



AGENDA

Cromwell Community Board Meeting Tuesday, 15 February 2022

Date: Tuesday, 15 February 2022

Time: 2.00 pm

Location: Microsoft Teams and Live Streamed

(Unless there is a move from the current Red Alert level, in which case it may be held at Cromwell Service Centre, 42 The Mall, Cromwell.

In both cases, due to COVID-19 restrictions and limitations of the physical space, public access will be available through a live stream of the meeting.

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

**Sanchia Jacobs
Chief Executive Officer**

Notice is hereby given that a meeting of the Cromwell Community Board will be held via Microsoft Teams and live streamed on Tuesday, 15 February 2022 at 2.00 pm. A link will be provided on the Central Otago District Council website.

Order Of Business

1	Apologies	5
2	Public Forum.....	5
3	Confirmation of Minutes	5
	Cromwell Community Board meeting Meeting - 23 November 2021	7
4	Declaration of Interest.....	14
	22.1.1 Declarations of Interest Register	14
5	Reports	17
	22.1.2 Cromwell Cemetery Development Plan	17
	22.1.3 Road Name Approval Report - Highlands Park, Cromwell	112
	22.1.4 Appointments to External Bodies	125
	22.1.5 2022-23 Annual Plan Budget and Fees and Charges Schedule.....	130
6	Mayor's Report.....	152
	22.1.6 Mayor's Report.....	152
7	Chair's Report	153
	22.1.7 Chair's Report	153
8	Members' Reports	154
	22.1.8 Members' Reports	154
9	Status Reports	155
	22.1.9 February 2022 Governance Report	155
10	Date of the Next Meeting.....	173
11	Resolution to Exclude the Public.....	174
	22.1.10 Trustee Position for Cromwell College Charitable Trust	174
	22.1.11 February 2022 Confidential Governance Report	174

Members Ms A Harrison (Chair), Mr W Murray (Deputy Chair), Mr T Buchanan, Cr N Gillespie, Cr C Laws, Cr N McKinlay, Mr B Scott

In Attendance T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), R Williams (Governance Manager), W McEnteer (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Cromwell Community Board meeting - 23 November 2021

MINUTES OF A MEETING OF THE CROMWELL COMMUNITY BOARD HELD IN THE CROMWELL SERVICE CENTRE, 42 THE MALL, CROMWELL AND LIVE STREAMED ON MICROSOFT TEAMS ON TUESDAY, 23 NOVEMBER 2021 COMMENCING AT 2.00 PM

PRESENT: Mr W Murray (Deputy Chair), Cr N Gillespie, Cr C Laws, Cr N McKinlay, Mr B Scott

IN ATTENDANCE: T Cadogan (Mayor), L van der Voort (Acting Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services, L Webster (Acting Executive Manager - Planning and Environment), S Righarts (Chief Advisor), G Robinson (Property and Facilities Manager), N Aaron (Community Development Officer), D Shaw (Property and Facilities Officer – Cromwell), F Somerville (Roading Administration Assistant), D McKewen (Accountant) and R Williams (Governance Manager)

1 APOLOGIES

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Scott

That apologies from Ms A Harrison and Mr T Buchanan be received and accepted.

CARRIED

2 PUBLIC FORUM

Ali Ballantine and Janeen Wood from the Cromwell & Districts Community Trust spoke to the Board about the flow and connection between Old Cromwell and the planned redevelopment of the Hall / Cultural centre, specifically referencing the potential building of a replica Chinatown in the area. They then responded to questions.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Laws

Seconded: Gillespie

That the public minutes of the Cromwell Community Board Meeting held on 19 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.

Note: Martin Anderson and Jennifer Hay from Cromwell Museum joined the meeting for item 21.9.2

5 REPORTS**21.9.2 CROMWELL MUSEUM ACCOUNTABILITY REPORT 2020-21**

To provide a report on the objectives and actions of the Cromwell Museum Trust over the past financial year.

Mr Anderson and Ms Hay provided an overview of the Museum's activities before responding to questions.

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Scott

That the report be received.

CARRIED

21.9.3 MURRAY TCE CARPARKING

To consider allocating a carpark to the Cromwell Youth Trust at 5 Murray Terrace, Cromwell.

The name "Hut" was corrected to Hangout in recommendation two..

COMMITTEE RESOLUTION

Moved: Laws

Seconded: McKinlay

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the allocation of one carpark to the Hangout for the purpose of loading, unloading, and storing their passenger van on Part Lot 47 DP 18370 as shown in green in figure 4 of the report, at no charge.
- C. Authorise the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

21.9.4 CENTRAL OTAGO BRANCH OF THE VINTAGE CAR CLUB OF NEW ZEALAND INCORPORATED REQUEST FOR FUNDING

To consider a request from the Central Otago Branch of the Vintage Car Club of New Zealand Incorporated from the Club's Fund Account. Funding to assist with the cost of sealing 1356m², being part of their total lease area of 3170m².

COMMITTEE RESOLUTION

Moved: **McKinlay**
Seconded: **Gillespie**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the request for funding from the Central Otago Vintage Car Club to assist with the cost of sealing part of their leased area.
- C. Approves funding not exceeding \$4,586.08 from the Cromwell Otago Vintage Car Club funds. Funds to assist with the cost of sealing part of their leased area but subject to copies of the invoices from contractors being provided at the conclusion of the project.

CARRIED

21.9.5 ROAD NAME APPROVAL REPORT - OFF CEMETERY ROAD, CROMWELL

To consider a request to name three new roads in the development off Cemetery Road, Cromwell.

The Board's approach for naming roads and its desire to recognise those that had contributed to the community in the past, was discussed. Accordingly, it was agreed that the roads should be named Harvest Road, McBride Crescent and Proctor Way.

COMMITTEE RESOLUTION

Moved: **Gillespie**
Seconded: **Laws**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to approve three road names. Continuation of road one to be named Harvest Road. Road two to be named McBride Crescent and road three to be named Proctor Way.

CARRIED

21.9.6 ROAD NAMING APPROVAL REPORT - RIVER TERRACE DEVELOPMENTS, CROMWELL

To consider a request to name one road and one right of way in the River Terrace Development in Cromwell.

COMMITTEE RESOLUTION

Moved: **Scott**
Seconded: **Laws**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to approve one road name and one right of way. Road one to be named Stone Drive and right of way to be named Mason Lane.

CARRIED

21.9.7 CROMWELL FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2021

To consider the financial performance overview as at 30 September 2021.

COMMITTEE RESOLUTION

Moved: Gillespie

Seconded: Laws

That the report be received.

CARRIED

6 MAYOR'S REPORT**21.9.8 MAYOR'S REPORT**

His Worship the Mayor gave an update on recent activities:

- Met with Otago Community Trust trustees for lunch at the Conference Centre.
 - Attended Business South Advisory Group meeting at Cromwell, followed by BA5 which took the form of a seminar.
 - Cromwell Business Network breakfasts have not been happening since we have been in Level 2.
 - On 26/11 he will be joining Cromwell man Matt Edwards as he walks from Balclutha home to Cromwell as part of a fundraiser for Movember.
 - He took part in the 4 Barrels wine walk with friends and reflected it was a great thing to do and a real attraction to the region.
 - He spoke to Cromwell Rotary on 22 November about Three Waters.
 - He attended the AGM of Cromwell Promotions.
-

COMMITTEE RESOLUTION

Moved: Scott

Seconded: McKinlay

That the Cromwell Community Board receives the report.

CARRIED

7 CHAIR'S REPORT**21.9.9 DEPUTY CHAIR'S REPORT**

The Deputy Chair gave an update on activities and issues since the last meeting:

- Attended a meeting of the Museum Trust.
 - Attended a meeting of the Lake Dunstan Charitable Trust on 9 November.
 - Connect Cromwell held a repair café on 30 October which was well attended and the Crop Swap was back on 27 November.
-

- Connect Cromwell have also been working alongside the Parks team to install “pavement games” at the Big Fruit Reserve.
-

COMMITTEE RESOLUTION

Moved: Murray

Seconded: Laws

That the report be received.

CARRIED

8 MEMBERS' REPORTS

21.9.10 MEMBERS' REPORTS

Members gave an update on activities and issues since the last meeting:

Councillor Laws reported on the following:

- Attended a Historic Precinct meeting and noted the increased usage of the restrooms had resulted in twice daily cleaning and consideration of additional facilities. The Precinct's smokefree policy would now include vape-free.
- Attended a recent Council meeting and gave an update on the issues discussed.
- Attended a meeting at Cromwell Community House.
- Attended a further meeting of the Historic Precinct where the new parking had been acknowledged and a suggestion that more would be welcomed was made.

Councillor Gillespie reported on the following:

- Attended the recent Council meeting and gave an update on issues discussed.
- Attended a recent Hearings Panel meeting.
- Attended a weekly radio interview on Radio Central.
- Provided cover for the Mayor as he took a week's leave.
- He was a guest at Manuhierikia Kilwinning Lodge's 125th Celebration
- Attended a project governance group meeting.

Mr Scott reported on the following:

- Attended the AGM of the Cromwell Districts Community Trust on 18 October.
- Attended a meeting between the Council and Central Lakes Equestrian Club on 22 October. He noted that the club was waiting for a response from that meeting.
- Attended the AGM of the Cromwell Community Squash Club on 31 October.
- Attended a meeting of the Cromwell and Districts Promotion Group on 9 November.
- Attended a meeting of the Cromwell Golf Club who are looking at holding a Central Otago masters tournament in March with the Alexandra Golf Club.

Councillor McKinlay reported on the following:

- Attended three workshops about Three Waters in Ranfurly, Omakau and Alexandra.
 - Attended the recent Council meeting and provided an update on the waste services review, the open letter sent to the Minister of Local Government and the Mayor's appointment to the working group on representation, governance and accountability of new water services entities.
 - Attended a meeting of the Hall subcommittee and Jasmax had been appointed as the architects for the project.
 - He noted that the new cycleway had proven very popular over the quieter months with 40,000 clicks on the counter at Carrick.
-

COMMITTEE RESOLUTION

Moved: Scott
Seconded: Gillespie

That the report be received.

CARRIED

9 STATUS REPORTS**21.9.11 NOVEMBER 2021 GOVERNANCE REPORT**

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

A question was raised about the usage figures for the Cromwell Bike Park toilets and an update was requested for the next meeting. A question was also raised about the Bannockburn Reserve Management Plan.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Laws

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 15 February 2022.

11 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Scott
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 from Ordinary Board Meeting	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations	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

	(including commercial and industrial negotiations)	which good reason for withholding would exist under section 6 or section 7
21.9.12 - Gair Avenue, Cromwell	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.9.13 - Cemetery Road Industrial Subdivision Stage 2	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.9.14 - November 2021 Confidential Governance Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The public were excluded at 3.09 pm and the meeting closed at 3.33 pm.

4 DECLARATION OF INTEREST

22.1.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 567622

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 - CCB Declarations of Interest [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Buck Buchanan	Central Speedway Club Cromwell Incorporated (life member) Collie Dog Club (member)	Collie Dog Club (Treasurer) Carrick Irrigation Company (Secretary)	Bannockburn Recreation Reserve Management Committee Inc. Pisa District Community 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
Anna Harrison	Principal Goldfields Primary School Runs the Dunstan Zone swimming championships Cromwell Swim Club past president and club group coach Central Otago Primary School Sport Association (member) Dunstan Zone Sports Group (member) Principal of Goldfields Primary School	Mojo Modern Joinery Cromwell (Owner / Director)	Cromwell District Museum Cromwell Youth Trust
Cheryl Laws	The Message (Director) Wishart Family Trust (Trustee) Wooring 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)		
Werner Murray	The Property Group (Employee)Connect Cromwell (member)Guardians of Lake Dunstan (Trustee)	Sole Trader Space at the Base at Allan Scott WineriesTasting Room, Scott Base Winery (Carolyn Murray)Cromwell Promotions Group (Chair)Central Otago Winegrowers Association (Board member)Schooner Development Ltd (Director)	Cromwell and Districts Community TrustCromwell District Museum
Bob Scott	Cromwell Golf Club (vice-president)		Ripponvale Hall Committee Cromwell and Districts Promotions Group

5 REPORTS

22.1.2 CROMWELL CEMETERY DEVELOPMENT PLAN

Doc ID: 565200

1. Purpose of Report

To approve the proposed Cromwell Cemetery Development Plan 2021 and set aside land for future Cemetery purposes.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Classify Lot 3 Deposit Plan 505292 as Local Purpose – (Cemetery) Reserve under the provisions of the Reserves Act 1977.
Subject to
 - Public consultation in accordance with the Reserves Act 1977.
 - The consent of the Minister of Conservation
- C. Extend designation 200 (subject to the process under the Resource Management Act 1991) to include the newly classified area above.
- D. Approves the proposed Cromwell Cemetery Development Plan 2021.
- E. That funding be included in future long-term plans to provide for implementation of the plan.
- F. Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolution.

2. Background

Under the Burial and Cremation Act 1964, councils are required to provide, establish, and maintain suitable land for cemeteries.

In 2001 the Cromwell Community Board approved the Cromwell Cemetery Re-development Concept Plan. Implementation of this plan over the last twenty years has seen the installation of new fencing, memorials, and beams to improve the appearance and functionality of the cemetery.

One section of mature boundary trees has also been removed and replanted with a suitable tree species.

Funding was set aside in the 2021 – 2031 Long-term Plan to review the 2001 Cromwell Cemetery Re-development Concept Plan.

The Plan has now been reviewed and focused on land requirements for cemetery operations for the next 100 years in this location. The Cromwell Cemetery Development Plan 2021 for this area has shown what additional space will be required for the cemetery into the future. The

Plan confirms there is adequate cemetery land available for Cromwell on this site into the future.

See **Appendix 1** – Cromwell Cemetery Development Plan 2021.

3. Discussion

Established in 1879, the Cromwell Cemetery is divided into three sections – a section for returned service veterans, a memorial wall area, and ashes and interment sites.

Both northern corners of the site are recorded as being occupied with unmarked plots so are not available for future burial expansion.

The existing operational Cemetery is designated under the District Plan as D-200- Cemetery – Local Purpose Reserve.

Under the Reserves Act 1977 it is classified Local Purpose – (Cemetery) Reserve.

To ensure the entire holding is set aside for cemetery purposes into the future it is recommended that the undeveloped land being held for cemetery purposes is both designated in the District Plan and classified under the Reserves Act 1977 to maintain consistency with the existing cemetery land status.



Figure 1 Cromwell Cemetery

With an average of 21 burials per year and 105 empty burial and ashes plots currently available in the operational cemetery, implementation of the proposed Plan will be required within five years.

Based on burial trends, forecast population growth, and changing demographics it is estimated that the Cemetery will need to be developed to provide for 2100 burials over the next 100 years.

Unplanned events such as a pandemic or a large natural disaster have not been factored into this calculation, but such events are likely to affect burial averages and therefore the 'life expectancy' for the extension area.

Development of the Cemetery will be staged to meet this demand.

The Plan shows that most of the area set aside for cemetery expansion will be required. The small area of residual land to the north of the site isn't shown in the Plan as being required for cemetery purposes at this stage. It would be prudent to include this area for future cemetery expansion thus consolidating this site as Cromwell's cemetery for at least the next 100 years.

Along with considering supply and demand the Plan also considers the way traffic is intended to enter/exit and move around the site, the utilisation of space, amenity values, and the proposal to accommodate crematoria and service facilities in the future.

Strategically, the Plan aligns with Council's Cemetery Strategy 2010 in all respects except in the provision of crematoria. Council's Cemetery Strategy 2010 lists the following actions:

Schedule and undertake tree work desirable to minimise risk of tree debris damage.

Change land designations for alternative area to be developed for cemetery expansion.

Review development plan once land designation changed, confirm and schedule work.

Issues to be considered include:

Landscape plantings.

Trickle irrigation.

Begin shelter plantings for new area to be developed.

Appendix 2. Council's Cemetery Strategy 2010.

Factoring crematoria into the concept ensures land requirements are future proofed to accommodate growth in demand for this service both in Central Otago and surrounding areas. It is not a commitment to provide the service nor an indication that an additional crematorium is required in the short to medium term.

Currently there is only one crematorium in the district and that is in Alexandra. It is privately owned and operated. In carrying out the review of the Cromwell Cemetery Development Plan 2001 there has not been an inquiry to the owner regarding capacity or capability of the facility to meet increased demand for cremations into the future nor to determine if a venue in Cromwell has potential to serve out of district customers more easily.

To thoroughly understand the demand for additional crematoria capacity and Council's potential role in such a development, if any, including the provision of land for private occupation, a business case would be required.

The cost to complete a business case could be included in the latter years of the 2024 long term plan.

Planning for and commencing with the planting, roading, plot layout and boundary buffer planting, as indicated in the staging plan will ensure the extension is available with a pleasant level of amenity when it is required to be opened.

Committing to or approving the Plan at this point, ahead of when the site is required, simply cements the structure for the site. It will also guide planning and decision making with funding provided through future long term plans.

4. Financial Considerations

The allocation or commitment of funding for the implementation of the Plan is not sought in this report. Those decisions will be subject to the development of future annual and long-term plans.

There are some remaining and funded projects from the 2001 Development Plan provided for in the 2021 – 2031 Long Term Plan scheduled to be completed by 30 June 2026.

Those projects include construction of a shelter and additional interment beams. These will complement the Plan.

5. Options

Option 1 – (Recommended)

Approve the Plan and classify Lot 3 Deposit Plan 505292 as Local Purpose – (Cemetery) Reserve under the provisions of the Reserves Act 1977

Advantages:

- Allows the design, protection, and development of the site to progress in an informed and complimentary fashion to meet future burial demand.
- Allows meaningful planning and budgeting for cemetery development into the future, particularly through future long-term plans.
- Allows potential to establish strong amenity values before the site is required for burials.
- Reflects the direction contained in the Central Otago Cemeteries Strategy 2010.

Disadvantages:

- No disadvantage to this option.

Option 2

Do not approve the Plan and do not classify Lot 3 Deposit Plan 505292 as Local Purpose – (Cemetery) Reserve under the provisions of the Reserves Act 1977

Advantages:

- No advantage to this option.

Disadvantages:

- Does not allow for resources to be allocated to the project in future long-term plans.
- Limits the potential to establish strong amenity values before the site is required for burials.
- Does not reflect the direction contained in the Central Otago Cemeteries Strategy 2010.
- Does not provide certainty for future cemetery land requirements.

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 planning and providing for future burial needs in the community.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes. Expanding and protecting the cemetery aligns with the provisions of the Central Otago Cemeteries Strategy 2010.
Considerations as to sustainability, the environment and climate change impacts	No implications through this decision.
Risks Analysis	Risk associated with this decision is negligible in terms of consequence and likelihood across all eight Risk Management Strategy categories.
Significance, Consultation and Engagement (internal and external)	<p>As the design aligns with legislative requirements and best practice for cemetery layout, it is considered not necessary to consult on this concept plan nor the expansion of cemetery activities into the site on the basis that this area of land is set aside for the Cromwell cemetery future expansion.</p> <p>Internally, Council's Property unit is a key partner in this project given the relationship and reverse sensitivities between Council's industrial development adjacent and the operation of a cemetery.</p> <p>In the future, input and advice will be required from Heritage New Zealand, Council's Planning Department, consulting archaeologists, and Tangata Whenua in the developed design and construction phases of the project and in respect to land disposal.</p> <p>The public are likely to have an interest, which will be addressed in the implementation part of the project.</p>

7. Next Steps

- To formally classify and designate the land for cemetery purposes under the District Plan and Reserves Act 1977.
- To develop the design and factor implementation costs into the 2024 – 2034 Long-term Plan.

