a position of trust for dishonest gain. This may include, but is not limited to, bribery (both domestic and foreign), coercion, destruction, removal or disclosure of data, materials, assets or similar forms of inappropriate conduct.</p> <p>Examples of corrupt conduct include, but are not limited to:</p>



Word or phrase	Definition
	<ul style="list-style-type: none"> • A member of the public influencing or trying to influence a public official, employee, contractor, person seconded to, or any other party that has a business involvement with the Council to use his or her position in a way that is dishonest, biased or in breach of public trust. • Any person who has a business involvement with the Council, attempting to or improperly using, the knowledge, power or resources of their position for personal gain. For example, fabrication of a business travel requirement to satisfy personal situations; • Knowingly providing, assisting or validating in providing false, misleading, incomplete or fictitious information to circumvent Council's procurement processes and procedures to avoid further scrutiny or reporting.
Wrongdoing	<p>Serious wrongdoing is defined as:</p> <ul style="list-style-type: none"> • A criminal offence such as fraud, theft, assault, or wilful damage • A serious risk to the maintenance of the law, including the prevention, investigation and detection of offences and the right to a fair trial • A serious risk to public health, public safety or the environment
Error	<p>There is a distinct divide between the definitions of the term 'fraud' and 'error'.</p> <p>Error refers to an unintentional act or omission, made unknowingly by an individual or group lacking in knowledge or oversight. Error may be an unintentional misstatement of information including the unintentional omission of an account or a disclosure; performing an action that created unexpected or unintentional outcomes or consequences. In contrast, acts of wrongdoing or fraud are deliberate breaches of Council's policies and public trust.</p>

Distinction between the Fraud, Bribery and Corruption Policy and other Policies

The Policy is intended to prevent any and all instances of Fraud, Corruption and Bribery. This Policy contrasts with the purposes of the following policies, bearing in mind that these



Policies may also require consideration in situations involving Fraud, Bribery and/or Corruption:

- *The Protected Disclosure / Whistle Blowing Policy* – This policy enables individuals to report serious wrongdoing enabling the protections available under the Protected Disclosures Act 2000
- *House Rules* – This establishes Councils expectations for employee behaviour and outlines disciplinary actions.
- *The Staff Interests Policy* – This establishes the parameters for what Council considers to be a relevant conflict or relationship and provides guidelines for employees to make declarations and/or report their concerns regarding other employees' conflicts or relationships.
- *Sensitive Expenditure Policy* – The policy outlines the procedures surrounding the receiving of gifts and hospitality, providing guidance and a Register for employees to declare gifts.

It is important to recognise and understand the difference between the Fraud, Bribery and Corruption Policy and other policies within the organisation. Whilst such policies often overlap, the key difference is that the acts of fraud, bribery and/or corruption have key elements of dishonesty or unlawful gain.

Policy

Central Otago District Council does not tolerate Fraud, Bribery and Corruption. The 'zero tolerance' stance taken by Central Otago District Council means that no level of fraud, bribery and/or corruption in association with the organisation, its employees or stakeholders is accepted. Employees of Central Otago District Council and those whom work around them must pursue the highest possible standards of honesty and integrity whilst conducting their duties; this needs to be visible to the whole Council community and external stakeholders.

Central Otago District Council will uphold all laws and regulations relevant to countering fraud, corruption and bribery in all areas of the organisation. Further, regardless of the guidelines and procedures set, Council and those persons working for and with the organisation, have an overriding obligation to comply with applicable laws and regulations.

Opportunities for fraud, bribery and corruption are to be minimised through the development, implementation and regular review of the Risk Framework and associated Risk Registers



alongside regular fraud awareness training. Council recognises that fraud and corruption prevention and control are integral components of good governance and risk management.

If fraud, bribery or corruption is either suspected or occurring, it is to be reported immediately to the staff member's manager or the Fraud Control Officer (FCO), the Executive Manager People and Culture (HR), the Executive Manager – Corporate Services (CS) who is then to report this to the Chief Executive Officer.

Reports may be made anonymously or under the protection of the Protected Disclosures Act 2000 (also known as whistle blowing), providing a safe, documented and widely available process for all employees to report fraud.

Ramifications

If it is suspected that wrongdoing has occurred, an internal disciplinary process shall be undertaken in accordance with Central Otago District Council 'House Rules'.

All investigations found to be of substance will be passed on to the appropriate authority, being the Police or Serious Fraud Office.

Relevant legislation

- Secret Commissions Act 1910
- Crimes Act 1961
- Protected Disclosures Act 2000
- Local Authorities (Members' Interests) Act 1968
- Local Government Act 2002

Related documents

- Central Otago District Council House Rules
- Central Otago District Council Protected Disclosures (Whistle Blowing) Policy
- Central Otago District Council Sensitive Expenditure Policy
- Central Otago District Council Fraud, Bribery and Corruption Process



Document management control

Prepared by: Business Risk and Procurement Manager

File Location Reference: 445652

Date Issued: 18 May 2020

22.1.8 FINANCIAL REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2021

Doc ID: 562881

1. Purpose

To consider the financial performance for the period ending 30 November 2021.

Recommendations

That the report be received.

2. Discussion

The presentation of the financials includes two variance analysis reports against both the financial statement and against the activities. This ensures Council can understand the variances against the ledger, and against the activities at a surplus/(deficit) value. The reason for the second variance analysis is to demonstrate the overall relationship between the income and expenditure at an activity level.

The third report details the expenditure of the capital works programme across activities. This helps track key capital projects across the year and ensures the progress of these projects remains transparent to Council.

The fourth and fifth reports detail the internal and external loans balances. The internal loans report forecasts the balance as at 30 June 2022, whereas the external loans show the year-to-date current balances due to payments throughout the year.

2021/22	5 MONTHS ENDING 30 NOVEMBER 2021				2021/22
Annual Plan		YTD	YTD	YTD	Revised Budget
\$000		Actual	Revised Budget	Variance	\$000
		\$000	\$000	\$000	
	Income				
33,270	Rates	14,380	14,315	65	33,270
7,248	Govt Grants & Subsidies	7,519	7,450	69	16,217
7,323	User Fees & Other	2,607	3,170	(563)	7,866
17,286	Land Sales	-	4,750	(4,750)	14,650
2,155	Regulatory Fees	1,406	1,143	263	2,155
2,104	Development Contributions	1,046	877	169	2,104
388	Interest & Dividends	41	161	(120)	388
-	Reserves Contributions	135	-	135	-
55	Other Capital Contributions	91	2	89	55
69,829	Total Income	27,225	31,868	(4,643)	76,705
	Expenditure				
13,565	Staff	5,384	5,672	288	13,529
587	Members Remuneration	217	245	28	587
8,904	Contracts	3,752	3,665	(87)	9,724
2,902	Professional Fees	1,131	1,665	534	3,881
9,997	Depreciation	4,165	4,165	-	9,997
13,926	Costs of Sales	2	100	98	7,290
3,920	Refuse & Recycling Costs	1,368	1,417	49	3,920
1,723	Repairs & Maintenance	651	717	66	1,739
1,410	Electricity & Fuel	562	560	(2)	1,410
652	Grants	415	380	(35)	652
1,115	Technology Costs	336	473	137	1,099
303	Projects	375	503	128	1,206
639	Rates Expense	517	533	16	634
423	Insurance	424	423	(1)	423
2,037	Other Costs	651	851	200	2,041
62,103	Total Expenses	19,950	21,369	1,419	58,132
7,726	Operating Surplus / (Deficit)	7,275	10,499	(3,224)	18,573

This table has rounding (+/- 1)

The financials for November 2021 show an overall unfavourable variance of (\$3.224M). The land sales budget and metered water revenue are behind expected budget. Operational expenditure is trending lower across all areas with larger variances in professional fees, staff costs, projects, technology costs and other costs.

Income of \$27.225M against the year-to-date budget of \$31.868M

Overall income has an unfavourable variance against the revised budget of (\$4.643M). This is due to the timing of land sale revenue for the Dunstan Park subdivision and a parcel of Three Waters land with budgets not aligned to actual sales. This will be adjusted in the forecast to align budgets with adjusted timelines for sales.

The key variances are:

- Government grants and subsidies revenue of \$7.519M is \$69k favourable against budget. The main contributors for the variance relate to \$501k Three -waters stimulus funding carried over from the 2020/21 financial year and \$207k for Tourism Infrastructure Funding (TIF) for the new Clyde toilet and the Miners Lane carpark. Reducing the favourable variance is (\$874k) due to the timing of the Waka Kotahi New Zealand Transport Agency (Waka Kotahi) roading subsidy.
- User fees and other has an unfavourable variance of (\$563k). Of this variance, (\$309k) is due to the grants budget being budgeted in 'other income' rather than the correct place of grants and subsidies. This budget also includes the TIF funding for the new Clyde toilet and Miners Land carparks. These will be realigned when processing the February reforecast. Year-to-date revenue for this category is also down (\$25k) in swimming pool admissions and (\$194k) for water meter readings. The timing of water meter readings is now catching up to the budgeted timeline.
- Land sales has an unfavourable variance of (\$4.75M). Dunstan Park land sales were budgeted to start coming through in November 2021. There has been a delay in issuing property titles until January or February 2022. Once the titles are issued both income and expenditure will be recognised in the financial statements. There is also some land within Three-waters, that is currently being prepared for sale.
- Regulatory fees have a favourable variance of \$263k. This continues to be driven mainly by the timing of building consent revenue received, which year-to-date is \$229k.
- Development contributions has a favourable timing variance of \$169k. Areas ahead of budget include: District-wide roading of \$83k, Alexandra wastewater \$67k and Cromwell water \$61k.
- Interest and dividends revenue is unfavourable against budget by (\$120k). Market interest rates on term deposits continue to trend lower than budget.
- Reserve contributions has a favourable variance of \$135k. These contributions are dependent on developers' timeframes and therefore difficult to gauge when setting budgets.

Expenditure of \$19.950M against the year-to-date budget of \$21.369M

Expenditure has a favourable variance of \$1.419M. The main drivers being staff, professional fees, technology costs, projects, and other costs.

The key variances are:

- Staff costs are favourable to budget by \$288k. This is due to the timing of staff training, which is currently lagging behind the budget timeline. This includes conferences and planned attendance at workshops, travel and accommodation. Delays are due to the on-going impact of COVID-19. Recruitment expenses are also underbudget.
- Contracts have an unfavourable variance of (\$87k). Contracts expenditure is determined by workflow and the time of the various activities. This means that the phased budgets will not necessarily align with actual expenditure, meaning some work appears favourable, and some

activities year-to-date appear (unfavourable). Planned maintenance \$144k; contracts (\$193k); physical works contracts \$208k, and roading contracts (\$233k) are the key timing variances year-to-date. The contracts variance of (\$193k) is being driven by Three-waters stimulus operational improvements projects. This is off-set by the Three-waters stimulus funding. Three-waters income and expenditure will be reflected in the February forecast.

- Professional fees have a favourable variance of \$534k. This is due to timing with the major favourable variances being management consultants of \$293k, engineering fees of \$70k and network and asset management fees of \$59k. This is similar to contract expenditure where budget and actuals do not align throughout the year but typically align by the end of the year.
- Costs of sales has a favourable variance of \$98k. This relates to the timing of land sales within the Three Waters function, where at present work is being carried out to prepare the land for sale.
- Repairs and maintenance have a favourable variance of \$66k. This is made up of the timing of various projects still to be completed as well as the building maintenance requirements.
- Technology costs are favourable to budget by \$137k. This is mainly due to the timing of Information Services support requirements along with libraries annual Kotui subscription fee.
- Projects are also favourable at \$128k. This variance relates to the phasing schedule for Tourism Central Otago projects. Additional resources have been acquired to assist with the delivery of these projects.

Other costs breakdown is as below:

2021/22 Annual Plan \$000	Other Costs breakdown	YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000		2021/22 Revised Budget \$000
534	Administrative Costs	132	216	84	●	550
691	Office Expenses	237	289	52	●	666
234	Operating Expenses	101	105	4	●	234
327	Advertising	87	132	45	●	329
175	Valuation Services	72	73	1	●	175
76	Retail	22	36	14	●	87
2,037	Total Other Costs	651	851	200		2,041

This table has rounding (+/- 1)

- Other costs have been configured to include only need based costs which will fluctuate against budget from time to time. There are no large variances of note to report on at present.

Profit and Loss by Activity – 30 November 2021

ACTIVITY	INCOME			EXPENDITURE			SURPLUS/(DEFICIT)			
	Actuals \$000	Revised \$000	Variance \$000	Actuals \$000	Revised \$000	Variance \$000	Actuals \$000	Revised \$000	Variance \$000	
Infrastructure	1,046	877	169	(61)	-	61	1,107	877	230	●
Roading	3,782	4,636	(854)	3,805	3,739	(66)	(23)	897	(920)	●
Waste Management	2,024	2,123	(99)	2,207	2,149	(58)	(183)	(26)	(157)	●
Parks Reserves Recreation	3,161	3,128	33	2,884	3,074	190	277	54	223	●
Corporate Services	121	113	8	(109)	88	197	230	25	205	●
People and Culture	710	732	(22)	644	755	111	66	(23)	89	●
CEO	370	378	(8)	144	466	322	226	(88)	314	●
Property	1,934	5,983	(4,049)	1,921	2,039	118	13	3,944	(3,931)	●
Governance and Community	3,201	2,945	256	2,086	2,335	249	1,115	610	505	●
Planning (Regulatory)	2,662	2,362	300	2,470	2,649	179	192	(287)	479	●
Three Waters	7,946	8,415	(469)	3,959	4,069	110	3,987	4,346	(359)	●
Total*	27,225	31,868	(4,643)	19,950	21,369	1,419	7,275	10,499	(3,224)	●

This table has rounding (+/- 1)

* The funding activity has been removed as this is not an operational activity.

- **Infrastructure** – income has a favourable variance of \$169k. This variance is due to development contributions received being higher than budgeted for. Contributions are linked with the timing of subdivision developments in Cromwell and Alexandra. Expenditure has a favourable variance of \$61k. This department is fully on-charged as an overhead. The credit reflects lower than expected overhead expenditure.
- **Roading** – income has an unfavourable variance of (\$854k). This is mainly due to the Waka Kotahi subsidy. This subsidy moves in conjunction with the subsidised roading operating and capital work programmes. Operating expenditure is on schedule with the budget, with a small unfavourable variance of (\$66k). The capital work programme is currently behind with a favourable variance of \$974k, which will ramp up over the summer season.
- **Waste Management** - income has an unfavourable variance of (\$99k). User fee revenue of \$503K is lower than budget but is on par with last years' actuals of \$509k. Expenditure has an unfavourable variance of (\$58k). Asset management costs have increased due to the development of the waste services tender. After the recent COVID-19 lockdown, Traffic management was required at the Bannockburn transfer station, to manage traffic and ensure the safety of the public accessing the site.
- **Parks and Recreation** – income has a favourable variance of \$33k. Ministry of Business Innovation and Employment (MBIE) responsible camping funding, carried over from prior year, is offsetting lower than expected swimming pool income. The pools like many council facilities were closed during August and September 2021 due to COVID-19 restrictions, reducing admissions. Expenditure has a favourable variance of \$190k. Driving this favourable variance is the timing of workplans and staffing requirements with underspends as follows: contracts \$48k; other cost of \$54k; grants \$23k and staff costs of \$52k.
- **Corporate Services** – income has a small favourable variance of \$8k. Expenditure has a favourable variance of \$197k. There are underspends in computer maintenance and support \$97k, professional fees \$39k and contracts \$23k. This appears to be timing.
- **People and Culture** – income has a small unfavourable variance of (\$22k). Expenditure has a favourable variance of \$111k. Driving this favourable variance are underspends in human resources \$41k, health and safety \$19k, libraries \$61k, and administration \$14k. This is offset

by an unfavourable variance in service centres of (\$24k). Staff budgets in the Long-term Plan were consolidated into fewer cost centres. As a result, the actuals are not aligned with the budgets. This is currently being reviewed and will be corrected for the forecasts.

- **CEO** – has an unfavourable income variance of (\$8k). Expenditure has a favourable variance of \$322k. This is mainly due to the timing and need for consultants of \$146k, staff of \$85k and other costs of \$30k. The Wilding Pines annual grant budget of \$20k has not been uplifted.
- **Property** – has an unfavourable income of (\$4.049M). This is mainly due to the timing of the Dunstan Park subdivision sales that were budgeted to start in November 2021. As discussed earlier this has been delayed due the titles being issued and will now start in January and February 2022. Expenditure has a favourable variance of \$118k made up of underspends in community buildings \$87k, elderly persons housing \$18k and airports \$17k.
- **Governance and Community Engagement** – income has a favourable variance of \$256k. This is due to the budget phasing of grants received in tourism, \$365k of Strategic Tourism Assets Protection Programme (STAPP) funding and \$1M from MBIE for Tourism Communities Support, Recovery and Re-set plan (SRR) funding. Expenditure has a favourable variance of \$249k. There are underspends in promotions and tourism \$98k, regional identity \$63k, visitor centres \$41k, governance \$20k and economic development \$10k. The promotions and tourism variance relates to the phasing schedule for Tourism Central Otago projects.
- **Planning (Regulatory)** – has a favourable income variance of \$300k. This is mainly due to an increase in building permit revenue of \$229k and resource management revenue of \$52k. Expenditure has a favourable variance of \$179k. Most of this variance is due to timing and need-based requirements, including management and planning consultants of \$61k; training and compliance costs of \$45k and staff costs of \$40k.
- **Three Waters** – income has an unfavourable variance of (\$469k). This is due to the timing of the land sales (\$750k) and metered water revenue (\$195k) from expected budget. This is offset by the \$4.2M of Three-waters stimulus funding carried over from the 2020/21 financial year combined with a reduction of the government grants and subsidies budget of \$501k. Expenditure has a favourable variance of \$110k. Cost of sales variance of \$100k relates to the land sales revenue. There is work being carried out to prepare the land for sale. Water and wastewater management fees are also lower than budget by \$91k overall. Contracts has an unfavourable variance of (\$90k), this is due to Three-waters stimulus operation improvements projects. These projects are being funded by the Three-waters stimulus funding.

Capital Expenditure

Year-to-date, 17% of the total capital spend against the full year's revised capital budget, has been expensed.

2021/22					2021/22	Progress
Annual Plan	CAPITAL EXPENDITURE	YTD Actual	YTD Revised Budget	YTD Variance	Revised Budget	to date against revised budget
\$000		\$000	\$000	\$000	\$000	
6,058	Council Property and Facilities	419	4,691	4,272	●	5%
382	Waste Management	274	913	639	●	30%
-	i-SITES	-	-	-	●	0%
50	Customer Services and Administration	13	26	13	●	21%
204	Vehicle Fleet	107	-	(107)	●	42%
248	Planning	-	30	30	●	0%
352	Information Services	101	343	242	●	7%
164	Libraries	47	79	32	●	9%
1,713	Parks and Recreation	501	1,509	1,008	●	13%
7,420	Roading	2,338	3,312	974	●	29%
14,243	Three Waters	7,183	16,208	9,025	●	19%
30,834	Grand Total	10,983	27,111	16,128		17%
					63,058	

Council Property and Facilities \$4.272M favourable against budget:

Cromwell Town Centre projects are driving the majority of this variance by \$3.4M. Architects are currently working through the concept design stage along with workshops planned with stakeholders. This stage is due to be completed in April 2022. The work programme is currently in the design phase for the Cromwell Memorial Hall and Events Centre. The design for demolition and construction has now been awarded. Next steps include site survey and concept design workshops being held in January 2022. The Ophir Community Centre bathroom upgrade project was completed in November. The new Clyde toilets are progressing with the Lodge Lane toilets being installed and operational before the end of December. The Miners Lane toilets will not be operational until August 2022 when the Clyde wastewater reticulation system is complete.

Waste Management \$639k favourable against budget:

The glass crushing plant project is behind budget by \$109k. The transfer station reconfiguration projects are yet to start, contributing to \$398k of the underspend.

Vehicle Fleet (\$107k) unfavourable against budget:

Vehicle renewals and purchases are ahead of budget with 40% of the \$256k total revised budget being already spent. The reforecast will re-align budgets with actuals.

Information Services \$242k favourable against budget:

Information Services projects are behind budget. Projects include Geographic Information Services \$82k, enhanced customer experience digital services \$36k, enterprise resource planning information services \$86k and financial performance improvement \$27k.

Parks and Recreation \$1.008M favourable against budget:

This favourable variance is driven by a mixture of the timing of project budgets and contractor's availability to perform the work. Projects include landscaping, signage and irrigation. The Cromwell

pool replacement heat pump is on order and is due for delivery in February 2022 with preliminary fitting work to be carried out in December 2021. This accounts for half of the capital budget variance.

Roading \$974k favourable against budget:

Subsidised roading projects are behind budget, mainly due to delays in the capital programme and receiving the final funding allocations from Waka Kotahi. Subsidised roading projects that are behind the scheduled budget include: gravel renewals \$456k; sealed road renewals \$400k; and carpark renewals \$353k. These works will ramp up over the summer construction season.

Three Waters is \$9.025M favourable against budget:

The favourable variance is due to the timing of construction projects. The main drivers include the Clyde wastewater reticulation network construction, Alexandra northern reservoir, Alexandra pumpstation upgrades and Lake Dunstan water supply.

Internal Loans

Forecast closing balance for 30 June 2022 is \$4.075M.

OWED BY	Original Loan	1 July 2021 Opening Balance	30 June 2022 Forecast Closing Balance
Public Toilets	670,000	491,239	468,048
Tarbert St Bldg	25,868	13,067	11,574
Alex Town Centre	94,420	49,759	44,545
Alex Town Centre	186,398	91,041	79,921
Alex Town Centre	290,600	155,412	139,137
Centennial Milkbar	47,821	21,284	18,192
Vincent Grants	95,000	19,000	9,500
Pioneer Store Naseby	21,589	10,949	9,609
Water	867,000	717,829	691,212
ANZ Bank Seismic Strengthening	180,000	149,030	143,504
Molyneux Pool	650,000	571,900	539,400
Maniototo Hospital	1,873,000	1,775,142	1,723,630
Alexandra Airport	218,000	204,485	197,216
Total	5,219,695	4,270,138	4,075,488

This table has rounding (+/- 1)

External Loans

The total amount of external loans at the beginning of the financial year 2021/22 was \$189k. As at 30 November 2021, the outstanding balance was \$165k. Council has received \$23k in principal payments and \$4.2k in interest payments year-to-date.

Owed By	Original Loan	1 July 2021 Actual Opening Balance	Principal	Interest	30 November 2021 Actual Closing Balance
Cromwell College	400,000	130,770	14,507	3,041	116,262
Maniototo Curling	160,000	35,662	5,646	696	30,015
Oturehua water	46,471	22,623	2,853	547	18,316
Total	606,471	189,054	23,006	4,284	164,593

This table has rounding (+/- 1)

Reserve Funds table

- As at 30 June 2021 the Council has an audited closing reserve funds balance of \$7.035M. This reflect the whole district's reserves and factors in the district-wide reserves which are in deficit at (\$16.7M). Refer to Appendix 1.
- Taking the 2020-21 audited Annual Report closing balance and adding 2021-22 income and expenditure, carry forwards and resolutions, the whole district is projected to end the 2021-22 financial year with a closing deficit of (\$10.772M).