8. Attachments

Appendix 1 - Cromwell Cemetery Development Plan 2021.pdf [↓](#)

Appendix 2 - Central Otago Cemeteries Strategy 2010.pdf [↓](#)

Report author:



Marie Gordon
Parks Officer - Projects
21/01/2022

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and Environment
2/02/2022



CROMWELL CEMETERY
CONCEPT DEVELOPMENT PLAN

10 JANUARY 2022



CONTENTS

INTRODUCTION	1
BACKGROUND	1
INTRODUCTION	2
PURPOSE	2
2001 CROMWELL CEMETERY DEVELOPMENT PLAN	2
INTRODUCTION	3
SITE HISTORY	3
STATISTICS	4
CROMWELL POPULATION	4
BURIAL RATES	4
CONCEPT DEVELOPMENT PLAN	5
STAGING PLAN	6

INTRODUCTION

BACKGROUND

The Cromwell Cemetery is located on Cemetery Road, south west of the Cromwell Township. Refer to **Figure 1** opposite. The cemetery is divided into three sections :

- Section for RSA War Veterans
- Section for Memorials where families are allowed to make memorial gardens and structures for family members
- Section specifically for ashes and interment sites

Due to an increase in demand for a less expensive memorial option CODC have installed a memorial wall at Cromwell Cemetery for the placement of 200 x 150mm brass plaques.

An industrial area is located to the north and east of the site and an existing residential subdivision is located to the south of the cemetery, on the other side of Cemetery Road. An existing orchard extends along the western boundary of the site.

A strip of land along the western boundary of the site was recently purchase by the adjacent orchard. A small area along the eastern boundary has been purchased by the adjacent industrial subdivision. Refer to **Figure 2** opposite. The existing cemetery is approximately 4ha and the land area available for the 100 year development plan is approximately 5.5ha

There are currently 105 empty plots available in the existing cemetery.



Figure 1: Location of the Cromwell Cemetery



Figure 2: Cromwell Cemetery Boundary



Figure 3: Existing Cemetery Burials

- Plot Legend**
- Red represents occupied plots
 - Green represents empty plots
 - Yellow represents reserved plots
 - Purple represents plots missing information

INTRODUCTION

PURPOSE

In 2001 the Cromwell Community Board approved a development plan for the Cromwell Cemetery which has since been implemented in a limited way, most notably in terms of tree planting in the extension zones of the cemetery and some of the structural memorial elements near the front gate. An urgent review is now required to inform some spatial planning work, in particularly regarding the provision of future industrial land in the vicinity.

The reviewed plan will also influence the funding programmes in future annual and long-term plans.

This development plan considers and includes:

- Existing burial methods and standards as well as flexibility for burial practices not commonly carried out in the area at present, such as Muslim burials. Due to the existing site conditions and environment, natural burials have not been considered in this development plan.
- The Cemeteries Strategy 2009
- Possible inclusion of a commercial crematoria and chapel facilities
- Landuse planning in the surrounding area
- Site security
- Traffic circulation and parking
- Maximising capacity for burials on the site
- Irrigation / watering of the lawn, given that the site is not irrigated (currently). There is a connection and infrastructure that irrigates the juvenile perimeter trees
- Preservation of the front fence
- Screening of the adjacent properties
- Cultural requirements, such as water at the exit from the cemetery.

2001 CROMWELL CEMETERY DEVELOPMENT PLAN

In general terms the design of the basic infrastructure should be determined and then the landscape component added. Following that, more detailed considerations such as internal roading, plot sizes and layout, and plot landscape trees/shrubs layouts detailed. These more detailed considerations are not illustrated in this report because of the 'long term' nature of the Cromwell proposal and the probable changing attitude and methods of burials in the long term future.

Entrance

The cemetery entrance is important in achieving vital first impressions

that form lasting attitudes and memories. The entranceway should have a dignified and welcoming appearance, with extensive areas of mature plantings and well designed gateway constructed of permanent materials such as local stone. The entrance should also have an avenue or close overhanging trees to create a sense of arrival. A single entrance is preferable for both operational and security reasons, although an added entry may be provided to allow for an overlap in burials.

Landscape Planting

Planting design should present a theme that creates the setting with continuity and unity and provides visual interest. Use of one major tree species or a species with similar characteristic should be used to divide the cemetery into various spacial units. Retention of existing trees will also assist in dividing the area up. Three levels of planting are used: tree framework, dividers and amenity.

Buildings

Any future buildings should reflect a common theme in style and be sited discretely. Many cemeteries include the provision for a crematorium and consideration should be given to the likely location of this during the early planning stages of roading layout and tree planting . Location considerations for a crematorium are that it should be :

- Readily accessible
- Located in a peaceful setting substantially hidden from any residential areas
- The public entrance and after service mingling area should be sunny and protected from winds.

The area in the south east corner or and Cromwell Cemetery and adjacent to the Lake Dunstan Industrial Estate is a suitable location for a crematorium/chapel complex.



Figure 4: Existing Cromwell Cemetery



Figure 5: Existing Cromwell Cemetery - Memorial wall

Figure 3: Existing Cemetery Burials

INTRODUCTION

SITE HISTORY

Gold rushes in the second half of the 19th century led to a rapid influx of foreign miners to the Central Otago area. After the initial rushes had subsided settlement began to become more permanent and balanced, with wives and families joining the men, and farming and other economic activities became established.

Cemeteries were an essential element of any settlement, and Cromwell has two historic graveyards. The first Cromwell Cemetery was surveyed in 1863 by J. Aitken Connell as part of his survey of the Cromwell Township, and a portion of this was fenced in August 1865 (Parcell 1951: 53).

As the town expanded, the cemetery on Litany Street was inconveniently close to the growing residential area, and in 1879 a new cemetery site was surveyed on the Cromwell Flats. The old cemetery was closed in 1888 and the new cemetery was opened on 1 May of that year on the out wash plains of the legendary gold bearing Kawarau River. The first burial in the new cemetery was that of Sem Si, a Chinese man.

The Cromwell Cemetery contains the office war graves of two men who served in the New Zealand focuses during the First World War: William Charlton Nicholson and Private William Torrance

During the 1980s Cromwell was extensively remodelled and rebuilt after the low-lying part of the original town was cleared and then inundated during the Clutha Valley Project, which saw the construction of the Clyde Dam and the creation of Lake Dunstan. However, both the old Cromwell Cemetery on Litany Street and the new Cromwell Cemetery on Cemetery Road are above the lake level, and so both survive.

In 1998 there was concern over the safety of the pine shelter-belt that surrounds the three sides of the cemetery and work was undertaken to remove a small portion of the shelter-belt and trim dangerous and overhanging branches. Consideration was also given to the re-fencing of the complete facility. Concurrent with those items of work was the purchase of a block of land to the east for the cemetery for future expansion and the purchase of a strip of land to allow for access to be gained from McNulty Road.

In 2017 two unmarked historic burials were disturbed in the Cromwell Cemetery, Central Otago, and specialists were engaged to assess, excavate and reinter these burials. The review concluded that both were of adult males, probably buried in the 1890s. After the inadvertent disturbance of the two burials in the Cromwell Cemetery, the primary considerations were for the remains to be appropriately handled, for the original graves to be located, and the disturbed bones to be returned to their respective graves. A waratah was temporarily placed at the head of each grave to enable the CODC to accurately record the locations of the graves with GPS to enter into their GIS. The burials were each then covered in a white cotton sheet and covered with soil by hand. They were then machine-covered with a further 300mm of soil. The following morning the local Presbyterian minister visited the site and gave a brief service, and the excavation was then fully backfilled by machine.

The ‘new’ cemetery is still in use today and operated by the Central Otago District Council. Many graves are unmarked and some ground penetration recording has been carried out to improve burial records.

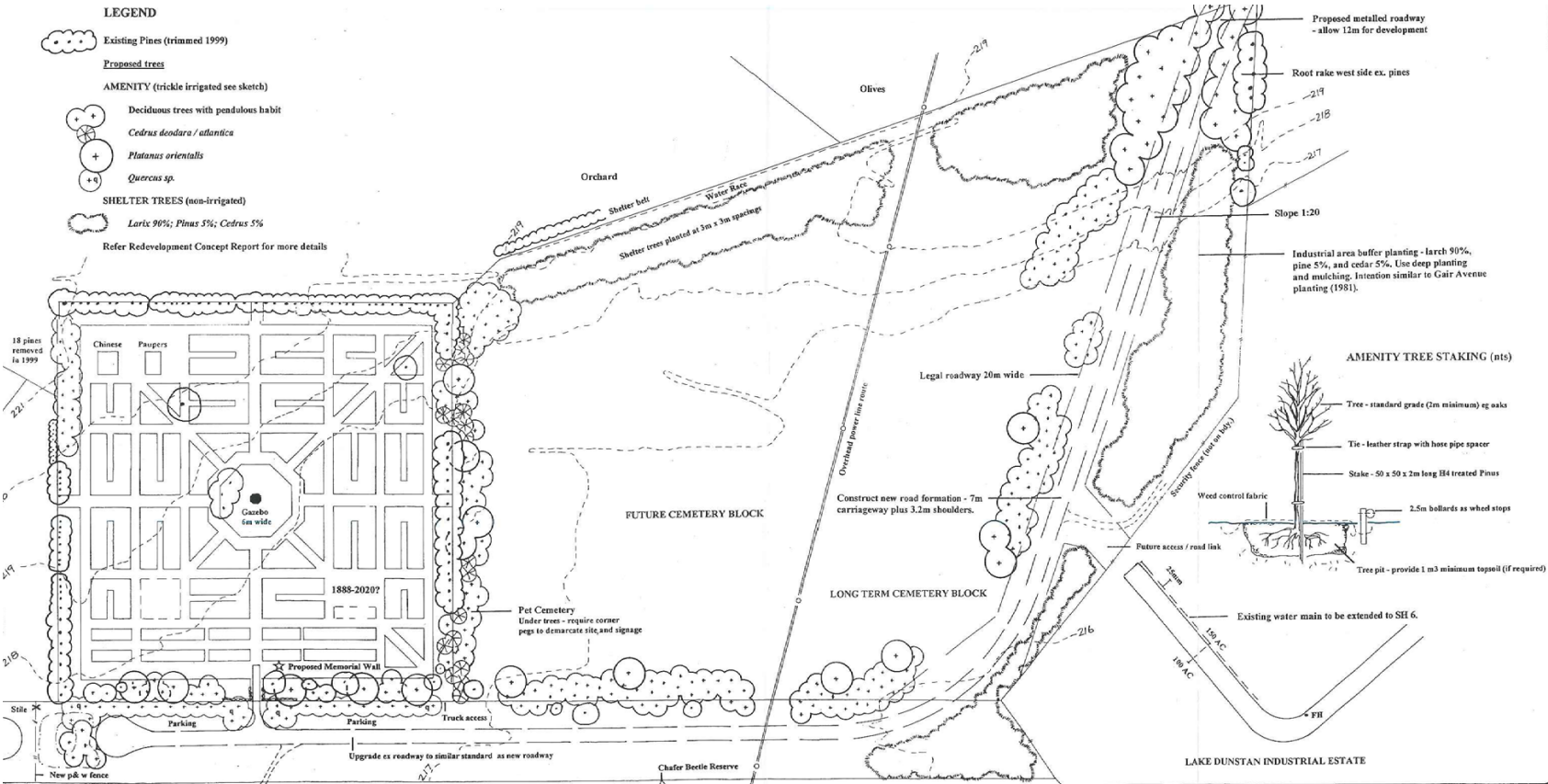


Figure 5: 2001 Cromwell Cemetery Redevelopment Plan



Figure 6: General setting of the disturbed burials uncovered in 2017 (shown by the temporary fencing)

STATISTICS

CROMWELL POPULATION

In recent years Cromwell has experienced unprecedented and sustained population growth and is now the Central Otago's largest town.

Cromwell township is made up of two areas ; Cromwell East and Cromwell West.

Existing Population Data	
Year	Population
2006	3,850
2013	4,500
2018	5,780
2020	6,008

Population increase between 2006 -2020 = 56%

Average yearly increase in population = 4% per year

Projected Population Data	
Year	Population
2025	6,816
2030	7,247
2035	7,630
2040	7,982
2045	8,360
2050	8,770

Projected population increase between 2020 -2025 = 45%

Projected population increase between 2025 -2050 = 28%

Between 2020 and 2050 the average yearly increase for projected population = 1.5 % per year

Numbers gathered from Growth Projections - 2020 Rationale (Rev 4.0)

BURIAL RATES

Over the last five years there have been a total of 105 burials. This includes:

- 1 Memorial Plaque
- 39 Ashes
- 65 Burials

Based on the total burials in the last five years it is estimated that there will be 2,100 burials that will need to be accommodated for in the Cromwell Cemetery over the next 100 years.

If the growth of Cromwell continues to increase at a rate of 1.5% per year than that would result in needing to factor in another 32 deaths giving a total of 2,132 .

Based on the types of burials in the last five years we have assumed the following :

1% Memorial Plaques = 21

37% Ashes = 789

62% Burials = 1,322



Figure 7: Entrance access way into the existing Cromwell Cemetery

CONCEPT DEVELOPMENT PLAN

LAYOUT

The concept plan maintains the existing cemetery as is and develops the additional site in a way that complements the heritage and landscape / amenity values of the existing cemetery.

The proposed layout provides dedicated areas for new burials based on current trends and flexibility for burials that are not common practice. For example, a section of the new development area could easily be allocated for Muslim burials if they were to become more prevalent in the Cromwell area.

The existing public vehicle access off Cemetery Road will be maintained into the existing cemetery and a new entrance/exit proposed in the western cemetery extension. The proposed internal road will provide access to the cemetery with allocated pull over parking areas for visitors.

The mature existing trees have been retained with additional trees added along the boundaries to provide screening from the surrounding properties and act as a aesthetically pleasing edge treatment. A number of existing trees are reaching senescence and therefore their decline will need to be monitored and replaced when necessary.

The potential crematorium has been located along the back of the site with planting and trees providing a buffer between the cemetery and crematorium. A service area, potential chapel, garden area and car park have also been allowed for.

Of the 5.5ha land available for the 100 year development plan approximately 3.89ha is required to meet the burial projections. A 1.6ha area in the northern section of the site is surplus land that is not required to meet the projected population / death rates over the next 100 years. It should be noted though that the projected burials rates have not taken into consideration a pandemic or natural disaster that could result in

Projected Burial Numbers (as per page 4)	
	Proposed Figures
Burial Plots - Existing available plots	1,322
Burials Plots	
Ashes	789
Memorial Wall Plaque	21
Total	2,132

Proposed Burial Numbers as per Concept Masterplan	
	Proposed Figures
Burial Plots - Existing available plots	105
Burials Plots	1,230
Ashes	790
Memorial Wall Plaque	21
Total	2,146



LEGEND

Existing trees to be retained

Proposed Trees

Access road through the cemetery

Available remaining burial plots

Proposed burial plots (back to back)

Proposed ash plots (back to back)

- KEY
1.

Existing access off Cemetery Road
2.

Proposed new access off Cemetery Road
3.

Proposed access way through cemetery
4.

Existing memorial wall
5.

Available remaining plots in current cemetery
6.

Proposed burial plots
7.

Proposed ash plots
8.

Proposed walkway connection
9.

Proposed crematorium and service area (potential for a chapel)
10.

Proposed garden area associated with crematorium
11.

Proposed crematorium parking
12.

Surplus land

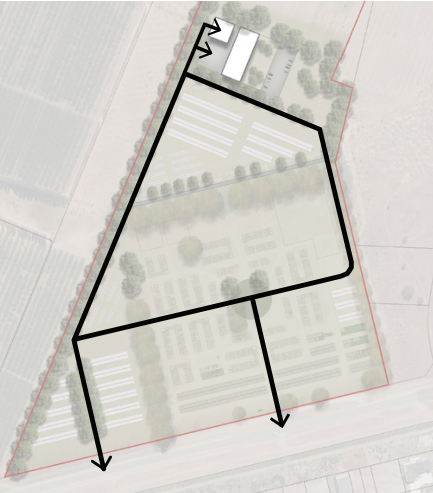


Figure 8: Vehicle access through the cemetery

STAGING PLAN

Development of the Cromwell Cemetery can be undertaken in stages. This could occur over a particular time frame or when additional plots are required. The Cromwell Cemetery Development Plan has been broken down into the following five stages:

Stage 1

- 108 Burial Plots

Stage 2

- 372 Burial Plots
- 326 Ash Plots
- New access road off Cemetery Road
- Proposed tree planting

Stage 3

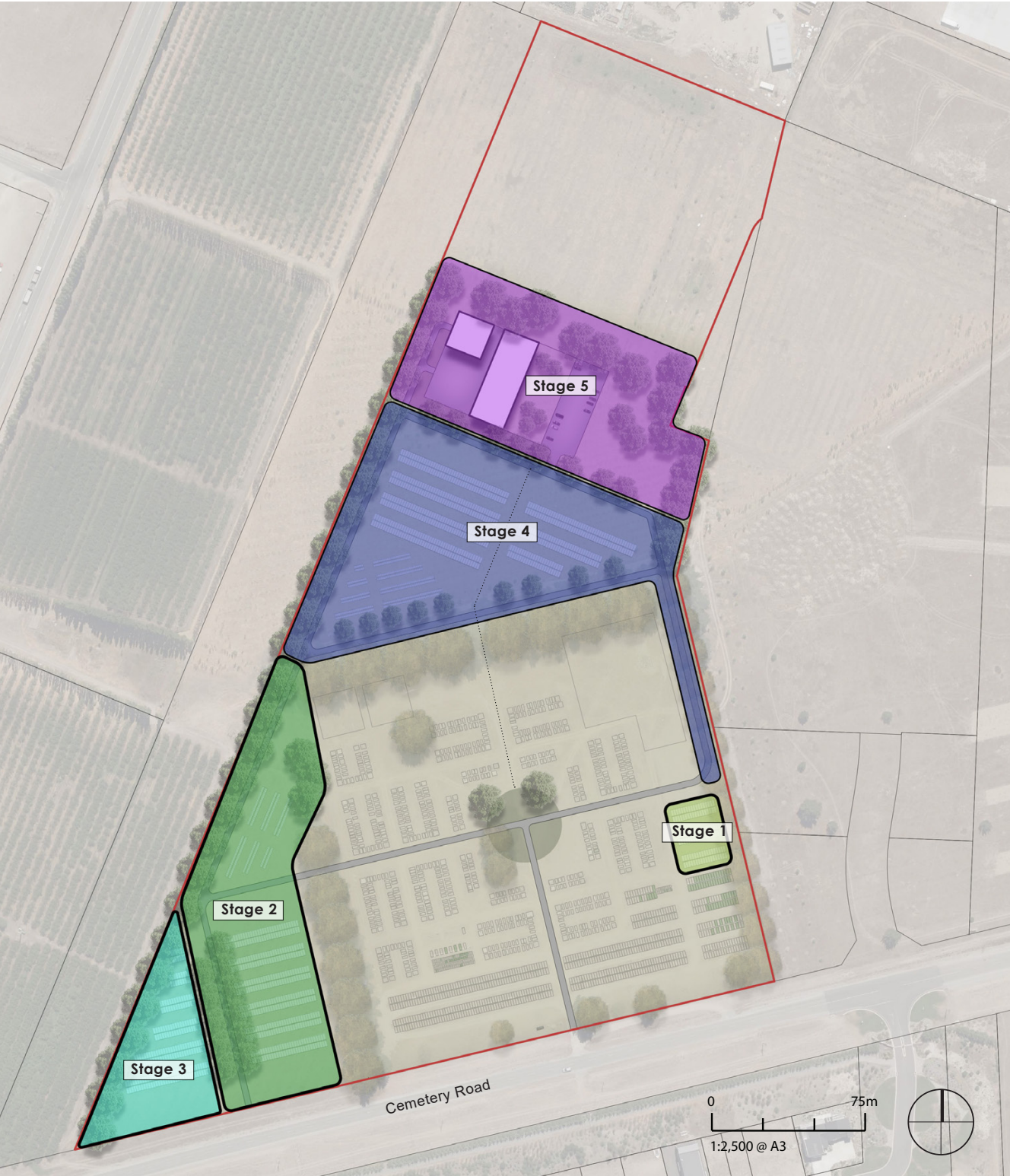
- 170 Burial Plots
- Proposed tree planting

Stage 4

- 580 Burial Plots
- 464 Ash Plots
- New loop road
- Proposed tree planting

Stage 5

- Crematorium and service area
- Potential Chapel
- Memory garden
- Parking



About Boffa Miskell

Boffa Miskell is a leading New Zealand professional services consultancy with offices in Auckland, Hamilton, Tauranga, Wellington, Christchurch, Dunedin and Queenstown. We work with a wide range of local and international private and public sector clients in the areas of planning, urban design, landscape architecture, landscape planning, ecology, biosecurity, cultural heritage, graphics and mapping. Over the past four decades we have built a reputation for professionalism, innovation and excellence. During this time we have been associated with a significant number of projects that have shaped New Zealand's environment.

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CENTRAL OTAGO CEMETERIES

STRATEGY – ASSET MANAGEMENT - OPERATIONAL DIRECTION

SEPTEMBER 2010



Moa Creek Cemetery

Our Families, Our Stories

TABLE OF CONTENTS

PART A: Strategy

1.0	Introduction	4
1.1	Use	4
1.2	Overview	4
1.3	Purpose of Cemeteries	6
1.4	Regular Users	6
1.5	What Matters	6
1.6	Current Activity	6
1.7	Current Delivery	7
1.8	Issues, Risks and Uncertainties	7
1.9	Implementation Plan	11

PART B: Individual Cemeteries In Central Otago

2.0	Cemeteries in Cromwell Area	13
	<i>Cromwell Community Board Cemeteries</i>	
	Litany St Cemetery	14
	Cromwell Cemetery	15
	Nevis Cemetery	18
	<i>Trust Cemeteries</i>	
	Tarras Cemetery	20
3.0	Cemeteries in Maniototo Area	22
	<i>Maniototo Community Board Cemeteries</i>	
	Naseby Cemetery	23
	Ranfurly Cemetery	26
	Hamiltons Cemetery	28
	<i>Trust Cemeteries</i>	
	Blackstone Cemetery	29

	Kyeburn Diggings Cemetery	31
	Swinburn Cemetery (Kokonga)	33
	Gimmerburn Cemetery	35
4.0	Cemeteries in Teviot Valley Area	36
	<i>Trust Cemeteries</i>	
	Ettrick Cemetery	37
	Millers Flat Cemetery	39
	Roxburgh Cemetery	41
5.0	Cemeteries in Vincent Area	43
	<i>Vincent Community Board Cemeteries</i>	
	Manuherikia Cemetery	44
	Clyde Cemetery	46
	Alexandra Cemetery	49
	Poolburn Cemetery	52
	St Bathans Cemetery	53
	<i>Trust Cemeteries</i>	
	Blacks Cemetery Omakau	55
	Moa Creek Cemetery	57
	St Bathans Catholic Cemetery	59
	Drybread Cemetery	61

PART C: Operational Direction

6.0	General Recommended Actions	63
	Cemeteries in Cromwell Area	
	<i>Cromwell Community Board Cemeteries</i>	
	Litany St Cemetery	66
	Cromwell Cemetery	66
	Nevis Cemetery	66
	<i>Trust Cemeteries</i>	

Tarras Cemetery	67
Cemeteries in Maniototo Area	68
<i>Maniototo Community Board Cemeteries</i>	
Naseby Cemetery	68
Ranfurly Cemetery	68
Hamiltons Cemetery	68
<i>Trust Cemeteries</i>	
Blackstone Cemetery	69
Kyeburn Diggings Cemetery	69
Swinburn Cemetery (Kokonga)	69
Gimmerburn Cemetery	69
Cemeteries in Teviot Valley Area	70
<i>Trust Cemeteries</i>	
Ettrick Cemetery	70
Millers Flat Cemetery	70
Roxburgh Cemetery	70
Cemeteries in Vincent Area	71
<i>Vincent Community Board Cemeteries</i>	
Manuherikia Cemetery	71
Clyde Cemetery	71
Alexandra Cemetery	71
Poolburn Cemetery	72
St Bathans Cemetery	72
<i>Trust Cemeteries</i>	
Blacks Cemetery Omakau	72
Moa Creek Cemetery	72
St Bathans Catholic Cemetery	73
Drybread Cemetery	73
Appendix A Central Otago District Council Cemetery By Laws	74

CENTRAL OTAGO CEMETERIES 2010

PART A: STRATEGY

1.0 INTRODUCTION

Cemeteries are provided within Central Otago by Cemetery Trusts, a church and Council through Community Boards. Each trust and the church acts independently to provide a cemetery suitable to local conditions and requirements.

The following document is an attempt to identify issues facing each entity administering cemeteries with a view to provide a collaborative approach where appropriate. There is no intention to districtise cemeteries, nor to encroach on the Trusts desire to administer and manage their cemeteries.

Part B of the document is an overview of the situation for individual cemeteries in the form of a simple asset management plan with recommended operational actions.

A summary of general recommendations that applies to all cemeteries and a schedule of recommended actions for each of the cemeteries within the Central Otago district is contained in Part C. These recommendations give a clear operational direction for future work.

1.1 USE

Purpose of the document:

- To collate information relating to Central Otago cemeteries
- As a resource document
- To assist with financial planning for preparation of draft Annual Plan (AP) and the draft Long Term Council Community Plan (LTCCP)
- Collation of information for Asset Management Plan (AMP) and, Water and Sanitary Services Assessment (WSSA)
- Set out an action plan for each cemetery
- Encourage co-operation and sharing of resources, knowledge and records between Council and Cemetery Trusts
- Review Council cemetery records
- Ensure Council is meeting its legal responsibilities under the Burial and Cremation Act 1964

1.2 OVERVIEW

Central Otago District Council (CODC) is responsible for nine cemeteries, three which are considered closed.

Open cemeteries are:

- Cromwell
- Clyde
- Alexandra
- Naseby
- Ranfurly
- St Bathans
- Nevis Valley

Hamilton, Manuherikia and Litany St Cromwell cemeteries are considered closed. St Bathans has operated as a de facto trust cemetery. No evidence exists to confirm that Nevis Cemetery is closed. In the absence of a gazettal notice confirming the closure of Nevis Cemetery a decision will be sought from the Cromwell Community Board as to the future of the Nevis Cemetery.

Cemetery Trusts operate independently of Council to administer and manage their cemeteries, under the Burial and Cremations Act 1964; and as such have their own legal status. For some cemetery trusts, Council has been delegated by gazettal to appoint and remove trustees, see 1.8.4 Legal Issues. The opportunity of storage for all trust cemetery records is available at Council offices – not all trusts at this time have elected to utilise this facility. It is desirable where appropriate and mutually beneficial to both the Trusts and Council that a collaborative approach to common projects and information sharing be fostered.

Cemetery Trusts are responsible for operating:

- Ettrick
- Millers Flat
- Roxburgh
- Omakau
- Drybread
- Moa Creek
- Blackstone
- Gimmerburn
- Swinburn/Kokonga
- Kyeburn Diggings
- Tarras

Moa Creek Trust, is currently seeking new trustees these will be subject to the appointment process, refer to section 1.8.4 Legal Issues.

In addition what is probably a denominational burial ground (see section 31 and 32 (3) of the Burial and Cremation Act 1964) exists within the title of the St Bathans Catholic Church. If so, section 32 (1) would determine the Parish Priest of Alexandra to be the manager of that burial ground.

Some burial sites or former cemeteries are believed or known to exist. The following list is by no means exhaustive:

- Grovers Hill
- Lonely graves
- Potters access from CODC but in South Otago or Southland DC
- Nevis Valley – Sect 2 Block III Nevis Survey District
- Wakefield cemetery in the Bendigo area
- Poolburn Reservoir (inundated)
- German Hill

The location of these sites is either uncertain, under water or the responsibility of other agencies (DOC) and apart from Poolburn and Nevis Valley no further reference is made to these.

1.3 PURPOSE OF CEMETERIES

To provide areas for interment of the deceased.

1.4 REGULAR USERS

People visiting for interments and in remembrance of deceased.

People visiting or inquiring about burials to learn about the local area's past.

1.5 WHAT MATTERS

Tidy open space
Reflective space, shade, seating and shelter
Access with no trip hazards
Peace and quiet
Information available concerning people interred
Water available for users to keep plants and flowers fresh
Know which areas are available for use
Litter free

1.6 CURRENT ACTIVITY

Central Otago District Council is responsible for seven open cemeteries and three which are considered closed.

Cemetery Trusts are established for 12 with 10 actively operating. One burial ground exists within a church property.

Within church, council and trust operated cemeteries there has been an increase in standard of presentation over past 10-20 years.

All report an increase in interest in cemeteries both visitors and inquiries. Larger cemeteries also experiencing an increase in interments as local populations increase. Those with a connection to the church burial ground have created a website to record details of interest to the public.

For trust and rural cemeteries if open, locals remain committed to maintaining. Once closed this begins to decrease over time.

Demand for interments is increasing overall as the population of the area increases. The three largest cemeteries (Alexandra, Cromwell, and Clyde) are experiencing around 40%¹ increase in annual interments since 1995.

Demand in the smaller trust and church cemeteries can be described as steady.

Ashes interments are becoming more regular. For the period 2007-09 28% of interments in Council cemeteries were ashes.

Customer interest in developing structures (e.g. garden walls) or plantings within the lawn areas is regular.

¹ Alexandra has increased from 30 to 36 p.a. Cromwell 13 to 20 p.a. and Clyde 6.5 to 14 p.a. when comparing the average interments 1970-95 to the last five years 2005-09, a total of 49.5 to 70 p.a.

1.7 CURRENT DELIVERY

All cemetery grounds are kept to a clear standard suitable to locals with the possible exception of one closed cemetery where maintenance changes are currently being trialed. These service levels are set out in contracts for council cemeteries or maintenance arrangements controlled by trusts.

Response to interment and genealogical inquiry is manual in the case of council and trusts. The church burial ground is now on web site².

The two busiest cemeteries (Alexandra and Cromwell) have development plans while Naseby has a programme of upgrading in progress.

The deteriorating condition of headstones and grave surrounds is a cause of concern particularly in some Maniototo cemeteries where limited availability of appropriate materials lead to a poorer quality of concrete in these areas. Coupled with extremes of climate, crumbling bases to headstone and collapse of surrounds is common.

Some cemetery operators, particularly Naseby, Ettrick and Swinburn (Kokonga) have actively canvassed families or raised funds to restore headstones.

1.8 ISSUES, RISKS AND UNCERTAINTIES

1.8.1 Records

Burial and Cremations Act 1964 Part 7 General Provisions

"50 Burials to be registered

- (1) All burials within any cemetery shall be registered in a register to be provided and kept for that purpose by the local authority and in such a register shall be distinguished in what parts of the cemetery the several bodies are buried, and a proper description of every grave shall be given, so that the situation thereof can be ascertained, and such register shall be indexed, so as to facilitate searches for entries therein.*
- (2) Every register shall be open for inspection at all reasonable times, at some convenient place, upon payment of a fee of (50cents) for every such inspection."*

Council is meeting this requirement by recording all burials in Alexandra, Clyde, Cromwell, Ranfurly and Naseby cemeteries on the Cemetery Records electronic data base. This data base can be searched by cemetery, record number, surname, date deceased, date interred, key words and reservations.

This data base has its limitations as while each record shows the description of each grave, its plot, block and row the data base cannot be searched successfully by that description only.

Hard copy maps are kept at the Alexandra Council office for Clyde and Alexandra Cemeteries. Ranfurly Service Centre holds maps for the Naseby and Ranfurly Cemeteries. Cromwell Service Centre has a "Register of Ground Sold" book. It should be noted that there are no copies of these hard copy maps or in the case of

² <http://www.freewebs.com/stbathanscemetery/>

Cromwell Cemetery of the register of ground sold book. Staff use these maps and the cemetery book when assigning a new plot for internment or reservation.

It is recommended that these maps and the Cromwell Cemetery book be available in an electronic format which will have a back up copy.

Other cemeteries administered by Trusts under Part 3 – Trustees Section 25 (2) of the Act are required to carry out the same duties as a local authority, this includes record keeping.

The accuracy of Council cemetery records data base is not considered to be of a reliable standard. Work needs to be done in checking the records against the headstones and updating where required. To optimize this work verified records could be put on a web data base.

Trust cemeteries have normally experienced loss of records as a result of fire or similar catastrophe. As a result few have complete records of those interred. This is a constraint on the value of records for inquiry. While death certificates often list the burial site these cannot be searched by cemetery. It is more likely people researching family histories will find reference to burial at a Central Otago cemetery and search for details of that cemetery.

The local genealogical societies are active in gaining information from different sources including cemetery records, to build a more complete list of those interred.

In order to provide what matters for customers (information available concerning people interred) Council could highlight its interest in receiving details and make available the ability for inquirers to provide copies of death certificates or other primary sources of anyone not currently listed on the list of burials to Council. This information could then be entered on Cemetery Records electronic records data base and/or the proposed web site.

An alternative is to promote the study of old papers to identify people who passed away in the area then search death certificates to confirm burial sites.

Use of a proposed web site to record all known names and plots offers a reduction in direct calls, better access for public, a working second copy of records to ensure security and a place to link other points of local history.

Feedback from Trusts was that a simple recording system for web would be appreciated.

Location of unmarked graves is an issue that affects most cemeteries. Exact location of unmarked graves in many had become uncertain, resulting in areas of these cemeteries being set aside and not used to avoid potential dual allocation. Council's intention to use ground penetrating radar (GPR) could be widened to most other cemeteries as this would benefit operations and records. The expense of doing in addition to Council funded costs would fit funding criteria for a number of trusts.

All operating trusts report that they have been filing annual reports to the Office of the Auditor General. Some streamlining of administration is on offer for trusts through regular undertakers direct debiting payments into trust bank accounts.

1.8.2 Maintenance and Operation

Some large tree work is required especially Omakau, St Bathans, Drybread, Swinburn and Clyde. Trees can damage structures such as walls, headstones and

grave surrounds through root intrusion, falling branches or if low enough movement in wind.

Gardens and structures in lawn cemetery graves are causing maintenance issues and often diminishing the amenity for surrounding graves. These remain the families' responsibility to maintain. It is common for these gardens to become unkempt for at least some time during the year.

Cromwell has established a protocol where no plants, gardens or structures are allowed on the plots within the lawn cemetery. Instead an area for memorial structures has been set aside for people to buy a plot within or build a structure.

Given people's interest in developing gardens to brighten up graves it may be appropriate to offer people the ability to plant a memorial tree in a designated location set aside within a landscaping plan for the cemetery. Suitable short term irrigation would be required to be developed if such a designated area was intended.

The purpose of these actions is to keep area tidy for the benefit of all.

Restoration work on headstones and grave surrounds

- All trusts expressed interest in restoration of these structures but were concerned about touching others graves. This was seen as a family responsibility.
- Historic Cemeteries Conservation Trust of New Zealand were contacted and recommended that qualified people only should work on restoration. The Trust promoted that headstones were the priority. Funding sources are available for this. The Trust can help to arrange this, involvement is usually by way of a contract for service. It may be useful to have their endorsement when seeking funding for projects.

Ash interments are becoming more frequent. Some trust cemeteries are still selling full burial plots to satisfy that demand. Design for beams for those that do not currently have these would be appreciated.

In addition the following points are recorded

- Ashes beams – stone masons course at Polytechnic may be able to develop some monument associated with this.
- Ashes burials sometimes occur without reference to trusts so records may not be available of all interments. Any interment must be recorded (sec... Burials and Cremation Act 1964). Hence some note to that effect may be useful on websites, interpretation panels or any other communication.

1.8.3 Capacity

Drybread and Omakau (Blacks) Cemeteries are both nearing capacity and will require additional adjacent land to be set aside.

Cromwell, Clyde, Kyeburn Diggings and in the longer term (up to 50 years) Alexandra, Naseby and Ranfurly have adjacent areas which will need development so that these are at the appropriate standard when demand necessitates their availability.

St Bathans, Blackstone, Ettrick, Roxburgh, Gimmerburn, Swinburn/Kokonga, Tarras and Millers Flat have sufficient space for over 50 years; Gimmerburn having enough capacity for approximately 400 years.

A possible issue may arise for Millers Flat if hydro electric dams are built at Tuapeka or Beaumont if water levels are raised as far back as Millers Flat. The cemetery already experiences water table issues in part of the cemetery so raising the level of the Clutha River is likely to further exacerbate the problem. This may require the establishment of a replacement cemetery.

Specific issues and actions for each cemetery are outlined in the schedule for each cemetery.

1.8.4 Legal Issues

Cemeteries are governed by the Burial and Cremation Act 1964 and for cemeteries administered by Council the cemetery section of the General Bylaw 2008 which can be found on Council's web site, also see appendix A. However, these bylaws do not apply to cemeteries administered by the Trusts as the Trusts are legally empowered to make their own bylaws, see Burial and Cremation Act 1964 Part 3 Section 30 (1-3).

Some sections relevant to the issues raised in this document are provided below.

Plot Purchases

Some plots sold as family plots are unlikely to be used now as families are not aware or moved on and are not interested. Council may apply section 10 (4) of the Burial and Cremation Act 1964 which allows for these rights to lapse if no burial takes place for 60 years within that part sold to a family.

Appointment of Trustees

Section 24 of the Burial and Cremation Act 1964 (the Act) allows for the local authority to appoint trustees to replace those no longer serving for whatever reason. Such appointments can occur by way of public notification. A delegation of powers to make appointments or remove trustees must have been provided from the Governor-General to the local authority for such appointments to occur.

During the development of the strategy attempts were made to access all gazette notices relevant to cemeteries. This is ongoing at the time of completing this report. However it is likely from evidence available that some delegations and transfer of responsibilities have not been completed for cemeteries. For others the status is uncertain.

Powers for CODC to appoint and remove trustees has been found for the following cemeteries:

- Blacks (Omakau)
- Clyde
- Moa Creek
- Alexandra
- Drybread (Matakanui)
- Tarras
- Ettrick
- Millers Flat
- Blackstone

No delegation was found for:

- Roxburgh
- Kyeburn Diggings
- Swinburn
- Gimmerburn

If no trustees remain for any cemetery then Part 3 of the Act giving powers to trustees ceases to apply to that cemetery (sec 22 (3) of the Act). A minimum number of one trustee is required to maintain the Trust. However sec 26 (1) of the Act requires that a minimum of three trustees must act together to apply the powers the trust has.

As provided by section 25 of the Act Trustees have the powers of local authorities concerning matters related to the cemetery.

The St Bathans cemetery is a Council cemetery but has been run as a trust. Some clear delegations need to be put in place to effectively continue this arrangement.

Moa Creek is likely to be an open cemetery however, the audit file was closed in 1967 by the Office of the Auditor General as no transactions had occurred for 20 years.

Nevis cemetery is still open and possibly Manuherikia may be open, as the delegation transferring it to the Alexandra Borough Council as a public cemetery (as compared to a closed cemetery) happened in 1899 well after it was no longer in use.

Searches should continue for these delegations.

A cemetery is a public work within the meaning of the Public Works Act 1981 and land may be acquired or taken for cemeteries under the provisions of that Act (Sec 4 (3) of the Burial and Cremations Act 1964). This provision may become useful when considering extension to cemeteries nearing capacity.