3. Attachments**Appendix 1 - Audited Council Wide Reserves 2021-22** [↓](#)

Report author:



Ann McDowall
Finance Manager
21/12/2021

Reviewed and authorised by:



Leanne Macdonald
Executive Manager - Corporate Services
21/12/2021

CODC RESERVE FUNDS

	AUDITED - 2020/21 Annual Report				2021/22 AP	2021/22 AP Closing	Approved By Council forecast includes carry forwards	2021/22 Revised Closing Balance
RESERVES BY RATE TYPE	Opening Balance	Transfers In	Transfers Out	Closing Balance	Net Transfers In and Out	AP Closing Balance	2021/22 Forecast	2021/22 Revised Closing Balance
	A	B	C	D = (A + B - C)	E	F = (D + E)	H	I = (F + G + H)
General Reserves	5,140,942	1,461,175	(5,790,676)	811,442	(3,256,179)	(2,444,737)	(37,397)	(2,482,135)
Uniform Annual General Charge Reserves	186,374	9,717	(22,829)	173,261	(43,347)	129,914	5,760	135,674
	5,327,316	1,470,892	(5,813,505)	984,703	(3,299,526)	(2,314,824)	(31,637)	(2,346,461)
TARGETED RESERVES								
Planning and Environment Rate	1,949,635	424,331	-	2,373,966	31,214	2,405,180	(540,946)	1,864,234
Economic Development Rate	-	-	-	-	-	-	(37,500)	(37,500)
Tracks and Waterways Charge	442,590	43,362	(9,107)	476,845	14,952	491,797	-	491,797
Tourism Rate	238,245	54,424	(41,898)	250,771	18,528	269,299	1,689	270,987
Waste Management and Collection Charge	(1,344,674)	7,738	(866,131)	(2,203,067)	(341,821)	(2,544,888)	(536,397)	(3,081,285)
District Library Charge	99,517	38,009	(71,831)	65,694	(161,236)	(95,542)	(435,662)	(531,203)
Molyneux Park Charge	(22,805)	-	(55,941)	(78,746)	(204,243)	(282,989)	(84,735)	(367,724)
District Works and Public Toilets Rate	4,079,979	664,517	(317,935)	4,426,561	(212,876)	4,213,685	(1,280,787)	2,932,898
District Water Supply	(12,273,932)	1,495,595	(783,526)	(11,561,863)	2,230,636	(9,331,227)	(9,504,589)	(18,835,816)
District Wastewater	(10,340,895)	1,714,354	(3,141,747)	(11,768,288)	2,317,851	(9,450,437)	(7,385,413)	(16,835,850)
	(17,172,340)	4,442,330	(5,288,116)	(18,018,126)	3,693,004	(14,325,122)	(19,804,339)	(34,129,461)
Specific Reserves	315,692	4,694	-	320,386	6,303	326,688	-	326,688
Other Reserves	518,608	20,004	(515,342)	23,270	(22,524)	746	(1,433,215)	(1,432,470)
	834,300	24,698	(515,342)	343,655	(16,221)	327,434	(1,433,215)	(1,105,781)
WARD TARGETED RATES								
Vincent Community Board Reserves								
Vincent Promotion Rate	-	-	-	-	-	-	-	-
Vincent Recreation and Culture Charge	(1,706,400)	320,321	-	(1,386,080)	(333,560)	(1,719,640)	(506,798)	(2,226,438)
Vincent Ward Services Rate	2,906,503	139,599	(542,563)	2,503,538	3,109,890	5,613,429	3,905,697	9,519,126
Vincent Ward Services Charge	1,133	15	(11,398)	(10,251)	(3,243)	(13,493)	(35,083)	(48,576)
Vincent Ward Specific Reserves	1,165,253	24,458	(2,823)	1,186,888	35,415	1,222,303	(11,702)	1,210,601
Vincent Ward Development Fund	455,132	54,842	(1,910)	508,064	9,080	517,144	-	517,144
Alex Town Centre Upgrade 1991	(60,558)	283	(49,540)	(109,815)	380	(109,435)	-	(109,435)
	2,761,062	539,516	(608,234)	2,692,345	2,817,962	5,510,307	3,352,114	8,862,420
Cromwell Community Board Reserves								
Cromwell Promotion Rate	-	-	-	-	-	-	-	-
Cromwell Recreation and Culture Charge	(785,036)	122,790	(19,707)	(681,953)	(159,891)	(841,844)	(1,524,313)	(2,366,157)
Cromwell Ward Services Rate	19,596,874	2,813,940	(4,268,599)	18,142,215	557,468	18,699,682	(1,806,196)	16,893,486
Cromwell Ward Services Charge	1,899	28	(402)	1,525	(7,550)	(6,024)	-	(6,024)
Cromwell Ward Specific Reserves	(296,409)	9,319	(42,404)	(329,494)	8,776	(320,718)	-	(320,718)
Cromwell Ward Development Fund	1,555,686	222,649	(7,640)	1,770,695	30,992	1,801,687	-	1,801,687
	20,073,014	3,168,727	(4,338,753)	18,902,988	429,795	19,332,783	(3,330,510)	16,002,273
Maniototo Community Board Reserves								
Maniototo Promotion Rate	-	-	-	-	-	-	-	-
Maniototo Recreation and Culture Charge	(995,980)	1,883,384	(48,250)	839,154	11,474	850,629	(26,544)	824,085
Maniototo Ward Services Rate	1,418,766	188,340	(1,880,899)	(273,793)	133,178	(140,615)	(3,100)	(143,715)
Maniototo Ward Services Charge	3,104	8,260	-	11,363	-	2,904	(10,000)	(7,096)
Maniototo Ward Specific Reserves	212,789	23,274	-	236,063	4,246	240,309	-	240,309
Maniototo Ward Development Fund	-	-	-	-	-	-	-	-
	638,679	2,103,258	(1,929,149)	812,788	140,439	953,227	(39,644)	913,584
Teviot Valley Community Board Reserves								
Teviot Valley Promotion	14,683	213	-	14,897	234	15,130	-	15,130
Teviot Valley Recreation and Culture	285,234	19,851	(1,447)	303,639	(232,588)	71,051	(87,052)	(16,001)
Teviot Ward Services Rate	900,620	37,447	(29,457)	908,610	35,264	943,874	(3,326)	940,548
Teviot Ward Services Charge	-	-	-	-	-	-	-	-
Teviot Ward Specific Reserves	1,557	116	(1,838)	(165)	13	(152)	-	(152)
Teviot Ward Development Fund	77,962	12,667	(903)	89,726	1,554	91,280	-	91,280
	1,280,057	70,293	(33,644)	1,316,706	(195,523)	1,121,183	(90,378)	1,030,805
Grand Total Surplus/(Deficit)	13,742,087	11,819,714	(18,526,743)	7,035,058	3,569,929	10,604,988	(21,377,610)	(10,772,622)

22.1.9 COUNCILMARK PROGRAMME

Doc ID: 565067

1. Purpose of Report

To provide further information on the CouncilMARK programme.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Notes the Mayor's report containing the feedback received from a selection of mayors on their involvement in the programme.
 - C. Notes the November 2021 advice from staff remains unchanged regarding timing of participation in CouncilMARK insofar as it relates to the demand the wider reform programme is placing on the organisation.
 - D. If the Council was of a mind to proceed with participation in the CouncilMark Programme they direct the Chief Executive Officer to have a discussion on participation in this programme with the 2022-25 Council after a year in office (at the end of 2023/beginning of 2024).
-

2. Background

At the 3 November 2021 meeting, Council considered a report on the organisation participating in the CouncilMARK programme (refer to appendix 1). At the meeting councillors decided that the Mayor should seek further advice at a governance-level on the value of participating in the programme.

3. Discussion

The Mayor has since had several conversations with mayors from a range of councils (eg unitary, metro, rural) and has provided a report containing their feedback (refer to appendix 2). The feedback on the value on the programme is varied.

Officers view is that in a programme such as this, there is value if you commit the energy and resourcing to fully participate and there is a commitment to implement changes/improvements that come from it. Officers concern is not participating in the programme in itself, but adding this to an already heavy workload which the wider reform programme in particular is placing on the organisation.

Local Government New Zealand have advised that if Council were to proceed that this could be accommodated this year. However, they recommended that Council does not proceed with the programme in 2022 given it is an election year. There are two primary reasons for this. First, it binds a newly formed Council to implement actions from a review that they may not have all participated in. Second, there have been instances in the past of the results released just before an election being used as a platform during election campaigning, which detracts from the intent of the programme.

A recommended way forward could be for the Chief Executive to have a discussion with the 2022-25 Council after a year in office (at the end of 2023/beginning of 2024). By this time, the reform programme will be clearer (in particularly the review into the future for local government). In this discussion, the 2022-25 Council can discuss their appetite for the CouncilMARK programme, prioritisation of council's work programme (what would come off or get deferred from the current work programme to enable full participation), budget and timing.

4. Financial Considerations

The direct financial cost in participate in the programme is a payment of \$26,000 plus GST and disbursements. As part of the programme, Local Government New Zealand request councils to have a second review conducted three years later. This would cost a similar amount to the first review (with an inflation adjustment). There is no budget assigned for these costs in the 2021-31 Long-term Plan. There will also be significant in-direct costs of staff and elected member time.

5. Options

Option 1 – (Recommended)

Directs the Chief Executive Officer to have a discussion on participation in this programme with the 2022-25 Council after a year in office (at the end of 2023/beginning of 2024).

Advantages:

- Enables the timing, budget and work programme adjustments that would be needed to be discussed with the 2022-25 Council.
- Does not bind the 2022-25 Council to a programme that they did not participate in and have governance oversight of.

Disadvantages:

- Does not meet the expectations from some members of the community for Council to participate in the programme in the more immediate future.

Option 2

Agrees to participate in the CouncilMARK programme and agrees to discuss budget, timing and reprioritisation of work programme commitments (or increasing staffing levels) at the March 2022 Council meeting.

Advantages:

- Meets the expectations from some members of the community for Council to participate in the programme in the more immediate future.

Disadvantages:

- There is no budget assigned for participation in the programme.
- There may be a negative perception in the community of delaying or stopping scheduled work to prioritise participation in the CouncilMARK programme.
- Binds the 2022-25 Council to oversee implementation of the outcomes of a programme that they may not have participated in.

Option 3

Agrees to not participate in the programme.

Advantages:

- All current work programmes committed to can be delivered as scheduled.
- No additional budget and resourcing required.

Disadvantages:

- Does not meet the expectations from some members of the community for Council to participate in the programme.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by considering a request for Council to conduct an organisation review by participating in the CouncilMARK programme.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The recommended option is not consistent with relevant plans and policies, particularly the commitments made under the 2021-31 Long-term Plan. In particular there is no budget assigned, and participation in the programme would likely delay work programmes agreed to in the 2021-31 Long-term Plan.
Considerations as to sustainability, the environment and climate change impacts	There are no direct considerations as to sustainability, the environment and climate change impacts.
Risks Analysis	There is a risk for the recommended option that it may be viewed by some members of the community as an unwillingness to partake in a review.
Significance, Consultation and Engagement (internal and external)	The recommended option does not meet the threshold of the Significance and Engagement Policy. If Council decides to progress with CouncilMARK and reprioritise or stop some projects, consultation with the community might be required dependant on what those projects are.

7. Next Steps

None required.

8. Attachments

Appendix 1 - CouncilMARK Report 03 Nov 2021 [↓](#)

Appendix 2 - Report on CouncilMARK from the Mayor [↓](#)

Report author:

Reviewed and authorised by:



Saskia Righarts
Chief Advisor
14/01/2022



Sanchia Jacobs
Chief Executive Officer
17/01/2022



3 November 2021

21.8.10 COUNCILMARK PROGRAMME

Doc ID: 556643

1. Purpose of Report

To provide an outline of the CouncilMARK programme run by Local Government New Zealand and provide advice on this Council's participation in the programme.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Notes that the CouncilMARK programme is a programme designed to review organisational performance.
- C. Notes that participation in the programme is very resource intensive and the organisation is currently juggling multiple work programme commitments.
- D. Agrees to not participate in this programme at this point of time.

2. Background

There has been recent interest from the community that the Council undergo an independent review and participate in the CouncilMARK programme. This paper outlines the CouncilMARK programme and the benefits and costs of being involved in the programme.

The CouncilMARK programme is designed to improve the knowledge of the work a council does and supports the council to further improve the service and value they provide. The programme incorporates an independent assessment system, and the council receives an overall rating and commentary on their performance as part of the process. The programme has four priority areas:

- Governance, leadership and strategy
- Financial decision making and transparency
- Service delivery and asset management
- Communicating and engaging with the public and business

As part of the review, council is required to submit a significant portfolio of information, including things such as:

- The 2021-31 Long-term Plan
- Business satisfaction surveys
- Annual resident survey
- All key guiding strategies and policies (eg Sustainability Strategy, Economic Development Strategy)
- Most recent annual plan
- Two business cases
- Two management reports to Council
- Audit reports
- Chief Executive's performance agreement
- A community engagement plan

- Risk register
- Financial reports

As part of the process the assessors complete a site visit and will meet with the Mayor, elected members, the Chief Executive, a broad selection of staff and external stakeholders (eg iwi, Waka Kotahi, regional council, community and business groups). Council also has to supply comprehensive information under each of the four priority areas in addition to providing the documentation above. See Performance Assessment Framework attached for an overview of the detailed information that is required in the process.

3. Discussion

There are several potential benefits from participating in this process, such as understanding the key areas for organisational improvement and developing actions to improve in these areas. It also facilitates transparency of council operations to members of the public and enables comparisons with other councils who have recently participated in the programme (for the South Island this is: Waimakariri District Council, Selwyn District Council, Mackenzie District Council, Environment Canterbury, Queenstown Lakes District Council, Waitaki District Council and Dunedin City Council).

Alongside these benefits, there are costs to being involved in the programme. The most significant one of these is elected member and staff time required. As outlined above and contained in the attachment, a significant portfolio of information is required to be collected as part of the process. While one staff member could be appointed to co-ordinate the collation, information is required from all parts of the business. While some of this already exists and is easily located (eg 2021-31 Long-term Plan) other information will need to be drawn from various sources and a document/response provided (refer to the list of questions for each priority area in the attachment). This will take hundreds of hours of staff time from across the business, and in discussions with councils that have been through the process this time commitment cannot be underestimated.

Council is currently juggling multiple competing priorities, the most significant of these are the three waters reform, the resource management reform and the future for local government review. Council's participation in these reforms is already tightly balanced against delivering on the business as usual and the project commitments made to the community in the 2021-31 Long-term Plan. Council cannot absorb participation in the CouncilMARK programme in the current staffing levels, and if Council were to progress in the current environment a discussion about what projects get deferred or dropped more additional resourcing is required. Staff stress and retention in a competitive market is also a factor for consideration. Some areas of the business already have resourcing challenges, and having just come out of high workloads with the long-term plan into reform participation the timing of involvement in a programme such as CouncilMARK needs to be carefully considered.

For elected members, the programme also comes with time commitments with interviews and consideration of the report's findings and actions to be taken added to the current council work programme. As elected members are all aware 2022 is an election year which increases the workload of elected members, and participation in the CouncilMARK programme will add additional pressure.

Council staff are committed to ensuring organisational excellence, and already undertake a range of measures to understand and monitor performance (eg the regulatory services audits and the Ministry for the Environment monitoring and compliance reporting). As a part of business as usual commitments staff have embedded business planning into their work programmes and regular reporting against the performance measures contained within the Long-term Plan will be reinstated. Both of these actions will ensure greater transparency of council activity.

4. Financial Considerations

If Council chooses to participate in the programme, there will be both the actual cost to the organisation to register in the programme and the resourcing costs (estimated in the hundreds of hours, with one council recently estimating it took nearly 1000 hours of staff time and elected member time). The direct financial cost in participate in the programme is a one-off payment of \$26,000 plus GST and disbursements. There is no budget assigned for this cost in the 2021-31 Long-term Plan.

5. Options

Option 1 – (Recommended)

Agrees to not participate in the CouncilMARK programme at this current time.

Advantages:

- Ensures council can continue to deliver on the 2021-31 Long-term Plan commitments to community and ensure that Central Otago's voice is heard in the significant local government reforms underway.

Disadvantages:

- Does not meet the expectations from some members of the community for Council to participate in the programme.
- Does not enable a CouncilMARK organisational review to be undertaken.

Option 2

Agrees to participate in the CouncilMARK programme and agrees to discuss reprioritisation of work programme commitments or increasing staffing levels in a future Council meeting.

Advantages:

- Will deliver on some members of the community's view that Council should participate in the CouncilMARK programme.
- Will enable a CouncilMARK organisational review to be undertaken.

Disadvantages:

- May require some significant projects to be deferred or stopped.
- May not deliver on the commitments made to the community as part of the Long-term Plan 2021-31.
- Risk that council does not participate in the local government reforms as well as it could.
- May lead to employee job dissatisfaction and loss of staff in a competitive job market.
- Will add pressure to elected members time during an election year.
- CouncilMARK's value versus the costs to the organisation has not yet been fully assessed.
- Unbudgeted expenditure.

Option 3

Agrees to participate in the CouncilMARK programme within current staffing levels and deliver on all current commitments

Advantages:

- May enable an organisational review to be undertaken.

Disadvantages:

- Unsustainable workloads will lead to loss in staff morale.
- Significant risk of losing staff in a competitive market, which could result in council not delivering well across the business and loss of reputation in the community.
- Significant risk that material provided to CouncilMARK is incomplete leading to little value in being involved in the programme.
- Significant risk that business as usual and long-term project commitments are not done well or deferred.
- CouncilMARK's value versus the costs to the organisation has not yet been fully assessed.
- Unbudgeted expenditure.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by considering a request for Council to conduct an organisation review by participating in the CouncilMARK programme.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The recommended option is consistent with relevant plans and policies, particularly the commitments made under the 2021-31 Long-term Plan.
Considerations as to sustainability, the environment and climate change impacts	There are no direct considerations as to sustainability, the environment and climate change impacts.
Risks Analysis	There is a risk for the recommended option that it may be viewed by some members of the community as an unwillingness to partake in a review.
Significance, Consultation and Engagement (internal and external)	The recommended option does not meet the threshold of the Significance and Engagement Policy. If Council decides to progress with CouncilMARK and reprioritise or stop some projects, consultation with the community might be required dependant on what those projects are.

7. Next Steps

None required.

8. Attachments

Appendix 1 - CouncilMARK Performance Assessment Framework.pdf

Report author:

Reviewed and authorised by:



Saskia Righarts
Chief Advisor
22/10/2021

Louise van der Voort
Acting Chief Executive Officer
26/10/2021

January 2022 Update from Mayor Tim Cadogan in response to 3 November 2021 CouncilMARK Report

At the meeting of Council of Wednesday 3 November 2021, a report was presented to Council seeking consideration of entering into the Local Government New Zealand Equip CouncilMARK Programme.

At the meeting, it was resolved that Council:

- A. Receives the report and accepts the level of significance.
- B. That the Mayor brings to the January Council meeting information from other Mayors as to the benefits or otherwise of participation in CouncilMARK.

This update presents the results of the enquiries I have made in relation to participation in the programme.

I asked seven Mayors the questions below. Confidentiality of responses was assured to ensure candid answers.

1. Would you recommend CODC undertake a CouncilMARK review given pressures being felt in relation to staffing across the sector?
2. Did you feel that the benefits of undertaking CouncilMARK outweighed the costs (primarily non-financial as described) at the time your organisation undertook it?
3. Did being part of CouncilMARK make for significant long-term benefits to your organisation?
4. In what year did you undertake the CouncilMARK review.

The Councils asked fall into the following categories.

- Unitary – 1 (U)
- Metro – 2 (M1 / M2)
- Rural / Provincial – 4 (RP1, RP2, RP3 and RP4)

Each Mayor's response is identified in the table below by the appropriate letter

Would you recommend CODC undertake a CouncilMARK review given pressures being felt in relation to staffing across the sector?

U – Yes - Only you can judge that. I have delayed our second round for that reason. But that may have been a mistake because the pressure isn't easing off soon anytime soon.

M1 – No

M2 – No – the benefits do not justify the pressure put on staff. The amount of extra work that entering the programme takes cannot be underestimated. Would also question the benefit of entering the programme with so much change happening in local government.

RP1 - Yes. There is no 'good' time to carry out the work required, so waiting for the right time means it will likely never get done. Best to get the dates confirmed and try to work around that.

RP2 – Yes

RP3 - Yes - I believe we need to take any opportunity we can to benchmark councils and provide an objective view of organisational performance. I don't think management was too excited about it but pressure makes diamonds.

RP4 – Yes – but you must have management buy-in for success.

Did you feel that the benefits of undertaking CouncilMARK outweighed the costs (primarily non-financial as described) at the time your organisation undertook it?

U - Yes - review was worthwhile and useful if there is a governance and management willingness to fully participate in the learning and performance improvement opportunity. And then a commitment to implement the recommendations. I found we made some gains but could have achieved a lot more if there had been a greater commitment at CE and Senior Leadership level.

M1 – No

M2 – No

RP1 - Yes

RP2 – Yes, It has been of tremendous value to us and particularly the operational side of our council even though there are challenges currently in filling positions as you as you have stated.

RP3 - Yes. It's really an assurance/ governance oversight which gave us visibility on some areas for improvement- i think the value will come from the refresh we do this year where we look for improvements from our last report

RP4 - Yes

Did being part of CouncilMARK make for significant long-term benefits to your organisation?

U - Dependent on the above issue of collective will. Issues and opportunities identified by CouncilMARK assessors were well identified and aligned with my thinking on areas for performance improvement

M1 – No

M2 – No

RP1 - Yes. Our report gave us a comprehensive description of what we are doing well and not so well. That enabled us to create an action plan on where we should focus our energies. We didn't agree with all of the findings, but understand that even a comprehensive report is still just a snapshot in time, but a very useful one.

RP2 - We are due for another one and we can't wait for it to happen. It has been of tremendous benefit to us.

RP3 - Yes. It's really an assurance/ governance oversight which gave us visibility on some areas for improvement- I think the value will come from the refresh we do this year where we look for improvements from our last report

RP4 - Yes

In what year did you undertake the CouncilMARK review.

U - 2017 we were a Foundation council. Improvements have been made to the programme since then. They didn't have a good design at that time for a unitary council

M1 – 2016/17

M2 – 2018

RP1 – 2020

RP2 – 2018

RP3 - 2019 and repeating this year

RP4 - 2018 and 2021 (report in draft)

In relation to M1, it should be noted that the report was provided by a staff member not the Mayor as the Mayor was not on Council when the programme was undertaken. The following additional comments were made to that response

“M1” was a ‘foundation member’ of the scheme and as such, had to endure the growing pains of being part of a new initiative. Additionally, the assessment was conducted one month before an election that introduced a new mayor and many new councillors. By the time the report was received (9 months later) much of the content was outdated and irrelevant. It was not felt that the pace of the process matched the pace and scale of the challenges being faced by the district and the organisation. For this reason, “M1” has delayed further participation in the scheme and has no immediate plans to re-engage.

However, it’s important to recognise that the programme will likely have improved and matured since “M1” participated and may not be without value. In theory, “M1” had planned to engage with the both the CouncilMARK scheme (governance focussed) and the former SOLGM scheme (operationally focussed) in order to conduct a well-rounded assessment of performance. However, in practice the programmes did not reach their complementary potential.

26 January 2022

6 MAYOR'S REPORT

22.1.10 MAYOR'S REPORT

Doc ID: 565483

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Council receives the report.

As I write this, I doubt there is anyone in the community not holding their breath for the arrival of the omicron variant that has wrecked such mayhem across the globe. I know Sanchia and her team have been preparing for keeping the organisation functioning through the effects of the illness when it comes. It is not going to be an easy task with estimates of up to 25% of the workforce being laid down at the same time during the predicted peaks. It is obviously crucial that our essential services keep operating through this, but it will not be easy, and obviously many of the fundamentally non-essential things that make up a lot of the BAU of council will be delayed by what is to come.

Also remaining disruptive and challenging in the near term are the government Three Waters reforms and Resource Management Act reforms. Add to that the Future for Local Government discussions and it is obvious that 2022 is not going to be any easier than 2021, or 2020 for that matter. I am grateful that I am alongside such a dedicated, experienced and sensible group of Councillors to guide the community through these challenging times.

On a more positive note, the countryside has rarely looked in better shape with a spring growing season that lifetime locals off the land tell me has rarely been matched. On top of that, commodity prices over most indices are good to excellent and our tourism sector has rebounded stronger than most across the country. Economically, given the circumstances, the district is in fine shape, with the one spectre (and it's a big one) being finding the staff to do the mahi that is there waiting to be done.

The staffing issues in many cases are a direct symptom of our housing problem; a problem that seems to be common across the whole country. I remain bemused that we have a housing crisis in Central Otago when, in the last few days, something like a third of our housing stock will be getting locked up by their owners as they leave their holiday homes behind. This, to me, is a sign of a fundamental breakdown in the social equity of our nation.

I await with interest the economic data for our summer tourism season. Observations on the ground are that we have been pleasingly busy, although perhaps not as busy as some had expected. Observations such as these are often at odds with hard data though. Certainly, compared to many regions though, we seem to have fared better and, judging by the number of people I have seen in Clyde, Cromwell and the Maniototo wearing lycra, a large part of the reason appears to be our cycle trails. The Lake Dunstan Trail in particular has had a great deal of traffic on it but it has been pleasing to see the Otago Central Rail Trail continue to have good patronage from what I have seen on my own excursions.

The end of January and right through February is going to be very busy for me as the 3 Waters Working Group on Representation, Governance and Accountability of new Water Services Entities meets regularly in order to have its report to the Minister complete by the end of February. To date, the meetings we have had have looked at alternate models presented by various council and iwi groups. We have also discussed the exposure draft of the Water Services Entities Bill, which has been released both to our Working Group and the Three Waters Joint Steering Committee for feedback. While our recommendations will directly influence the Bill, the exposure draft gives an insight into the various components of the reform and how they might work together. From here, we still have some alternate models to be presented to us, plus assistance in getting an understanding of how the supposed need for balance sheets and ownership separate from councils works in the money markets. I am particularly looking forward to that presentation. There remains a lot of work to do in a very short timeframe, but I look forward to the challenge ahead.

As I write this, I am on the look out for a young Māori leader in our community to join the Tuia programme for 2022. The programme is run through Mayors Taskforce for Jobs and has been in place for many years, although 2021 was the first time CODC has participated in it. The Tuia programme is an intentional, long term, intergenerational approach to develop the leadership capacity of young Māori in communities throughout New Zealand. This programme involves local Mayors selecting a young Māori from their district to mentor on a one-to-one basis, to encourage and enhance leadership skills. The rangatahi is mentored on a monthly basis to assist the young person's development as a local leader. The relationship also provides both partners with the opportunity to gain a deeper insight into inter-generational issues, cultural values and experiences. As part of the programme, rangatahi undertake and record a 100 hour community service project in their respective communities. This will provide the young person an opportunity to share their experiences, practice new strategies and demonstrate leadership. Importantly, rangatahi will also have the opportunity to build peer networks with graduates of the Programme, obtain support and receive leadership training by attending four leadership development wānanga over the course of the year. In 2021, I had the absolute pleasure of mentoring Stacey Waitoa of Alexandra through the programme. It has been brilliant to watch Stacey develop through the programme and to see the inspiration and excitement that he has come home with from each wānanga, even if lockdowns curtailed these somewhat. This isn't just a one-way street though, as I believe through my experience last year that I gained almost as much as Stacey did; as he gave me insight into what being a young person, and a young Māori in Central Otago is like. Both demographics are tough ones for a mayor to find ways to connect with, so the experience has been very beneficial to me in my role. I am hoping another candidate can be found for 2022.

2. Attachments

Nil

Report author:



Tim Cadogan
Mayor
19/01/2022

26 January 2022

7 STATUS REPORTS

22.1.11 JANUARY 2022 GOVERNANCE REPORT

Doc ID: 563050

1. Purpose

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

Recommendations

That the Council

- A. Receives the report.
 - B. Ratifies Central Otago District Council's support for the Territorial Authorities' Officers Forum's submission on "Te kawē i haepapa para: Taking responsibility for our waste" consultation document.
 - C. Ratifies the Central Otago District Council's submission to the Discussion Paper – Economic Regulation and Consumer Protection for Three Waters Services in New Zealand.
 - D. Ratifies the Central Otago District Council's submission to the Productivity Commission on the Immigration Enquiry.
-

2. Discussion

Forward Work Programme

Council's forward work programme has been included for information. The Lake Dunstan and Clyde Waste Water project has been removed as it is not anticipated that further reports will come to Council this year. Oversight of these projects will be via the project governance group and the Audit and Risk Committee. The Future for Local Government Review has been added to the programme.

Status Reports

The status reports have been updated with any actions since the previous meeting.

Legacy Status Reports

The legacy status reports have been updated with any actions since the previous meeting.

Otago Museum's December Report to Contributing Local Authorities

Otago Museum's October report to contributing local authorities had been circulated and is attached for information.

Support for the Territorial Authorities' Officers Forum's submission on "Te kawē i haepapa para: Taking responsibility for our waste" consultation document.

Ratification is sought for the Central Otago District Council's support for the Territorial Authorities' Officers Forum's submission on "Te kawē i haepapa para: Taking responsibility for our waste" consultation document. Due to timing constraints, this was circulated for approval by email before the submission deadline.

Ratification of Submission on the Discussion Paper – Economic Regulation and Consumer Protection for Three Waters Services in New Zealand.

Ratification is sought for the Central Otago District Council's submission to the Discussion Paper – Economic Regulation and Consumer Protection for Three Waters Services in New Zealand. Due to timing constraints, this was circulated for approval by email before the submission deadline.

Ratification of Submission to the Productivity Commission on the Immigration Enquiry

Ratification is sought for the Central Otago District Council's submission to the Productivity Commission on the Immigration Enquiry. Due to timing constraints, this was circulated for approval by email before the submission deadline.