1.9 IMPLEMENTATION PLAN

1.9.1 Activity Management Plan (AMP)

Activity Management Plans are a plan for each activity, for example the provision of parks, community halls, water and cemeteries that Council undertakes. Activity plans underpin the LTCCP. AMP's define the operation of the activity. They include levels of service and performance measures, description of assets, demand prediction, operational procedures, capital work programmes, risk management and financial planning.

Central Otago District Council is required to update its AMP's for Cemeteries. Much of the information contained in this document will be referenced to the cemetery section contained within the Parks and Reserves AMP. This information will also feed in to the Water and Sanitary Assessment in accordance with the Local Government Act 2002 (Part 7).

1.9.2 Long Term Council Community Plan (LTCCP)

LTCCP is the process by which communities choose the directions and outcomes they desire and the role Council has in achieving this. The LTCCP sets out the main objectives of the Council's spending and proposed services over ten years, with specific actions costed and prioritised.

This document has identified recommended actions for each of the cemeteries. Some actions would require funding to be incorporated into the draft Annual Plan and future LTCCP. This will give the community, the Boards and Council a further opportunity to consider the financial implications of the action and decide if the action is to proceed.

Funding and achieving actions could be facilitated in a variety of ways by utilising for example:

- Community Board funding
- Community groups
- Family groups
- Cemetery Trusts
- Community Trust funding

PART B: INDIVIDUAL CEMETERIES

2.0 CROMWELL CEMETERIES

Cromwell Community Board Cemeteries

Litany St Cemetery

Cromwell Cemetery

Nevis Cemetery

Trust Cemeteries

Tarras Cemetery

2.1.1 *Litany St Cemetery Cromwell*

Location, Area and Any Special Features

Litany and 29 Ortive St Cromwell, PtSec 1 BLK XCIII Cromwell Town Valn No 28505 510 00. Area 0.3693 Originally established by Cemeteries Ordinance 1865 Session XX No. 202 10 acres.

Council Responsibility

Delegated responsibility to appoint and remove trustees to Vincent County Council gazette notice 3 June 1886.

Gazette notice transferring the cemetery to the Cromwell Borough Council 27th April 1923 p 1270/1271.

Demand and Capacity

Area closed.

Operations

Maintained as part of CODC Parks and Reserves contract. Irrigated and mown.

Records

With CODC. Interpretation board lists all known to be interred at the site. This project was undertaken by the Cromwell Lions Club. Chinese names unknown.



Photo C1 – *Litany St Cemetery Cromwell Panel for names of those interred.*

Issues, Uncertainties, Risks

Some headstone damage.

Actions

S³ Review headstones to consider if repair is warranted and cost effective.

³ Timeframe Short term 1-3 years

2.1.2 *Cromwell Cemetery*

Location, Area and Any Special Features

Cemetery Rd Cromwell. Sec 23 BLK I Cromwell SD, Valn No. 28421 267 00. Area 4.0469 ha.

Council Responsibility

Delegated responsibility to appoint and remove trustees to Vincent County Council gazette notice 3 June 1886.

Gazette notice transferring the cemetery to the Cromwell Borough Council 27th April 1923 p 1270/1271. Rate record still in name of trustees.

Demand and Capacity

Burials from 1960 – 1990 averaging 13 p.a. Increased to around 20 p.a. for 2005-2009. Council holds adjacent land to be used for cemetery extension. This includes 10.2522 ha Lot 17 DP 336155 to the east and more recently an area to the west of the current site which may be swapped with Lot 17 as further from the potential industrial area.

A redevelopment concept report has been adopted by the CCB on 29 November 1999.

Operations

Maintained to a non irrigated lawn cemetery standard within Parks and Reserves contract.

New beams up east side of cemetery. RSA and ashes areas also available.

Gravel road to access area requires ongoing maintenance and perhaps upgrading. The cemetery was visited in summer, during winter the ground may become muddy and difficult for people to use.

Implementation of the Development Plan has started with the front gates and fence. This is likely to continue as funds permit.

Large pine trees surround the cemetery on most of three sides. Additional mature pine trees are within the cemetery. At least one is at risk of damaging headstones from moving or falling limbs.



Photo C2 – *Large pine with lower branches adjacent to graves*

Records

All records are available and held in Cromwell Service Centre. Some old headstones have had inscriptions restored.



Photo C3 – *Headstone damage and inscription restored*

Issues, Uncertainties, Risks

Gardens planted on plots becoming frequent. A past dispute over this has led to the creation of a memorial structures area where either people could be buried and/or structures built thereby minimizing the impact on maintenance costs.

The area currently set aside for expansion of the cemetery may not be the most appropriate for development so that the peaceful, reflective environment is maintained in future. This is because of likely expansion from the Cromwell industrial area. Alternative areas have been purchased with the intention of cemetery expansion. However a process to transfer designations would be necessary if this change is to occur.

No clear schedule of upgrade for matters in the development plan exists.

Fences are in need of replacement although one could question the benefit of fences given current land ownership of the Council and the lower level of rural activity surrounding the cemetery than when the plan was developed. Also confirmation of extension area and buffer planting areas may lead to alternative locations for fencing becoming appropriate.



Photo C4 – *Fence standard surrounding cemetery*

Limited shade within the cemetery supports the development plan's proposal to provide a gazebo in the centre of the cemetery.

Actions⁴

- S Review headstones to consider if restoration is appropriate.
- S Correct rate account in name of trustees.
- S Review development plan to determine improvements unaffected by probably change to area being used for extension. Likely work still required:
 - S Build gazebo to provide shelter for visitors.
 - S Furniture.
- S Schedule and undertake tree work desirable to minimise risk of tree debris damage.
- S-M Change land designations for alternative area to be developed for cemetery expansion.
- M Review development plan once land designation changed, confirm and schedule work. Issues to be considered include:
 - M Landscape plantings.
 - M Trickle irrigation.
- M Begin shelter plantings for new area to be developed.

⁴ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

2.1.3 *Nevis Cemetery*

Location, Area and Any Special Features

Nevis Rd, Nevis Valley, Sec 12 BLK III Nevis SD, Valn No. 28441 13800. Area 0.4047 ha. Gazette notice to create cemetery dated 5th July 1899. First burials in this area were in 1898.

It is thought an area to the East of the old cemetery was put aside for another cemetery at some point. There is a titled area of one acre on the other side of the road in the control of DOC, a search of the title may assist in understanding its history. No signs of burial are visible in the area concerned and it (Sec. 2 BLK III Nevis SD) would seem to have been subdivided at least as early as the existing cemetery (Sec. 12 BLK III Nevis SD).

This section 2 is held by DOC and in their records is noted as an old cemetery. Given the number of people living in the area from mid 1860s to 1898 it was at times as many as 2000 according to locals and severe winters made the area inaccessible at times, it is likely section 2 was the original cemetery.

The following extract from papers of the time refers to the 'new' cemetery.

NEW CEMETERY.—The Vincent County Council has voted pound for pound towards fencing the new cemetery, and agreed to let the county engineer lay off the road to it and also to survey the site. The trust has to thank Mr James Stone for the very energetic way in which he has pushed their interests.

Otago Witness, Issue 2292, 3 February 1898, Page 25

Lower Nevis, Nevis Road where the two cemeteries are located is now registered with the New Zealand Historic Places Trust as an "Historic Area" see record number 7800. However at this time it is not registered on the Central Otago District Plan schedule.

Trustees – Cromwell Community Board

Responsibility to appoint and remove trustees delegated to Vincent County Council published in gazette 21st September 1933 p 2429/30. However this delegation was revoked by gazettal on 23 February 1954 and Vincent County Council was appointed as trustee. Opus International Consultants have confirmed there is no gazette notice with regard to the closed status of the cemetery. In the absence of a gazettal notice confirming the closure of Nevis Cemetery a decision will be sought from the Cromwell Community Board as to the future of the Nevis Cemetery.

No trustees are known but Mr. & Mrs. Adie act as unofficial guardians of the area.

Demand and Capacity

Last recorded burial 1939, although a headstone states a person is 'at rest in ... Nevis' and died 1976.

Only a small number of graves marked but records from Ken & Ann Adie indicate 40 burials at least. Unmarked sites show slumping normal for graves.

There has been ongoing inquiry about the Nevis cemetery as a site for burial over the past 30 years.

Operations

Locals maintain the area on an as required basis. The area is fenced without a gate and so is likely animals from the Ben Nevis Station will graze the area. The fence itself is three wire so would not keep sheep from the area but with a gate is likely to stop large cattle from entry.

Records

No formal records were available. These existed when the Alexandra Round Table undertook a clean up of the area in around 1982. Records available are from the work of Mr. & Mrs. Adie and others.

Significant visits from passing travelers. Providing the information on any website developed for Central Otago cemeteries and an interpretation panel concerning the area could be of benefit.

Issues, Uncertainties, Risks

Grazing is likely to cause damage to the headstones especially if cattle.

Closure of cemetery may be appropriate otherwise likely to receive a request for burial. If closed the cemetery normally would become a responsibility of Council although DOC possibly may be willing to maintain given its interest in the area.

Providing a gate to minimise grazing damage will result in ongoing maintenance requirements and should be considered.

Restoration of headstones and grave surrounds is becoming an issue. One is a returned serviceman and the RSA is said to be willing to upgrade.

Actions⁵

- S Decision to be sought from the Cromwell Community Board re the future status of the cemetery
- S GPR to determine scale of use within the cemetery.
- S Continue searching gazette notices for closure of cemetery. If none found decide if it is appropriate to maintain the cemetery as an open cemetery. If found to be closed consider if appropriate to reopen.
- S If to remain open or reopen appoint trustees from those interested locally to maintain and operate cemetery.
- S Discuss with locals maintenance arrangements including erecting a gate to stop cattle grazing the area.
- S GPR to find and confirm size and use of old Nevis cemetery reserve sec 2 BLK III Nevis SD.
- M Work with locals concerning headstone and grave surround maintenance as part of wider improvement plan.
- M Install interpretation panel for both sites to aid visitors experience.

⁵ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

2.1.4 Tarras Cemetery

Location, Area and Any Special Features

Cemetery Rd Ardgor Sec 5 BLK XV Tarras SD. Area 0.4047 ha. Gazette notice to permanently reserve land as cemetery gazette number 51, 29 June 1922.

Old roses from pioneers are planted inside gates (can also be found at Old Cromwell and Cromwell Memorial Hall). These are part of Joy Chapman's preservation of roses brought out by early miners' wives as cuttings placed in potatoes to keep these moist and feed. The collection won a world wide rose award.



Photo C5 –Plaque recording heritage roses

Trustees

Responsibility to appoint and remove trustees delegated to Vincent County Council published in gazette 21st September 1933 p 2429/30.

Current trustees are Robert Gibson and Peter Jolly. A new trustee will need to be appointed to replace Heather Perriam who has passed away.

Demand and Capacity

No information was available however, significant space available over a century at current rates.

Trustees reported the cemetery was a very busy place over summer as people pass by.

Operations

Mr Green comes twice a year and on request. Families come to cemetery before funerals to clean up graves and leave flowers.

Payments from Cromwell Community Board for maintenance and small projects appreciated.

If problem with any grave they let family members know and it gets sorted.

New gates and stone fence were installed in 1993.



Photo C6 –*Entrance gates Tarras Cemetery*

Records

All records complete, a second copy provided to council was unable to be located.

Histories of area available e.g. 'Sheep may safely graze' Jeff Duff.

Actions⁶

- S Access a second copy of records and store in appropriate location.
- S Appoint a new trustee

⁶ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

3.0 MANIOTOTO CEMETERIES

Maniototo Community Board

Naseby

Ranfurly

Hamiltons

Trust Cemeteries

Blackstone

Kyeburn Diggings

Swinburn (Kokonga)

Gimmerburn

3.1.1 Naseby Cemetery

Location, Area and Any Special Features

Cemetery Rd Naseby, Secs 93, 99 BLK I Naseby SD, 2.5849 ha. Originally established by Cemeteries Ordinance 1865 Session XX No. 202 10 acres.

Naseby Cemetery Archaeological Assessment undertaken by Angela Middleton October 2008. A 'Conservation Report for Naseby Cemetery' was prepared by Historic Cemeteries Conservation Trust of New Zealand and dated 18 August 2007. This was initiated so that the tree stumps could be removed to allow the new fence to be built in 2009.

Reference to the Naseby Cemetery is made in the 1865 Ordinance yet the archaeological assessment reports that the name Naseby only became used from 1869 at the earliest, before that being Mt Ida. The Mt Ida Cemetery seems to have been under the control of managers in 1881 as a NZ gazette notice refers to 5 managers of the Mt Ida Cemetery. Whether these are the same is unclear at present.

Council Responsibility

No record of transfer from a trust to Council has been located.

Demand and Capacity

Interments averaging 15 burials in the last 10 years.

The burials in Naseby are made up as follows:

Locals	7
Crib owners	5 ⁷
Ranfurly	2
Oturehua	1

Existing uncommitted capacity in the developed cemetery is uncertain because of unmarked graves in the North Eastern area.

However significant space still exists within the family plot areas. In addition the area to the South of the current cemetery is as much area as available in the current cemetery area.

Operations

Maniototo Community Board funds maintenance through Parks and Reserves contract. Maintenance is generally mowing, spraying and weed eating.

Sexton is Trevor Mulholland.

Records

All records held by council at Ranfurly Service Centre.

Issues, Uncertainties, Risks

Naseby cemetery is an historic cemetery. Visibly the area looks old. Modern headstones within the old part of the cemetery look out of place and change the

⁷ residential address is other than a local Maniototo address

experience. Consideration should be given to establishing a guide for headstones in keeping with the older area of the cemetery.

People are beginning to develop gardens adjacent to graves. This impacts on maintenance and ambiance as often unkempt.

Some large areas have been reserved by families and may not necessarily be used in future. This ties up space that could be used, leads to scattered development and hastens the time when extension will need to be developed.

Chinese miners burial sites exist in an area to the east of the cemetery, some are marked. Bodies are thought to be exhumed and with their gold sent back to China. Myth is that the ship was scuttled once gold extracted from coffins⁸.

Also paupers graves in that area originally marked with sarsen stones (Chinamen stone). These stones were removed some time ago and thrown into the forest to 'tidy the area up'.



Photo M2 – Sarsen Stones in piles at edge of cemetery

Cross referencing map of burial to headstones would help understand available areas for further interments.

Actions⁹

- S Significant restoration work has occurred at the Naseby Cemetery in line with the two reports previously referenced. This includes headstone restoration, and the replacement of gates and fence line. Further work is programmed. Ground penetrating radar is to be applied to the areas currently unmarked to determine if plots have been used. Funding is available.
- S Some unmarked graves may be able to be identified by cross referencing with maps, headstones of known people interred and records of burial. Recommend an approach is made to Naseby Vision to cross reference the headstones to cemetery plot map.
- S Unused family plots - follow up with families the need to hold these.
- S Understand any cultural concerns about how the area should be treated where Chinese burial occurred and bodies exhumed.

⁸ Source John Steele

⁹ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

- S Policy required concerning plantings in lawn cemetery areas.
- M Investigate aesthetically appropriate development for ash interments.

3.1.2 *Ranfurly Cemetery*

Location, Area and Any Special Features

Tyrone St, Ranfurly, Sec 6 BLK I Town of Ranfurly Valn No. 28300 007 00. Area 6.475 ha.

Council Responsibility

Demand and Capacity

91 interments in the last 10 years.

Substantial proportion (over 2/3rds) of total cemetery reserve is undeveloped. Space for 8 -10 beams with 54 burials per beam within developed area so to up to 50 years at current rate without development.

Operations

Maintained as unirrigated lawn cemetery.

Trevor Mulholland sexton and Asplundh contractor.

Gates closed in winter as tire tracks become messy. Not popular with users as then required to walk distances.

Records

All records in council service centre.

Issues, Uncertainties, Risks

Maintenance issues require attention – on-going tree work is required, park benches in rough condition, concrete driveway broken (unlikely to be affordable to remedy other than spray to keep tidy.)

Restoration of damaged concrete is likely to increase over time.

People creating gardens and planting beside graves creates a maintenance issue.



Photo M5–*Plantings adjacent to beams*

Actions¹⁰

- S Review budget allocations – undertaking work piecemeal, may be better to deal with all of an improvement at one time. Keeps the amenity of the area high rather than partial work being completed.

¹⁰ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

- S Consider more gravel access ways so people can use the area more easily in winter.
- S Establish a protocol for plantings in the cemetery including a memorial area.
- S Ongoing tree work scheduled so that a more cost effective schedule is developed.
- S Renovate seating.
- L A planting plan for next area to be developed should be considered twenty years out from predicted year this area would first begin to be used, say 2040 for 2060.

3.1.3 *Hamiltons Cemetery (closed) (actually Hamilton Cemetery)*

Location, Area and Any Special Features

Hamilton Road Sec 1 BLK 1 Rock and Pillar SD, 2833013200. Area 2 ha, only a small portion used.

Closed cemetery. Friends of Hamiltons Cemetery exist and remain interested in the presentation.

Council Responsibility

Delegation of powers to appoint and remove trustees made gazette notice 8th May 1888. Cemetery closed by Order in Council (The Hamilton Cemetery Closing Order 1962) 9th May 1962 and vested in Maniototo County Council 'for maintenance in good order as a public reserve'.

Operations

In the past the contractor was required to provide two clean ups per year - now moving to four visits per year. Spraying and weed eating used to control growth.

Records

Cemetery closed 1962 with last burial 1974. All known to be buried are listed on plaque in cemetery.



Photo M6 – Memorial plaque installed by Friends

Issues, Uncertainties, Risks

There is substantial area of land adjacent to the cemetery that is cemetery land; currently used by adjoining land owner.

Actions¹¹

- S Consider benefits of formal arrangement with farmer who grazes cemetery reserve.

¹¹ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

3.1.4 *Blackstone Cemetery*

Location, Area and Any Special Features

Hills Creek Road, Sec. 22 Blk III Blackstone Survey District (SO 3359), Valn No. 28241 06200 . Area 0.4047 ha (one acre). Original gazette notice 14 November 1872.

Gate surround is a War Memorial for the area.



Photo M1 – *Blackstone Cemetery War Memorial Gates*

Trustees

Creation of Blackstone Cemetery formalized by gazette notice 14th November 1872. Power to appoint and remove trustees delegated to Maniototo County Council gazette notice 8th May 1888.

Current trustees: Ken Gillespie, Graeme McKnight, Murray McKnight, Alistair McKnight, Richard Duffy.

Local commitment is strong to upkeep the cemetery. Recent donation from Mr Inder allowed trustees to organise replacement of fence posts (completed) and power coating gates (at time of visit gates away in progress).

Demand and Capacity

Interments number around one every two years. No reason to expect any change in demand.

Approximately 50 spaces remain so at least another 100 years capacity. Area to south of graveyard is suitable for future extension. This is currently in private ownership.

Operations

Trustees maintain the cemetery, mow and spray the area on rotation.

Trustees act as sexton, excavator brought in to dig graves unless unable to access owing to location of adjacent graves. Allow anyone with connection to area is able to be buried in whatever manner they wish. No difficulties with excavation grave, yellow gravel holds well.

Now have a beam for future burials. These are built as funds permit.

Records

Map of cemetery with Ken Gillespie, copies held by Council. Reserved plots marked on this.

Receipt book now being used - noting reserved plot number on this.

Interment book is with another trustee and was unavailable for review at the time.

Accounts are sent to Audit NZ each year. Funds held by the trust are minimal.

Issues, Uncertainties, Risks

Unmarked graves exist, including some Chinese miners graves.

Broken headstones - trustees would prefer to see these fixed and returned back to original state. Would assist if anyone if a family member wanted to fund or organise this.