3. Attachments

Appendix 1 - Council's Forward Work Programme [↓](#)

Appendix 2 - January 2022 Public Status Report [↓](#)

Appendix 3 - Chief Executive Officer's Legacy Status Report [↓](#)

Appendix 4 - Infrastructure Services Legacy Status Report [↓](#)

Appendix 5 - Planning and Environment Legacy Status Report [↓](#)

Appendix 6 - Otago Museum's December 2021 Report to Contributing Local Authorities
[↓](#)

Appendix 7 - Submission on Waste Consultation Document [↓](#)

Appendix 8 - Submission on the Discussion Paper - Economic Regulation and Consumer Protection for Three Water Services in New Zealand [↓](#)

Appendix 9 - Submission to the Productivity Commission on the Immigration Enquiry [↓](#)

Report author:

Reviewed and authorised by:



Rebecca Williams
Governance Manager
14/01/2022



Sanchia Jacobs
Chief Executive Officer
18/01/2022

Updated 10 January 2022

**Council
Forward Work Programme 2022**

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 2022													
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Annual Plan and Annual Report 2022/23																
Annual Plan Executive Manager Corporate Services	Legislative requirement under the Local Government Act 2002.	Decisions required: Budget direction and decisions required on the Consultation Document (if required)/letters and key supporting documentation.	W					D					D	D		W
Vincent Spatial Plan																
Vincent Spatial Plan Executive Manager: Planning & Environment	Vincent Community Board and Council priority.	Decision required: Workshops and decisions required as the work progresses.	D													
Cromwell Masterplan																
Cromwell Masterplan (Memorial Hall) Executive Manager: Planning & Environment	Cromwell Community Board and Council priority.	Decision required: Workshops and decisions required as the work progresses.				W & D				D						D
Cromwell Masterplan (Town Centre) Executive Manager: Planning & Environment	Cromwell Community Board and Council priority.	Decision required: Workshops and decisions required as the work progresses (<i>Schedule to be confirmed</i>).														
Three waters reform																
Water reform Water Services Manager/Executive Manager Infrastructure	Key central government legislative priority.	Decision required: Workshops and decisions required as the reform progresses (<i>Schedule to be confirmed – likely to have more information by the end of February</i>).														
Council's role in housing																
Housing Chief Advisor	Key Council priority.	Decision required: Agree council's role in the housing.			D											

Updated 10 January 2022

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 2022											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
District Plan review														
District Plan Review Planning Manager/Executive Manager Planning & Environment	Legislative requirement under the Resource Management Act 1991.	Decision required: Workshops and decisions required as this work progresses.	W & D		D, U x 2, W x 3	D x 3, W		D		W	W & D		D	W
Future for Local Government Review														
Local government review Capital Works Programme Manager; Executive Manager Infrastructure	Key central government priority	Decision required: Workshops and input into the review	W		W									
Sustainability Strategy Action Plan														
Sustainability Strategy Environmental Services Manager/Executive Manager Infrastructure	Key Council priority	Decision required: Updates and decisions required as this action plan is implemented.			U									

Key – W = workshop, D = decision, U = update

Status Updates		Committee:		Council	
Meeting	Report Title	Resolution No	Resolution	Officer	Status
24/03/2021	Rural Fire Land and Buildings	21.2.6	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to dispose of the Tarras Rural Fire Depot to Fire and Emergency New Zealand subject to the following conditions:</p> <ol style="list-style-type: none"> 1 The building ownership is transferred for \$1 2 A ground lease is granted for an area (as outlined in Appendix) for 30 years at \$1 per annum, and upon termination of the lease any improvements on the land will revert to Council 3 Fire and Emergency New Zealand covers the legal costs associated with the sale and the preparation of the lease 4 Fire and Emergency New Zealand covers the costs associated with the installation of a power supply and a septic tank system to the depot 5 Fire and Emergency New Zealand covers the costs of relocating the Tarras Domain's access gate and the recycling station <p>C. Agrees 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"> 1 The building ownership is transferred for \$1 2 A ground lease is granted under Section 61(2) of the Reserve Act 1977 for 30 years at \$1 per annum, and upon termination of the ground lease any improvements on the land will revert to Council 3 Fire and Emergency New Zealand covers the legal costs associated with the sale and the preparation of the lease <p>D. Agrees to dispose of the Millers Flat Rural Fire</p>	Property and Facilities Officer (Vincent and Teviot Valley)	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>16 Apr 2021 Documentation for the asset transfer and ground leases are in draft and under review by both parties.</p> <p>16 Jun 2021 Draft documentation is with FENZ for review. Awaiting their response.</p> <p>28 Jul 2021 Millers Flat Depot - agreements executed. Tarras Depot - draft documentation under review. Omakau Depot - draft documentation under review.</p> <p>08 Sep 2021 Tarras Depot - lease document with Council's lawyer to under take a final review. Omakau Depot - awaiting FENZ's review of draft documentation.</p> <p>13 Oct 2021 Tarras Depot – Final review completed. Lease document with FENZ for signing. Omakau Depot – Lease document is with Council's lawyers to review.</p> <p>11 Nov 2021 Tarras Depot - agreements executed. Omakau Depot - lease document with FENZ for signing.</p> <p>21 Dec 2021 Omakau Depot Lease is executed. MATTER CLOSED.</p>

			<p>Depot to Fire and Emergency New Zealand on the following conditions:</p> <ol style="list-style-type: none"> 1 Council's ground lease is terminated upon which the building's ownership transfers to Fire and Emergency New Zealand 2 Fire and Emergency New Zealand covers the legal costs 		
24/03/2021	District Plan Review Programme	21.2.10	<p>That the Council</p> <ol style="list-style-type: none"> A. Receives the report and accepts the level of significance. B. Approve the District Plan review programme as outlined in Appendix 1 	Principal Policy Planner	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>21 Apr 2021 Review of Industrial Chapter underway; RFP for Residential section review being drafted; GIS mapping project progressing; e-Plan contract approved</p> <p>16 Jun 2021 Expert noise and transportation reports to support the Industrial Chapter review have been commissioned. RFP for the Residential section of the Plan closes 18 June.</p> <p>28 Jul 2021 RFP for Residential Chapter Review released and contract awarded - initial workshop with stakeholders completed and review underway; GIS mapping plan change notified; ePlan contract awarded and operative District Plan in ePlan and being tested by planners; Industrial zone plan change for Cromwell (reflecting Cromwell Spatial Plan) being finalised; Industrial Chapter Review underway</p> <p>08 Sep 2021 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> <p>18 Oct 2021</p>

					<p>Residential chapter being drafted; ePlan mapping underway; Industrial Zone changes to be notified.</p> <p>15 Nov 2021 Cromwell Industrial zone plan changes publicly notified ; Residential chapter and new map zoning progressed and to be workshopped with Council in December; decision on Plan Change 17 (GIS Mapping) made by Council and to be advertised; ePlan mapping being worked on with Isovist who have completed the text.</p> <p>11 Jan 2022 Submissions on plan change closed on 18th December. Nine submissions were received. Residential chapter review and draft chapter workshop with Councillors at December Council workshop. Community engagement commenced on Naseby Dark Sky plan change.</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	E. Agrees to the recommendation from the Cromwell Community Board on the draft 2021-31 Long-term Plan that staff are requested to investigate the request for a toilet from the Cromwell Bike park further and provide a report for consideration in a future annual or long-term plan.	Property and Facilities Officer (Cromwell)	<p>11 Jun 2021 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.</p> <p>06 Jul 2021 Email sent to Cromwell Bike Park committee to request an extensive survey of usage be carried out to determine what toilet facility may be required in the future.</p> <p>08 Sep 2021 Cromwell Bike Park committee to undertake a usage study of the toilet facilities at the site in summer to reflect peak usage.</p> <p>11 Nov 2021 Committee are doing a survey of usage over the summer months to enable Council to determine type of toilet required., A reminder has been sent 11/11/2021 to ensure this is carried out and reported back to Council.</p>

					<p>07 Jan 2022 The Bike Park committee are currently carrying out a survey (through survey monkey) to determine usage of the bike park - to end of Feb 22.</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	<p>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.</p>	Parks and Recreation Manager	<p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Preparatory work that will support further investigation and underpin a report for consideration is being undertaken. Funding to be considered for 2022-2023 Annual Plan.</p> <p>08 Sep 2021 No further progress.</p> <p>18 Oct 2021 Investigation of request for extension of junior playground at Pioneer Park and report for consideration on hold until closer to a future annual or long-term plan. ON HOLD.</p> <p>11 Nov 2021 No further update at this stage.</p> <p>11 Jan 2022 No further update.</p>
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	<p>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.</p>	Parks and Recreation Manager	<p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Background data for report being collated.</p> <p>08 Sep 2021 No further progress.</p> <p>18 Oct 2021 No further progress on requested report</p>

					considering IcelnLine's Long-Term Plan (LTP) submission. 11 Nov 2021 No further update at this stage. 11 Jan 2022 No Further update
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	11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021. 28 Jul 2021 Meeting convened on 5 July 2021. Molyneux Turf Incorporated (MTI) preparing additional information. 08 Sep 2021 Additional information not yet received from MTI. 18 Oct 2021 Additional information not yet received from MTI, and unable to progress until then. ON HOLD. 11 Nov 2021 No further update at this stage. 11 Jan 2022 No Further update.
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	11 Jun 2021 Action memo sent to Communication and Engagement Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021. 29 Jul 2021 A community collective is progressing the hub project. Financial input from Council is programmed for year three of the 2021-24 of the Long-term Plan. 09 Sep 2021 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	<p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Funding allocated pending request from Pool Committee.</p> <p>08 Sep 2021 Funding not yet requested.</p> <p>18 Oct 2021 Roxburgh Pool funding request not yet received, and unable to progress until then. ON HOLD.</p> <p>11 Nov 2021 No further update at this stage.</p> <p>11 Jan 2022 No further update.</p>
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	<p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Request under consideration.</p> <p>08 Sep 2021 No further progress.</p> <p>18 Oct 2021 No further progress on requested report considering filling the ice rink in the Maniototo with water and adding planting and walkways nearby.</p> <p>11 Nov 2021 No further update at this stage.</p> <p>11 Jan 2022</p>

					No further update.
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	S. That Council requests staff progress discussions around the scope of a partnership agreement with Kā Rūnaka, via Aukaha, and report back to Council for consideration in the 2022-23 Annual Plan.	Chief Executive Officer	<p>11 Jun 2021 Action memo sent to Chief Executive Officer. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>29 Jul 2021 The CEO has been in correspondence with Aukaha to begin discussions.</p> <p>07 Sep 2021 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> <p>13 Oct 2021 Negotiations are progressing and Aukaha will provide a first draft of an agreement following the CEO's return from medical leave.</p> <p>30 Nov 2021 The CEO has just returned from medical leave, and this action will be followed up and updated in time for the next meeting.</p> <p>12 Jan 2022 The Chief Executive and Aukaha continue to discuss a potential agreement to align with the annual plan process as agreed.</p>
30/06/2021	Cromwell Menz Shed - New Lease	21.5.12	That the Council A. Receives the report and accepts the level of significance. B. Agrees to lease the proposed area to the Cromwell Menz Shed C. Agrees to a lease over 1000m ² (more or less) of land (shown in Figure 1) located on the Cromwell Transfer Station/Closed Landfill site, being part of Lot 3 DP526140.	Property and Facilities Officer (Cromwell)	<p>05 Jul 2021 Action memo sent to Property and Facilities Officer - Cromwell.</p> <p>06 Jul 2021 Cromwell Menz Shed updated on resolution., Meeting arranged between property and infrastructure for 9 July to discuss actions required.</p> <p>26 Jul 2021 Meeting scheduled with Menz Shed for 30 July to review and discuss Draft Lease.</p>

			D. Authorise the Chief Executive to do all that is necessary to give effect to this resolution.		<p>17 Aug 2021 Working alongside the Menz Shed to prepare an appropriate lease</p> <p>08 Sep 2021 Lease document being finalised.</p> <p>18 Oct 2021 Lease document still being finalised.</p> <p>11 Nov 2021 11/11/2021 Lease document still a work in progress, as needed to identify the final lease area and water metering charges.</p> <p>07 Jan 2022 Lease document provided to Menz Shed in Dec 21. Reviewing currently</p>
30/06/2021	Cromwell Aerodrome Licence to Occupy	21.5.15	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to grant a new licence to occupy to the Central Lakes Equestrian Club over a reduced area of 7.3 hectares on the Cromwell Aerodrome Reserve for a period of five 5 years commencing from 1 July 2021.</p> <p>C. Approves that the licence will be under the same terms and conditions as the previous licence with the following amendments and additional conditions.</p> <p style="padding-left: 40px;">I. Annual rental of \$525 plus GST</p> <p style="padding-left: 40px;">II. Remove requirement for the Club to mow Aerodrome runways in lieu of rental.</p> <p style="padding-left: 40px;">III. Allowance for either party to terminate the licence to occupy with 6 months written notice.</p> <p>D. Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolutions.</p>	Property Officer	<p>05 Jul 2021 Action memo sent to Property Officer for action and finance staff for noting.</p> <p>28 Jul 2021 Licence to Occupy (LTO) being prepared for Central Lakes Equestrian Club</p> <p>09 Sep 2021 LTO being prepared.</p> <p>18 Oct 2021 LTO sent to club for signing.</p> <p>11 Nov 2021 11 Nov 2021 Letter informing Club of Council's resolution and enclosing new Licence to Occupy (LTO) for signing sent to Club at end of September. Awaiting formal response from Club as to whether they want to proceed with the new LTO with reviewed licence fee. Property Manager advised feedback from the Club at meeting in October was that they were not happy with licence fee so has requested another meeting with Club to discuss.</p> <p>11 Jan 2022 Council's Property Manager and Property Officer met with representatives of Central Lakes Equestrian Club (CLEC) on Tuesday 7 December. The Club confirmed they do not agree with Council's resolution from 22</p>

					October as they think they should not have to pay any rental for the Licence to Occupy over the Airport land as keeping it maintained is sufficient. They will not sign the Licence to Occupy which includes a licence fee of \$525 plus GST per annum based on a valuation for grazing, and prefer to give up the land. The Property Manager suggested they have opportunity to put their case to Council directly at next meeting in New Year.
30/06/2021	Roxburgh Aerodrome - Request for hangar site	21.5.16	That the Council A. Receives the report and accepts the level of significance. B. Approves a lease for a hangar only site at Roxburgh Aerodrome to Central Heliwork Ltd for 841m2 of land described as part of Lot 3 DP 8420 situated at Teviot Road, Roxburgh. C. Authorise the Chief Executive Officer to do all that is necessary to give effect to the resolutions.	Property Officer	05 Jul 2021 Action memo sent to Property Officer 28 Jul 2021 Lease document being prepared for Central Heliwork Ltd. 08 Sep 2021 Applicant informed of decision. Site pegged by surveyor. Lease document being prepared. 18 Oct 2021 Lease document being prepared. 11 Nov 2021 11/11/2021 Lease document prepared and sent to Lessee for signing. Lease to commence 1 December 2021. 10 Dec 2021 Central Heliwork have decided not to go ahead with the lease. MATTER CLOSED.
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	16 Aug 2021 Action Memo sent to report writer. 08 Sep 2021 Public consultation currently underway. 18 Oct 2021 Engagement on draft spatial plan has now closed. Feedback being considered and once complete a report on the matter will be presented to Council. 15 Nov 2021 Final Document being worked on following feedback received – intention to send Council in for approval in January.

					11 Jan 2022 Report to approve the Spatial Plan is being considered at the 26 January 2022 Council meeting. MATTER CLOSED
11/08/2021	Cromwell Aerodrome - Refueling Facility	21.6.6	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.	Property Officer	16 Aug 2021 Action Memo sent to report writer. 08 Sep 2021 Applicant informed of decision. Site meeting upcoming to finalise fuel tank position. Licence to Occupy (LTO) being drafted. 18 Oct 2021 Site meeting was held with applicant to discuss fuel tank location. Applicant will provide full proposal to inform drafting of LTO. 11 Nov 2021 11/11/2021 Council Property staff met representative from RD Petroleum on site at Cromwell Aerodrome at end of September to discuss position of fuel facility. RD Petroleum confirmed they would create two separate access ways for truck to use for filling and maintenance and for other users vehicles. They will now proceed with further design and provide plans to Council in the New Year. 10 Jan 2022 No change to status.
11/08/2021	WoolOn 2021 Event Request for Grant	21.6.7	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	Media and Marketing Manager	16 Aug 2021 Action Memo sent to report writer. 06 Sep 2021 Correspondence including details on discussion points, resolution, and invoicing instructions emailed 6 Sept 2021 to applicant. 14 Oct 2021 Grant not yet uplifted. Staff have emailed committee requesting written confirmation of plans - i.e. rescind / not uplift or uplift and complete report back. 24 Nov 2021 Still no further update from committee -

					<p>further correspondence sent to group reinforcing requirement to confirm if the grant will be uplifted and if so when. Also discussed in person with current chair who indicated due to illness the response was tasked to someone to action. Staff will continue to seek clarification from committee - however should nothing be received prior to Council's first meeting of 2022, will advise group that the grant resolution will be rescinded and the grant will no longer be available.</p> <p>24 Nov 2021 Deputy Chair of committee contacted staff to advise that grant is required. It appears that information has not been reaching the current committee members. Staff have re-supplied information and await detailed update regarding uplift of grant, report back and appointment of CODC rep to committee</p> <p>12 Jan 2022 Grant uplifted. No further update regarding report back. Staff have followed up with new committee contact confirming the report back is overdue.</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, including consideration of a single Maniototo water treatment site.</p>	Executive Manager - Infrastructure Services	<p>16 Aug 2021 Action Memo sent to report writer.</p> <p>09 Sep 2021 Clarifier being tendered. Investment Logic Map workshop for Maniototo water supplies scheduled for 18th October.</p> <p>14 Oct 2021 No change.</p> <p>24 Nov 2021 Construction of new clarifier underway with delivery in January 2022. Concrete slab construction underway, second hand clarifier due to be delivered and installed prior to Christmas. Workshop to identify options for new source held on 24 November.</p> <p>13 Jan 2022 The second-hand clarifier was installed and</p>

					commissioned the week before Christmas and has been operating successfully since. A second clarifier will be delivered late January with installation programmed for February/March.
22/09/2021	District Museum Function	21.7.3	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Notes eight sector-led models were considered and analysed to provide the delivery of the district museum function.</p> <p>C. Notes a sector-led trust model is likely to be the most effective mechanism to deliver the district museum function.</p> <p>D. Endorses the establishment of a new sector museum trust to deliver the district museum function.</p> <p>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.</p> <p>F. Authorises the Chief Executive Officer to enter into a performance agreement with the new entity upon which overall delivery will be measured against.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>J. Notes that any decision regarding funding beyond the two-year period will be considered under the</p>	Senior Strategy Advisor	<p>27 Sep 2021 Action memo sent to the Senior Policy Advisor and to Finance</p> <p>18 Oct 2021 Outcome communicated to the Museum sector. Staff have contacted a lawyer and began the process of formalising the Central Otago Museums Trust.</p> <p>30 Nov 2021 Staff have progressed the legal review of the Trust deed, and this has been recently peer reviewed pro-bono. Appointments from the respective museums to the new Trust have been confirmed and staff are in the process of facilitating the inaugural meeting of the Trust.</p> <p>13 Jan 2022 The Trust Deed has been finalised, and the Trust has had its inaugural meeting. CLOSED</p>

			museum investment framework soon to begin.		
22/09/2021	Plan Change 18 Cromwell Industrial Resource Area Extension	21.7.12	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.	Principal Policy Planner	27 Sep 2021 Action memo sent to the Principal Policy Planner 18 Oct 2021 Plan Change prepared. 15 Nov 2021 Plan Change notified 28 October, submissions close December 9. 11 Jan 2022 Plan change notified October and submissions closed in December 2021.
22/09/2021	Cromwell Town Centre Project Structure	21.7.14	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 Nigel McKinlay to the Advisory Group.	Property and Facilities Manager	27 Sep 2021 Action memo sent to the Property and Facilities Manager. 19 Oct 2021 Project Advisory Group (PAG) formed. Discussions continue with external stakeholder group, who will confirm their chosen representatives. 15 Nov 2021 No further update. 06 Dec 2021 Work programme received from NMA which has been approved and update will follow shortly. 13 Jan 2022 No update to provide at this stage.
3/11/2021	Forming of Unformed Legal Road - Cambrians	21.8.2	That the Council A. Receives the report and accepts the level of significance. B. Approves the request to form an unformed legal road to provide property access for the applicant, with the following conditions: (i) The road be formed to the relevant right of way subdivision standard. (ii) The road be surveyed to ensure construction occurs within the legal	Roading Manager	09 Nov 2021 Action memo sent to report writer. 23 Nov 2021 The applicant will notify council when they are ready for a formation permit. The applicant has signalled they will not construct the road extension until they work through the consenting process for the subdivision that requires the access road. 10 Jan 2022 The applicant has verbally informed Council that at this point in time they do not wish to

			<p>alignment.</p> <p>(iii) The survey and road construction are undertaken at no cost to Council.</p> <p>(iv) The applicant is responsible for maintaining the road in the future to a safe standard. If Council does not believe the condition of the road is safe and the applicant does not remedy this after notification, then Council may undertake work to make the road safe and recover this cost from the applicant.</p> <p>(v) The applicant acknowledges they are aware that Council does not accept any responsibility for future maintenance costs.</p> <p>(vi) The applicant shall not locate any improvements on the road without the prior consent of the Council.</p> <p>(vii) The applicant shall not impede others from using the road.</p> <p>(viii) All costs associated with fencing and cattle stops will be the responsibility of the applicant.</p> <p>(ix) As the existing track from the end of Cambrian Road is not maintained by Council, all costs associated to provide suitable access to form this section of unformed legal road will be the responsibility of the applicant (i.e. the existing track to reach this area may require metalling prior to construction being undertaken)</p>		<p>request the formation permit until the feasibility phases of their project are complete (including consent for the subdivision). The purpose of the report was to ensure that formation of a road (if necessary) was possible for the applicant.</p> <p>MATTER CLOSED</p>
3/11/2021	i-SITE NZ Future Network	21.8.3	<p>That the Council</p> <p>A. Receives the report and accepts the level of</p>	Ranfurlly i-SITE Team	<p>08 Nov 2021</p> <p>Action memo sent to report writer.</p>

	Proposal		<p>significance.</p> <p>B. Authorises staff to submit a non-binding expression of interest on behalf of Ranfurly and Roxburgh i-SITEs to become Tier Two centres.</p> <p>C. Authorises staff to submit a non-binding expression of interest on behalf of Alexandra and Cromwell information centres to become Tier One or Two centres.</p>	Leader	<p>23 Nov 2021 The Central Otago i-SITE's of Ranfurly and Roxburgh submitted a non-binding expression of interest to the i-SITE New Zealand board to become Tier Two Centres, as authorised by the Central Otago District Council Councillors, on the 4th November. The Central Otago i-SITEs submitted a non-binding expression of interest to the i-SITE New Zealand Board on the 4th November 2021, on behalf of the Alexandra Information Centre and the Forage Information Centre. The expression of interest submission was in favour of both centres becoming Tier Two Centres. The binding expression of interest time frame of end November, as indicated in the i-SITE report, has been extended by i-SITE New Zealand. Timeframes will be confirmed during i-SITE New Zealand's Board meeting in February 2022. The Central Otago i-SITEs are waiting on further details to be supplied by the i-SITE NZ Board.</p> <p>13 Jan 2022 The Central Otago I-SITE's are still waiting on more detailed information to come from the VIN Inc Board. Most recent indication is that this will be supplied in February 2022.</p>
3/11/2021	Smokefree and Vapefree Policy update	21.8.4	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Adopt the updated Smokefree and Vapefree Policy</p>	Senior Strategy Advisor	<p>09 Nov 2021 Action memo sent to report writer.</p> <p>19 Nov 2021 Updated policy published on website. Staff have met with The Cancer Society on a communications plan. Social media postings underway.</p> <p>13 Jan 2022 CLOSED</p>
3/11/2021	Proposal to Revoke Part of the Greenway Reserve off Waenga Drive, Cromwell	21.8.5	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees with the Hearings Panel recommendation to the revocation of the Local Purpose (Amenity)</p>	Parks and Recreation Manager	<p>09 Nov 2021 Action memo sent to report writer.</p> <p>11 Nov 2021 Applicant has asked to hold off writing to the Minister of Conservation until they have secured a Resource Consent for the</p>

			Reserve classification from the specified 619m2 (subject to survey) area from Lot 201 DP 359519. C. Agrees to notify the Minister of Conservation in writing of the resolution and request the revocation be approved and notified by <i>Gazette</i> notice.		proposal. 11 Jan 2022 Application reviewed seeking Resource Consent.
3/11/2021	Plan Change 17 - GIS Mapping	21.8.6	That the Council A. Receives the report and accepts the level of significance. B. Approves Plan Change 17 without modification in accordance with Clause 10 (1) of the First Schedule to the Resource Management Act 1991. C. Directs that the decision to approve Plan Change 17 be publicly notified, and the Central Otago District Plan be amended.	Principal Policy Planner	09 Nov 2021 Action memo sent to report writer. 15 Nov 2021 No further update at this stage. 11 Jan 2022 No further update.
3/11/2021	Options for Disinfection of Community Water Supplies	21.8.8	That the Council A. Receives the report and accepts the level of significance. B. Notes that current chemical deliveries arrangements result in a lack of resilience in provision of service. C. Directs staff to provide a report outlining the work required to meet Hazardous Substances and New Organism Act requirements for the delivery of chlorine to existing treatment sites. D. Agrees to the phased transition of chlorine gas disinfection as community water supplies are upgraded	Water Services Manager	09 Nov 2021 Action memo sent to report writer. 30 Nov 2021 Lake Dunstan water supply design has been altered to chlorine gas and this will also be undertaken at all Council supplies when they are due to be upgraded. A hazard assessment has also recently been completed at all sites and we are expecting a report on requirements prior to Christmas. 10 Jan 2022 A hazard assessment report was received in December identifying a number of issues across Council water treatment supplies. Staff are now working on prioritising the issues to develop a programme of work to rectify these issues. None of the issues are preventing the production of safe drinking water.
3/11/2021	CouncilMARK programme	21.8.10	That the Council A. Receives the report and accepts the level of significance.	Chief Advisor	09 Nov 2021 Action memo sent to report writer. 24 Nov 2021 The Mayor will be gathering some feedback

			<p>B. Notes that the CouncilMARK programme is a programme designed to review organisational performance.</p> <p>C. Notes that participation in the programme is very resource intensive and the organisation is currently juggling multiple work programme commitments.</p> <p>D. Agrees to not participate in this programme at this point of time.</p> <p style="text-align: center;">LOST on a show of hands 5:6</p> <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. That the Mayor brings to the January Council meeting information from other Mayors as to the benefits or otherwise of participation in CouncilMARK.</p>		<p>from other councils and reporting tis as part of his mayoral report at the January 2022 meeting.</p> <p>12 Jan 2022 Additional paper being presented at this meeting.</p>
8/12/2021	Eden Hore Central Otago Steering Group and Charitable Trust	21.9.3	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Authorises the continuation of the Eden Hore Central Otago Steering Group for a second term, through to the end of 2023.</p> <p>C. Approves the establishment of the Eden Hore Central Otago Charitable Trust for the purpose of holding and utilising community-raised funds towards projects and activities that benefit the collection and related experiences.</p>	Community and Engagement Manager	<p>14 Dec 2021 Action memo sent to the Community and Engagement Manager and to Finance</p> <p>14 Dec 2021 Steering group terms of reference has been forwarded to members for signing., Trustees to be appointed to the Eden Hore Central Otago Charitable Trust</p> <p>10 Jan 2022 Awaiting final signatures for steering group terms of reference document. , Staff are still approaching potential trustees for the Eden Hore Central Otago Charitable Trust</p>
8/12/2021	Request for Minister of Conservation's consent to reclassify part of the Alexandra Town Belt	21.9.5	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. To grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council:</p>	Statutory Property Officer	<p>14 Dec 2021 Action memo sent to the Statutory Propoerty Officer.</p> <p>10 Jan 2022 Applicants (Infrastructure) have been notified of the outcome. Works will be managed by contractors. MATTER</p>