Actions¹²

- L Investigate suitability of adjacent land for extension of cemetery. Options may include designating adjacent land for cemetery extension so that if any development occurs it could be transferred to Cemetery Trust.
- S Ground penetrating radar of value to confirm location of unmarked graves to prolong use of site.
- S Ken Gillespie to access Interment Book to make copy and review for information on unmarked graves.

¹² Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

Location, Area and Any Special Features

Trustees

No gazette notices found concerning delegation of powers to local council for appointment and removal of trustees.

Six in 1980s, one in 1990s. A number of plot bookings. On average one every 5 years.

Will provide a grave to anyone interested. Recent visit from a UK descendent of Dansey lead to a request if could book a burial site.

0 10 20 30 40
meters

0 10 20 30 40
meters

Operations

31

Records

Copies held in Maniototo Early Settlers Museum at Naseby and Ranfurly Service Centre.

Histories available; a book by Thompson, recently found map during renovation at pub.

The trust provides detail to Audit NZ each year.

Issues, Uncertainties, Risks

Cemetery books burned in fire 1912 (while trust secretary was at a funeral!). 129 burials but only 73 records.

Don't provide specific plot reservations as they are not able to guarantee plot hasn't been used.

Concrete poor quality so crumbling and some loose wrought iron surrounds being taken by passers-by.

Actions¹³

- S Ground penetrating radar (GPR) would be highly valuable at this site.
- M-L Likely to be cemetery closest to capacity without development of adjacent land. If GPR indicated limited space then consider development needs for any extension.
- S Investigate appropriate methods to restore grave surrounds and headstone foundations if families wish to support this.
- S Search gazette notices for delegation for trustee appointment.

¹³ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

3.1.6 Swinburn Cemetery (Kokonga)

Location, Area and Any Special Features

Kyeburn – Hyde Rd (SH 87) Sec 21 BLK 7 Swinburn SD 2831011100. Area 1.4038 ha. War memorial on cemetery site.

Trustees

Alastair Scott, Maree Jopp, David Jopp, Donald Carey.

Demand and Capacity

Approximately one burial annually. Large area (say a hectare) is available, enough for centuries.

Level of inquiry for information low, one every couple of years.

Ash interments infrequent to date; have been interred with burial. No demand for ash beam

Operations

David Jopp sexton, Maree Jopp maintains area – mow 7-8 times a year and sprayed. Trevor Mulholland contacted to prepare grave.

Locals have arranged for repair of any family headstones needing work.

Records

All records available, copy stored at Ranfurly Service Centre. Still using original book.

Location of all grave sites known.

Annual return to Audit NZ provided.

Issues, Uncertainties, Risks

While records are complete and accurate some grave from the great Depression are unmarked. Suggested to families that a small stone with plaque be installed to mark the grave.

No GPR required.

Strong community support if need something done, easy to rally locals to do so. An attractive gateway was recently constructed; fundraising was mix of local contributions and funding trusts.

Some tree work will be necessary in future. Cemetery surrounded by trees mature pines no problem at moment but will become so at some stage.

Hole in ground – large depression – on left as enter the cemetery through main gates. If fill becomes available in local area trustees would appreciate this being used to fill the hole tidily.

War memorial corners of base crumbling and memorial is on a lean - requires strengthening.



Photos M 3 & M4 – War memorial on lean and concrete base damage

Alternative entrance for machinery further along Cemetery Rd would be useful to ensure main entrance remains in good condition.

Actions¹⁴

- S Consider suggesting to families that small stone with plaque be installed to mark the unmarked graves.
- M Some tree work necessary in future. Include in strategy to coordinate if others need similar assistance.
- S As fill available lift ground level of large depression on left as enter the cemetery through main gates. Let Roading Manager know.
- S War memorial corners of base crumbling and memorial is on a lean. Contact RSA to research availability of assistance and advice.
- M Alternative entrance for machinery further along Cemetery Rd identified and constructed - may be in association with getting equipment in for tree work.

¹⁴ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

3.1.7 *Gimmerburn Cemetery*

Location, Area and Any Special Features

Gimmerburn – Naseby Rd Sec 39, BLK IV Gimmerburn Survey District, 2827006900.
Area 2.0234 ha.

Trustees

Current trustees are Max Paterson, Jeff Cleugh, Duncan Helm, Tom Paterson, Stephen Blakely, Laurie Cleugh.

Demand and Capacity

18 burials since 1992 i.e. one per year. No reason to believe the trend will change markedly, if anything with the population of the rural areas as has occurred over the past 20 years it may lengthen the remaining life of the cemetery.

Over 400 spaces available in the cemetery, i.e. capacity for the next 400 years.

Operations

Mown by trustee and sprayed also. Graves normally dug by excavator, although second interment in plot will be dug by hand.

Records

History of area being written has a chapter on the cemetery.

Would prefer to have the proposed web site as enquiry only, don't want to have people able to book. People buried have to have a connection to the area.

Audit NZ sent records each year. Some attempts to over complicate the arrangements but resisting this.

Copy of records with council.

Recent survey of plots undertaken and records of burials good. Only area of possible uncertainty is the myth that some Chinese were buried at south western corner possibly now in trees. No record but common story among locals.

Issues, Uncertainties, Risks

Headstones and concrete work generally in good order.

Actions¹⁵

S Consider GPR to confirm if isolated Chinese graves exist.

¹⁵ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

4.0 TEVIOT CEMETERIES

Trust Cemeteries

Ettrick Cemetery

Millers Flat

Roxburgh

4.1.1 Ettrick Cemetery

Location, Area and Any Special Features

Domain Rd Ettrick, secs 7 & 7A BLK I Bengier SD. Valn no. 28472 156 00. Area 1.8009 ha.

Originally known as Moa Flat Cemetery. Name changed by gazette notice 14th October 1936.

Trustees

Responsibility to appoint and remove trustees delegated to Tuapeka County Council published in gazette 21st September 1933 p 2429/30.

Current trustees: Cliff Parker, Brian Marsh, Richard Turner, Robert Aitcheson, Brian Pringle, John Deans.

Demand and Capacity

Current demand one interment a year on average. Demand anticipated to continue as requests to reserve plots is still occurring.

Have a beam with 24 plots constructed, only 4 or so used at the moment. 2 ha area enough space for a century or so.

Operations

Maintenance through council contractor – community board pays for mowing, weed spraying around graves and trees.

Significant amount of upgrading done over past 20 years by trustees, cemetery now at a standard that the trustees believe is good for the future. Non irrigated lawn cemetery.

Millers Flat Ettrick Fire Brigade as sexton - dig graves by hand.

All graves single depth so any family burials now side by side as gravels not easy to dig. Use a frame to ensure grave doesn't collapse while open.

For any burials calls are made to the secretary Cliff Parker to ensure right plot is allocated. The secretary has reserved plots marked in minute book.

No restrictions on burials i.e. families able to do what they have asked for on any occasion and the cemetery is open to anyone.

Restoration

Have already restored areas damaged with ravages of time. Have repaired some headstones as the trust want to return back to original condition as best possible.

Received good local support for this funding from families \$1000, Ettrick School Trust trees and donations, Central Lakes Trust for fence, local fundraising and donations enough to get by.

Fire and/or flood have destroyed wooden grave markers. This is known to be in the South-west portion of the cemetery. Uncertainty exists concerning some burial sites now. In addition some records were lost in the past. It is unclear if these gaps in records are the same i.e. records lost and grave markers lost may be same or different. The possibility exists to cross reference all available records to determine some or all of those interred in the area where markers were lost. As general

location of unmarked graves is known, radar of ground to determine location of existing unmarked burial sites may be beneficial.

Records

Minutes with secretary Cliff Parker, including records of reserved plots.

Records of burials with Council in Roxburgh office – a good arrangement as safe storage and accessible. Council provides any copying that secretary needs (arrangement from Tuapeka County Council days – has letter confirming this arrangement – appreciates this and wants it to remain). Any proposed change to this service is to be discussed with Cliff Paker.

Financial records sent to Office of Auditor General each year.

Have some detailed history about some people buried which would be interesting to link to any proposed website.

Issues, Uncertainties and Risks

Area with unmarked graves after the fire remains the significant uncertainty.

Actions¹⁶

- S Stumps to be cleared.
- S Radar of areas known to have unmarked graves.
- M Consider cross referencing records of burials to existing headstones/genealogy records to identify those buried in unmarked graves.
- M Erect plaque to record any known names of people who may be interred in unmarked graves.
- S Place information on proposed website including personal histories where available.
- S Review method of recording reserved plots to ensure accuracy.

¹⁶ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

4.1.2 Millers Flat Cemetery

Location, Area and Any Special Features

Millers Flat Road, Millers Flat Sec 63 BLK III Benger SD Valn No. 28473 18500. 1.53 ha. Original gazette notice 14 November 1872.

Trustees

Responsibility to appoint and remove trustees delegated to Tuapeka County Council published in gazette 21st September 1933 p 2429/30.

Current trustees are: Norman Paterson, Rena Beel, Jeanette Parker, Betty Adams, Phyllis Ward, Pamela Reichel, Forbes Knight.

Demand and Capacity

27 interments in last 17 years (including ashes). Average 2.4 interments per year for last 30 years (72). Less than half of the available area has been used. The portion to the south beyond the water course is considered unusable as has a high water table. Currently demand is constant. Interest is being maintained by people not living in the area but have a connection through crib ownership.

Increasing demand for ashes, currently considering an ashes beam as will extend life of the cemetery. Should have 100 years remaining based on current use.

Donation from plots is used along with trust fundraising to pay for new beams.

Operations

Millers Flat Brigade acts as sexton for grave digging – use frames as running gravel.

Before each interment trustees and locals tidy up area, place flowers on adjacent graves and family graves in the cemetery. Tea is provided afterwards in the hall by locals. Undertaker has taken it upon himself to charge a donation to the family and forward this to those involved.

Area maintained, mown and sprayed periodically, by Council contractor.

Would benefit from ground penetrating radar work to identify any unmarked graves.

Records

Records destroyed in shop fire 1937. Some unmarked graves (marked by large rock) and Chinese miners' graves. Area burned in 1950s to clean up vegetation lost some wood grave markers and surrounds as a result.

Do receive regular requests for information on past family members buried in cemetery. This has lead to instances of restoration occurring. Mrs Betty Adams has some history and willing to share on the proposed website.

Records copied and with Council. Supportive of proposed website for record access.

Annual returns to Audit NZ occur.

Issues, Uncertainties, Risks

Some headstones require a tidy up. Have identified and priced restoration of some of the worst (7-8). Wish to see headstones returned to original.



Photo T1 – Ornate headstone on lean owing to ground slumping

If dam at Tuapeka or Beaumont goes ahead then will possibly effect the water table in the cemetery making this area unsuitable for any more burials.

The trustees raised the issue of some structured liaison between all trusts as they believed there would be areas of common interest that could be advanced if more coordinated response occurred.

Actions¹⁷

- S Ashes beam be considered, feature perhaps built by Polytechnic stone mason course. However beam could be provided at any time.
- S Would benefit from ground penetrating radar work to identify any unmarked graves.
- M Await result of power scheme - consideration to consider future location of the cemetery.
- S Concerning trust liaison, it is recommended this be organized on a project basis i.e. liaison occurs using CODC staff member to contact trust representatives when an issue is being addressed e.g. ground penetrating radar.

Except for Millers Flat no other trust raised trust liaison as a need, many made it clear they did not wish any more responsibilities or requirements from a central body.

¹⁷ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

4.1.3 Roxburgh Cemetery

Location, Area and Any Special Features

Ladysmith Rd Roxburgh East, Secs 145/146 BLK I Teviot SD Valn No. 28473 26600. 3.694 ha. Originally established by Cemeteries Ordinance 1865 Session XX No. 202 10 acres. Section 145 added in 1934 (5th July) gazette notice.

Trustees

Current trustees Ken Robbins, Brian McLean, Stuart Edgecumbe, John Kerr, Arthur Moore. Lions and Rotary appoint two trustees each and Community Board one.

No record of council being delegated power to appoint and remove trustees was able to be found. With the practice of Lions and Rotary appointing two trustees each and the community board one it would point to delegation to the council being the likely situation.

Demand and Capacity

Number of interments per annum reduced from 12 annually down to 6. Beams available for 120 plots, should last 20 years. Building of an ash beam next. Have significant area in existing developed cemetery plus paddock down to road which is currently leased. Capacity for centuries at current rate.

Operations

Trust has tidied up cemetery over last 10 years. Maintenance mowing and spraying is undertaken by local contractor. Local orchardist voluntarily does area between old and new cemeteries when he has the mower on the back. Sexton grave preparation is undertaken by Lions. Graves dug by excavator in new area unless reopening. Reopening or any burials in old cemetery area dug by hand. Lions also fill in grave when slump has occurred.

Re fenced all but eastern side of cemetery, which is on the trust's upgrade programme.

Records

Records pre 1890 lost in fire.

Interpretation of old and new cemetery exists, kiosks listing those interred. Rotary funding received for interpretation of miners lost in storm in 1800s and Chinese graves. Unsure of number of Chinese buried so GPR would be useful to know number of graves in that area.



Photo T2 & T3 – Interpretation for miners perished in storm and Chinese graves

Chair and secretary keep separate copies of records.

Audit NZ returns provided annually.

Rotary researching history and intending to put up stories on back of interment list on kiosk.

Proposed website for interment details would be supported.

Issues, Uncertainties, Risks

Chinese graves marked with legible Chinese inscribed headstones.

Some need for headstone restoration and straightening (approximately 6). Trustees are leaving this to families so as not to risk making the situation worse by damaging headstones.



Photos T4 & T5 - *Inscribed Chinese headstone and monument on lean*

Actions¹⁸

S Ground Penetrating Radar required in Chinese area.



Photo T6 - *Interpretation panel is an example for others to consider*

¹⁸ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

5.0 VINCENT CEMETERIES**Vincent Community Board Cemeteries**

Manuherikia (Graveyard Gully) Cemetery

Clyde Cemetery

Alexandra Cemetery

Poolburn Cemetery

St Bathans Cemetery

Moa Creek Cemetery (a.k.a. Ida Valley Cemetery)

Blacks Cemetery, Omakau

St Bathans Catholic Cemetery

Matakanui (Drybread) Cemetery

5.1.1 Manuherikia Cemetery

Location, Area and Any Special Features

Graveyard Gully Road, Sec 6 BLK VI Cairnhill District, Valn No. 28462 225 00. Area 0.0491 ha.

Manuherikia cemetery predates the 1868 start of the Alexandra Cemetery. Located at the start of the DOC Clutha river track to mining sites at Doctors Point. Not legally established as a cemetery until 1899 well after it ceased to be used.

Council Responsibility

Vincent County Council was appointed as trustee for control and management of the public cemetery, gazette notice 20th October 1899. This followed local concerns expressed in media relating to the unkempt nature of the area. The council responded by taking over the area however the gazette notice which formally created the cemetery and transferred it to the council did not note it as a closed cemetery.

No evidence of closure has been found.

Demand and Capacity

No interments since around 1867.

Operations

No regular maintenance occurs; thyme successfully suppresses growth of other plants.

Records

Otago Goldfields Heritage Trust erected a plaque within the cemetery and restored stone fence. No headstones are visible. 'A History of The Manuherikia Junction Cemetery at graveyard Gully, Alexandra' was prepared by E.J. Dwyer dated 24th February 2005.

Issues, Uncertainties, Risks

Maintenance of stone wall in future is an issue which needs to be kept in mind. Currently the top course of the stone wall surrounding the cemetery is damaged in one area (see photo V1 below). Trees are growing adjacent to walls. Need to act early to minimise long term cost.



Photo V1 *Damage to walls*

Photo V2 *Tree within & adjacent to cemetery walls*

Uncertainty exists concerning how many people were buried in the cemetery.

Actions¹⁹

- S Details in the history noted above could be used to list any known names and/or stories on proposed website.
- S Schedule a review of the trees to determine action required to reduce future damage to stone wall.
- S Maintain wall before more damage occurs.
- S Ground Penetrating Radar should be investigated to determine if this could identify the number of burials.
- S Confirm status of cemetery through National Archives.

¹⁹ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

5.1.2 *Clyde Cemetery*

Location, Area and Any Special Features

Hartley Rd Clyde, Cemetery Reserve Clyde Town, Valn No. 28461 40300. 4.0469 ha. Originally established by Cemeteries Ordinance 1865 Session XX No. 202 10 acres.

Council Responsibility

Delegated responsibility to appoint and remove trustees to Vincent County Council gazette notice 3 June 1886.

No evidence available of transfer from Trust to Council.

Demand and Capacity

Demand was constant between 1960 and 2004 at an average of 6.4 a year with 5 year totals ranging between 22 and 41. In last five years 70 burials took place i.e. average of 14 annually. This may be signaling an increase in interest as each year in the 5 was over 10 interments annually.

More than half of the cemetery reserve is undeveloped. Significant space²⁰ within developed area (within stone walls) is available however some uncertainty concerning the location of graves. Council has funded GPR for this site.

A better assessment of years until an extension needs to be developed could be made once GPR is completed. However at current rates capacity is likely to be 40-50 years.

Operations

Operates as a non-irrigated lawn cemetery for new areas with plots marked by concrete beams.

Recent tree work undertaken to remove risks to headstones.

Some large feature trees (including two determined as notable in the District Plan) exist on site and maybe suitable as shade trees for seating.

Records

Records held by council.

Issues, Uncertainties, Risks

Trees adjacent to stone fence are likely to cause damage.

²⁰ At least 350 interment sites are available on the Northern corner of the cemetery where beams have been built.



Photo V3 – *Poplars adjacent to stone walls*



Photo V4 – *Poplars (2) fallen and held by other trees*

Many of the older graves are marked by wooden surrounds or headstones, Oamaru stone and are in poor condition.

Storage of fill on site reduces visual tidiness of space



Photo V5 – Spoil in background, condition of wooden grave surrounds

Photo V6 – Headstones resting on ground

Actions²¹

- S GPS for site.
- S Consider clearing of trees along fence lines.
- S Screening or removal of excess fill.
- S Water drums screened and more seating with shade.
- M Interpretation panels installed.
- L In some years a cemetery development plan may be appropriate to understand access to new cemetery area and allow landscaping to be developed in advance of first use.

²¹ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

5.1.3 *Alexandra Cemetery*

Location, Area and Any Special Features

Ngapara St, Alexandra, Secs 1 & 2 BLK XXXVIII Alexandra Town, Valn No. 28531 00400. 4.45 ha. Originally established by Cemeteries Ordinance 1865 Session XX No. 202 10 acres. Originally 10 acres 4.0469 ha see above and Gazette notice 1886 p699 SO Plan 14032. A further acre (0.4047 ha) was gazetted in 1904, p 2703 SO Plan 14032. This area is the oldest part so may have been missed in gazetting or people buried in wrong place initially.

A Redevelopment Report - Alexandra Cemetery was prepared in December 2001, referred to as the Cemetery Plan.

Council Responsibility

Delegated responsibility to appoint and remove trustees to Vincent County Council gazette notice 3 June 1886.

Gazette notice to transfer operation and maintenance to Council was not found.

Demand and Capacity

From 1960 – 1979 average interments p.a. was 24.

1980 – 1994 average was 30 p.a.

1995 – 2009 average was 36 p.a.

At current use of say 40 interments p.a. life of current cemetery is at least 25 years. This is conservative given trend to more ashes interments.

Operations

Maintained by council contractor, an irrigated lawn cemetery state for new cemetery, and dry land cemetery for old. Spray and weed suppression in old, mown and weed eating for new.

Tree plantings need continuing work to create tree surrounds of suitable standard. The cemetery plan outlines suggested species. Varieties such as Robinia for quick temporary growth with Oaks, Maples and Kowhai as examples of more permanent species.

Programme of road seal extension as area of burials moves to the NW.

Area adjacent to baby remembrance area is manually irrigated.