	Recreation Reserve [PRO: 61-2000-00]		1. <i>Reclassifying approximately 250 square metres of Lot 8 Deposited Plan 492123, being part of the Alexandra Town Belt/Recreation Reserve, as Local Purpose (Water Reservoir) Reserve.</i>		CLOSED.
8/12/2021	Proposal to Revoke the Reserve Status, and Dispose of part Sargood Local Purpose (Amenity) Reserve	21.9.6	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to:</p> <ol style="list-style-type: none"> 1. Revoke the reserve status and dispose of the 'required land' being approximately 0.6700 hectares of Lot 202 DP 359519, (Local Purpose (Amenity) Reserve), to (Waka Kotahi New Zealand Transport Agency as agents of) the Crown, for 'Road or Use in Connection with a Road' in accordance with the provisions of the Public Works Act. 2. Accept payment of \$350,000 as assessed by the independent valuer in accordance with the provisions of the Public Works Act as compensation. 3. Use the proceeds of the disposal for the purpose of improving existing reserves under the control of Council or in, or toward, the purchase of other land for reserves within in the Cromwell Ward. 4. Notify the Minister of Conservation of Council's intention to: <ul style="list-style-type: none"> - revoke the reserve status and dispose of the 'required land', - accept the payment of \$350,000 as compensation, - use the proceeds of the disposal to improve existing reserves, or to purchase land for new reserves, and to, - request that the revocation, 	Statutory Property Officer	<p>14 Dec 2021 Action memo sent to the Statutory Property Officer and to Finance.</p> <p>10 Jan 2022 Applicants (WSP on behalf of Waka Kotahi) have been notified of the outcome. Associated works will be managed by contractors. MATTER CLOSED.</p>

			disposal, and use of the proceeds be approved and notified by publication of notice in the New Zealand Gazette.		
8/12/2021	Consideration of contribution to Wooing Tree underpass	21.9.7	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Declines the request to Council from Wooing Tree Estate to consider either:</p> <p>i. A fair and equitable contribution to the roundabout and underpass construction costs, or</p> <p>ii. Entering into a developer's agreement with Wooing Tree Estate whereby costs associated with the underpass are credited against roading development contributions.</p>	Environmental Engineering Manager	<p>14 Dec 2021 Action memo sent to the Environmental Engineering Manager.</p> <p>11 Jan 2022 Wooing Tree Estate notified of decision. MATTER CLOSED.</p>
8/12/2021	Solid Waste Contract - Level of Service	21.9.8	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the proposed level of service for tender, as follows:</p> <p>i. Kerbside Collection Configuration as explained in option three of that section of the report.</p> <p>ii. Kerbside Collection Extension as explained in option one of that section of the report, subject to further consultation with the Queensberry community.</p> <p>iii. Rural Rubbish Drop Off Sites as explained in option one of that section of the report.</p> <p>iv. Bin Ownership as explained in option one of that section of the report.</p> <p>v. Transfer Stations as explained in option one of that section of the report.</p>	Environmental Engineering Manager	<p>14 Dec 2021 Action memo sent to the Environmental Engineering Manager.</p> <p>13 Jan 2022 Level of service updated to reflect Council resolution. MATTER CLOSED</p>

			vi. Resource Recovery Centre(s) as explained in option one of that section of the report.		
8/12/2021	Tendering of Waste Services Contract	21.9.9	That the Council A. Receives the report and accepts the level of significance. B. Approves tendering waste services using a traditional contract model. C. Approves a contract term of eight years, with one two-year extension subject to contract performance.	Environmental Engineering Manager	14 Dec 2021 Action memo sent to the Environmental Engineering Manager. 13 Jan 2022 Tender of waste services contract now underway. MATTER CLOSED
8/12/2021	Water and Wastewater Operations and Maintenance contract	21.9.10	That the Council A. Receives the report and accepts the level of significance. B. Notes responsibility for the management of water, wastewater, and stormwater operations will move to a new entity on 1 July 2024. C. Notes that a new maintenance contract is required for two years for council to deliver the required physical works from 1 July 2022 to 30 June 2024. D. Notes that the new entity is likely to need the ability to extend existing contracts beyond 30 June 2024 until they are in a position to review and re-tender these. E. Agrees to directly negotiate with the incumbent contractor for an initial two year contract with the ability for three one year extensions subject to the agreement of the contractor and the new water entity.	Water Services Manager	14 Dec 2021 Action memo sent to the Water Services Manager. 10 Jan 2022 Morrison Low have been engaged to help develop the new contract document. To date a number of workshops have been held with Council staff and separately with Fulton Hogan to get an understanding of any issues with the current contract that parties would like to see addressed within the new document. A further joint workshop will be held in January to further develop the contract.
8/12/2021	Clyde Wastewater Project	21.9.11	That the Council A. Receives the report and accepts the level of significance. B. Authorises an increase in the budget for the Clyde wastewater project of \$4.7 million which includes a	Capital Projects Programme Manager	14 Dec 2021 Action memo sent to Capital Projects Programme Manager and to Finance. 11 Jan 2022 Work is continuing with a programmed completion of September 2022.

			<p>10% contingency on the reticulation project.</p> <p>C. Authorises increased debt funding of \$4.7 million to be included in the 2022/23 Annual Plan to fund the increase in cost of the Clyde Wastewater Project.</p>		
8/12/2021	Proposed Road Stopping - Unnamed Road off Roxburgh East Road	21.9.13	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the proposal to stop the unnamed unformed road, and to legalise the existing formation of Roxburgh East Road as shown in figure 4 (Legalisation Plan) by:</p> <ol style="list-style-type: none"> 1. Stopping the parcels marked 'C' and 'D', and amalgamating these with Record of Title 61571, and; 2. Taking the parcels marked 'A' and 'B' and vesting them as legal (Roxburgh East) road. <p>Subject to:</p> <ul style="list-style-type: none"> - Public notification and advertising in accordance with the Local Government Act 1974. - No objections being received within the objection period. - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the areas marked 'A' to 'D' in figure 4 (Legalisation Plan). - Council and the applicant sharing the survey costs. - The applicant paying for the nett area of land they are acquiring at valuation, and all other costs associated with the stopping. - The final survey plan being approved by the Chief Executive Officer. 	Statutory Property Officer	<p>14 Dec 2021 Action memo sent to the Statutory Property Officer.</p> <p>10 Jan 2022 Applicants notified of the outcome. Works will be managed by contractors. MATTER CLOSED.</p>

			C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.		
8/12/2021	Proposed Road Stopping (Partial Width) - Adjacent to 56 Ladysmith Road	21.9.14	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the proposal to stop an unformed portion of Ladysmith Road, being approximately 340 square metres as shown in figure 4 (Legalisation Plan), subject to:</p> <ul style="list-style-type: none"> - The applicant paying for the land at valuation as prescribed in the Public Works Act 1981. - The applicant paying all other costs associated with the stopping. - The land being amalgamated with the Record of Title resulting from the boundary adjustment shown in figure 2. - The land being amalgamated with the applicant's Record of Title. - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered on the applicant's Record of Title. - The final survey plan being approved by the Chief Executive Officer. <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>	Statutory Property Officer	<p>14 Dec 2021 Action memo sent to the Statutory Property Officer.</p> <p>10 Jan 2022 Applicants notified of the outcome. Works will be managed by contractors. MATTER CLOSED.</p>
8/12/2021	Dangerous and Insanitary Buildings Policy	21.9.15	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the proposed Dangerous and Insanitary Buildings Policy for public consultation.</p> <p>C. Appoints Crs Cooney, Alley and Paterson to hear</p>	Regulatory Services Manager	<p>14 Dec 2021 Action memo sent to the Regulatory Services Manager.</p> <p>10 Jan 2022 Public consultation opened on 13 December 2021 and closes on the 21 January 2022.</p>

			submissions, if necessary.		
8/12/2021	Earthquake Prone Buildings	21.9.16	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the earthquake prone building statement of proposal of thoroughfares and strategic routes for public consultation.</p> <p>C. Notes the identification of potentially earthquake prone priority buildings is required by 1 July 2022.</p> <p>D. Appoints Crs Cooney, Alley and Paterson to hear submissions, if necessary.</p>	Regulatory Services Manager	<p>14 Dec 2021 Action memo sent to the Regulatory Services Manager.</p> <p>10 Jan 2022 Public consultation opened on 13 December 2021 and closes on the 21 January 2022.</p>
8/12/2021	Adoption of the audited Annual Report 2020/21	21.9.17	<p>That the Council:</p> <p>A. Receives the report.</p> <p>B. Adopts the 2020/21 Audited Annual Report</p>	Finance Manager	<p>14 Dec 2021 Action memo sent to the Finance Manager and the Executive Manager - Corporate Services.</p> <p>23 Dec 2021 Written audit opinions have been received and included in both Annual Report and Summary Annual Report. These reports have been published on the Council website and made available to the public. 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

January 2022 – No further update available.

November 2021 – The community-led museum strategy is now completed and staff are undertaking work on its investment in the museum sector that will determine how the business case for Central Stories will be progressed.

July-October 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

Report author: Chief Executive Officer

January 2021 – No further update available.

November 2021 – Council has received the final plan change report and staff will proceed on progressing this in the first quarter of 2022.

July-October 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

Report author: Chief Executive Officer

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.

Report author: Chief Executive Officer



Status Report on Resolutions – Infrastructure Services

Resolution 20.9.4 – November 2020 Ripponvale Community Water Funding Options

That the Council:

- A. **Receives** the report and accepts the level of significance.
- B. **Agrees** that properties on the Ripponvale Community Water Scheme pay half the \$600,000 costs of upgrading the Ripponvale network to meet the New Zealand Drinking Water Standards, and minimum engineering standard requirements.
- C. **Agrees** that the Council share of \$300,000 be funded from the water stimulus fund allocation.
- D. **Agrees** that Ripponvale Community Water Scheme accumulated \$100,000 funds can be used to contribute to the \$300,000 to be funded by properties on the Ripponvale Community Water Scheme.
- E. **Agrees** that existing properties on the Ripponvale Community Water Scheme will have the option of paying their share of the \$300,000, less any contribution by the Ripponvale Community Water Scheme, by either a lump sum payment or as a targeted rate.
- F. **Agrees** that transfer of the scheme will occur on 30 March 2021, and that Council will not meet any costs accrued prior to 30 March 2021.
- G. **Agrees** that properties on the Ripponvale Community Water Scheme be charged the standard rates for a council water connection from 30 March 2021.
- H. **Agrees** that properties within the Ripponvale Community Water Scheme supply area be included within the Cromwell Water Supply Area, and that development contributions be applied to all properties that connect to this supply from 30 March 2021.

STATUS

December 2021 – January 2022 – No change.

November 2021 – Work has commenced and due to be completed March 2022.

October 2021 – No change.

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.

Report author: Executive Manager - Infrastructure Services

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

December 2021 – January 2022 – No change.

November 2021 – No change.

January - October 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.

Report author: Executive Manager - Infrastructure Services



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

Report Author: Executive Manager - Planning and Environment

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

January 2022- Titles have now issued for the 16 sections in Stage 1 with settlement for all sections on 20 January. Stage 2 224C Application has been applied for and titles are expected late January 2022. Stage 3 progress is on track. Current sales are as follows: Stage 1 - 16/16 lots under contract (settlement 20 January) Stage 2 - 15/16 lots under contract , Stage 3 - 11/19 lots under contract.

Report author: Executive Manager - Planning and Environment

November 2021- November: 224c has been issued for stage 1. Awaiting LINZ to issue Title. Stage 2 roading will be sealed week of 22nd November.

October 2021 – Development work programme generally on track. Stage 1 is approximately 2 weeks behind schedule due to COVID-19, although Stage 2 is ahead and Stage 3 is on schedule. As of September 2021, sales figures were Stage 1 – 16 sold; Stage 2 – 13 sold, 3 unsold; Stage 3 – 10 sold, 9 unsold or under offer.

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

Report author: Executive Manager - Planning and Environment

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.

Report author: Executive Manager - Planning and Environment

OTAGO MUSEUM 2021/22 At a Glance



Target: 300,000
YTD Total: 116,865 *
Prior Year YTD: 120,288

*Please note: this includes 40,280 visitors to the annex/UBS

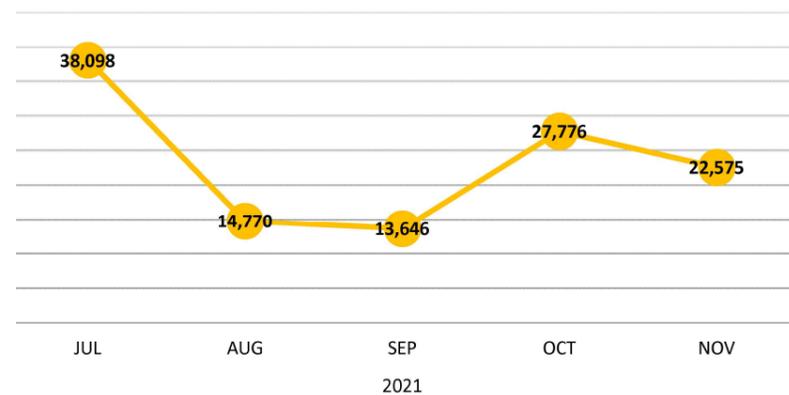


Target: 65,000
YTD Total: 25,579
Prior Year YTD: 31,098



Target: 15,000
YTD Total: 4,214
Prior Year YTD: 7,694

Visitor Numbers



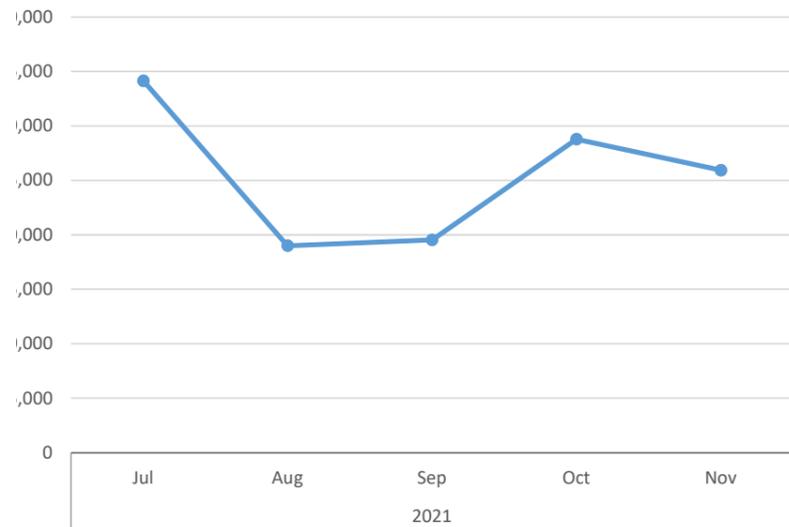
Tuhura Paid Admits



Planetarium Paid Admits



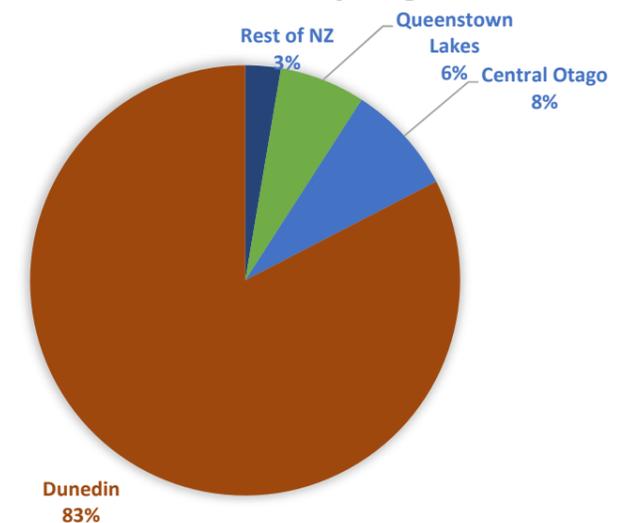
Website Hits



People Engaged Through Science Outreach



Science Outreach by Region



OTAGO MUSEUM 2021/22 At a Glance



Target: 10,000
YTD Total: 3,529
Prior Year YTD: 3,843

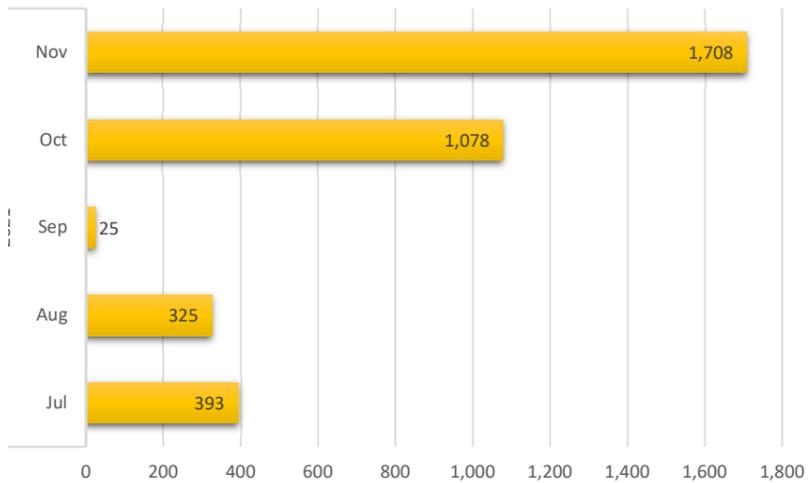


Target: 5,000
YTD Total: 2,237
Prior Year YTD: 6,501

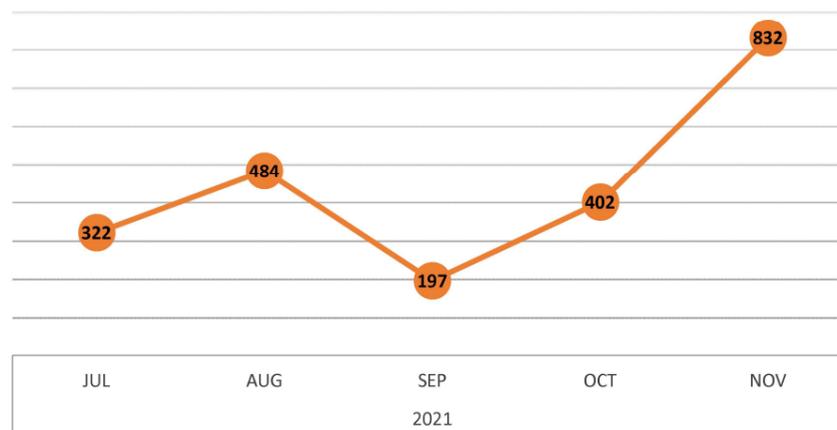


Target: 20
YTD Total: 24
Prior Year YTD: 8

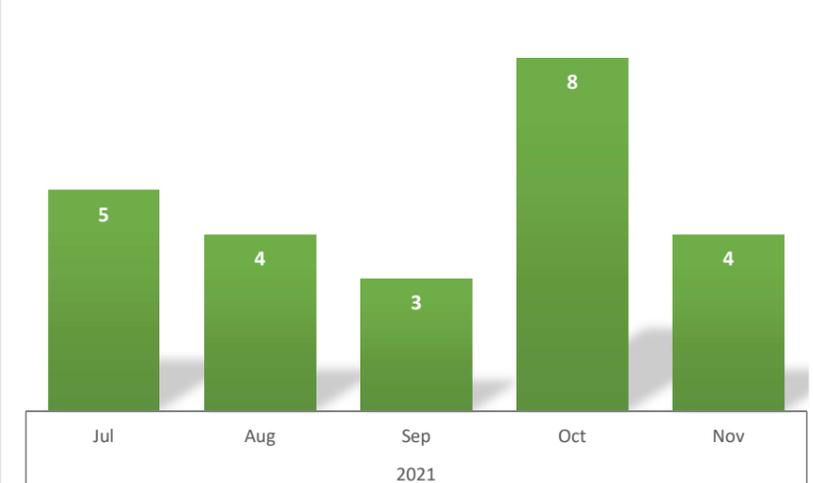
Collection Items Digitised



Student participation in Education Programmes



Publications Based on Collections



OTAGO MUSEUM
Report to Contributing Local Authorities
December 2021
For the period 1 October 2021 to 30 November 2021

DIRECTOR'S REPORT

As you can see by reading this report, despite the ongoing challenges of operating during a global pandemic, a huge amount of excellent work is being done by the whole Museum team.

Over the past two months we have opened three new exhibitions; The iNDx art exhibition in the Beautiful Science gallery, *It's all in the Making - The Margery Blackman Textile Collection* is on display in the People of the World gallery, and a wonderful *Fresh Produce* stairwell display to mark 2021 as the International Year of Fruits and Vegetables. The team are now busy preparing for the debut of our summer blockbuster *Sea Monsters: Prehistoric Ocean Predators* which opens on 11 December.

Despite the difficulties of social distancing requirements, several new events have proved very popular. Especially noteworthy because of their success in attracting new adult audiences to the Museum were the Wine and Design and UpLate events.

A significant amount of effort from the whole Museum team has been invested in preparing for the change from the government's Covid-19 alert level system to the traffic light system on 3 December. As a result of this effort, it has been concluded that the Museum can only operate safely in the traffic light system by asking visitors to show a vaccine passport on entry. We also decided that for health and safety reasons, all staff at the Museum must be fully vaccinated (or possess a valid exemption) by 17 January 2022.

This was a highly complex process to work through. It was made more difficult because it had to be carried out within very tight time constraints which were driven by government decisions. Part of the complexity arose because of the wide variety of things going on every day at the Museum. In the new traffic light system, the Museum works under 5 different sets of government guidelines:

- *Public facilities* – Museum galleries,
- *Retail* – the Shop,
- *Events* – Venues, Hospitality
- *Food and drink service guidelines* – Café
- *Education* – for LEOTC activities.

We needed to determine how to operate legally and ensure highest standards of health and safety within these, sometimes conflicting, guidelines. A 'tiger' team was set up to work through the various issues, to consult with staff and to perform and review risk assessments for every staff role and every space in the Museum. The team met daily from 22 November and, I should like to put on record my thanks to everyone who worked so hard to ensure the Museum can operate safely under the new rules. I should also like to thank staff from the Dunedin City Council who liaised very closely with us to ensure that all museums and galleries in Dunedin worked with the same entrance requirements.

While preparing to operate in the new system, the ongoing challenges of operating safely in an alert level 2 environment continue to restrict our operations. While some events did run, others have had to be cancelled. The Planetarium, Shop and Café have operated at reduced capacity. As a result, visitor numbers are down on the same period last year. Outreach and Education teams have adapted well to the new normal of working at alert level 2.

I carried out a number of interviews during the period covered by this report, perhaps the highlight of which was a feature on the BBC Travel show on 1 December:

<https://www.youtube.com/watch?v=t85JFDebnJk>

Other media are listed below:

- <https://www.youtube.com/watch?v=t85JFDebnJk>
- <https://www.rnz.co.nz/news/national/454972/aurora-australis-dazzles-over-south-island-skies>
- <https://www.rnz.co.nz/national/programmes/lately/audio/2018819303/stunning-southern-lights-over-the-south-island>
- <https://www.rnz.co.nz/news/national/456105/rare-micro-moon-eclipse-expected-to-be-visible-across-aotearoa>
- <https://www.stuff.co.nz/entertainment/music/300434721/out-of-this-world-tribute--two-asteroids-named-after-the-chills-and-anthonie-tonnon>

Due to the change in Covid-19 Levels through August and September three events at which I was due to speak were cancelled. I have therefore not presented any public talks since the last board meeting.

On 11th November I spoke via Zoom about 'patterns in the sky' to 80 year 7 & 8 pupils at Stonefield School in Auckland.

I continue to write my weekly astronomy column which appears on Saturdays in The Mix in the Otago Daily times: https://www.odt.co.nz/search/results/skywatch?sortBy=published_at%20DESC

COMMERCIAL

Finance

The ticketed exhibition, *Sea Monsters – Prehistoric Ocean Predators*, opens on 11 December. We are expecting this exhibition to be a popular with visitors.

The new Covid-19 protection framework (traffic light system), which comes into effect on 3 December, will have some operating advantages for our business units as there will be fewer operating restrictions. However, as outlined in the Director's report, it has been complex to work our way through five sets of regulations that apply to each of our varied business units.

As well as the traffic light system, the Museum must comply with its obligations under the Health and Safety at Work Act 2015 Section 36 (2):

A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

We regret that as a result of our obligations, and the introduction of the My Vaccine Pass, we will be unable to accommodate our whole community in the Museum for a while.

Annual Audit

We were pleased to recently receive notice from the Office of the Auditor General that our annual audit has been reallocated to BDO Invercargill, effective December 2021. Though we are pleased to finally get this year's audit underway, it is disappointing that the Audit Office has failed to meet our statutory reporting deadline of 30 November 2021.

Café

The café is ready to operate under the new traffic light system – orange, starting 3 December. With the Museum operating under My Vaccine Pass verification, the café can operate with a greater capacity. The alternative of not using My Vaccine Pass, would have been for the café to offer takeaways only, which would not have been a viable business option.

With *Sea Monsters* opening soon the Museum is looking forward to good summer holiday trading.

Shop

The on-line shop is trading well and is in a good position for Christmas trading.

Venues

The Venues team started the new financial year with a great first month.

The new Covid-19 Protection Framework has led to several cancellations, especially of Christmas functions. Though some events have been re-booked for New year, so the year should end on a positive note.

Facilities Team

The Facilities Team are working on, or have completed the following tasks/projects:

- Installed new information desk setup for My Vaccine Pass checking.
- De-installed *Fashion Forward* exhibition.
- Painted the 1877 gallery for the *Kura Pounamu* Exhibition.
- Started building displays for *Kura Pounamu* Exhibition.
- Cleaned out store at back off 1877 gallery.
- Carried out 12 building inductions for new staff.
- Carried out 6-monthly building warrant of fitness checks.
- Built and painted walls in the Special Exhibitions gallery for the *Sea Monsters* exhibition.

Projects Update - Seismic Assessment

Planning with engineers is underway to identify areas within the museum buildings from which to take core samples to confirm construction typology. Buildings being tested are the Ross, Hocken, Fels & Centennial wings. Samples will be sent to a lab for testing the strength of building material(s). The results will inform the extent of the next stage for desktop calculations.

IT

- SAN ordered.

HR

Recruitment has been busy with seven roles being advertised. Some of these positions are due to key staff planning to move to different cities to take up new opportunities.

We are sad to see these people leave, but pleased to see them moving on to the next step in their careers.

Health and safety

We continue to review incidents and look at ways to improve our health and safety management.

This period health monitoring for the workshop and individual health monitoring for the facilities team has been completed. Five more tests are required to establish the level of risk to staff health in those areas.

A substantial amount of time and effort has been put into planning for the Covid-19 traffic light system. Extensive risk assessments were carried out in consultation with staff. The results of these fed into the Covid-19 Protection (Vaccination) Policy and the decision around mandating for use of My Vaccine Pass.

COLLECTIONS, RESEARCH, EDUCATION & DESIGN (CRED)

Access requests completed

	Image	Item/physical
Humanities/Taoka Māori	6	4
Natural Science	2	2
Other		

Details:

- Video footage of 'Translation: new works in glass by Luke Jacomb', exhibited in Otago Museum in 2011, including an interview with his father, was digitised and sent to Luke Jacomb.
- New images were taken of E81.811, a papyrus fragment, and provided to Assoc. Prof Dr Mike Samson, University of Manitoba, for inclusion in a presentation 'Contextualizing the Homeric Papyri from Karanis', at the 30th International Congress of Papyrology (Paris, July 2022), and to Gwynnaeth McIntyre for use in University of Otago Classics programme classes.



E81.811 Papyrus fragment

- Photography of 3 contact-era nails made into fishhooks was undertaken with support from University of Otago Computer Sciences for 3D photogrammetry models for Kāi Tahu artist, Vicki Lenihan. She will be reproducing representations of the taoka in 'Hurahia ana kā Whetū', an exhibition by the Paemanu Kāi Tahu artist group in collaboration with the Dunedin Public Art Gallery.
- Phil Moore received publishable photos of three silcrete blades from Killermont Station (D67.144 - 146) for an article on Mackenzie basin sites in the Records of Canterbury Museum, vol. 35, 2022.
- Shar Briden received photos of a mere (D72.129) which was found in a rock shelter at Clyde in 1971, for a survey report for the Otago Goldfields Heritage Trust.
- Catherine Smith from the University of Otago has completed the sampling of Māori tapa (D34.961 a/b/c, & D34.617) from inland rock shelters.
- Paula Wagemaker was provided images of the Puketoi Station kete as part of the Māori section of a book on the history of Oturohua's Gilchrist & Son General Merchants.
- Kate Evans requested photographs of the kea beaks and bag associated with bounties for an article in NZ Geographic.
- James Crofts-Bennett requested an image of a fossil crinoid for the University of Otago Journal Club.
- Dr Matthew Tarling, who was post-doctoral researcher at the university of Otago Geology Department but is now working at McGill University in Canada, requested extra information on the flakes and worked pieces of pounamu that featured in the F.J. Tuner 1935 article.
- Eliza Thompson visited the Natural Science collection to measure New Zealand coot material from the comparative skeletal collection to assist in identification of bones from the Fife archaeological site at Kaikoura.
- The Museum declined providing curatorial and cultural comment for a film on a Dunedin artist's model representations of 'warriors' from different cultures as the context of the film was personalised to the artist whose collection is currently being marketed for sale.

Loans

Outward loans sent:

- none

Inward loans received:

- 44 firearms were received from Waitaki Museum & Archive for temporary storage in the Museum's strong room while the Waitaki Museum undergoes renovation.

Other loan activity:

- Research with Southland Museum on the piece of the whare Mataatua historically loaned to them was paused over the lockdown and will restart when a trip to Murihiku can be re-arranged.

- Research on a waka tūpāpaku lid on loan to Gisborne Museum is paused awaiting the appointment of a new kaitiaki Māori at that museum.
- 23 of the 28 outfits on inward loan for the *Fashion Fwd* exhibition have been returned since its closure on 17th October.

Collections item records

	This period	Financial year to date
New/digitised:	2,786	3,529
Revised:	5,940	11,146
Imaged:	89	556

Details/Highlights:

- New data structures developed for the Vernon Collections Management System have been deployed across the Humanities and Natural Sciences disciplines. The Activities modules have also been reviewed and are with Vernon Systems for development and reconfiguration.
- Assistant Curator, On Lee Lau has sent through a large data set of moths which she has cleaned while in the Chatham Islands, ready to be added to the database. The upload work began in November, resulting in 500 new records.
- The data from our Forster spider project is being checked and added to the database. Approximately 1000 new records have been created from this work so far.
- 454 archives catalogued by Archivist Gareth West have been uploaded into the collection database and are now searchable.

Acquisitions and Deaccessions

	Acquisitions	Deaccessions
Humanities/Taoka Māori	10	0
Natural Science	1	0

Details/Highlights:

- Gold cross pendant made by Kobi Bosshard.
- Photographic portrait of Ralph Hotere.
- Pair of c. 2002 Briarwood sandals.
- NOM*d sleeveless hoodie.
- Group of bilum and bags from various Papua New Guinea locations, donated by Prof. Glenn Summerhayes, Otago University.
- Rakel Blomsterberg donated the outfit from her 'The world through my eyes' collection, exhibited in *Fashion Forward*, which won first place in the International Emerging Design Awards, 2013.
- Mary McFarlane studio jewellery: 'thinking cap' from 1993, and a necklace and bracelets from 1996-7.
- Long-sleeved 'Black Light' top.
- Small black tote bag with Bill Manhire quotation "I live at the edge of the universe..."
- 2 taxidermy goldfish from Wanaka. Taxidermy commissioned by Pete Wells.
- 19th century British rural worker's linen smock.



Rakel Blomsterberg's 'Miss South America' ensemble



'Thinking cap', 1993, by Mary McFarlane



Record-breaking feral goldfish from Albert Town Lagoon, Wanaka. 2020

Enquiries

	Public Enquiries	Item Receipts
Humanities/Taoka Māori	6	12
Natural Science	14	9
Conservation	10	

- Public enquiries include information about a 1993 exhibition at Otago Museum, *Carrying the Banner*; 'Māori fish-hooks in southern New Zealand' by J. Hjørnø; Otago Daily Times file archives; historical scrapbook; home film material.
- Dawn Cropper from New Zealand Heritage Properties requested information on artefacts and faunal reports from midden/oven sites on the edge of Lake Onslow. The Museum has flakes, animal bone and lithic material that have been 'Z' registered in collection.
- Natural Science has been asked to assist with a number of whale bone identifications in the last few months that are coming out of eroding whaling sites.
- Interest in ambergris continues to generate enquiries.

Protected Objects Act

No taoka have been notified to the Ministry of Culture and Heritage under the Protected Objects Act (1975).

- An evaluation of two rocks brought in by the public was undertaken. Neither are taoka tūturu.

Publications & Social Media: On the collection

	Internal researcher	External researchers
Research publications/papers	2	
Blogs	3	1
Other	2	

The following is a reference list of recent publications on the collection:

- White, M. 'Making a Point' *Otago Daily Times Cool and Collected, Weekend Mix*, 9 October 2021.
- White, M. 2021, 'The 1957 exhibition', Diamond Jubilee catalogue, Ceramics Association of New Zealand 60th National Exhibition.
- Jane Malthus, Moira White and Margo Barton, 2021. 'Together: The Collaborative Curatorial Practices of a Museum Curator, Dress Historian and Fashion Design Educator' in *Scope: art & design 22*.
- Barton, Margo, Jane Malthus, & Moira White 'Critical Making: Contemporary Fashion Practices' in *Scope: art & design 21*
- Fleury, K. 'Garden Birds of Dunedin' Otago Museum blog 18 October 2021.
- Burns, E. 'Nightmares in a Museum', Otago Museum blog, 31 October 2021.
- Lau, O. 'Rekohu Travel Journal – Part one: Birds and the bush', 09 November 2021.
- Harlow, A. 'Detailed models crafted from glass' *Otago Daily Times Cool and Collected, Weekend Mix*, 25 October 2021.

External researchers:

- Finch, S. Intern Blog: Sam Finch, 07 October 2021.
- Verry, A.J.F.; Schmidt, M. & Rawlence, N.J. (2022) A partial skeleton provides evidence for the former occurrence of moa populations on Rakiura Stewart Island. *New Zealand Journal of Ecology* (46).
- Gill, B.J. (2021) Science and managerialism in New Zealand. *New Zealand Science Review*. Vol. 77(1-2).
- Smith, L. (22 October 2021) Support for proposed ban on trade in extinct animal remains. *Otago Daily Times* – interview featuring Kane Fleury.

Collection team contributions to projects, exhibitions and programmes

Collection based projects:

- Recording and inventory is ongoing for Māori lithics (Jen Copedo) and Māori organics (bone, shell, wood) (Lana Arun).
- Inventory of archaeological assemblages in the offsite store continues (Jen and Lana).
- The Natural Science, Design and Marketing team worked on a small display and social media campaign to support the Tarapunga, Red-Billed Gull, for New Zealand's Bird of the Year.

In house exhibitions, programmes and gallery projects:

- A 2-day hui was convened with the Ngāi Tahu Māori Rock Art Trust and Canterbury Museum to further develop the touring rock art exhibition proposal.
- The Barry Watkins Shark surfboard display was deinstalled.

- Progress continues on the Michelle Beevors' Animal Attic installation of knitted anatomy for April 2022.
- Work on the *Freshwater Fish* stairwell display for 2022 continues.
- *Fresh Produce: The International Year of Fruits and Vegetables* was installed in the stairwell cases in early November.
- Writing continues for labels for the trees, plants and rocks that are in the Great King Street Garden.
- "It's all in the making" *The Margery Blackman Textile Collection* opened in People of the World in early October.
- *Fashion FWD >> Disruption through Design* exhibition closed on 17th October and was deinstalled.

External projects (e.g.: Industry networks, partnerships, community work and events)

- 3D models of rākau momori from Rēkohu produced in partnership with Dr Josh Emmitt, University of Auckland, and Hokotehi Moriori Trust have been made available for installation in a new Moriori exhibition at Te Papa.
- Emma Burns contributed to the joint submission on behalf of Natural History collections concerning the MPI import health standards for biological specimens.
- Gerard O'Regan and Peter White, Editors. *Archaeology in Oceania*, Volume 56, Issue 3. October 2021. Special issue: Rock art in Oceania.
- Te Rūnanga o Moeraki whānau lab session was held at the University of Otago working on the midden recovered from the Tikoraki Point excavation (of which Otago Museum is a partner).
- *Ka Paroro a Haumumu*, an archaeological-art project on sorting the Coutts Fiordland assemblage with live stream (one afternoon a week) to the exhibition in the Brisbane biennale has been arranged for delivery from the University archaeology laboratory.
- Plenary address and a paper presented at the University of Otago's Centre for the Book's annual symposium.
- Following a successful submission to the Environment & Heritage Lottery Fund by the Conservation team, the Otago Museum has been awarded **\$95,000** to develop the 'Hidden Hazards' project. The project will fund the appointment of a fixed term coordinator to develop New Zealand specific guidelines, protocols and best practice methodologies for the identification, management, disposal and decision making around hazardous items in museum and heritage collections. Although focusing on regional museums and collections, the work and outcomes will have national resonance for the GLAM sector more broadly.
- Robert Morris submitted a proposal to the MCH Long-Term Insights Briefing, focussing on addressing collections of national significance housed in non-national institutions.
- The Pacific History Association 2021 conference attended by Moira White (online).
- Awarded Royal Society of NZ Marsden Fund for "Using marine shells to accurately locate early Māori settlers in time". Led by Waikato University, partnering with Auckland Museum, Otago Museum and Ngāi Tahu's Prof. Atholl Anderson. (Curator Māori 0.1 FTE x 3 years; Research Assistant 0.15 FTE x 2 years).
- *Taking Control of Our Heritage*, Indigenous Cultural Heritage Conference 2021. University of Melbourne. Attended by Lana Arun (online).
- NZ Repatriation Network zui. Contributed to by Anne Harlow, Jen Copedo, Lana Arun and Gerard O'Regan.
- Otago archaeological research project planning hui convened by Gerard O'Regan with Aukaha and the University of Otago Archaeology Programme.
- Anne-Claire Mauger, University of Otago, is now continuing doctoral research on the Whareakeake pounamu following a deferral due to Covid-19 alert levels.

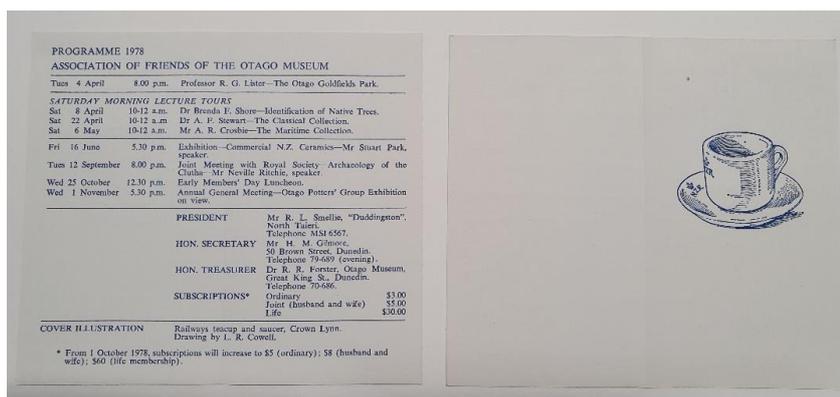
- Iwi liaison and curatorial assistance has been provided to Lakes District Museum, Arrowtown, to help advance the redevelopment of their Māori display.
- The 2021 New Zealand Historical Association conference attended by Moira White (online).
- The Histories of Archaeology conference attended by Moira White (online).

Honorary curators, volunteer and internship activity

- Quinta Wilson, University of Otago, has completed an initial sort of the archive on the Waitaki Gorge rock art sites and matching up surviving stone fragments with the archive images.
- Jane Malthus continued making a valuable contribution to programmes and other events associated with *Fashion Forward – Disruption Through Design* exhibition.
- Completion of a new Operational Guideline covering Honorary Curator and Researchers roles. A new intranet site that communicates the often-unseen work by these staff was also launched.
- Support has been given to peer reviewing Ross McKenzie's development of a blog on the Rapa Nui moai.
- Ruby Douglas and India Quedley, University of Otago Classics department interns, continued the digitisation of Greek coins.

Archives

- The archives digitization program recommenced in November After being stalled by lockdown. Four volunteers were trained to catalogue and repackage Spider photographs that were part of Robert Forster's collection. More volunteers will be inducted in the coming weeks.
- Appraisal and description of Collections and Research files (series 0011) is complete. 39 boxes of material have been catalogued.
- The archives of the Association of the Friends of Otago Museum (series 0020) have been catalogued and repackaged into archival, acid-free enclosures.
- Series 0001 to 0018 have been uploaded onto Vernon, the Museum's collection management system, and are fully searchable.
- Work on the appraisal of the museum's VHS tape collection will commence in December.



(Programme Association of the Friends of Otago Museum, 1978)

Presentations, talks and interviews

Title	Date	External Audience	Delivered by
<i>Fashion Forward at Otago Museum</i>	1 October 2021	Graduate Women Otago colloquium at OM	Jane Malthus
The Adjustable World of Reversible Clothing	7 October 2021	U3A Dunedin	Moira White
<i>Fashion Forward at Otago Museum</i>	14 October 2021	U3A Dunedin	Jane Malthus and Moira White
Fashion Thursday>> <i>Charmaine Reveley</i>	14 October 2021	Fashion Thursday>> at Otago Museum	Jane Malthus
<i>Disrupting fashion-as-usual in the Southern Hemisphere</i>	14 October 2021	Responsible Fashion Series, Antwerp	Margo Barton, Jane Malthus and Moira White
Edith Annie Howes: "Let us follow the course of birth"	19 November 2021	Centre for the Book 2021 symposium	Moira White
From Field Guides to TV Tie-ins: NZ's Popular Natural History Books, an Historical Survey	19 November 2021	Centre for the Book 2021 symposium	Rosi Crane
'Let's Dance: Superfamily Empodoidea.'	4 November	Monthly meeting of the Otago Branch of the Entomology Society of New Zealand	Steve Kerr
Moeraki boulders, rock art and matauranga of geology, fossils and landscapes within the Waitaki Valley.	25 November	Te Kura Kaupapa Māori o Otepoti	Kane Fleury and Gerard O'Regan
<i>Blowing Bubbles</i> interview.	9 November	Podcast by Samuel Mann, Mawera Karetai OAR FM	Emma Burns
Natural History Collective in Australasia	20 October	Presentation to Managers of Australian Herbaria Collections (MAHC)	Kane Fleury, Emma Burns, Rebecca Bray and Sarah Tassel
Sunfish Surprise!	8 October 2021	Wild Dunedin – Spring edition	Emma Burns
Pesky Pests	24 November	Tūhura Club	Shannah Rhynard-Geil
Birds out your window (in a Dunedin garden)	8 October 2021	Wild Dunedin – Spring edition	Cody Phillips
Tokatuhi: What we do and don't know about Māori rock art	27 October 2021	HD Skinner Memorial Lecture, convened by the Friends of Otago Museum	Gerard O'Regan
Rākau momori – Modelling Chatham Island tree markings	5 November 2021	Living Digital Heritage Conference, Macquarie University, Sydney (online)	Gerard O'Regan, Susan Thorpe (Hokotehi Moriōri Trust), Josh Emmitt (OU), Richard Hemi (OU)

Conservation

Preventive

- The new Testo environmental monitoring system, funded by the Dr Marjorie Barclay Trust, has been commissioned and installed across the Museum. This will provide comprehensive environmental monitoring across galleries and stores in a much more efficient and accessible way.
- IPM and Oddy testing work continues as does the gallery mounting survey.
- A large amount of archaeological material has been brought from the off-site store for freezing prior to use as part of Alex Moneiths' Venice Biennially project.
- The conservation team has been liaising with external contractor John Watson to discuss chemicals, risk and air quality monitoring.
- The Conservation Manager and the science outreach manager met with John McColl to obtain more specific advice on the transportation of chemicals. Chemical spill training is planned for Conservation and Science Outreach in the new year.

Projects

- Supporting the installation and de-installation of a number of exhibitions has been a focus in October and November.
- Early preparation work is also underway for the Rock Art exhibition which is likely to include significant conservation time and planning.
- The team continue to process a number of recent acquisitions, to prepare items for outward loan or loan return, sampling requests and remedial treatments. Work has continued on Otago Museum's wet collection and the Archaeological Metals project.

Outreach

- The Conservation Manager took the Museum's pXRF unit to Canterbury Museum for four days to assist staff there in identifying possible hazards on a range of collection items.
- The team assisted staff from the Hocken with the conservation/preparation of two items for their upcoming Chills exhibition.
- The team have assisted Toitū and Dunedin Public Art Gallery with Integrated pest management (IPM) freezing during this period as well as more general IPM advice on a range of issues.

Regional Museums

- A team from Otago Museum visited Vallance Cottage at the request of Central Otago District Council (CODC) property and facilities manager Christina Martin. They then met with the Vallance Cottage Working Group to workshop new approaches to interpretation and visitor engagement.
- The conservators visited Waitaki Museum and the Forrester Gallery to discuss the current re-developments and the possible loan of a number of mannequins for a temporary exhibition in 2022. They also discussed storage options for Waitaki's firearms collection and undertook rapid condition reporting to facilitate the collections temporary relocation and storage at Otago Museum.
- At the invitation of Saskia Righarts from the Central Otago District Council, the conservation manager attended a two-day Investment Logic Mapping (ILM) workshop focused on CODC and the museum sector in Central Otago.
- The Conservation Manager attended the opening of the Waikouaiti Coast Heritage Centre on behalf of the Museum. They also attended a meeting regarding possible Otago Museum support for the Port Chalmers Museum redevelopment.
- The Museum donated four museum cases to regional museums and assisted the National Archives find new homes for four of their display cases.

Tū Tonu Project

- Project Manager Kimberley Stephenson started on 7 of October and has focused on getting the project underway. Externally funded under MCH's Capability Fund, the project focusses on supporting the heritage collections sector across Otago and Southland.
- Two project surveys, one of which specifically targets Marae, have been drafted, consulted on and tested. They will be launched in December.
- The projects' external reference group has been confirmed and an initial meeting held.
- Final preparations are underway for two hui, one hosted in Gore and one at Otago Museum, which will act as combined regional museum meetings and project/survey launch, scheduled for the first week of December.

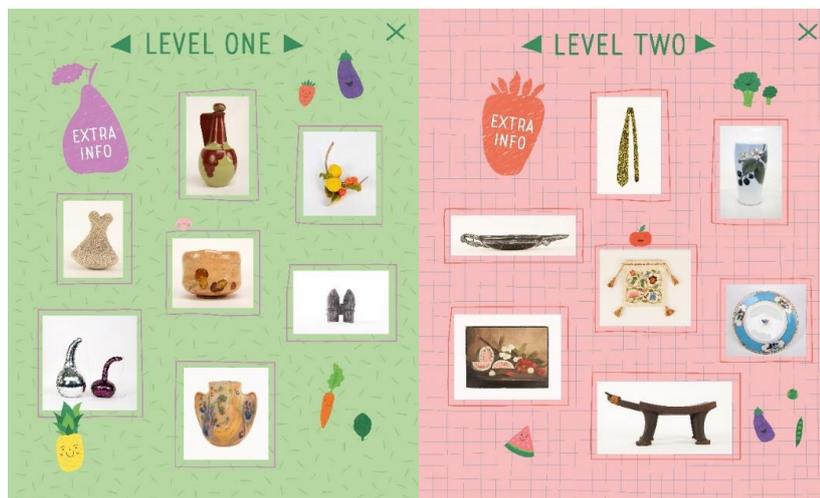
Training

- The Conservation Manager has been selected to participate in ICOM-CC's solidarity project which is focused on facilitating conservation risk assessments. The project involves approximately 30 conservators and museum staff from around the world and includes six days of formal facilitation training which was completed during this period, with further workshops and collaborative projects running throughout 2022. This is an excellent networking opportunity with participants from Europe, Africa, India, South East Asia, Australia and two from New Zealand.
- The Conservator attended a presenting skills workshop with ICON. The team have also attended a variety of on-line presentations and workshops as part of the ICOM-CC and the AIC/SPNHC conferences.

Exhibitions & Creative Services

Exhibitions and displays:

- *Fashion FWD >> Disruption through Design* closed 17 October. Total of 34,917 visitors. The exhibition has been submitted to the Costume Society of America's Richard Martin Exhibition Award. We will find out in January if we have been shortlisted. The Best Design Awards have been postponed until February, so we have yet to find out if we have received a placing in the Exhibitions and Temporary Structures category.
- *Connection > Collection: Papua New Guinea* stairwell display demounted on 1 November.



- *Fresh Produce: The International Year of Fruits and Vegetables* stairwell display opened 1 November and runs until 10 April 2022.
- *Otago Museum Photography Awards* closed 11 October. Total of 17,693 visitors, compared to 12,465 in 2020.

- Display in Nature gallery to commemorate the 50th anniversary of the last shark attack in Dunedin was demounted on 16 November.



- *"It's all in the making" The Margery Blackman Textile Collection* – opened 8 October, and will run until 2 October 2022 in People of the World.



- *iNDx Art* exhibition opened Tuesday 12 October and runs until 10 December in the Beautiful Science Gallery.
- *Capture Science*, a small photography competition for the University of Otago Optics Chapter was displayed on Atrium Level 2 from 15 – 31 October.
- Central Otago edition of the *Otago Museum Photography Awards* was installed in Cromwell on 4 October and runs until 9 January 2022.



- A display designed to promote Otago Museum’s backing of the red billed gull for Bird of the Year, was installed in the Atrium on 22 October until 8 November, along with the team creating memes for social media

In Development:

- *Sea Monsters* in Special Exhibitions Gallery, 11 December – 1 May 2022. On schedule, though shipping has been delayed by a week with a new ETA for Friday 26 November. While not ideal, the team are still planning to open on time. Alongside designing all the collateral, we also made a shark fin for the Marketing team for their teaser campaign at the Dunedin Botanic Gardens.
- *Plunge – Augmented Reality Experience* opens in Beautiful Science Gallery on 11 December to coincide with *Sea Monsters*. Created in-house, recently returned Exhibitions and Creative Services Officer Max Mollison has created an entirely augmented reality experience where visitors can be immersed in a series of environments, as well as developing face filters which will be available through the Otago Museum’s Facebook and Instagram. We plan to test how visitors engage with this technology, and longer term look at how we can augment experiences in the permanent galleries to add new life and expand on the stories we tell. Having Max’s skills in the team is a real asset.



- *Kura Pounamu* – touring exhibition from Te Papa. Layout approved by Te Papa. Addendum to contract signed to reflect new dates. Opening 26 March 2022 and will run until 28 August 2022.
- *Freshwater Fish* display design and mounting underway for the next stairwell display, opening 11 April 2022.
- *Anatomy Lessons* by Michelle Beevors intervention in Animal Attic, installation beginning 4 April 2022. Works include a giant knitted giraffe skeleton based on items we have in our collection.
- Rock Art collaboration with Canterbury Museum ongoing. Hui held at Otago Museum in November. Planned to open at Canterbury Museum in November 2022, followed by showing at Otago Museum.
- The *Kiingi Tuheitia Portraiture Award* touring exhibition is confirmed and will be an intervention within Tāngata Whenua. It will likely open in September 2022.
- Planning underway for a permanent display of the moa footprints in Southern Land, Southern People, once conservation is completed.
- *Code Breakers: Women in Games*, and *Mighty Small, Mighty Bright* (which we developed with MOTAT) will be a dual showcase in Special Exhibitions Gallery following *Sea Monsters*. MOTAT are taking *Code Breakers* after us which means the freight cost is halved.
- Planning is underway for the development of a future internally developed special exhibition.

Creative Services:

- Working with the Visitor Experience and Science Engagement (VESE) team to develop hands-on activities to support *Sea Monsters*.
- Design support for programmes and events, including Christmas activities, Wine and Design events, UpLate events, Pyjamarama, Monster Weekend, school holidays, Diwali and school holiday activities.
- Completed branding for *Tūhura Tuarangi – Aotearoa In Space* exhibition. Development underway with the Science team about further design requirements.
- Design support for Tū Manawa TRYbrary project.
- Working with the Planetarium's Full Dome Producer to develop new graphics for the 'Spacetronauts' show.
- Craig Scott and Shanaya Cunningham were external moderators for the Year 3 Communication Design degree at Otago Polytechnic.
- Craig Scott attended the Otago Polytechnic Communication Design Permanent External Advisory Committee meeting.
- Design team attended a workshop with members of the Collections team and Central Otago District Council around future developments of Vallance Cottage in Alexandra.
- Shanaya Cunningham attended the Zoom hui for NAME (National Association for Museum Exhibitions) and reported back to the wider team on updates across other institutions in Australia and New Zealand.
- Craig Scott, along with the iNDx team gave a presentation at the Arts Access Aotearoa meeting about the background and development of the exhibition.

Education

Explorer's Club

- Explorer's Club will be running for two weeks over the January school holidays, returning to normal capacity, subject to Covid-19 levels operating at that time.

Sleepovers

- Term 4: 23 Sleepovers from 17 schools. We had 6 sleepovers cancelled due to Covid-19 concerns.
- Term 1: 14 Sleepovers from 9 schools booked.