New garden created between new section of cemetery and remainder to be barked garden but on a slope. For connectivity and ease of maintenance consider lawn area under trees.



Photo V9 - *Bark areas under current landscaped area.*

Graves to be filled as part of contract not occurring regularly so causing high levels of waste with reworking after mowing (weed eating and blowing grass off headstones).

Old part of cemetery non irrigated, periodic weed eating and spraying occurs.

Records

Records all available. Tiles with letters in ground to mark sections of cemetery. No interpretation signs to inform people of cemetery details.

Some Chinese burials with a proportion of these exhumed.

Issues, Uncertainties, Risks

Cemetery Plan has been developed. On-going development of spaces particularly plantings would enhance experience.

Little use of baby remembrance area. May be too exposed, no shade. Cemetery Plan promotes plantings.



Photo V10 - *Child memorial area without tree surrounds*

Area proposed in Cemetery Plan for use in future is in fact town belt so change in status would be required. Such transfers can take significant time to achieve so when added to development times for plantings in advance of use, it is suggested consideration of this change is worked through within the next decade.

If difficulties develop with this land, the south-west of the existing road could be developed as interment areas and landscaping of town belt occurs as if part of the cemetery landscaping. This area was already suggested in the Cemetery Plan for a rose garden within which burials could take place.

Lime on headstone - consideration should be given to bore water for irrigation or advise on treatment of headstones to reduce lime marking be supplied to families.

Multiple taps – reduce number and move to be adjacent to concrete beam and concrete under to avoid maintenance cost.

Increasing numbers of people planting areas surrounding graves creates difficulties for maintenance. Provide an information sheet when purchasing plots and making an interment highlighting problems such as over time graves left unmaintained makes area unsightly for them and families with neighboring plots. Point out alternative e.g. space in plinth to put pot plants, Memorial Rose Garden and Eco Cemetery as outlined in Cemetery Plan.

Excess soil dumped to south west of driveway - this is unsightly. Some could be used for filling graves (top soil). Screen the area with further tree planting and utilize the dumps elsewhere to reduce the pile.

Actions²²

- S Existing cemetery planting plan scheduled for implementation:
 - Thinning of back row and replace gaps
 - Child memorial area plantings
 - Grass area under new planting between existing and new section (additional task)
- S Plantings to screen soil dump area.
- S Reduce taps, move to be adjacent to concrete beam and concrete under.
- S-M Road sealed as interments move further along area, ensure alignment matches Cemetery Plan to obtain most benefit from the area.
- M Interpretation sign installed.
- S Information on lawn cemetery and ability to plant shrubs/gardens communicated in any information to plot purchases or on proposed web site or kiosks on site.
- S Review irrigation source to avoid town supply use and eliminate lime if possible. If not practical, inform people, including monumental masons of any method to reduce lime build up. Include in any information to plot purchases, on proposed web site or kiosks on site.
- S Confirm area to develop once current reserve is full and take action to change status. This is a high priority given time lags often associated with land use changes involving Crown Land.
- S May be worth researching why earliest part of cemetery was added later as part of telling a story.

²² Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

5.1.4 Poolburn Cemetery**Location, Area and Any Special Features**

Old Dunstan Rd, Sec 3 BLK IV Manorside SD Valn No. 28471 125 04. Area 9.5405 ha. Understood to be at bottom of Poolburn Reservoir (inundated).

Actions

- S No information gained searching gazette notices. The story of this site may be of interest historically and if researched its accessibility on the Old Dunstan Rd provides the opportunity for a suitable interpretation panel to tell the story. May be a project for a Historical Society.

5.1.5 St Bathans Cemetery

Location, Area and Any Special Features

Cemetery Road, St Bathans Sec 9 BLK II St Bathans SD Valn No. 28241 12200.
Area 0.4047 ha.

Trustees

Delegation of powers to appoint and remove trustees made gazette notice 8th May 1888. The St Bathans Cemetery Order 1960 established Maniototo County Council as the Trustee of the Cemetery.

Errol Harrex and Peter Shaw operate as de facto trustees. Occupier noted on rating database as St Bathans Cemetery Trustees. In July 1960 responsibility for the cemetery passed from the Trust to Maniototo County Council²³. The two local representatives who we met on site are willing to continue operating the cemetery for local use (provided administration requirements stay minimal). Rating documentation still in name of trustees.

Demand and Capacity

One burial every 18 months to two years. Plots available within upper part of cemetery. Undeveloped below row of trees adjacent to entrance gate. Ample space for a century.

Operations

Maintenance mowing rotated among families. Tree work will be needed and assistance likely to be required.



Photo V11 - Trees surrounding cemetery in need of maintenance or removal.

Contractor digs graves with excavator, locals assist. Costs covered by undertaker, any surplus after contractor costs paid usually compensates volunteers in kind. Ground hard, no problems with sides unless very wet.

Restoration of headstones remains families' responsibility, operators happy to assist them if able.

Records

Operators use cemetery map to note reserved plots - when used this is written in. Council has copy but it is not up to date. Operators are willing to work with Council to develop easier administration system.

²³ Gazette notice The St Bathans Cemetery Order 1960, 6th July 1960 gazette 60 p 916

Site of reburial of six people (uncertain of exact number) who were originally buried at Cambrians (site marked with picket fence at beginning of road into Cambrians). Rural Women is organizing commemorative plaque for these people²⁴. Site remains unmarked where these reburials are; GPR would be useful.



Photo V12 - Understood to be Cambrians burial area from which bodies moved to St Bathans

Issues, Uncertainties, Risks

Difficulties may occur if funds come to those operating the cemetery as these are public funds. Current arrangement with no plot fees (donation) and matters dealt with by undertaker are simple and allow retention of local control of this facility.

Actions²⁵

- S GPR for Cambrian burial plots within the St Bathans Cemetery.
- S Formalise the relationship with the current volunteers, appoint as sexton. Determine best method for record keeping.

Council needs to determine if it wishes to take over the day to day responsibility for the cemetery. If it does not then it is recommended funds paid for funeral preparation are not paid to cemetery (other than any relevant plot fee) instead applied by undertaker directly to those who have assisted in burial.

If council wishes to take full control of the cemetery continuation of the administration and maintenance provided by locals may become problematic.

Working through the St Bathans Community Association may be a manner to ensure suitability of these options is openly addressed. This could be equivalent to an AGM. If no local discussion takes place then at risk of someone in future challenging the arrangement because of concern about accountability.

²⁴ Paddy Enright believes he may have discovered the identity of one girl previously unnamed from those transferred from Cambrians.

²⁵ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

5.1.6 Blacks Cemetery, Omakau

Location, Area and Any Special Features

19 Deaker St, Omakau, Sec 121 BLK II Tiger Hill SD, Valn No. 28431 11700. Area 1.5125 ha. Created as sec 121 by gazette notice 2 February 1960(L. and S. HO. 2/647; D.O. 8/237) Formally sec 20, part sec 21, Crown land and closed road adjoining sec 20 BLK II, Tiger Hill SD.

Burials indicate it has been used as cemetery since 1870s.

Trustees

Responsibility to appoint and remove trustees delegated to Vincent County Council gazette notice 3 June 1886.

Current Trustees Jim Rutherford, Don McLean, Lloyd and Trish Harris

Demand and Capacity

Still to get access to records but thought to be 2 burials a year on average.

Water table high at lower areas of the cemetery so restricting use of this area. Remaining capacity beginning to fill.

Use of ashes plots would enable more area to be suitable for interments. Remaining life likely to be in decades rather than beyond 50 years. Consideration of further adjacent areas to be highlighted for expansion should occur.

Operations

Volunteers mow and spray the cemetery. Ride on mower recently purchased by the trust. Funds raised by Lions and Young Farmers. Local support high and sustainable, have cleaned up the cemetery over past 10 years; previously "3' high cocksfoot covered the place".

Concern over cost and expertise to properly top or fell pines surrounding the cemetery.

Records

Fire destroyed early records therefore, areas within the cemetery are unknown if there are internments. Would be able to allocate plots if they knew area was unused. GPR would assist.

Secretary indicated would value storage of a copy of records in fire proof council facility.

Agreed with value of a proposed web based system for public inquiry.

Ashes being buried in existing family plots can slip through without Trustees finding out, so no record. Some interpretation/information panels would help pointing out the need to inform Trustees so records are maintained.

Issues, Uncertainties, Risks

Interested in headstone restoration. Trust is clear that it is not its responsibility, so family would need to be involved if known.

Actions²⁶

- S Liaise over development of ash beams in areas with water table issues.
- M Liaison over tree work.
- M Consider extension of cemetery area and land swap.
- S Store copy of records in CODC fire proof offices.

²⁶ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

5.1.7 Moa Creek Cemetery (a.k.a. Ida Valley Cemetery)

Location, Area and Any Special Features

Smalls Road (from unformed access opposite Moa Creek Hotel) Moa Creek, sec 2 BLK XII Tiger Hill SD, Valn No. 28471 09400. 1.6364 ha. Last know burial 1940s thought to be 1946 of a Chinese miner. Body later exhumed and returned to China. Actual legal access through adjoining Nevill farm. Currently the cemetery reserve is grazed by farmer who owns Moa Creek Hotel ground opposite the hotel building.

A summary of headstones and history is available although detail is minimal.



Photo V7– Best room in the house, the view from the top of Moa Creek Cemetery hill.

Trustees

Delegated responsibility to appoint and remove trustees to Vincent County Council gazette notice 3 June 1886.

Possibly the only remaining trustee is in the North Island, however their address is unknown.

There may be persons of interest that are available to take up a position as a trustee subject to the appointment process, refer to section 1.8.4 Legal Issues.

Demand and Capacity

Cemetery may be open still, unsure of status. Significant space is available. Locals are using other cemeteries, e.g. Blacks at Omakau (one of Blacks Cemeteries trustees is from the Poolburn area).

Operations

Area is open and grazed by sheep now by adjoining land owner. Previously farmer did graze cattle in the area. Headstones damaged as a result. Farmer indicated would be willing to erect a stock proof fence at the base of the hill.

Some deterioration of headstone and graves is occurring. Few relatives live locally.



Photo V8 - *Showing undermining of graves*

Records

Thought to be 38 interments but only showing a dozen. Chinese are understood to all be buried in SE corner but unmarked²⁷. Records lost in fire 1964 or 1965.

Audit in 1967 said could close their file on cemetery as no longer in use. Chinese headstone taken from location by MAF worker, believed to be in Alexandra Museum.

No interpretation on or near site and legal access is fenced at road.

Issues, Uncertainties, Risks

It is likely the cemetery is not closed.

Area would benefit from fencing but this would require ongoing maintenance as grazing keeps down vegetation. Some remaining headstones and grave surrounds are being undermined by ground erosion.

Legal access is through one farm but land used by another. It may be better for the area to be grazed by the land owner whose land is used for access.

Actions²⁸

- S There may be persons of interest that may be available to take up a position as a trustee but subject to the appointment process and assuming the remaining trustee can be found,
- S If no trustees, consideration of ongoing maintenance issues should be integrated with sorting access if this site is to remain open to the public. No real connection to the cemetery from Moa Creek/Poolburn locals. Any maintenance would become a council responsibility. A similar arrangement to Hamilton Cemetery could be envisaged.

If to progress

- GPR would be appropriate to determine sites of burial with the trust area. S
- Officially closing cemetery S
- Sort access S
- Fence areas with burials by lessee S
- Interpretation of cemetery and associated stories. M

²⁸ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

5.1.8 St Bathans Catholic Cemetery

Location, Area and Any Special Features

Cross St, St Bathans Sec 5 BLK II St Bathans SD, Valn NO 28241 12000. Area 0.4047 ha.



Photo V13 - Headstone for Jane Hanrahan, born 1791 possibly the person born the earliest to be buried in a Central Otago cemetery.

Trustees

This is a private cemetery owned by the Catholic Diocese of Dunedin. It is likely section 32(1) of the Burial and Cremation Act 1964 applies.

Demand and Capacity

46 of the 108 plots are vacant. There may be others in family areas that are vacant also. GPR would be helpful to determine any available plots within areas already used by families, there is a desire to confirm this. Given current demand sufficient space for over a century



Photo V14 -Area above Church in background available for burials

Operations

This cemetery can be found on the following website:

(<http://www.freewebs.com/stbathanscemetery/>)

Josie and Paddy Enright are caretakers of the cemetery.

Paddy Enright weed eats and sprays the cemetery area as needed.

John Waldron was believed to be the most recent sexton for the site.

Records

All known records can be accessed from the above website. Originals are held by Joe Enright. Mosgiel Library holds records also.

Actions²⁹

- S GPR would be helpful to determine any available plots within the areas already used by families.

²⁹ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

5.1.9 *Drybread Cemetery*

Location, Area and Any Special Features

Glassford Road approximately 1.5 km ENE of turnoff to Thomson Gorge Rd Sec 2 BLK VI Lauder SD, Valn no. 28431 25500. Area 1.6 ha.

Responsibility to appoint and remove trustees of Matakanui Cemetery (assumed to be Drybread) delegated to Vincent County Council published in gazette 21st September 1933 p 2429/30.

Trustees

Mark Huddleston, Tony and Karen Glassford, Murray Heckler, Tom Moran, Ross Naylor, Roger and Nicki Williams.

Demand and Capacity

Trustees believe 13 suitable graves remain. 8 reserved and 5 unallocated. 15 burials in last 30 years (1979 – 2009) with 20 in previous 30 years. There may be a small number of graves (2-3) unused but reserved in the past as family blocks. GPR would assist to provide certainty of remaining available plots. Problems with water table in the lower area of the cemetery have made these unsuitable for burials. However there may be at least one burial in this area. Ashes are becoming more common.

It is intended that an area with a capacity of 40 graves will be available by the end of 2010.

Original size of cemetery reserve is 1.6 ha. The developed area looks substantially less than this. A survey could be undertaken to confirm the extent of the cemetery reserve boundary.

Operations

Glassford family own a small digger used for excavating graves. Maintained by grazing, this is considered adequate by local community. Cemetery is cleaned up if an interment is to occur.

Substantial trees were at risk of causing damage to headstones through falling limbs. The Trust has removed these trees through a fire wood contractor. Replanting has been undertaken at a suitable distance from graves.



Photo V15 - Headstones moved by fallen tree branches

Records

Two editions of cemetery plot map available, slight differences exist in these. Map composed from headstones after fire destroyed records.

Chinese burial sites exist, not sure exact location in cemetery (exhumed and returned to China – thought to be on ship that sunk).

Audit NZ returns completed annually.

Support the proposed web site arrangement. Locally have a database of all attendees at Matakanui and Drybread schools. This could be linked.

Issues, Uncertainties, Risks

Cemetery located within an operating farm. Public access can cause problems leaving gates open and people letting their dogs out and harassing sheep. Interpretation at entrance off Glassford Road and reminders at the turn-off may reduce the occurrence of these problems.

Burial area not able to be used because of water table however, could be used for ash plots to extend the life of the cemetery. Capacity around 30 years at current rate. Consider negotiating further land to keep cemetery open. In other locations once a cemetery is closed less enthusiasm is evident to maintain the cemetery after a generation.

Some ornate headstones are experiencing some foundation movement. Appropriate work now would avoid long term damage. Would also like to reface headstones so able to read more easily. Trust wishes to encourage families to act; return headstones to 'readable and intact' standard.

Actions³⁰

- S Survey boundaries of cemetery.
- L If necessary investigate land swap for southern area of cemetery for areas to east or west. GPR to determine if any burials have taken place in this area. Discuss with land owner.
- S Restoration of headstones included in cemetery plan and funding application. Requires appropriately qualified person to undertake the work so that inappropriate methods of restoration are avoided.



Photo V16 - Large pine trees surrounding cemetery

³⁰ Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

PART C: OPERATIONAL – SUMMARY OF RECOMMENDED ACTIONS

6.0 GENERAL ACTIONS

Following is the general recommendations for all cemeteries and specific recommendations for individual cemetery are also listed.

Funding and achieving actions could be facilitated in a variety of ways by utilising for example:

- Community Board funding
- Community groups
- Family groups
- Cemetery Trusts
- Community Trust funding

10 Note: The recommended time frame for completion as able is: S- 1-3 years, M – 4-years and L – 11+years.

6.1.1 Website

- S Develop website as an electronic copy of each cemetery's record which allows electronic enquiries. Detail on this site should include if possible:
- names of deceased
 - date of death and/or burial
 - detail on headstone
 - location in cemetery and location of cemetery
 - photo of headstone (this will need some management in the long term as trusts and council are not involved in any way when new headstones are installed)
 - front page note concerning non availability of some records and method by which any information known by families can be included in records
 - areas of cemetery where unmarked/unknown graves are
 - able to edit so that updating occurs regularly and easily
 - link to stories, databases e.g. Drybread local school list, local histories
- S Local genealogical groups have developed a reliable database for transferring data to a website where council and trust records have been made available. Often multiple sources have been used before a burial is confirmed. This source is recommended as the most accurate source of data to populate a website.
- S Research continues and new identities found periodically. A process to amend records should be developed. This needs to be no more than periodic updates of changes being provided to someone at council to make the necessary amendments to the records.
- S Consideration should be given to including an allocation of genealogical researchers costs into the wider budget used for raising funds for this work.
- S Consideration should also be given to developing a *Wikipedia*³¹ style page for each cemetery where people could put family histories or local knowledge on the site for others to enjoy.

³¹ *Wikipedia* is a free web based encyclopedia that anyone can edit.

6.1.2 Records

- S Ensure a second copy of all records exists in council secure file areas. This is an immediate priority.
- S Establish an annual trigger to up-date this for burials during the year. Ensure trusts have forwarded any details of burials during the year and these have been entered on the website.
- S-M Encourage historical research into those buried at cemeteries where records are not available. Newspapers from the time are a good source and once names and date of death can be determined application for death certificate could occur.
- S Coordinate ground penetrating radar for all sites where this is of value (see individual site summaries). A single funding application could be designed for all trusts. This is part of another recommendation concerning funding within this document.
- S Advise trusts of the offer from undertakers to directly bank payments into trust bank accounts.
- S Ensure proposed website, brochures and interpretation panels inform people ashes interments must be recorded by cemetery operators, so advice of intentions in this regard is necessary so that records are maintained.

6.1.3 Maintenance and Operation

- S-M Coordinate tree work at cemeteries requiring this. This may be as simple as making people aware of how other cemeteries have dealt with this. Potentially firewood contractors may be able to assist - local people will often know of those interested.
- S Develop a brochure and information on Council proposed website concerning structures on grave sites to minimize maintenance issues. Work with trusts to determine their interest in applying similar protocols.
- S-M For restoration work on headstones and grave surrounds develop a protocol for restoration outlining issues concerning appropriate action for different materials such as wood, concrete, marble, schist, Oamaru stone. Work considered may vary from straightening headstones to full restoration of broken and illegible headstones.

Note - considerable damage can be done to the potential life of structures if the improper treatment is applied and Historic Places Act requirements may cause difficulties unless a protocol is developed which can be applied in normal situations.

An appropriate staged process may be:

- Survey cemeteries to determine scale of work to be undertaken
- Develop protocol for restoration
 - This can be used to discuss this with family and trust funders
- Identify work to do and level of priority within a schedule of work
 - This includes location, age of headstones and type of work which can be used to discuss work with agencies interested especially Historic Cemeteries Conservation Trust of New

- Zealand (HCCTNZ), Historic Place Trust (NZHPT) and Royal New Zealand Returned and Services' Assn Inc. (RSA)
- Coordinate funding applications for restoration including family involvement. The Historic Cemeteries Conservation Trust of NZ are a potential partner for this work and may be able to raise funds for undertaking the administration and work associated with this project.
 - Cost of restoration varies considerably, if a figure of \$1000 per headstone is taken and a conservative figure of 100 headstones identified the scale of the task becomes evident. Hence a long term programme is necessary addressing the worst of these in turn and enlisting family support where possible.