LEOTC

Curriculum

- ELC (Enriching Local Curriculum) is the new-and-improved version of Learning Experiences Outside the Classroom (LEOTC). Otago Museum's tender is nearing completion for the 14th December deadline.
- We have recently delivered a large number of tailored programmes with high school students.
- We have had further enquiries for our GATE (gifted and talented education) programme, but we are still waiting on confirmation for Term 1.
- LEOTC monitoring, phone visit at the end of November. Report completed.
- End of year Milestone report for LEOTC due on 10th January.
- Merryn from the VESE team supported four school visits from Silverstream with our Egyptian programme.



- Danielle from Science Engagement supported the Education Team with delivery of content in Te Reo Māori to Te Wharekura o Arowhenua.



Education projects

- Finalising our *Sea Monsters* education programme to start in Term 1 2022.
- We had a visit by Earth Sciences and Space Educators - Professional development.
- In December Chris Brooker will represent Education at the Tū Tonu gatherings in Gore and Dunedin as a guest speaker.
- Attendance at a variety of online professional development opportunities through Te Pū Tiaki Mana Taonga.

A table recording student number participation follows. Please note these numbers include multiple programmes by the same class on the same visit – excluded from Ministry’s criteria for student counting, to be reported in Milestone Reports. This table does not include numbers from non-applicable institutions or adults.

Please note that Planetarium numbers for Education programmes are replicated in the Planetarium report.

LEOTC APPLICABLE ONLY						
July 2021 – June 2022						
Participation from: 1st October to 30th November 2021						
Actual participation in LEOTC programmes for:	Year 0-3	Year 4-6	Year 7-8	Year 9-10	Year 11+	Total
Total Year to Date	381	538	205	134	0	1,258
Target (July 2021 - June 2022)	1028	1256	1142	799	343	4567
Percentage of annual target	37.06%	42.83%	17.95%	16.77%	0%	27.55%
<i>Targets are calculated based on an 11-month school year.</i>						
<i>L2 Delta has reduced capacity due to asynchronous delivery.</i>						

Personnel

- Emily Gray returned to the Education team on the 22nd November.
- Sleepover presenter Luke has secured a teaching position next year and will be leaving us at the end of the year.
- Lana Arun, Assistant Curator Māori, has been made a permanent member of the Collections team.
- Kimberley Stephenson joined the team as the MCH funded Tū Tonu Regional Museum Project Manager. Kimberley will be with us for 15 months.

MARKETING

This period there have been many events which required PR and promotion and we have been busy with marketing and PR for exhibitions: closing, opening, and upcoming.

Closing exhibitions

Fashion FWD

Fashion FWD>> *Disruption through Design* closed and we had our last supporting event. The final Fashion Friday was very successful. Tickets sold out and the overall visitor numbers for the exhibition were very strong. This exhibition allowed us to build a new audience which have seen crossover with other new, adult and female-focused evening events this year. This has increased our numbers and driven sales for other revenue arms such as the Shop and Venues. Our thanks to the wonderful Jane Malthus and Margot Barton for their help in supporting marketing of the exhibition and its events, without them, and iD Fashion, the Otago Polytech, and McMillan&Co Lawyers, this would not have been nearly as successful. This exhibition was shaped by Covid-19, and we thank you all for your support during many sudden changes, cancelled events, and shifting timelines.

Otago Museum Photography Awards

The most successful *Otago Museum Photography Awards* competition yet drove solid visitor numbers for the exhibition which closed during this period. Despite the impact of lockdown and Covid-19 mask mandates, the exhibition managed to attract higher numbers than last year (17,693 visitors this year, compared to 12,465 in 2020). We are hoping to repeat this again next year.

Opening exhibitions

iNDx Art Exhibition

For the first time, *iNDx* was held in the main Museum building and once again has attracted good local and niche national media attention. Through PR in radio, print, and with the support of other organisations there were several stories and images in media. The *iNDx* team have strong community support, and social media pages are very active which has helped to drive their brand and visitor numbers.

Margery Blackman Collection

The Margery Blackman Collection was a beautifully designed space that has attracted good media attention, with pieces in local paper and national specialty media. The copywriting for the exhibition along with national PR pieces and social media took a lot of Marketing's time earlier in the period, and we look forward to seeing articles published in the weeks and months to come.

Fresh Produce

The Fruit and Vegetables exhibition has been a fun stairwell display, and images have done well in social media and local press.

Upcoming exhibitions

Sea Monsters

Most of our work during this period has been preparing for *Sea Monsters: Prehistoric Ocean Predators*. Sponsorship has been garnered through partnerships with MoreFM and Allied Press, and this has resulted in around \$40,000 in free advertising. Teaser campaigns have been running during November in press, social media and outdoors. Our most memorable of these has been a fin floating in the Botanic Garden lake alongside a sign saying 'Something big is coming'. This story was in the *Otago Daily Times*, and was featured in local radio and got great traction in social media. With a lot of work going into imaginative promotions, we are looking forward to strong local market

recognition through interactive corflutes, partnerships with malls and local businesses, and creative social campaigns.

Events

Events have been extremely busy, with approximately 15% more events this year than last year, a number which will increase again after our very busy December schedule is complete. The vast majority of these events have been brand new concepts that have generated new audiences and increased ticket revenue. These show the incredible impact Rachel MacJeff (Programmes and Events Coordinator), supported by Charlie Buchan (Marketing Coordinator), have had on the institution in their time here.

UpLate

This was a very successful pilot which we will look to repeat in 2022. With large numbers attending, and strong revenues for the Shop, Café, Tūhura and the Planetarium, the feedback from attendees was very positive. The event relied on experiences created and run by staff and had minimal additional budget and overheads. This event showed that Dunedin has an appetite for large, adult-focussed events such as UpLate, and the Museum is building an excellent brand as a place to go for something different.

Wine & Design

These have built in popularity over the year and are now regularly selling out. Like UpLate, these are building our brand and creating additional revenue.

While many large community events (such as Creative Pasifika) were cancelled due to Lockdown, Diwali went ahead, and due to excellent support from the East Asian community, this successful event received strong numbers and very good traction on social media.

Miscellaneous

Red billed gull

The Bird of the Year competition gave Design, Natural Science Curators and Collection Managers, and Marketing an opportunity to do something fun. Our support for the red billed gull created a great story that generated stories in press and a lot of attention in the Museum and online. This was created in a very short time and was excellent for our brand.

Website project

Max Levitt-Campbell has taken leadership of the website review. This work builds on past research and is a very large project that requires the input of multiple stakeholders around the Museum. In the next quarter we hope to have news on the outcome of this work.

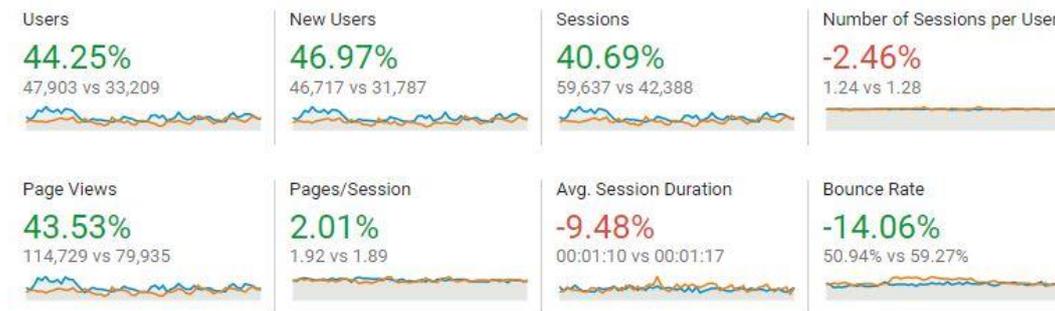
Collaborations

This period we collaborated with Orbus on their electric bus promotion; implemented the Kia Rapua science playground at the Te Maioha, an Otago University early childhood education centre; were gifted four Indian ring-necked parakeets from the Dunedin Botanic Garden; and worked with DCC to put TryBaries in Dunedin playgrounds. These partnerships resulted in excellent press in local media and were great for our brand awareness.

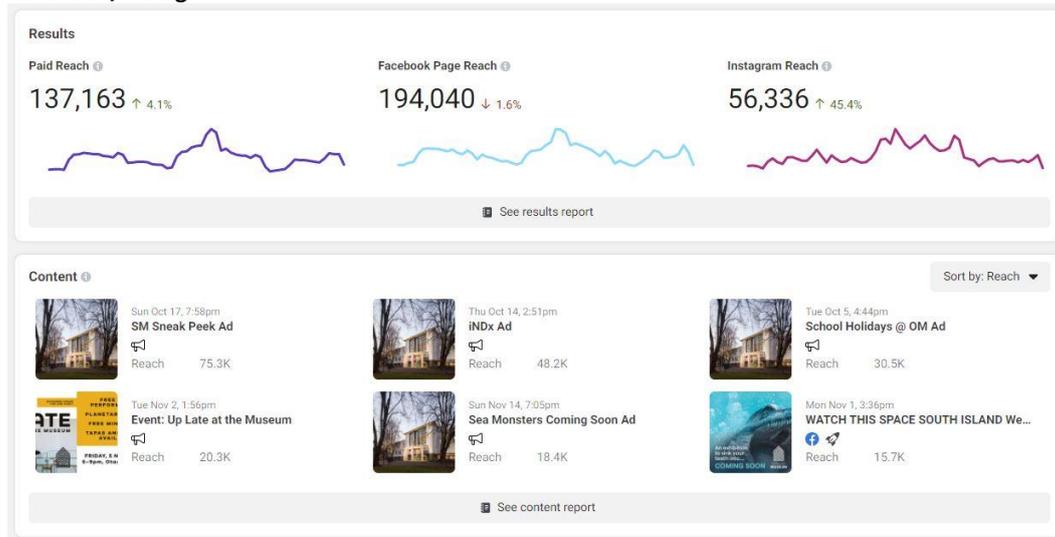
Digital media Statistics

This period is showing particularly good results for the website. The website is our own channel which cannot be affected by changing algorithms and ad spend, so these increased figures are very pleasing.

Website



Facebook/Instagram



Twitter

28 day summary with change over previous period



VISITOR EXPERIENCE AND SCIENCE ENGAGEMENT (VESE)

Tūhura Otago Community Trust Science Centre

From 1 October to 30 November 2021, Tūhura attracted 11,503 visitors, averaging 189 people per day. After a quiet stint following the last lockdown, we had a pleasingly busy Term 3 school holidays. Science Communicators engaged 944 visitors with explorations over this period (averaging 16/day). *Note:* Although First Flights and Tūhura Treats were cancelled at Alert Level 2, over November, Science Communicators trialled a reformatted First Flight that fits within Alert Level 2 restrictions.

During Term 4 the team is continuing the delivery of Tūhura Club, our after-school STE(A)M programme, with limited spaces to enable social distancing. Over six weeks, Tūhura Club attracted 81 participants, averaging 13 children per session.

The team has also spent a lot of time planning and training for our summer offerings. The summer schedule is a well-balanced combination of paid and free experiences, designed to attract visitors into Tūhura and the new exhibition, *Sea Monsters*. Activities are aimed at families, and to encourage repeat visits. The schedule will include science shows and activities centred around the Beautiful Science Gallery. To support this strategy we have developed a new free science show, *Tūhura Deep Dive*, that explores how different creatures manage to live in our deep oceans. The science show brings together the team's biggest, best, and favourite experiments. In addition, a new set of *Tūhura Treats* based around the deep ocean, will showcase twice-a-week as part of our free Tūhura-themed offerings.

Alongside the planning for the summer holidays, we have scheduled a range of training sessions for the visitor-facing staff, including: presentation skills, health & safety refreshers, show-specific chemical use training, and practice for Tūhura summer science shows and planetarium shows. The team has also been welcoming and training our new Science Communicator, Cole Thompson, together with a pool of new casual communicators.

Over this period, the team continued to expand its relationships with groups. This included working with external school holiday programme providers to offer Tūhura and Planetarium experiences tailored to their interests and needs. We have also been focusing our attention recently on providing greater accessibility for groups with special/sensitive needs, with Tūhura hosting *Quiet Hour@OM* sessions. Our arrangement with organisations that routinely bring children into Tūhura (Oranga Tamariki, Stand Children Services, and Catholic Social Services) has also progressed well with an increase in visits from Oranga Tamariki.

Living Environments

No official First Flight Butterfly Releases were done during this period due to Covid-19 Level 2 restrictions. Science Communicators did pilot trials of First Flights with altered protocols which helped ensure social distancing between them and visitors, as well as amongst visitor bubbles. These trails have engaged approximately 250 visitors to date.

Excitingly, our giant African millipedes in the Tropical Forest have successfully bred. This is the first step in the Museum establishing a sustainable colony of the millipedes. In addition, through a collaboration with the Dunedin Botanic Gardens, the Museum welcomed new members to the Tropical Forest whanau: four Indian ring-necked parakeets, which received significant media interest, e.g.: <https://www.rnz.co.nz/national/programmes/lately/audio/2018822717/otago-museum-s-new-copycat-parakeets>



Our newest arrivals - Indian ring-necked parakeets

Perpetual Guardian Planetarium

Over the October and November period, the Planetarium had 1,714 visitors to regular scheduling. This is down on 2,845 last year and 1,986 the year before, largely due to Covid-19 restrictions limiting capacity to 20/show, and the aforementioned quiet period post the last lockdown.

In addition to regular scheduling, 134 visitors attended a variety of paid planetarium programmes, and 626 primary and secondary school students participated in education shows (please see respective reports for further details).

Our new kids-focused show, *Spacetronauts: To the Extreme* edition, was shown twice per day during the school holidays. It was our joint most popular offering averaging 16 visitors per session (in a 20-person cap) and selling out on a couple of occasions. *Night Sky Live* was also very popular, with the same average during school holidays. We also have a new show, *Birth of Planet Earth*. The Museum was able to secure a three-month free licence under a support framework from Evans & Sutherland, and it proved to be a solid performer averaging 12 visitors per show over the holidays.

We are partnering with the Maths Department at the University of Otago to develop a new *Spacetronauts* show about time dilation and the theory of relativity, in time for the summer holidays. This project enables the teaching of scale and physics within the Planetarium. We also worked with University of Otago's Chemistry Department's outreach team to develop two new experiments - the Iodine Clock experiment and Whoosh Bottle. These will be featured in the new *Spacetronauts* show, and be available for the wider science team to use as part of their programmes.

DomeLab, our after work meet-up of technical and creative interests, continues to be a popular initiative with 16 professionals attending the latest meeting. It included a demo of a new interactivity interface for the Beautiful Science Gallery, and plankton footage in the dome (which we have received permission to use as part of the *Far from Frozen II* showcase). Next month's meeting is due to include a demo of a plant-based visualisation interface.

The Full Dome Producer is continuing work on content for externally funded contracts including, *Far From Frozen II*, *Tūhura Tuarangi*, and *Solar Tsunamis*. Each of these is likely to include a 10-minute planetarium feature. There is consultation commencing with a number of secondary school science teachers around adjustments to the education offerings in the Planetarium, which should increase the number of secondary schools we are able to engage in the Planetarium.

Science Outreach

This period heralded some major transitions for the team, with the resignations of Science Presentation Coordinator, Amadeo Enriquez-Ballester (who is heading to Christchurch to teach and be with his partner), and Science Engagement Coordinator Sophie Sparrow (who has been recruited as a Science Communicator for the Sustainable Seas National Science Challenge). While recruiting for these upcoming vacancies has begun, the loss of such talented individuals who have underpinned a huge amount of science communication and outreach for Otago Museum will be significant.

This period saw some important progress on projects such as *Solar Tsunamis*, which was able to pilot some engagement programming, and on Tū Manawa's *TryStation!* pilot, which obtained approval from the Dunedin City Council to carry out its final stage of in-park installs.

Covid-19 restrictions mean engagement numbers remain, like last period, lower than is usual for this time of year. Large events like A&P shows, community festivals, and Christmas fairs, are not being held. There has also been a decline in smaller-scale school and community-based events that the team would normally attend. A summary of these engagement activities for this period follows:

DATE	DISTRICT	AUDIENCE	EVENT	DIRECT ENGAGEMENT
05-Oct	Otago	Uni SciComm students	Presentation to students	10
08-Oct	Otago	General Public	E-bus Rides with ORC	56
09-Oct	Otago	General Public	E-bus Rides with ORC	107
10-Oct	Otago	General Public	E-bus Rides with ORC	42
11-Oct	Otago	General Public	E-bus Rides with ORC	48
11-Oct	Canterbury	General Public	<i>What Now</i> Filming	15
12-Oct	Otago	General Public	Active science	87
16-Oct	Otago	General Public	Super Saturday Sci of Medicines	83
20-Oct	Otago	School kids Year 7-8	Mount Aspiring College	250
20-Oct	Otago	Scouts	Far from Frozen II	12
20-Oct	Otago	Te Kura Students	Tūhura Time 1	10
21-Oct	Otago	School kids Year 7-8	Mount Aspiring College	100
22-Oct	Otago	School Kids 1-6	Tūhura Show	90
22-Oct	Otago	Fun Science Group	Far from Frozen II	30
27-Oct	Otago	Te Kura Students	Tūhura Time 2	9
28-Oct	Otago	Children 1-5	Kia Rapua	38
03-Nov	Otago	Te Kura Students	Tūhura Time 3	12
04-Nov	Otago	School kids	Tūhura Show	200
09-Nov	Otago	3-5 year olds	Light and Colour	16
14-Nov	Otago	General Public	Far from Frozen II	0
17-Nov	Southland	Students Year 1-6	Solar Tsunamis	90
17-Nov	Otago	Te Kura Students	Tūhura Time 4	18
18-Nov	Otago	Year 7 classes	TryStation! Pop-Up	65
18-Nov	Southland	Students Year 1-6	Solar Tsunamis	45
18-Nov	Otago	General Public	TryStation! Pop-Up	10
23-Nov	Otago	General Public	TryStation! Pop-Up	5

24-Nov	Otago	Te Kura Students	Tūhura Time 5	14
24-Nov	Otago	General Public	TryStation! Pop-Up	5
25-Nov	Otago	General Public	TryStation! Pop-Up	28
27-Nov	Otago	Regional Scouts	Tūhura Show	85
30-Nov	Otago	General Public	TryStation! Pop-Up	5
Total for this period				1, 585
Total for year to date				21, 672

Outreach Highlights:

E-Bus Open Days (08 – 11 Oct)

As a part of Otago Regional Council's trial of an electric bus in Dunedin, the bus spent four days outside the Museum, taking visitors for free trips. A science communicator was on board to discuss the environmental impact of electric vehicles compared to their petrol and diesel counterparts, and to answer any questions. Content from the *Far from Frozen II: Going to Extremes* showcase was also used to bolster the messaging around the positive effects e-buses offer our climate change challenge.



Electric bus with Far from Frozen II interactives about the C-footprints of transport options

What Now? Live Episode (12 Oct)

Whitebait Media funded a team from Otago Museum to travel to Christchurch to participate in their science-themed episode. The team presented our biggest, messiest demonstrations in 3 minute "sound bites" throughout the 2-hour live filming to a viewership of thousands. The feedback from the Whitebait Media team was positive. Although the science engagement team's focus will remain on securing in-person engagement with our target audiences, a continued relationship with the production company will provide an additional platform to showcase externally-funded projects to a large audience.

Refer: <https://www.tvnz.co.nz/shows/what-now/episodes/s2021-e33>



Filming What Now in Christchurch indoors and out

Super Saturday (16 Oct)

In support of local health service provider, Te Kaika, and the Dunedin City Council's planned activities for the nation-wide Vax-a-thon, *Lab-in-a-Box* was moved to the Octagon where we worked with our partners from the University of Otago's *Science of Medicines* project to bust myths about coronavirus and vaccine safety, and encourage/reassure those with vaccine hesitancy.



The team in *Lab-in-a-Box* set up right beside Te Kaika's vaccination bus in the Octagon.

Mt Aspiring College (20 – 21 Oct)

The team did split sessions over two days at Mt Aspiring, adapting the *Wild Science* show for Year 7 sessions on animal adaptation, while Year 8 sessions looked at physical and chemical changes. The visit ended with a geyser for the whole school. This was filmed by a student and put on TikTok – to date, the clip has received over 1.6 million views!



Talking about changing states of matter with liquid nitrogen cloud and geyser-in-a-barrel.

Bradford School Show (22 Oct)

A full-school Tūhura Show was well-received by teachers and students. The show explored the scientific method in science, and promoted Tūhura as a great place to discover more about science.

Otago University Childcare Association (28 Oct)

A teacher at Te Maioha, an Otago University early childhood education centre, approached the team about hosting our *Kia Rapua Science Playground* equipment. The equipment has been in storage since the end of its original MBIE contract in 2018, so this provided an excellent opportunity for it to be used again by our community. It proved an immediate hit. Although initially available only to the 38 tamariki in Te Maioha, it will eventually be made available to the three adjoining centres that make up the Te Pā complex on Castle Street.



Kia Rapua/Science Playground equipment out of storage and back in use at OUCA

Additionally, a story about the loan in *The Star* prompted two more inquiries from other Early Childhood Centres to host the equipment, once Te Maioha's 3-month loan period finishes.



Charlotte Pfeiffer (4), of Dunedin, explores the Kia Rapua science playground at the University of Otago Early Childhood Education centre in Castle St. PHOTO: SIMON HENDERSON

The Star article about the Kia Rapua install

East Taieri School (04 Nov)

At the beginning of November, Amadeo took sessions about geology and the rock cycle to East Taieri, finishing with a full school show, featuring the volcano/geyser in a barrel demonstration.



Finale demonstration with a liquid nitrogen powered geyser.

Externally Contracted Outreach:

Sports Otago/Tū Manawa Active Aotearoa

The final stage of the *Trystation!* pilot is now nearly complete. After obtaining Dunedin City Council approval, three *Trybraries* have been kitted out with active play equipment and installed in Brockville Park, Bathgate Park, and on the Museum Reserve. The *Trybraries* also contain a series of challenges, for those who may need some prompting in ways to "gamify" getting active.

The team are delivering active play pop-ups during busy, after-school times at each location. This not only builds awareness of these new community resources, but also helps gauge their effectiveness at inspiring tamariki and rakatahi to be creative about how they get active. The results from this pilot has informed a full proposal being submitted that seeks to expand the project throughout Otago.



Installed Trybraries in Brockville and Bathgate Park respectively.



An appreciative mum and bub at Brockville. Tamariki doing the Ti Rākau challenge (Bathgate).

MBIE Unlocking Curious Minds: Far from Frozen II – Going to Extremes

After supporting engagement of the Otago Regional Council’s electric bus trial in Dunedin at the beginning of this period, the showcase then accompanied the team to Wānaka, where it engaged the local Scout Group who had not been able to attend the session held during the previous reporting period. The visit focused on how scientists survive the extreme conditions in Antarctica in order to research how the continent is being impacted by climate change and how that will affect New Zealand.



Far from Frozen II visits the Wānaka Scout Group

A condensed version of the showcase was set up on Atrium 1 near Tūhura to coincide with the *Quiet Hour@OM*. This aimed to welcome those from the autistic community who experience sensory sensitivity, together with their family and friends, to enjoy the Museum before our normal opening hours. While November’s session was poorly attended, it is hoped that the December session will be more successful in reaching this community.

Outside of delivery, work is continuing, in collaboration with NIWA, on developing an updated planetarium film which will be able to go on tour with the showcase using the StarLab inflatable dome.

Finally, given the impact Covid-19 has had on planned hosting sites and events, the number of places and audiences that *Far from Frozen II* will be able to reach by the conclusion of the current contract will inevitably be reduced. The team have discussed this with MBIE, and we have agreed to shift focus over the next few months to support the vaccine hesitancy outreach of the allied UCM project *Science of Medicines* (to maximise outreach to this audience over this critical vaccination window) and then revert to *Far from Frozen II* outreach when event organisers start planning again for larger gatherings.

University of Otago’s Solar Tsunamis

While in Christchurch for filming *What Now?* the team met with partners at the University of Canterbury to discuss plans for three interactives being developed via a summer studentship. Additionally, the team’s partners at Otago Polytechnic have completed their final design of the orrery, which is set to be a real drawcard item. Unfortunately, global shipping issues have delayed the arrival of the final components necessary to complete the interactive until the new year.



The orrery with Mars + temporary counterbalance attached

The aim is to have a majority of the interactives completed by the end of February 2022, with the orrery possibly taking slightly longer. However, a tellurion commissioned from Doug Makinson for the *Tūhura Tuarangi* project can fill this spot in the showcase until the orrery is complete.

Finally, during this period, the team travelled to Te Wharekura o Arowhenua in Invercargill to pilot some of the demonstrations that will make up the engagement programme, and trial different narratives for different age groups (ages 5-11). It was an enormous success as a learning experience, as the taura (students) not only engaged well with the concept of energy from our sun and its impacts here on Earth, but connected with the use of pūrākau to explain this concept.



Plasma powered light!



Te Wharekura o Arowhenua pupil Kyra Batchelor-Tata helps Otago Museum science engagement co-ordinator Toni Hoeta with an experiment. PHOTOS: LUISA GIRAO

Southland Times article on the project

This period saw progress made on the development of the planetarium film to accompany the showcase and engagement programme. The narrative will focus on Māori pūrākau and how they relate to Solar Tsunamis and heliophysics. Negotiations are currently ongoing with Ariki Creative, a digital creative company based in Christchurch, to collaborate on the storyline and provide appropriate artwork and soundtrack for the film. Additional oversight of the development of the narrative will be provided by Otago Museum's Māori Advisory Committee to ensure tikanga is upheld in telling a modern story through a pūrākau lens.

MBIE/NZ Space Agency: Tūhura Tuarangi

During this period, the project team travelled to Wellington to discuss the showcase and finalise the implementation plan with MBIE and the NZ Space Agency. This visit helped clarify the shape of the showcase, and also provided the chance to meet with other sector stakeholders.

The Museum design team have developed different iterations of a logo for the showcase, which were tested on kids in Tūhura Club (who are the target age range for the showcase).



Three draft versions of the Tūhura Tuarangi logo)

Two 'hero interactives' were confirmed with Hüttinger (Germany) during this period, while several other interactives are in the process of being developed locally.



Ion thruster interactive

Customisable rocket launcher

Additionally, the storyboard for the StarLab planetarium show was completed and presented to MBIE and the NZ Space Agency, with the feedback used to shape the first draft of the show's script.

Other Engagement & Outreach Activities

Otago Participatory Science Platform (PSP)

The 2022 funding round opened on November 22, with an initial advertising push which will be followed up with another push in February. Advertising will be run through local newspapers, Otago Access Radio, and social media. To align with this new round, the Otago Science into Action website has undergone a refresh, and can be viewed here: www.scienceintoaction.nz

Coordinator, Sophie Sparrow, visited the team from *Biodiversity is the Name of the Game* on one of their sampling days at Tomahawk Lagoon. The students set out nets and took benthic samples to measure the biodiversity in the lagoon, and were very motivated to see what they could find.



Students measuring biodiversity at Tomahawk Lagoon.