No more detailed advice can be given at this stage as NZHPT will need real examples before providing advice on appropriate action.

Make available a construction design for ash beams for those that do not currently have these and provide contact details for the Otago Polytechnic Cromwell Campus, stone course.

6.1.4 Capacity

- S Along with Trustees, survey to confirm current boundaries and if necessary identify appropriate extensions to Drybread and Omakau (Blacks) Cemeteries. Negotiate with land owners. Include designations in the District Plan when agreed and begin process to formalize land status through provisions of Sec 4 Burial and Cremations Act 1964.
- M Establish a programme to develop extensions to cemeteries reaching capacity so that the amenity of any extension is suitable by the time it is in use.
- M Monitor Clutha River hydro electric dam scenarios for impact on water table at Millers Flat cemetery.

6.1.5 Legal Issues

Plot Purchases

- S For cemeteries which are nearing capacity and plots have been purchased for over 60 years without use, confirm with any known descendents that plots are not required. If descendents are unknown or the response indicated these are surplus to their needs reallocate the plots for use. Care should be taken if new headstones are to appear within old areas of any cemetery. Council and Trusts may wish to develop a protocol for headstones within historic areas which purchasers agree to if buying plots within these areas.

Delegations and Cemetery Status

- S Continue to search records for delegations or gazette notices related to Moa Creek, Manuherikia, Roxburgh, Kyeburn Diggings, Swinburn and Gimmerburn.

6.2 CROMWELL CEMETERIES - OPERATIONAL RECOMMENDED ACTIONS

Cromwell Community Board Cemeteries

6.2.1 *Litany St Cemetery Cromwell*

- S³² Review headstones to consider if repair is warranted and cost effective.

6.2.2 *Cromwell Cemetery*

- S Review headstones to consider if restoration is appropriate.
- S Correct rate account in name of trustees.
- S Review development plan to determine improvements unaffected by probably change to area being used for extension. Likely work still required:
- S Build gazebo to provide shelter for visitors.
 - S Furniture.
- S Schedule and undertake tree work desirable to minimise risk of tree debris damage.
- S-M Change land designations for alternative area to be developed for cemetery expansion.
- M Review development plan once land designation changed, confirm and schedule work. Issues to be considered include:
- M Landscape plantings.
 - M Trickle irrigation.
- M Begin shelter plantings for new area to be developed.

6.2.3 *Nevis Cemetery*

- S Decision to be sought from the Cromwell Community Board re the future status of the cemetery
- S GPR to determine scale of use within the cemetery.
- S Continue searching gazette notices for closure of cemetery. If none found decide if it is appropriate to maintain the cemetery as an open cemetery. If found to be closed consider if appropriate to reopen.
- S If to remain open or reopen appoint trustees from those interested locally to maintain and operate cemetery.
- S Discuss with locals maintenance arrangements including erecting a gate to stop cattle grazing the area.
- S GPR to find and confirm size and use of old Nevis cemetery reserve sec 2 BLK III Nevis SD.
- M Work with locals concerning headstone and grave surround maintenance as part of wider improvement plan.

³² Timeframe Short term 1-3 years

- M Install interpretation panel for both sites to aid visitors experience.

Trust Cemeteries

6.2.4 Tarras Cemetery

- S GPR to retermine scale of use within the cemetery.
- S Access a second copy of records and store in appropriate location.
- S Appoint a new trustee

6.3 MANIOTOTO CEMETERIES - OPERATIONAL RECOMMENDED ACTIONS

Maniototo Community Board Cemeteries

6.3.1 Naseby Cemetery

- S Significant restoration work has occurred at the Naseby Cemetery in line with the two reports previously referenced. This includes headstone restoration, and the replacement of gates and fence line. Further work is programmed. Ground penetrating radar is to be applied to the areas currently unmarked to determine if plots have been used. Funding is available.
- S Some unmarked graves may be able to be identified by cross referencing with maps, headstones of known people interred and records of burial. Recommend an approach is made to Naseby Vision to cross reference the headstones to cemetery plot map.
- S Unused family plots - follow up with families the need to hold these.
- S Understand any cultural concerns about how the area should be treated where Chinese burial occurred and bodies exhumed.
- S Policy required concerning plantings in lawn cemetery areas.
- M Investigate aesthetically appropriate development for ash interments.

6.3.2 Ranfurly Cemetery

- S Review budget allocations – undertaking work piecemeal, may be better to deal with all of an improvement at one time. Keeps the amenity of the area high rather than partial work being completed.
- S Consider more gravel access ways so people can use the area more easily in winter.
- S Establish a protocol for plantings in the cemetery including a memorial area.
- S Ongoing tree work scheduled so that a more cost effective schedule is developed.
- S Renovate seating.
- L A planting plan for next area to be developed should be considered twenty years out from predicted year this area would first begin to be used, say 2040 for 2060.

6.3.3 Hamiltons Cemetery (closed) (actually Hamilton Cemetery)

- S Consider benefits of formal arrangement with farmer who grazes cemetery reserve.

Trust Cemeteries**6.3.4 Blackstone Cemetery**

- L Investigate suitability of adjacent land for extension of cemetery. Options may include designating adjacent land for cemetery extension so that if any development occurs it could be transferred to Cemetery Trust.
- S Ground penetrating radar of value to confirm location of unmarked graves to prolong use of site.
- S Ken Gillespie to access Interment Book to make copy and review for information on unmarked graves.

6.3.5 Kyeburn Diggings Cemetery

- S Ground penetrating radar (GPR) would be highly valuable at this site.
- M-L Likely to be cemetery closest to capacity without development of adjacent land. If GPR indicated limited space then consider development needs for any extension.
- S Investigate appropriate methods to restore grave surrounds and headstone foundations if families wish to support this.
- S Search gazette notices for delegation for trustee appointment.

6.3.6 Swinburn Cemetery (Kokonga)

- S Consider suggesting to families that small stone with plaque be installed to mark the unmarked graves.
- M Some tree work necessary in future. Include in strategy to coordinate if others need similar assistance.
- S As fill available lift ground level of large depression on left as enter the cemetery through main gates. Let Roading Manager know.
- S War memorial corners of base crumbling and memorial is on a lean. Contact RSA to research availability of assistance and advice.
- M Alternative entrance for machinery further along Cemetery Rd identified and constructed - may be in association with getting equipment in for tree work.

6.3.7 Gimmerburn Cemetery

- S Consider GPR to confirm if isolated Chinese graves exist.

6.4 TEVIOT VALLEY CEMETERIES - OPERATIONAL RECOMMENDED ACTIONS

Trust Cemeteries

6.4.1 Ettrick Cemetery

- S Stumps to be cleared.
- S Radar of areas known to have unmarked graves.
- M Consider cross referencing records of burials to existing headstones/genealogy records to identify those buried in unmarked graves.
- M Erect plaque to record any known names of people who may be interred in unmarked graves.
- S Place information on proposed website including personal histories where available.
- S Review method of recording reserved plots to ensure accuracy.

6.4.2 Millers Flat Cemetery

- S Ashes beam be considered, feature perhaps built by Polytechnic stone mason course. However beam could be provided at any time.
- S Would benefit from ground penetrating radar work to identify any unmarked graves.
- M Await result of power scheme - consideration to consider future location of the cemetery.
- S Concerning trust liaison, it is recommended this be organized on a project basis i.e. liaison occurs using CODC staff member to contact trust representatives when an issue is being addressed e.g. ground penetrating radar.

Except for Millers Flat no other trust raised trust liaison as a need, many made it clear they did not wish any more responsibilities or requirements from a central body.

6.4.3 Roxburgh Cemetery

- S Ground Penetrating Radar required in Chinese area.

6.5 VINCENT CEMETERIES - OPERATIONAL RECOMMENDED ACTIONS

Vincent Community Board Cemeteries

6.5.1 Manuherikia Cemetery

- S Details in the history noted above could be used to list any known names and/or stories on proposed website.
- S Schedule a review of the trees to determine action required to reduce future damage to stone wall.
- S Maintain wall before more damage occurs.
- S Ground Penetrating Radar should be investigated to determine if this could identify the number of burials.
- S Confirm status of cemetery through National Archives.

6.5.2 Clyde Cemetery

- S GPS for site.
- S Consider clearing of trees along fence lines.
- S Screening or removal of excess fill.
- S Water drums screened and more seating with shade.
- M Interpretation panels installed.
- L In some years a cemetery development plan may be appropriate to understand access to new cemetery area and allow landscaping to be developed in advance of first use.

6.5.3 Alexandra Cemetery

- S Existing cemetery planting plan scheduled for implementation:
 - Thinning of back row and replace gaps
 - Child memorial area plantings
 - Grass area under new planting between existing and new section (additional task)
- S Plantings to screen soil dump area.
- S Reduce taps, move to be adjacent to concrete beam and concrete under.
- S-M Road sealed as interments move further along area, ensure alignment matches Cemetery Plan to obtain most benefit from the area.
- M Interpretation sign installed.
- S Information on lawn cemetery and ability to plant shrubs/gardens communicated in any information to plot purchases or on proposed web site or kiosks on site.

- S Review irrigation source to avoid town supply use and eliminate lime if possible. If not practical, inform people, including monumental masons of any method to reduce lime build up. Include in any information to plot purchases, on proposed web site or kiosks on site.
- S Confirm area to develop once current reserve is full and take action to change status. This is a high priority given time lags often associated with land use changes involving Crown Land.
- S May be worth researching why earliest part of cemetery was added later as part of telling a story.

6.5.4 Poolburn Cemetery

- S No information gained searching gazette notices. The story of this site may be of interest historically and if researched its accessibility on the Old Dunstan Rd provides the opportunity for a suitable interpretation panel to tell the story. May be a project for a Historical Society.

6.5.5 St Bathans Cemetery

- S GPR for Cambrian burial plots within the St Bathans Cemetery.
- S Formalise the relationship with the current volunteers, appoint as sexton. Determine best method for record keeping.

Council needs to determine if it wishes to take over the day to day responsibility for the cemetery. If it does not then it is recommended funds paid for funeral preparation are not paid to cemetery (other than any relevant plot fee) instead applied by undertaker directly to those who have assisted in burial.

If council wishes to take full control of the cemetery continuation of the administration and maintenance provided by locals may become problematic.

Working through the St Bathans Community Association may be a manner to ensure suitability of these options is openly addressed. This could be equivalent to an AGM. If no local discussion takes place then at risk of someone in future challenging the arrangement because of concern about accountability.

Trust Cemeteries

6.5.6 Blacks Cemetery, Omakau

- S Liaise over development of ash beams in areas with water table issues.
- M Liaison over tree work.
- M Consider extension of cemetery area and land swap.
- S Store copy of records in CODC fire proof offices.

6.5.7 Moa Creek Cemetery (a.k.a. Ida Valley Cemetery)

- S There may be persons of interest that may be available to take up a position as a trustee .subject to the appointment process, refer to section 1.8.4 Legal Issues.

- S If no trustees, consideration of ongoing maintenance issues should be integrated with sorting access if this site is to remain open to the public. No real connection to the cemetery from Moa Creek/Poolburn locals. Any maintenance would become a council responsibility. A similar arrangement to Hamilton Cemetery could be envisaged.

If to progress

- GPR would be appropriate to determine sites of burial with the trust area. S
- Officially closing cemetery S
- Sort access S
- Fence areas with burials by lessee S
- Interpretation of cemetery and associated stories. M

6.5.8 St Bathans Catholic Cemetery

- S GPR would be helpful to determine any available plots within the areas already used by families.

6.5.9 Drybread Cemetery

- S Survey boundaries of cemetery.
- L If necessary investigate land swap for southern area of cemetery for areas to east or west. GPR to determine if any burials have taken place in this area. Discuss with land owner.
- S Restoration of headstones included in cemetery plan and funding application. Requires appropriately qualified person to undertake the work so that inappropriate methods of restoration are avoided.

Appendix A**Central Otago District Council Bylaws 1 July 2008****Part 5 Cemeteries and Crematoria**

500	Scope	1
501	Definitions and Interpretation	1
502	Burials and Sale of Plots	1
503	Fees	2
504	Hours of Operation	3
505	Erection and Maintenance of Monuments, Headstones, Structures.....	3
506	Shrubs and Trees	3
507	Vehicles	3
508	Soliciting of Orders	4
509	Burial or Cremation of Poor Persons	4
510	Deceased Servicemen	4
511	Disinterment	5
512	Cremation	5
513	Safety	5
514	Monumental Work in Cemeteries	5

500 SCOPE

The purpose of this Part of the bylaw is to enable Council to control and set standards for the operation of cemeteries and crematoria within the boundaries covered by Council's responsibility or ownership. This bylaw is made pursuant to section 145 and 146 of the Local Government Act 2002 and the Burials and Cremations Act 1964 as amended.

501 DEFINITIONS AND INTERPRETATION

501.1 For the purposes of this bylaw the following definitions shall apply:

CEMETERY any cemetery vested in or under the control of the Council from time to time but excludes any closed cemetery.

CREMATORIUM any crematorium maintained by the Council.

MANAGER any person appointed by the Council to control or manage or to assist in the control and management of any cemetery and crematorium under the jurisdiction of the Council and to carry out burials and cremations as provided in this Part of the bylaw.

SEXTON any person appointed by the Council to manage the day to day activities of any cemetery and crematorium under its jurisdiction. Such activities include arranging for the provision of plots for burials.

501.2 Nothing in this Part of the bylaw shall derogate from any provision of, or the necessity for, compliance with the:

- (a) Burial and Cremation Act 1964;
- (b) Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967;
- (c) Cremation Regulations 1973;
- (d) Health (Burial) Regulations 1946.

502 BURIALS AND SALE OF PLOTS

502.1 Burial plots sold by the Council shall be sold upon the terms and conditions as decided by the Council and the exclusive right of burial may be granted for such limited period as the Council decides.

502.2 No burial shall be made in any cemetery without a burial warrant for that purpose obtained by the person having the management or control of the

burial from the Council and presented to the Sexton as authority for burial.

- 502.3 Burials shall take place in such plots as the Manager shall determine and no headstone, full grave cover or surround shall be erected on the plot unless the exclusive right of burial has been purchased.
- 502.4 No person other than the Sexton or assistants of the Sexton or any other person duly authorised by the Council shall dig any grave in, or open the ground for burial in, any part of the cemetery. The minimum depth of cover for any casket shall be no less than one meter.
- 502.5 Upon application and payment of the appropriate fees, the urn containing the ashes of any deceased person may be buried in the appropriate portion of the cemetery set aside for that purpose or in any plot subject to an exclusive right of burial.

503 FEES

- 503.1 The Council may by resolution or through the annual plan process, set fees for all services provided for the operation and maintenance of cemeteries and crematoria.
- 503.2 "Out of District" fees may be payable in the case of a burial of a deceased person not residing in or not a ratepayer of the district for a predetermined time. The timeframe for such a requirement shall be determined by the Council. This fee may also apply to the burial of a stillborn child if the parents were not residents or ratepayers of the district. For the purposes of this bylaw, a person in a hospital or institution in the district shall be deemed as resident in the district if they have been a resident of the hospital or institution longer than three months. The Manager appointed by the Council shall determine in each case whether an "out of district" fee is applicable.

504 HOURS OF OPERATION

- 504.1 Funerals may be held on such days and at such times as the Council shall determine.

505 ERECTION AND MAINTENANCE OF MONUMENTS, HEADSTONES, STRUCTURES ETC.

- 505.1 All above ground grave structures, enclosures, memorial headstones and other monuments shall be installed to NZS 4242 and kept in good order or repair by the purchasers of the plots or their representatives. Subject to the provisions of the Burial and Cremation (Removal of Monuments and

Tablets) Regulations 1967, the Council may remove any installations of any kind that shall fall into a state of decay or disrepair. A photographic record of the memorial shall be taken prior to removal and retained in cemetery records.

- 505.2 Plans and specifications for the construction of above ground vaults in cemeteries must be submitted to the Council for approval prior to any work commencing. Construction of the vault shall be to standards acceptable to the Council.
- 505.3 The Council may carry out regular audits of memorial headstones and other monuments to ensure their safety.
- 505.4 No person shall, without the written permission of the Council, remove from any cemetery or grave any headstone, monument or plaque.
- 505.5 No monuments other than approved headstones shall be erected within the precincts of a memorial park cemetery. Any memorial must comply with the requirements of the Council.
- 505.6 All vases and containers for flowers in memorial park cemeteries shall be placed in such a manner as approved by the Council.
- 505.7 No person shall construct any structure or plaque in a plaque lawn cemetery in such a manner that any part therefore shall project above the ground immediately adjoining it.
- 505.8 Any memorial plaque in a plaque lawn cemetery must consist of permanent material, be of an approved size and set in an approved position with all inscriptions relating to the persons buried in each plot to be on the one plaque.
- 505.9 No person shall, without the authority of the Sexton, remove or take from any grave in any cemetery, any vase, wreath, plant, flower or other object, except that the Council may cause to be removed any neglected or broken material of this nature.

506 SHRUBS AND TREES

- 506.1 No tree or shrub shall be planted in any part of any cemetery by any person without the consent of the Council being first obtained

507 VEHICLES

- 507.1 Every person driving or in charge of any vehicle in any cemetery shall stop or move such vehicle as directed by the Sexton or assistants of the Sexton.

- 507.2 No vehicle shall be driven at a greater speed than indicated on any road within the cemetery, and in any other direction other than indicated by traffic notices.
- 507.3 All vehicles (other than hearses) shall yield unconditional right of way to any funeral procession.
- 507.4 Any person installing or attending a memorial in a cemetery shall withdraw for the duration of an adjoining funeral service.

508 SOLICITING OF ORDERS

- 508.1 No person shall, in any cemetery, advertise or solicit any order from any other person for any work whatsoever to be done in or in connection with any cemetery, or for the sale, preparation or supply of any article, material or item to be set up, affixed or used in any cemetery.
- 508.2 Except at the specific request of the purchaser of a plot or their representatives or assigns, no person shall, in any cemetery accept or take any such order of custom as aforesaid.
- 508.3 No person shall without the consent of the funeral director, or a special permit in writing for the occasion from the Council, take any photographs or moving images at a funeral.

509 BURIAL OR CREMATION OF POOR PERSONS

- 509.1 Where application is made to the Council for the interment or cremation of any deceased poor person, the applicant shall, on making such application, provide to the Council a duly signed certificate certifying that such deceased person has not left sufficient means to pay the ordinary charge of internment or cremation fixed by this Part of the bylaw, that the cost of burial is not covered by any Accident Compensation entitlement and that where relatives and friends are unable to pay the same.

510 DECEASED SERVICEMEN

- 510.1 The fee payable to the Council for the disinterment of any deceased servicemen and the reinterment in the war graves section of the cemetery, if application is made by the War Graves Branch of the Department of Internal Affairs, shall be as agreed upon between the parties at the time.

511 DISINTERMENT

- 511.1 Where a request for a disinterment and/or a reinterment is received by the Council or other cemetery owner, the disinterment shall be conducted pursuant to sections 51 and 55 of the Burial and Cremation Act 1964 and subject to the payment of such fees as the Council decides.

512 CREMATION

- 512.1 An approved urn containing the ashes of the deceased person may be left in the crematorium for 14 days from the date of the cremation free of charge. At the expiry of this period such fees as the Council may set shall be paid. The Council will not hold ashes beyond three months from the date of such cremation, and at the expiry of that period may dispose of the ashes in accordance with regulations made under the Burial and Cremation Act 1964.
- 612.2 The casket containing any deceased person intended for cremation shall be made of an approved combustible material.
- 612.3 No casket shall be opened after admission to the crematorium without the consent of the Sexton.
- 612.4 The Council shall determine the hours of operation of its crematorium.
- 612.5 Every application for cremation together with all the necessary documentation shall be deposited with the Manager prior to cremation.