Lastly, a couple of changes to the PSP assessment panel occurred during this period. Eleanor Linscott has been appointed Chair of the panel. Eleanor has run PSP projects herself, including the successful *Soil Your Undies* project. We also welcomed Barb Long to the PSP assessment panel. Barb is the CEO of Corstorphine Baptist Community Trust, and Deputy Chair/Trustee for the Otago Community Trust.

Dodd-Walls Centre Partnership

This period has been primarily focused on building a relationship with Te Aho o Te Kura Pounamu. In addition to promotion of the Quantum Short Story competition among their senior creative writing students, delivery of *Tūhura Time* began. This pilot of livestreamed classes focused on exploring different types of scientific methods and different ways of applying science ideas. The sessions made use of the full range of resources available through Otago Museum.

The live sessions allowed for lots of questions and discussions, leading to a deeper connection with the students. Additionally, the sessions were recorded by a Te Kura kaiako for their use with future classes. There is one more session to occur in December, after which an evaluation of the pilot will be undertaken to examine opportunities for more engagement with this community of under-resourced and hard-to-reach learners. Planning has also begun to kick off a programme to build the Dodd-Walls Centre's internal cultural capability, in conjunction with input from Katharina Ruckstuhl (Associate Dean Māori).



Screen captures from sessions of Tūhura Time in the Barclay Theatre

MacDiarmid Institute Partnership

With the content for *Far From Frozen II* developed and *Full STE(a)M Ahead* completed, the focus of this partnership is in the delivery of *Far From Frozen II*, such as for the electric bus trials and at the Quiet Hour@OM. Discussions are also underway around developing a hydrogen/green-energy interactive.

US Embassy: Pacific Engagement

A lack of a travel bubble to the Cook Islands prevented the team from undertaking the first stage of this project (originally planned for December 2021). The US Embassy and the Cook Islands Office of the Prime Minister (our liaison point) are both very understanding, and we will endeavour to resurrect plans in 2022 to host a science festival and fair in the Cooks and in Niue. The team met with Paul Foster Bell and Allison Waters from the US Embassy during their visit to Dunedin on 16 November. They were very supportive of all our science engagement and outreach activities.

Funding

A proposal has been submitted to Sport Otago's Tū Manawa Active Aotearoa fund that would expand and grow the *TryStation!* pilot in 2022. The proposal would see Trybraries installed in a further seven locations throughout the Otago region, and would use a social media competition to promote prolonged and consistent engagement with the active equipment throughout the year.

The team is awaiting the outcome of MBIE's 2022 Unlocking Curious Minds contestable fund to which we submitted three new proposals: (i) *Āwhinatia te Wero: Māori innovation tackling past and present challenges*, (ii) *Pursuing Pests: Our biodiversity challenge*, and (iii) *Islands to Arks: Sharing STEM-based stories to build climate resilience*. We are also a sub-contracted partner on the University of Otago's *Science of Medicines* re-bid.

In addition, the team has been invited to join the proposal teams for a number of Endeavour Smart Idea concepts being developed within the University of Otago for their 2022 funding round. Otago Museum is also actively engaging in the sector consultation around MBIE's *Te Ara Paerangi Future Pathways* consultation process.

Visitor Experience and Programmes & Events**Museum Guides**

There have been good numbers of visitors in the galleries over the October school holidays. Unfortunately, the Covid-19 restrictions curtailed programming with Gallery Treats and Tours cancelled. This however, gave the ability for guides to engage one-on-one with those visiting, giving a more personalised experience.

In November we started to trial socially distanced tours with guides remaining in place and using a voice amplifier to direct and inform groups of visitors in their own bubbles around a gallery space. While not the ideal situation, it is a way in which we can still add to the Museum experience while ensuring safe distancing.

Work is continuing on planned activities supporting the *Sea Monsters* and *Kura Pounamu* exhibitions, including themed tours of the exhibition and rest of the galleries, gallery trails and public programmes. The Visitor Experience team took part in a sea-themed familiarisation of Dunedin locations during a training and planning day held in early November.

Sector Engagement

Engagement continues towards Dunedin's new Destination Plan and sustainable tourism initiatives. The Museum participates in *TRENZ Connect*, an online tourism trade platform, and in Tourism New Zealand's nation-wide promotions such as the summer deals and gift voucher initiatives.

Visitor Experience Manager Teresa Fogarty has been working through Tourism Industry Aotearoa (TIA) to highlight the Culture and Heritage sector's needs and logistics regarding Covid-19 restrictions. She also took part in TIA Stakeholder events in Queenstown in late November.

Programmes and Events

Covid-19 restrictions continue to affect Programmes and Events with many postponements, but the majority of events have been rescheduled to later dates. Some programmes such as the film screenings in the Planetarium are taking place during Museum opening hours, adjusting staffing costs in light of the limited number able to attend under the current Covid-19 restrictions.

We hosted a number of events supporting the mini Wild Dunedin festival during the October school holidays with a total of 858 visitors participating in our trails, makerspace and public programmes.

The school holidays saw a new collaboration with Ōtepoti Theatre Lab holding free theatre workshops for 12 to 16-year olds. This was a great success, with the group returning to deliver spooky stories in the Animal Attic for Halloween.

On 5 November we hosted the first of our new UpLate events. This is a late-night opening for those that struggle to find time to visit the Museum during normal workday hours. It was a Friday evening with a difference, including a singer-songwriter playing acoustic sets downstairs, miniature embroidery, free tours of some of our favourite galleries, and our Cafe open for wine, beer, delicious platters, and shared tapas plates. It proved to be very popular, and we plan to make it a regular event.

Activities in support of the iNDx exhibition

We hosted the opening event and a number of supporting programmes, including the panel discussion *A Conversation on Autism*, and film screenings, *Seeing the Unseen* and *Pictures of Susan*.

Activities in support of Fashion FWD >> Disruption through Design exhibition

The final programmes included the public talk Fashion Friday >> Charmaine Reveley taking place on 14 October, and a ceramics edition of *Wine and Design* with 3 Cups of Tea on 24 November.

Community Happenings

Two large community events, Creative Pasifika and Diwali, were delivered, albeit on a scaled-back format. This year both these events secured funding to create large cultural showcases. Although they had to be resized to ensure public health protocols, the events were successful in terms of visitation and working with community groups to celebrate and share their culture:

- Creative Pasifika 16–24 October saw 250 people take part in a number of activities including community crafts, a Samoan Weaving Demonstration, Sit and sketch sessions and a Community Ukulele station.
- The Diwali celebrations on 7 November featured Rangoli art, music, dancing, mehndi painting and Sari and Turban wrapping.



Vibrant Diwali Celebrations

We marked mental health awareness week with yoga and mindfulness sessions. Planning is underway to introduce regular wellness programmes in the coming year.

Drop-in Language Sharing Sessions and Seniors' Meetups remain on hold while public health recommendations are to avoid mixing bubbles. However, 160 school groups took part in the Otago Daily Times Extra Quiz Finale on 19 November with carefully managed bubbles taking part at different times.

A summary of activities over this period is given below:

Event Type	Event	Dates	#	Entry
Public Talk	Sunfish Surprise	08-Oct	30	FREE
Public Talk	What's That Bird	08-Oct	38	FREE
Planetarium Screening	Sea Lions: Life by a Whisker	08-Oct	7	PAID
Planetarium Screening	Zealandia	08-Oct	5	PAID
Gallery Tour and Talk	Nature in Dunedin	09-Oct	15	FREE
Public Talk	The Good, The Bad and The Bugly	09-Oct	38	FREE
Gallery Tour and Talk	Animal Attic Wild Tour	09-Oct	25	FREE
Planetarium Screening	Sea Lions: Life by a Whisker	09-Oct	18	PAID
Planetarium Screening	Zealandia (for Wild Dunedin)	09-Oct	13	PAID
Film Screening	Brave New Wilderness	09-Oct	36	PAID
Gallery Tour and Talk	Animal Attic Wild Tour	10-Oct	18	FREE
Planetarium Screening	Sea Lions: Life by a Whisker	10-Oct	5	PAID
Planetarium Screening	Zealandia (for Wild Dunedin)	10-Oct	8	PAID
Public Talk	Fight for the Forests	10-Oct	64	FREE
Public Talk	Wild Inspiration: An Evening with Artists	10-Oct	48	PAID
Exhibition Opening	iNDx Opening Event	12-Oct	46	FREE
Lecture	HD Skinner Lecture	27-Oct	60	FREE
Film Screening	Seeing the Unseen	28/30 Oct	18	FREE
Planetarium Screening	Scooby-doo Movie + Spooky Trail	31-Oct	48	PAID
Gallery Trail	The total fabulous Fashion Fwd >> trail	To 17 Oct	130	FREE
Makerspace	Treasures of the Museum Makerspace	4 – 17 Oct	2184	FREE
Gallery Trail	The Treasure Trail	2 – 17 Oct	625	FREE
Workshop	Improv at the Museum: Youth Theatre	4 – 5 Oct	32	FREE
Public Talk	Fashion Friday >> Charmaine Reveley	14 Oct	50	PAID

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Cultural Showcase	Creative Pasifikaeit - Cultural Showcase	16 – 24 Oct	250	FREE
Creative Pasifika	Creative Pasifika Celebration Day	16 Oct	100	FREE
Creative Pasifika	Moana - Film screening	16 – 17 Oct	40	PAID
Creative Pasifika	Creative Pasifika Gallery Trail	16 –24 Oct	85	FREE
Panel Discussion	A conversation on autism	1 Nov	18	FREE
Wellbeing	Introduction to Mindfulness	4 Nov	8	FREE
Event	Up Late at the Museum	5 Nov	266	MIX
Cultural Showcase	Diwali Celebration Day	7 Nov	750	FREE
Workshop	Yoga with the Butterflies	11 Nov	49	PAID
Film Screening - iNDx	Pictures of Susan Screenings	14 Nov	8	FREE
Sci-fi Planetarium Film	Galaxy Quest	14 Nov	22	PAID
OM Friends in Focus Talk	Willi Fels and his Chums	1? Nov	24	FREE
Community Event	ODT Extra Quiz Finale	19 Nov	160	FREE
Workshop	Wine and Design - Three Cups of Tea	24 Nov	32	PAID
OM Friends Event	Friends of OM Christmas Event	25 Nov	25	FREE
Total			5,403	

REPORT END



9 December 2021

Ministry for the Environment
PO Box 10362
Wellington 6143

1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

Info@codc.govt.nz
www.codc.govt.nz



Dear Hon. David Parker, Minister for the Environment,

Central Otago District Council Submission to “Te kawē i te haepapa para – Taking responsibility for our waste”

Thank you for the opportunity to submit on the proposed “Te kawē i te haepapa para – Taking responsibility for our waste: Proposals for a new waste strategy; issues and options for new waste legislation”.

Central Otago District Council waste staff took part in a workshop with WasteMINZ which helped inform the submission by the Territorial Authorities’ Officers Forum, as well as an online meeting with Taituarā which helped inform their submission, both attached.

We fully endorse the Territorial Authorities’ Officers Forum submission (see attached) and highlight these points:

- The support of the establishment of a separate government entity that is founded in a Te Tiriti o Waitangi framework, is independent of political cycles and philosophies and can oversee the proposed all-of-government Circular Economy Strategy. In this framework the waste strategy and supporting action and investment plans (AIPs) can be extended beyond political cycles, in a similar way to the approach used in forming the Climate Change Response (Zero Carbon) Amendment Act.
- That the easiest way to change behaviour is to change the environment and system in which we live and make it the easiest choice for people. We welcome changes that will focus on the higher levels of the waste hierarchy and will look to design out waste rather than look for ways to deal with it.
- That the waste levy is continued to be applied to all processes that fall below recycling and composting in the waste hierarchy (recovery and disposal) and that the levy rate is reviewed regularly.

Yours sincerely

A handwritten signature in black ink, appearing to read "Quinton Penniall".

Quinton Penniall
Environmental Engineering Manager

Submission on economic regulation and consumer protection for three waters services in New Zealand

Your name and organisation

Name	Julie Muir
Organisation (if applicable)	Central Otago District Council

Responses

Economic regulation	
1	<p><i>What are your views on whether there is a case for the economic regulation of three waters infrastructure in New Zealand?</i></p> <p>Central Otago District Council believes there is a case for economic regulation of three waters where monopolies exist without the ability for consumer involvement or influence in the governance arrangements.</p>
2	<p><i>What are your views on whether the stormwater networks that are currently operated by local authorities should be economically regulated, alongside drinking water and wastewater?</i></p> <p>Stormwater services that remain with local authorities following transition to the new entities should not be economically regulated. These services are integrated with the roading networks, and Waka Kotahi have national cost oversight of the performance of these through the allocation of subsidy to local authorities roading programs.</p> <p>Stormwater services that are included in the transition to the new entities should be economically regulated to ensure that overhead costs are not disproportionately allocated across water, wastewater, and stormwater services.</p>
3	<p><i>What are your views on whether the four statutory Water Services Entities should be economically regulated?</i></p> <p>The four statutory water entities should be economically regulated as these exist within a monopoly environment without the ability for consumer involvement or influence in the governance arrangements.</p> <p>The regulation should include oversight to ensure that sound, evidence-based lifecycle asst management planning, with a minimum of 30 year planning, is undertaken and regularly updated, and that the entities investment plans are consistent with the asset management plans.</p>
4	<p><i>What are your views on whether economic regulation should apply to community schemes, private schemes, or self-suppliers? Please explain the reasons for your views.</i></p> <p>The implementation of the water services bill, and the establishment of Taumata Arowai will address quality issues that may exist on these supplies. The administrative costs for economic regulation of community water supplies would add unreasonable</p>

	<p>cost burden to these supplies. Consumers typically have ability to influence the governance of these supplies.</p> <p>There may be isolated instances of a single private supplier providing water to a small community. If there were significant or potential problems in delivery of service on these supplies, then the water services bill amendment of Section 127 of the Local Government Act may provide a way forward for these consumers. It is assumed that an unaffordable cost that resulted in consumers not being able to access the service would be considered a serious risk to public health. Alternatively, the response to Question 9 in this submission could cover this situation.</p> <p>For these reasons economic regulation of community supplies is considered unnecessary.</p>
5	<p><i>What are your views on whether the Water Services Entities should be subject to information disclosure regulation?</i></p> <p>The water services entities are publicly owned and should be subject to information disclosure regulation. The information requirements need to be balanced to ensure perverse outcomes do not occur through the achievement of measured performance to the detriment of service attributes that are not measured. For example, quick response times, but poor-quality resolution of underlying issues resulting in multiple call outs for the same problem.</p> <p>We encourage early advice to the entities of the information requirements and reporting format from the economic regulator. This will ensure that the information is captured and recorded in the required format for efficient reporting to the regulator. There is the potential for the economic regulator to add unreasonable costs to the entities which will be passed onto the consumers if reporting requirements are not prescribed in an open and transparent manner.</p>
6	<p><i>What are your views on whether Water Services Entities should be subject to price-quality regulation in addition to information disclosure regulation?</i></p> <p>Price-quality regulation is required to incentivise innovation in delivering efficient and effective quality services.</p> <p>This needs to consider whole of life asset management to ensure that short-term cost savings are not applied to provide good reporting outcomes, with the consequence of poor long term operating costs and asset condition.</p> <p>The consequence of poor supplier performance will be large and could have significant long term cost implications for consumers.</p>
7	<p><i>What are your views on the appropriateness of applying individual price-quality regulation to the Water Services Entities?</i></p> <p>Central Otago District Council considers that tailored, individual price quality regulation is required. Tailored individual oversight will be needed to ensure that the entities deliver on the quality improvements and cost efficiencies that were used as a basis for the government's decision to mandate three waters delivery reform.</p>
8	<p><i>A) Do you consider that the economic regulation regime should be implemented gradually from 2024 to 2027, or do you consider that a transitional price-quality path is also required?</i></p>

9	<p><i>B) If you consider a transitional price-quality path is required, do you consider that this should be developed and implemented by an independent economic regulator, or by Government and implemented through a Government Policy Statement?</i></p>
	<p>A) We believe that economic regulation should be implemented gradually from 2024 to 2027.</p> <p>There is insufficient capacity within the industry to meet existing business demand, and the transition workload requirements, as well as meet the data demands to set up the economic regulation prior to 1 July 2024.</p> <p>B) As there will be a monopoly situation without the ability for consumer involvement or influence in the governance arrangements from 1 July 2024, a transitional price quality path is required.</p> <p>This should be set using a Government Policy Statement. The period covered by the Government Policy Statement should be no longer than three years, with the expectation that the economic regulation frameworks will be in place prior to 1 July 2027.</p>
	<p><i>A) What are your views on whether the Minister of Commerce and Consumer Affairs should be able to reduce or extend the application of regulation on advice from the economic regulator?</i></p> <p><i>B) What factors do you consider the economic regulator should include in their advice to the Minister?</i></p>
	<p>A) The ability for the Minister of Commerce and Consumer Affairs to reduce or extend the scope of suppliers to be regulated would enable situations that may arise in the future from amalgamation of small private supplies into larger networks, or if a single private supplier was providing water to a community at excessive cost and profit to be addressed.</p> <p>B) In providing advice to the Minister regarding the need to economically regulate other suppliers, the advice should include the points in Section 90 of the discussion document, as well as consideration of the ability for consumer involvement or influence in the governance arrangements of the supplier.</p>
10	<p><i>A) What are your views on whether the purpose statement for any economic regulation regime for the water sector should reflect existing purpose statements in the Telecommunications Act and Part 4 of the Commerce Act given their established jurisprudence and stakeholder understanding?</i></p> <p><i>B) What are your views on whether the sub-purpose of limiting suppliers' ability to extract excessive profits should be modified or removed given that Water Services Entities will not have a profit motive or have the ability to pay dividends?</i></p> <p><i>C) Are there any other considerations you believe should be included in the purpose statement, or as secondary statutory objectives?</i></p> <p><i>D) What are your views on how Treaty of Waitangi principles, as well as the rights and interests of iwi/Māori, should be factored into the design of an economic regulatory regime for the three waters sector?</i></p>
	<p>A) The statement of purpose for economic regulation for the Telecommunications Act and Part 4 of the Commerce Act are consistent with our expectations for three waters economic regulation.</p>

	<p>B) We see no benefit in removing the sub-purpose limiting excessive profits, this may be relevant in the future if the case arises where a private supplier requires regulation.</p> <p>C) We agree that advancing statutory objectives is best placed with organisations other than the economic regulator. The economic regulatory regime however needs to cognisant of the requirements placed on the entities to meet statutory requirements by other organisations, such as regional councils as these vary across New Zealand. These could have significant implications on individual entities access to water, and investment to meet compliance requirements. Some entities may also be affected by climate change more than others, which will impact on costs of service.</p> <p>The regulation should require the entities to take a long-term view of at least 30 years to investment planning. The economic regulator should provide oversight of this to ensure that the information underpinning this planning is evidence based, robust, and aligned with territorial authorities spatial planning.</p> <p>D) We have insufficient experience to comment on this.</p>
11	<p><i>What are your views on whether a sector specific economic regulation regime is more appropriate for the New Zealand three waters sector than the generic economic regulation regime provided in Part 4 of the Commerce Act?</i></p>
	<p>We agree that a sector specific economic regulation regime is more appropriate for three waters.</p>
12	<p><i>What are your views on whether the length of the regulatory period should be 5 years, unless the regulator considers that a different period would better meet the purposes of the legislation?</i></p> <p>We agree with the proposal that length of the regulatory period be five years unless the regulator considers a different period would better meet the purpose of the legislation.</p> <p>The initial five-year period should be implemented following a transitional period of a maximum of three years from 1 July 2024.</p> <p>This will provide pricing certainty which will support consumers to make informed choices regarding implementing demand management initiatives.</p>
13	<p>A) <i>What are your views on whether the economic regulator should be required to develop and publish input methodologies that set out the key rules underpinning the application of economic regulation in advance of making determinations that implement economic regulation?</i></p> <p>B) <i>What are your views on whether the economic regulator should be able to minimise price shocks to consumers and suppliers?</i></p> <p>C) <i>What are your views on whether the economic regulator should be required to set a strong efficiency challenge for each regulated supplier? Would a strong 'active' styled efficiency challenge potentially require changes to the proposed statutory purpose statement?</i></p>
	<p>A) We believe that an absence of input methodologies from the economic regulator will result in a higher end to end cost.</p> <p>We encourage early advice to the Entities of the information requirements,</p>

	<p>reporting format, and input methodologies from the economic regulator. This will ensure that the information is captured and recorded in the required format for efficient reporting. There is the potential for unreasonable costs to the entities which will be passed onto the consumers if input methodologies are not prescribed early in an open and transparent manner.</p> <p>B) It is essential that price shocks to consumers and suppliers are minimised to manage the impact of increases to individual communities. This needs to be underpinned by robust long term asset management planning to ensure that short-term smoothing of price shock does not lead to longer term issues from inadequate investment in either depreciation or routine renewals.</p> <p>C) The regulator needs to provide a strong “active” efficiency challenge to encourage the entities to make the step change in efficient and effective delivery that the government has indicated will be achieved from the reform.</p>
	<p>A) <i>What do you consider are the relevant policy objectives for the structure of three waters prices? Do you consider there is a case for parliament to directly control or regulate particular aspects in the structure of three waters prices?</i></p> <p>B) <i>Who do you consider should have primary responsibility for determining the structure of three waters prices:</i></p> <p>a) ?</p> <p>b) <i>The economic regulator?</i></p> <p>c) <i>The Government or Ministers?</i></p> <p>C) <i>If you consider the economic regulator should have a role, what do you think the role of the economic regulator should be? Should they be empowered to develop pricing structure methodologies, or should they be obliged to develop pricing structure methodologies?</i></p>
14	<p>A) We believe that policy objectives for three waters prices should:</p> <p>a. Be consistent to all consumers for a baseline level of service within each entity area</p> <p>b. Be a combination of uniform annual charges and volumetric charging to manage demand and environmental effects</p> <p>c. Allow for localised increased charging for delivery of service that is above the baseline where a specific community is willing to pay more for a different level of service (e.g removal of chlorination)</p> <p>B) The responsibility for determining the structure of three waters pricing should sit with the Water Services Entity, following engagement with their governance group, communities, and consumers.</p> <p>C) We believe the role of the economic regulator should be to review the pricing structures developed by the entities to ensure that these:</p> <p>a. provide transparent and equitable pricing for consumers, and</p> <p>b. include demand pricing to improve environmental outcomes, improve infrastructure optimisation, and protect vulnerable communities by placing the costs of high demand on those who use the most.</p>
15	<p><i>What are your views on whether merits appeals should be available on the regulators decisions that determine input methodologies and the application of individual price-</i></p>

	<i>quality regulation?</i>
	We agree that merits review should be available on the input methodologies developed by the economic regulator, and determinations that implement individual price-quality regulation. We agree that merits reviews should not be available on the regulator's determinations that implement procedural processes, such as information disclosure regulation
16	<i>Do you broadly agree that with the compliance and enforcement tools? Are any additional tools required?</i>
	We broadly agree with the compliance and enforcement tools.
17	<i>Who do you think is the most suitable body to be the economic regulator for the three waters sector? Please provide reasons for your view.</i>
	We agree that the existing economic regulatory expertise within the Commerce Commission should be leveraged to establish economic regulation for three waters. We believe that a dedicated three waters regulatory team should be established within the Commerce Commission which is able to develop deeper sector experience on economic regulation of three waters over time.
18	<i>What are your views on whether the costs of implementing an economic regulation regime for the three waters sector should be funded via levies on regulated suppliers?</i>
	The cost of implementing an economic regulation regime should be funded via a levy on regulated suppliers.
19	<i>Do you think that the levy regime should:</i> A) <i>Require the regulator to consult on and collect levy funding within the total amount determined by the Minister? OR</i> B) <i>Require the Ministry to consult on the levy (on behalf of the Minister) and collect levy funding within the total amount determined by the Minister?</i>
	We have no comment on this.
20	<i>Are there any other levy design features that should be considered?</i>
	No comments.
Consumer protection	
21	A) <i>What are your views on whether additional consumer protections are warranted for the three waters sector?</i> B) <i>What are your views on whether the consumer protection regime should contain a bespoke purpose statement that reflects the key elements of the regime, rather than relying on the purpose statements in the Consumer Guarantees Act and Fair Trading Act? If so, do you agree with the proposed limbs of the purpose statement?</i>
	A) Additional consumer protections are necessary for the three waters sector. B) A bespoke purpose statement is required. Central Otago District Council agrees

	<p>with the proposed limbs of the purpose statement, but suggests the following is also required:</p> <ul style="list-style-type: none"> • Providing consumers with a strong voice in determining appropriate levels of service.
22	<p><i>What are your views on whether the consumer protection regulator should be able to issue minimum service level requirements via a mandated code that has been developed with significant input from consumers?</i></p>
	<p>We agree with a minimum service level requirement via a mandated code developed with significant input from consumers. This should be a minimum with the ability for the entities to be innovative in identifying ways to cost effectively deliver higher service levels.</p>
23	<p><i>What are your views on whether the consumer protection regulator should also be empowered to issue guidance alongside a code?</i></p>
	<p>We support this view.</p>
24	<p><i>What are your views on whether it is preferable to have provisions that regulate water service quality (not regulated by Taumata Arowai) in a single piece of economic regulation and consumer protection legislation?</i></p>
	<p>We support this view.</p>
25	<p><i>What are your views on whether minimum service level requirements should be able to vary across different types of consumers?</i></p>
	<p>This relates to the ability of a person to pay their bills, and the risk of harm to health or wellbeing by reason of age, health, disability in the case of disconnection.</p> <p>The entities should be required to have appropriate policies in place relating to non-payment and payment of arrears. These policies need to consider the requirement to provide the basic necessities of three waters services, while equitably managing the implications of consumers inability to pay.</p>
26	<p><i>What are your views on whether the regulatory regime should include a positive obligation to protect vulnerable consumers, and that minimum service level requirements are flexible enough to accommodate a wide range of approaches to protecting vulnerable consumers?</i></p>
	<p>Entities should have an obligation to ensure that essential services are accessible to consumers. This includes those who are identified on health registers as vulnerable customers, and those who are having difficulty in paying for services.</p> <p>We believe that volumetric charging is a more equitable method of allocating the costs of service delivery, and provides improved outcomes for vulnerable communities who are typically not large water users.</p> <p>Under a volumetric charging regime, Entities should be incentivised to provide support within vulnerable communities to implement on-property measures which support demand reduction, and household cost (e.g low flow shower heads, timers on outdoor taps). This could be implemented through initiatives like the Cosy-Home Trust programme which operates in Otago.</p>

27	<p><i>What are your views on how Treaty of Waitangi principles, as well as the rights and interests of iwi/Māori, should be factored into the design of a consumer protection regime for the three waters sector?</i></p>
	<p>We have insufficient expertise to comment on this.</p>
28	<p>A) <i>Do you consider that the consumer protection regime should apply to all water suppliers, water suppliers above a given number of customers, or just Water Services Entities? Could this question be left to the regulator?</i></p> <p>B) <i>Do you support any other options to manage the regulatory impost on community and private schemes?</i></p>
	<p>The consumer protection regime should only apply to water suppliers where the consumers to not have ability to be involve in or influence the governance of these supplies.</p>
29	<p><i>Do you broadly agree that with the compliance and enforcement tools proposed? Are any additional tools required?</i></p>
	<p>Entities will also be subject to enforcement tools and prosecution under the Resource Management Act for non-compliance with environmental standards.</p>
30	<p><i>Do you agree with our preliminary view that the Commerce Commission is the most suitable body to be the consumer protection regulator for the three waters sector?</i></p>
	<p>We do not agree with the structure for consumer protection that is proposed in the discussion document. This structure has been based on fitting consumer protection into existing national organisations that have been established for the electricity sector, and has not been proposed based on what is best for the average three waters consumer.</p> <p>We consider the consumer protections structure that exists for the electricity sector to be disjointed and confusing to the average consumer, with too many entities involved for various parts of the system. This causes confusion for the consumer, with a lack of clarity on the pathway for resolution of issues.</p> <p>Three waters consumers are used to having a high level of engagement with the governance of these services. While the reform will change this, consumers should be able to expect a simple structure which provides clear oversight and responsibility for escalation of all consumer issues.</p> <p>We believe a new national entity should be established which establishes a bespoke position that operates at arm’s length from government, is technically knowledgeable, an advisor to government on three waters regulation, and provides oversight of consumer protection and resolution services. This entity needs to be clearly identifiable and accessible to the public. This role would also provide services like an Ombudsman.</p> <p>The bespoke three waters consumer entity should be supported by regionally established groups for each entity. We suggest that local government elected members could sit on the regional groups, as they are known within their local communities, and have experience in the escalation of consumer issues.</p>
31	<p><i>What are your views on whether the regulator should be required to incentivise high-quality consumer engagement?</i></p>

	We agree that the regulator should be required to incentivise high-quality consumer engagement. This should include engagement with local authorities who have a wide range of understanding of issues within local communities, and often provide advocacy on community wellbeing issues other than those that fall within their service responsibility.
32	<i>What are your views on whether there is a need to create an expert advocacy body that can advocate technical issues on behalf of consumers?</i>
	We believe this should sit within one new national water consumer affairs entity. We do not agree with this sitting in another organisation. We would also comment that the Consumer Advisory Council which provides this service for the electricity sector does not appear in a google search, which is unhelpful for consumers.
33	<i>What are your views on whether the expert body should be established via an extension to the scope of the Consumer Advisory Council's jurisdiction?</i>
	As stated above we do not agree with the establishment of a separate technical advisory body, this should all sit within one consumer protection agency.
34	<i>What are your views on whether there is a need for a dedicated three waters consumer disputes resolution scheme?</i>
	As stated above we do not agree with the establishment of a separate consumer disputes resolution scheme, this should all sit within one consumer protection agency.
35	<i>What are your views on whether these kinds of disputes should be subject to a dispute resolution schemes? Are there any other kinds of issues that a consumer dispute resolution provider should be able to adjudicate on?</i>
	We believe that any dispute that a customer does not believe has been fairly addressed should be able to be escalated outside of the water entity. As discussed in question 30, we believe the establishment of regional panels, which operate under the oversight of a national water consumer affairs entity should be established as a disputes escalation process. This would provide ombudsman type services.
36	<i>What are your views on whether a mandatory statutory consumer disputes resolution scheme should be established for the water sector?</i>
	A mandatory statutory consumer disputes resolution scheme should be established for the water sector, but this should sit under a single national water consumer affairs entity, and not as a separate disputes resolution entity.
37	<i>Do you consider that a new mandatory statutory consumer disputes resolution scheme should be achieved via a new scheme or expanding the jurisdiction of an existing scheme or schemes?</i>
	This should sit under a single new national water consumer affairs entity, and not as part of the jurisdiction of an existing scheme.
38	<i>Do you consider that the consumer disputes resolution schemes should apply to all water suppliers, water suppliers with 500 or more customers, or just Water Services Entities?</i>

	To all water suppliers with 500 or more customers.
39	<i>Do you think the consumer dispute resolution scheme should incentivise water suppliers to resolve complaints directly with consumers?</i>
	Yes
40	<i>Do you consider that there should be special considerations for traditionally under-served or vulnerable communities? If so, how do you think these should be given effect?</i>
	As per the answer to question 26. Entities should have an obligation to ensure that essential services are accessible to consumers. This includes those who are identified on health registers as vulnerable customers, and those who are having difficulty in paying for services. We believe that volumetric charging is a more equitable method of allocating the costs of service delivery, and provides improved outcomes for vulnerable communities who are typically not large water users. Entities should be incentivised to provide support within vulnerable communities to implement on-property measures which support demand reduction, and household costs(e.g low flow shower heads, timers on outdoor taps). This could be implemented through initiatives like the Cosy-Home Trust programme which operates in Otago.
41	<i>What are your views on whether the costs of implementing a consumer protection regime for the three waters sector should be funded via levies on regulated suppliers?</i>
	This should be funded via a levy, with reductions for the improvement of customer service by the entity which results in year on year decreases in the number of issues that are escalated.
42	<i>Do you think that the levy regime should:</i> A) <i>Require the regulator to consult on and collect levy funding within the total amount determined by the Minister? OR</i> B) <i>Require the Ministry to consult on the levy (on behalf of the Minister) and collect levy funding within the total amount determined by the Minister?</i>
	No comment.
43	<i>Are there any other levy design features that should be considered?</i>
44	Reductions in levy cost for the improvement of customer service by the entity which results in year on year decreases in the number of issues that are escalated.
Implementation and regulatory stewardship	
45	<i>Do you consider that regulatory charters and a council of water regulators arrangements will provide effective system governance? Are there other initiatives or arrangements that you consider are required?</i>
	Disfunction between the national and regional bodies responsible for regulatory oversight will be extremely detrimental to the water entities and their consumers and will result in increased cost of service. It is essential that these entities work together in

	<p>a cohesive way with clarity regarding roles, and consistent messaging and requirements. We have no comment on how this should occur.</p>
46	<p><i>Do you consider it is useful and appropriate for the Government to be able to transmit its policies to the economic and consumer protection regulator(s) for them to have regard to?</i></p>
	<p>Water entities will need to work towards long term objectives and have long term planning of a minimum of 30 years. The economic and consumer protection regulators will need to have regard to the Government Policy Statement (that will change every three years) in the context of the entities longer term plans and objectives. There may be occasions when short term (3-year) focus could be to the detriment of better longer term objectives for communities.</p>
47	<p><i>What are your views on whether the economic and consumer protection regulator should be able to share information with other regulatory agencies? Are there any restrictions that should apply to the type of information that could be shared, or the agencies that information could be shared with?</i></p>
	<p>We agree that regulators of three waters services should have the ability to share information.</p>

Other comments

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20 January 2022

New Zealand Productivity Commission
PO Box 8036
The Terrace
Wellington 6143

1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

Info@codc.govt.nz
www.codc.govt.nz



E te rangatira, tēnā koe

Immigration Enquiry [596]

Central Otago District Council thank the Productivity Commission for the opportunity to submit on the Immigration enquiry. Council supports the enquiry and offers the following key points in response:

- Immigration provides a positive contribution in the Central Otago District and community
- The delivery of infrastructure is reliant on continued access to a skilled migrant workforce; paradoxically the absorptive capacity of the district will grow through this migrant workforce
- Local government input is needed when setting absorptive capacity
- We see permanent migration and temporary migration as distinct, with differing needs, opportunities, benefits, challenges, and policy settings
- Both permanent and temporary migration should be targeted to address skills shortages and knowledge gaps

The submission is put together from Council's perspective as an employer; as an economic development agent; as community leaders and participants in the 'Welcoming Communities programme'; and with the lived experiences of Council employees with the current immigration system.

Context

- Central Otago is a district with a small population, appx 23,000 people, dispersed across a large area.
- The district population is growing at approximately twice the national average and is unevenly distributed across the region.
- The majority of this growth is from internal migration; this is likely linked to the flow of international migration.
- The population composition consists of a larger proportion over 65yrs compared with the national average (23% versus 16%) with this gap set to increase further.
- The rate of unemployment has consistently been half the national average between 2004-2020. Wages in Central Otago have been growing at or above the national



average rate of increase however mean annual earnings are below the national average (2012-2020).

Central Otago's economy is relatively diverse; the primary industry is the largest industry followed by construction. There is a significant horticulture and viticulture industry in the region.

Prior to the pandemic, the current immigration system was working to address the skills shortages in Central Otago, with low unemployment and wage growth as our best metrics of success. The rate of population growth was, however, beyond what the current infrastructure workforce capacity could cater for.

In considering this submission, Council have divided migrant labour into two categories: temporary migrant labour and permanent migration. Council sees these as two distinct groups with different needs, benefits, and challenges.

Temporary migrant labour contributes to the workforce required in Central Otago to meet seasonal peak labour demands in horticulture, farming, and hospitality. Access to temporary labour has allowed these industries to scale up, with a resulting increase in productivity. It also provides the surety to both employers and central government on viability of workforce to meet labour demand; and flexibility should demand decrease or supply increase in local labour.

The temporary migrant workforce is accessed under the Regional Seasonal Employee (RSE) scheme, working holidays, and essential skills visas. These employees have a positive fiscal impact on public finances often contributing more through GST and income tax than they receive back through public services, due to the short nature of their stay. Although providing support services to this group is outside the scope of this review, it is worth noting the imbalance of this contribution.

The importance of permanent migration for Central Otago cannot be understated. Migration and continued access to a skilled migrant workforce is central to the growth and continued success of the district. Permanent migration provides skills and knowledge that are unable to be recruited locally, due to the demographic and geographical factors described.

Council supports commentary from Commission Chair Ganesh Nana that, in infrastructure, New Zealand is catching up on what we should have built yesterday, rather than building for tomorrow.

As Central Otago seeks to provide this infrastructure, Council is reliant on the skills and knowledge brought by the migrant workforce. Without access to a skilled permanent migrant workforce, the district would be unable to develop infrastructure at the pace and scale required to meet current needs, let alone plan for future demand.

The provision of this infrastructure is central to the success of Central Otago. The capital works programme is a key example reliant on the skills and knowledge brought by this workforce: the growth and delivery of infrastructure is vital to the success of the district. In



Central Otago, therefore, growing our absorptive capacity is reliant on access to a migrant workforce.

Council accepts and welcomes the Commission's findings that migration makes a positive contribution nationally, with both an economic impact and a boost to levels of human capital. Due to the demographics of the district, it is likely this positive effect is more pronounced in Central Otago.

The district participates in the Welcoming Communities programme in partnership with the Ministry of Business, Innovation, and Employment.

In considering this submission, Council sought input from the lived experiences of employees with the immigration system. The following themes were clear in these discussions. Some of them may be out of scope, however are worth noting:

- Fairness was a key issue. The opacity of the current policy is likely a contributing factor.
 - In one example, an employee spoke of the different time limits for temporary visa settings from different countries with no clear understanding of why and how these came about. In practice, this has led to difficulties in accessing quality employment as employers are naturally inclined to put their time and resources into training those on longer visas.
 - There was also a difference in experiences in the district compared with large metropolitan areas. Costs associated with visa applications, medical appointments for instance, were felt to be considerably higher.
- Employees also discussed the challenges arising from some policy settings that limit the hours or type of work. It is challenging to meet the cost of living on limits of 30 hours a week, for instance, as was an example given when tied to one employer. These settings have a mental health impact on the people affected.
- Unfortunately, many of our employees had previous negative experiences by some businesses and business practises where they felt unable to speak up without risking their visa status. This is consistent with the findings of the Commission [Recommendation 8].

Recommendations

Council is generally supportive of the approach and recommendations from the Commission as outlined in the Immigration – Fit for the Future.

Recommendation 1: the Immigration Act should be amended to require the Crown to take account of the country's absorptive capacity (our ability to successfully accommodate and settle new arrivals) when determining the "national interest."

- Central Otago District Council supports this recommendation
- The primary concern for Council is the ability to manage skills shortages for roles concerned with the provision and delivery of infrastructure within the district, i.e. our absorptive capacity.



- The absorptive capacity settings must be designed to ensure these skills are prioritised, to enable infrastructure delivery that grows our absorptive capacity
- Temporary migration should be viewed differently to permanent migration when setting absorptive capacity.
 - As a district heavily reliant on access to a temporary workforce, Council are concerned that weighting temporary and permanent migration the same in setting absorptive capacity will have an adverse impact.
 - Temporary migration has a different impact on absorptive capacity than permanent migration from our perspective. Employers often provide accommodation, pastoral care, and other services directly to this workforce.
 - Many people holding working holiday visas do not end up working, holding the visas in case they need to top up funding or for other reasons. This can produce a distorted view on the benefits and impacts to temporary migration.

Recommendation 2: The Immigration Act should be amended to require the Minister to regularly develop and publish an immigration Government Policy Statement (GPS).

- Central Otago District Council supports this recommendation, with a desire for the local government sector to work with government in the practical application.
- The government should announce policy objectives with a sufficient notice period, i.e. greater than 12 months to allow for seasonality, and policy objectives should be reviewed every six years. The notice period allows for signalling to both industry and prospective migrants on changes and time for employers to adjust. The regular development of an Immigration GPS would also have the advantage of being able to consider changes in migration policy of other nations.
- Government should work with local government to understand and support the absorptive capacity and long-term policy objectives.
- Council has faced challenges due to the disconnect between immigration settings and other government policy. It is even further disconnected from local government and industry policies and plans. It has led to challenges for our district, particularly the infrastructure deficit and our ability to scale work to meet it.
- District employers have faced unnecessary uncertainty in the absence of a clear government position. This has been exacerbated due to COVID-19, however existed prior. A recent example is the lack of clarity around visa extensions for temporary migrant workers in the country during the pandemic.
- Connecting migration to our absorptive capacity, education and training systems, and available paths to residency would have a positive impact. The first step should be to understand what can be achieved internally to meet workforce demands, with education and training as examples of internal drivers.
- It would be beneficial for potential migrants, employers and the public to have clarity on the government position.

Recommendation 3: Amendments to the Immigration Act should specify that, in preparing an immigration GPS, the Government must describe what is considers New Zealand's absorptive capacity to be and how it intends to manage that capacity, or invest to expand capacity, in order to align it with long-term policy objectives



- Central Otago District Council supports this recommendation
- Government must work with local government to understand and manage absorptive capacity and long-term policy objectives
- Access to a highly-skilled migrant workforce is key to enabling the delivery of the required infrastructure

Recommendation 4: MBIE should develop and publish an evaluation programme for major visa categories, to assess their net benefits.

- Central Otago District Council supports this recommendation

Recommendation 5: The allowable volume of temporary migrant visas with potential residence pathways should be managed to be compatible with the other number of residence visas on offer.

- Central Otago District Council queries whether this is the best way to achieve the outcome of less people applying for permanent visas from temporary visas. Not all people on temporary migrant visas want to gain permanent visas.
- Central Otago District Council would support clearer or stricter criteria for applying for permanent visas from temporary but not an overall reduction in the number of temporary visas to achieve fewer applications for permanent migration.
- Working holiday visas are often taken up by backpackers so they have the option of working if they choose to. A proportion do not end up taking up employment. The recommendation as drafted could cause challenges and limit access to labour far beyond the level intended.
- There is insufficient information to understand the relationship between those who apply for temporary visas and their decision to take up work while in New Zealand. Further work is needed in this space to understand the impact of policy changes.

Recommendation 6: Immigration New Zealand should continue counting points past the minimum thresholds and rank candidates within the Expression of Interest pool. [...]

- Central Otago District Council supports this recommendation.
- Council sees benefits in tying immigration to the needs of the workforce.

Recommendation 7: MBIE should develop more data-informed and dynamic skills shortage lists. Occupations that have shown no labour market reaction (such as wage movements), high turnover rates and a continued reliance on temporary migrants, should be brought up for review, with the burden placed on the industry to provide sufficient evidence to justify their continued placement on the list.

- Central Otago District council would not support the establishment of labour market tests on data alone.
- Central Otago District council supports more data-informed decision making, but not at the exclusion of the current tests. The practicalities around using data present challenges due to the time taken to produce data, its natural tendency to be historic/out of date and backwards looking (not to the future).



- This recommendation also needs to acknowledge that some industries do have and will continue to have a need for temporary seasonal staff.
- Government datasets often do not capture seasonal work due to the short-term nature of it.
- The benefit of the current system is that Ministry of Social Development (MSD) have staff based on the ground who are motivated to see citizens into work. MSD staff can picture the labour market in real time and understand what the needs are.
- The current system could be improved with the establishment of smaller labour market regions to acknowledge the differences in economies within a region and limits of labour mobility.

Recommendation 8: The Government should remove visa conditions that tie temporary migrants to a specific employer. [...]

- Central Otago District Council supports this recommendation for Essential Skills Visas.
- Council is concerned by the impact of current settings on our migrant employees, including limitations on their ability to move between roles within the organisation, and the potential for exploitation.
- Council sees the RSE scheme as distinct, due to the higher level of investment required from employers in recruitment and travel expenses, for instance. There is also a level of expectation on employers for employee wellbeing, with concerns managed through the RSE scheme.
- Council sees benefits in scaling up the Welcoming Communities programme to meet the needs of temporary migrants and ensure New Zealand is a responsible host.

Recommendation 9: The Government should proceed with expanding the Welcoming Communities Programme.

- Central Otago District Council supports this recommendation
- The Welcoming Communities programme can support both temporary and permanent migrants

Questions

We also offer the following commentary on the questions raised in the enquiry:

Question 1: To what extent does access to migrant labour reduce training and upskilling activity by members? Do effects on training and development differ by industry? Are there areas of the economy in which New Zealand should be training people that are currently disproportionately supplied by migrant workers? How could policy best respond?

It is important to acknowledge that the impacts can be different over the short and long term, and different between permanent and season workforce requirements. In an ideal world the solution to workforce demand would be to upskill our population; with migration as a tool to fill areas of need.



Better forecasting of future permanent roles, connected with the education system and clear immigration policy settings, will see a better result in getting New Zealanders into those roles. Training and reskilling does take time, however, and shortages need to be met in the short term.

It is also true that the movement of New Zealanders to fill one set of skill gaps has the potential to create gaps in other areas. Similarly, adding a migrant workforce to fill one skill gap can create further jobs and opportunities. For example, in the horticulture industry bulking up the temporary work force in peak times leads to the creation of further permanent roles.

Question 2: What objectives should be included in an immigration Government Policy Statement? Why?

- Access to a migrant workforce for the delivery of infrastructure is a key consideration for the local government sector. Any immigration GPS should take it into account
- The needs of various groups will change over time, it is vital that the settings in developing the GPS take those perspectives into account

Question 3: How could the Treaty of Waitangi interest in immigration policy be best reflected in new policies and institutions?

- Central Otago District Council support the Commission's 'Finding 12' that the Treaty of Waitangi should be reflected in policy and institutions.
- Council feel iwi are best positioned to answer how that reflection should take place.

Question 4: Should the annual number of residence visas on offer be reduced? If so, to what level and why? And if not, why not?

- In the long term residence visas need to be at a level in line with our absorptive capacity however making rapid reductions should be avoided if this is going to have a negative effect on the economy, employment, and other relevant factors.

Question 5: Should the right to return for permanent residents who re-migrate out of New Zealand be limited? Under what conditions? What would be the costs and benefits?

- Permanent residents who re-migrate out of New Zealand should have a limited right of return. New Zealand could have similar policy conditions such as Australia. This position is established from the point of view that the benefits to New Zealand from migration are less likely to be realised if the person does not reside in the New Zealand for a reasonable proportion of time. A move to this policy would reduce uncertainty of future population volatility. This may impact the investor migrants and their contribution, however investor migrants are less likely to invest in New Zealand if they are not here.

Question 6: Should efforts by migrants to learn te reo be recognised in the residence or permanent resident approval process? If so, how would this best be done?

- Council believes iwi are best placed to respond to this question



Question 7: Do particular groups of migrants need additional or targeted support to settle? If they do, what types of support would work best?

- Particular groups need additional and targeted support to settle. This support often needs to be tailored and could be met by a scaling up of the Welcoming Communities programme, as suggested through the consultation document.
 - As an example, successful settlement can be measured through community connection at a local level. Ensuring new migrants have the phone number of a neighbour on their street is an example of a local initiative to grow that connection that is hard to measure on the national scale.
- Further consideration should be given to understanding the needs of the temporary workforce
- Migrants who switch between visas before becoming residents or citizens often slip through the cracks of targeted support.

We thank you again for the opportunity to submit.

Nāku noa, nā

Alix Crosbie
Senior Strategy Advisor
Central Otago District Council

Nick Lanham
Economic Development Manager
Central Otago District Council

Submitted via online submission process: <https://www.productivity.govt.nz/have-your-say/make-a-submission/?inquiry=596>

26 January 2022

8 COMMITTEE MINUTES

22.1.12 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 3 DECEMBER 2021

Doc ID: 565154

Recommendations

That the unconfirmed Minutes of the Audit and Risk Committee Meeting held on 3 December 2021 be noted.

1. Attachments

Appendix 1 - Minutes of the Audit and Risk Committee Meeting held on 3 December 2021

**MINUTES OF CENTRAL OTAGO DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE HELD IN NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING,
1 DUNORLING STREET, ALEXANDRA AND LIVESTREAMED ON MICROSOFT TEAMS
ON FRIDAY, 3 DECEMBER 2021 AT 9.30 AM**

PRESENT: Ms L Robertson (Chair), His Worship the Mayor T Cadogan (via Microsoft Teams), Cr S Jeffery, Cr N McKinlay

IN ATTENDANCE: Cr I Cooney, S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L Fleck (Executive Manager – People and Culture), G McFarlane (Business Risk and Procurement Manager), Q Penniall (Environmental Engineering Manager), I Evans (Water Services Manager), A McDowall (Finance Manager), A Crosbie (Senior Strategy Advisor), R Ennis (Health, Safety and Wellbeing Advisor) and R Williams (Governance Manager)

1 APOLOGIES

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: McKinlay

That the apology from Cr N Gillespie be received and accepted.

CARRIED

2 PUBLIC FORUM

There was no public forum.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: McKinlay

That the public minutes of the Audit and Risk Committee Meeting held on 1 October 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. The Mayor noted two changes to his declaration.

5 REPORTS

21.4.2 POLICY REGISTER

To consider the updated Policy and Strategy Register. The Committee requested that when due dates on the register changed, that this information was included on the register.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: McKinlay

That the report be received.

CARRIED

21.4.3 RISK REGISTER

To consider an update on the Risk Register. It was noted that the table included with the agenda was still in a work in progress and a further update would be provided at the February meeting. The committee complimented the work to date and suggested that in addition to the register presented a more high level dashboard document be developed.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: McKinlay

That the report be received.

CARRIED

21.4.4 THE STAFF DELEGATIONS MANUAL

To receive the Staff Delegations Manual.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: McKinlay

That the report be received.

CARRIED

21.4.5 SOFT REVIEW OF THE FRAUD, BRIBERY AND CORRUPTION POLICY AND THE PROTECTED DISCLOSURES (WHISTLE BLOWER) POLICY

To consider the findings of the soft review of the Fraud, Bribery and Corruption Policy and the Protected Disclosures (Whistle Blower) Policy.

During discussion a typographical error on fourth bullet point on page 4 of the Fraud, Bribery and Corruption Policy was noted, with the word "risk" to be deleted. The committee also agreed that a

statement about possible staff disciplinary action, if an investigation is found to be substantive, would be added to the policy.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: McKinlay

That the Audit and Risk Committee

- A. Receives the report.
- B. Recommends to Council that they approve the Fraud, Bribery and Corruption Policy with the amendments noted above.

CARRIED

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: McKinlay

That the Audit and Risk Committee recommends to Council that they approve the Protected Disclosures (Whistle Blower) Policy.

CARRIED

21.4.6 AUDIT NZ AND INTERNAL AUDIT UPDATE

To consider an update on the status of the external and internal audit programme and any outstanding actions for completed internal and external audits. It was agreed that estimated completion dates for each action would be included in future updates. The Committee also requested for the internal audit plan to be included as a standing agenda item at each meeting.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: McKinlay

That the report be received.

CARRIED

21.4.7 FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2021

To consider the financial performance for the period ending 30 September 2021.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: McKinlay

That the report be received.

CARRIED

21.4.8 ASSET MANAGEMENT POLICY

To review and recommend to Council that they approve the 2021 Asset Management Policy. Corrections to the document were noted, and the words “for renewal and operational parts of the Long-term Plan” were added to the Council responsibility section of table two in the policy.

COMMITTEE RESOLUTION

Moved: Robertson

Seconded: McKinlay

That the Audit and Risk Committee

- A. Receives the report.
- B. Recommends to Council that they approve the 2021 Asset Management Policy with the above amendment.

CARRIED

21.4.9 INFRASTRUCTURE CONSTRUCTION PROJECTS UPDATE

To consider monthly status reports for Clyde Wastewater and Lake Dunstan Water Supply projects and to provide an update on the implementation of project management software.

Staff tabled and spoke to a “Summary Status Report Dashboard” document before responding to questions.

COMMITTEE RESOLUTION

Moved: Robertson

Seconded: McKinlay

That the report be received.

CARRIED

21.4.10 HEALTH, SAFETY AND WELLBEING

To provide with information on health, safety and wellbeing risks and controls at Central Otago District Council. The Chief Executive Officer provided an update on the organisation’s response and preparations under the COVID-19 protection framework.

COMMITTEE RESOLUTION

Moved: Robertson

Seconded: McKinlay

That the report be received.

CARRIED

6 CHAIR'S REPORT**21.4.11 DECEMBER 2021 CHAIR'S REPORT**

There was no Chair's report.

7 MEMBERS' REPORTS**21.4.12 DECEMBER MEMBERS' REPORTS**

There were no members' reports.

8 STATUS REPORTS**21.4.13 DECEMBER GOVERNANCE REPORT**

To report on items of general interest, consider the Audit and Risk Committee's forward work programme and the current status report updates.

COMMITTEE RESOLUTION

Moved: Robertson

Seconded: McKinlay

That the report be received.

CARRIED

9 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 25 February 2022.

10 RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: Robertson

Seconded: McKinlay

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes of the Audit and Risk Committee	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest.</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public.</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege.</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations.)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.4.14 - Litigation Register	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.4.15 - Otago Regional Council Issue of Abatement Notices	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.4.16 - December 2021 Confidential Governance Report	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled	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

	<p>to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p>	<p>withholding would exist under section 6 or section 7</p>
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CARRIED

The public were excluded at 11.25 am and the meeting closed at 12.06 pm.

UNCONFIRMED

9 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 9 March 2022.

10 RESOLUTION TO EXCLUDE THE PUBLIC

Recommendations

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes of Ordinary Council Meeting	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	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
22.1.13 - January 2022 Confidential Governance Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
22.1.14 - Confidential Minutes of the Audit and Risk Committee Meeting held on 3 December 2021	<p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting</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

	the health or safety of members of the public s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	
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