513 SAFETY

- 513.1 No person other than the Sexton or assistants of the Sexton or any other person duly authorised by the Sexton shall fill in a grave.

514 MONUMENTAL WORK IN CEMETERIES

- 514.1 The installation of memorial headstones, grave surrounds or overtop construction or repairs and installation of concrete ground beams or bases shall be carried out to the satisfaction of the Council.

22.1.3 ROAD NAME APPROVAL REPORT - HIGHLANDS PARK, CROMWELL

Doc ID: 565771

1. Purpose of Report

To consider a request to name seven private roads in the second stage of the Highlands Park development.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to approve seven road names. Roads to be named Quinns Way, Harrys Place, Heather Lane, Spillane Grove, Wee Close, Leitch Lane and Highlands Avenue.

2. Background

Seven private roads are to be named in the second stage of the Highlands Park development.

3. Discussion

The developer has requested the Board consider two lists of names. The first list is presented as option one. This list is to acknowledge key staff and personalities who have played an instrumental role in the park. It also acknowledges the role that Highlands plays in the community and pays homage to their Scottish heritage.

The second list presented as option two is after famous racetracks continuing on from stage one.

4. Financial Considerations

Costs for the road signs will be met by the developer.

5. Options

Option 1 – (Recommended)

Name the roads one to seven the following names as per page one appendix 1:

- 1 = Quinns Way
- 2 = Harrys Place
- 3 = Heather Lane
- 4 = Spillane Grove
- 5 = Wee Close
- 6 = Leitch Lane
- 7 = Highlands Avenue

Advantages:

- Developers preferred choice.
- Names meet council policy.

Disadvantages:

- None identified.

Option 2

Name the roads one to seven the following names as per page two appendix 1:

- 1 = Indianapolis Street
- 2 = Mt Panorama Close
- 3 = Macau Lane
- 4 = Watkins Glen Grove
- 5 = Spa Close
- 6 = Sebring Lane
- 7 = Highlands Avenue

Advantages:

- Developers second choice.
- Names meet council policy

Disadvantages:

- None identified.

Option 3

Select names from the list of approved Cromwell Community Board road names - appendix 2 or the list of Aukaha's list of approved Māori road names - appendix 3.

Advantages:

- Names meet council policy
- Names are off pre-approved lists.

Disadvantages:

- Names are not the developer's choice.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by providing clear direction to access points for emergency services.
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Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Decision is consistent with other policies.
Considerations as to sustainability, the environment and climate change impacts	Managing change while protecting and enhancing our culture, heritage and landscape is one of council's sustainability goals. Road naming has the ability to celebrate culture and heritage aspects of the area. Road naming has no climate change impacts or benefits.
Risks Analysis	Approval of these road names presents no discernible risk.
Significance, Consultation and Engagement (internal and external)	This decision does not trigger engagement under the Significance and Engagement Policy.

7. Next Steps

Council confirms the road names.

Council sends a copy of the resolution to the Registrar-General of Land and the Surveyor-General.

8. Attachments

Appendix 1 - Maps - Highlands Park.pdf [↓](#)

Appendix 2 - Cromwell Community Board list of approved road names.docx [↓](#)

Appendix 3 - Aukaha List of Approved Maori Road Names.docx [↓](#)

Report author:

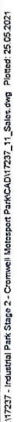


Faye Somerville
Roading Administration Assistant
25/01/2022

Reviewed and authorised by:



Julie Muir
Executive Manager - Infrastructure Services
1/02/2022





Cromwell Area Road Name Options*Bannockburn*

Name	Definition or Place of Origin
Cowan	Farm manager of Kawarau Station for a long period.
Craig Roy	A potential name for the access way to Craig Roy farm. <i>Note: Council Roading Policies do not encourage road names of more than one word.</i>
*Bilton	John Bilton – Operated Cromwell's first radio station, 4CZ (private lane named "Bilton Lane" but no formal process).
Dicey	Robin Dicey – local resident and well known winegrowing identity.
Dow	Fallen soldier in World War I (from the Nevis).
Go By	A former gold mine at Carrick.
Heart of Gold	A former gold mine at Carrick.
John Bull	A former gold mine at Carrick.
Lucknow	A former gold mine at Carrick.
Matheson	Fallen soldier in the World Wars (from the Nevis).
McElroy	Farming family – Hawksburn Station (Ron McElroy). Mr A McElroy was an elected member on the Vincent County Council in the 1940's.
Menzies	John Menzies and David Stewart built the dam at Stewart Town that supplied the miners with water; William Menzies owned the Nevis Hotel; his descendants still live in the area.
Nil Desperandum	A former gold mine at Carrick.
Point d'Or	A former gold mine at Carrick.
Royal Standard	A former gold mine at Carrick.
Struthers	Fallen soldier in World War II (from the Nevis).
Williamson	Fallen soldier in World War II (from the Nevis).

Northburn

Name	Definition or Place of Origin
Lake	Former farmers at Northburn Station for a short period of time.
Pinckney	Farmers at Northburn Station.

Tarras

Name	Definition or Place of Origin
Aurora	A former gold mine at Bendigo.
Beverley	Fallen soldier in the World Wars (from the Lindis Pass).
Brennan	Fallen soldier in the World Wars.
Cowie	A long term farming family in the area ('Willie Wong') was part of this family). Colin Cowie – A well known school teacher.
Davidson	A local farming family; Ron Davidson was a Vincent County Council Chairperson.
Emmerson	Russell Emmerson – Local farmer (Forest Range Station).
Gaudin	Fallen soldier in the World Wars.
Goodman	Fallen soldier in the World Wars.
Helm	Fallen soldier in the World Wars.
Hyde	Fallen soldier in the World Wars.
Jenkins	A local farming family (Morven Hills & Malvern Downs Stations).
Lucas	A local farming family (former owners of Bendigo Station).
MacGibbon	Fallen soldier in the World Wars.
McAughtrie	Fallen soldier in the World Wars.
Purvis	A local farming family (Cluden Station); son was an All Black.
Snow	Max & Madge Snow – local farmers (Morven Hills Station).
Waide	Fallen soldier in the World Wars.

Wong	Willie Wong – local identity.
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Pisa

Name	Definition or Place of Origin
McCall	Fallen soldier in the World Wars
Mt Koinga	A 'bump' in the Dunstan Mountains, near Bendigo that is viewed from Gilmore Road (across the lake in the Pisa area).

Lowburn

Joblin	Fallen soldier in the World Wars
Stene	Nordal Stene - local identity; he and his wife were ardently against the Dam

Cromwell

Bella	Bella McElligott (nee Hansen) – a local identity who was a staunch Labour supporter; she lived in the mouth of the Kawarau Gorge.
Behrens	M Behrens – Former Mayor of Cromwell (1881-1883). (N.B. A barn in Old Cromwell Town is named after Mr Behrens)
Colclough	C Colclough – Former Mayor of Cromwell (1878-1881).
Corse	Local doctor
Cox	Two generations of local chemists
Escort	Reference unknown – from the Community Board's existing "unused road/street name list"; potentially a reference to the 'police escort' of gold from the area.
Ewart	Reference unknown – from the Community Board's existing "unused road/street name list"
Ewing	Fallen soldier in the World Wars
Girvan	Fallen soldier in the World Wars
Hitchcock	Isabella Hitchcock was the first teacher in Queensbury
Holmes	Unsure of origin
Horn	James Horn – Local entrepreneur and member of Parliament; was a shareholder in the 'Lady Ranfurly' gold dredge (N.B. There is a mountain peak on the Dunstan Range called Horn)
How-Johns	A long-standing local family
Kilgour	Established the Bell-Kilgour goldmine; The Kilgour family has been involved in mining for four generations.
Kloog	Fallen soldier in the World Wars
Love	Fallen soldier in the World Wars
Mangos	Leo Mangos – Local carpet layer and business owner; Borough Councillor and CCB 2007.
McCraken	T McCracken – Former Mayor of Cromwell (1889-1891).
McKechnie	Fallen soldier in the World Wars
McMahon	Doctor served in Vietnam.
McNamara	Well known local family; Community Board member 2007.
Mills	Fallen soldier in the World Wars
Mooney	Fallen soldier in the World Wars
Morris	Local doctor.
Munro	James Munro – Former Mayor of Cromwell (1950-1951). <i>This name currently is used in Tarras.</i>
Murrell	E Murrell – Former Mayor of Cromwell (1905-1913)
Orr	Former dredge master.
Pretsch	K Pretsch – Former Mayor of Cromwell (1897-1899).

Pryde	A former local identity involved in a number of mining venture.
Quinn	Tony Quinn – Founder of Highland Motorsport Park.
Rooney	T Rooney – Former Mayor of Cromwell (1895-1897).
Skinner	L R Skinner – Former Mayor of Cromwell (1956-1958).
Stumbles	Well known family; grocers shop on the main street.
Tidey	Fallen soldier in the World Wars.
Ussher	Ron Ussher – Local wool and skin buyer; Borough Councillor and CCB 2007; philanthropist.
Walsh	Fallen soldier in the World Wars.
Whetter	W Whetter – Former Mayor of Cromwell (1868-1869).
Wrightson	Fallen soldier in the World Wars.

Generic Names and Terms:

Beech	Trees originally found in district.
Bracken	Shrubs originally found in district.
Manuka	Trees originally found in district.
Marram	Native grass
Norfolk	Trees originally found in district.
Redwood	Trees originally found in district.
Totara	Trees originally found in district.
Alpine	Landscape reference
Plantation	Landscape reference
Tirau	Place name: The pre-European name for Cromwell, meaning “place of many cabbage trees.” Allegedly groves of cabbage trees were planted as markers for travelling routes. As they did not grow naturally in the area, they stood out in the landscape (and provided an additional source of food).
Herringbone	Type of alluvial mining – This name was selected (but not used) in the 1978 Cromwell street naming competition.
Kells	Place name – A town in County Meath, Southern Ireland.
Omega	Place name – Alpha and Omega were also gold mining towns in California (est. in the 1850's) - both towns were mostly engulfed by hydraulic diggings; Last letter of the Greek alphabet. Omega is also a variety of plum.
Pontoon	Part of a mining dredge – The name was selected (but not used) in the 1978 Cromwell street naming competition.
Roscommon	A place name – A county in Northern Ireland.
Mica	Geological term – A shiny silicate mineral used as a thermal or electric insulator; is readily found in schist rock.
Anvil	From gold mining/pioneering era – a hard metal block used by farriers, etc.
Buggy	From gold mining/pioneering era – A horse drawn buggy.
Bullion	From gold mining/pioneering era – bullion traditionally stands for gold bars.
Ingot	From gold mining era – a gold ingot is refined metallic gold.
Shaft	From gold mining era – gold mine shaft

Māori names associated with the Central Otago Region	
Common name	Known as
	Geology
Kurupaku	Otago Schist
Mauka	Mountains in Otago
	Lizards
Kawariki	Jewelled gecko
Karara-moko-huruhuru	Green lizard
Karara-mokomoko	Kind of lizard
Karara-papani	Kind of lizard
Mokomoko	Kind of lizard
Mokopapa	Tree lizard, poss. <i>Hoplodactylus</i> spp.
Toropahiki	Grass lizards
	Birds
Pihioi	NZ pipit
Whioi	NZ pipit
Kātaitai	NZ pipit
Manu kahaki	NZ pipit
Hiwaiwaka	Fantail
Pitakataka	Fantail
Titakataka	Fantail
Titaiwaka	Fantail
Riroriro	Grey warbler, <i>Gerygone igata</i>
Tata	Brown duck
Hoho	Duck
Parera	Grey duck, wild duck
Parera-kowhio	Blue mountain duck
Pateke	Teal
Kahu	Harrier hawk
Pouakai	Bush hawk, <i>Falco novaseelandiae</i>
Kaireka	Skylark
Pakeha piopio	Skylark
Pioioi	Lark, ground lark
Kaka	Parrot
Kakariwai	Robin
Kakaruai	Robin
Totoara	Robin
Weka	Weka
Kea	Parrot, <i>Nestor notabilis</i>
Kārearea	Sparrowhawk/Falcon
Kaeaea	Sparrowhawk/Falcon
Karewarewa	Sparrowhawk/Falcon
Kiwi	Kiwi, <i>Apteryx</i> spp.
Koreke	Quail
Miromiro	Tomtit, <i>Petroica macrocephala</i>
Pakura	Swamp hen, swamp turkey

Pukaki	Swamp hen, swamp turkey
Pukeko	Swamp hen, swamp turkey
Peopeo	Morepork, <i>Ninox novaseelandiae</i>
Piopio	Morepork, <i>Ninox novaseelandiae</i>
Putakitaki	Paradise duck
Rerewaka	Pied stilt
Tatariki	Yellowhead, <i>Mohoua ochrocephala</i>
Titiripounamu	Rifleman, <i>Acanthisitta chloris</i>
Tutaki	Thrush, <i>Bowdleria punctata</i>
	Fish
Piharau	Lamprey
Kanakana	Lamprey
Kanakana-wairaki	Young lamprey
Wairiki	Young lamprey
Tuna	Eel, <i>Anguilla</i> spp.
Tunahau	Eel
Tunaheke	Eel
Arokehe	Eel
Hao	Eel
Horepara	Eel
Mairehe	Kind of eel, <i>Anguilla</i> spp.
Kirirua	Big black eel, <i>Anguilla</i> spp.
Kokekehe	Kind of eel, <i>Anguilla</i> spp.
Korakiraki	Kind of eel, <i>Anguilla</i> spp.
Papaaka	Kind of eel, <i>Anguilla</i> spp.
Punuatuna	Young eels
Hiwihiwi	Freshwater fish
Kokopala	Freshwater fish, <i>Galaxias</i> spp.
Panako	Freshwater fish, poss. <i>Galaxias</i> spp.
	Invertebrates
Awheto	Insect
Purehurehu	Insect
Pukawerewere	Spiders, general term for most insects
Kata	Snail
Pāpapa	Tiger beetle/Cockroach/Slater
Hakopa	Ladybird
Kikihiwaru	Dragon fly
Mahitihiti	Grasshopper
Pakau	Kind of grasshopper
Namu	Sandfly
Pongarongaro	Gnats or midges
Rongaronga	Midges
Popokorua	Ants
Upokorua	Ants
Waerau	Centipede
Wairo	Daddy-long-legs

Wairua-takata	Moths
	Mammals
Hea	Hare
Hipi	Sheep
Hoiho (Can)	Horse
Kuri	Dogs
Ruarangi	Maori dog
Naninani	Goat
Poaka	Wild pig
Pouhawaiki	English rat, <i>Rattus spp.</i>
Pohowaiki	English rat, <i>Rattus spp.</i>
Rapiti	Rabbit
	Plants
Apora (Can)	Apple
Hapura (Mur)	Apple
Aruhe	Fernroot, <i>Pteridium spp.</i>
Rarauhe	Fernroot, <i>Pteridium spp.</i>
Rauaruhe	Fernroot, <i>Pteridium spp.</i>
Aruhe-rakau	Fernroot, prob. <i>Pteridium spp.</i>
Haka	Vine, prob. white <i>Clematis spp.</i>
Popohue	Vine, white <i>Clematis</i>
Popuhua	Vine, white <i>Clematis</i>
Hokokuku	Vine, <i>Clematis spp.</i>
Pikiarero	Vine, <i>Clematis spp.</i>
Korokio	Shrub, <i>Corokia cotoneaster</i>
Korokio tāranga	Shrub, <i>Corokia cotoneaster</i>
Hakeke	Tree daisy, <i>Olearia ilicifolia</i>
Haki	Native Holly, <i>Olearia ilicifolia</i>
Pekapeka	Tree daisy
Hakihaki	Tree
Harakeke	Flax, <i>Phormium tenax</i>
Harareke	Flax, <i>Phormium tenax</i>
Pao	Kind of flax, <i>Phormium spp.</i>
Takirikau	Kind of flax, prob <i>Phormium spp.</i>
Kakaha	Bush flax
Wharariki	Mountain flax, <i>Phormium cookianum</i>
Horopito	Pepper tree, prob. <i>Pseudowintera colorata</i>
Inaka	Spider plant tree, <i>Dracophyllum sp.</i>
NeiNei	Spider plant tree, <i>Dracophyllum sp.</i>
Kapuka	Broadleaf tree, prob. <i>Griselinia littoralis</i>
Karamu	Shrub, <i>Coprosma spp.</i>
Mikimiki	<i>Coprosma spp.</i>
Mingimingi	<i>Coprosma spp.</i>
Hūpiro	<i>Coprosma spp.</i>
Kio kio	Fern, prob. <i>Blechnum spp.</i>
Kirimoko	Small manuka, <i>Leptospermum sp.</i>

Kilimoko	Small manuka, <i>Leptospermum</i> sp.
Kohai	Tree, <i>Sophora</i> spp.
Kowhai	Tree, <i>Sophora</i> spp.
Goai	Tree, <i>Sophora</i> spp.
Tōtara	Tree, Totara
Kokomuka	Shrub, <i>Veronica/Hebe</i> spp.
Koromiko	Shrub, <i>Veronica/Hebe</i> spp.
Kuta	Cress, watercress
Mania	Tussock
Pātītī	Silver tussock, <i>Poa</i> sp.
Mauku	Common tussock, <i>Poa</i> spp.
Pupatiti	Kind of tussock
Tarahikoau	Kind of tussock
Toetoe	Toetoe
Mata	Kind of toetoe, poss. <i>Cortaderia</i> spp.
Makomako	Tree, <i>Aristotelia serrata</i>
Taramea	Spaniard grass, <i>Aciphylla</i> sp.
Papaii	Kind of speargrass, <i>Aciphylla</i> spp.
Ti kōuka	Cabbage tree, <i>Cordyline</i> spp.
Ti-whanake	Cabbage tree, <i>Cordyline</i> spp.
Kauru	Cabbage tree, <i>Cordyline</i> spp.
Ti-whanake	Cabbage tree, <i>Cordyline</i> spp.
Tauhinu	Cottonwood, <i>Ozothamnus leptophyllus</i>
Raukaua	Tree, <i>Raukaua simplex</i>
Houhere	Mountain ribbonwood, <i>Hoheria glabrata</i>
Whauwhau	Mountain ribbonwood, <i>Hoheria glabrata</i>
Whauwhi	Mountain ribbonwood, <i>Hoheria glabrata</i>
Tawai	Silver beech, <i>Nothofagus menziesii</i>
Tawhai	Silver beech, <i>Nothofagus menziesii</i>
Tirowhārangi	Silver beech, <i>Nothofagus menziesii</i>
Tawhairauriki	Black beech, <i>Nothofagus solandri</i>
Tawairauriki	Black beech, <i>Nothofagus solandri</i>
Hututawai	Red beech, <i>Nothofagus fusca</i>
Hutu	Red beech, <i>Nothofagus fusca</i>
Tawhairaunui	Red beech, <i>Nothofagus fusca</i>
Tūmatakuru	Wild Irishman, <i>Discaria toumatou</i>
Taunoka	Native broom bush
Pinātoro	NZ Daphne
Wharengāngara	NZ Daphne
Pānako	Thread fern
Tāwiniwini	Snowberry, <i>Gaultheria</i> spp.
Koropuka	Snowberry, <i>Gaultheria</i> spp.
Takapo	Snowberry, <i>Gaultheria</i> spp.
Taupuku	Snowberry, <i>Gaultheria</i> spp.
Mānuka rauriki	Kanuka
Pōpōhue	Wire vine, <i>Muehlenbeckia complexa</i>

Tororaro	Wire vine, <i>Muehlenbeckia complexa</i>
Wackāhu	Wire vine, <i>Muehlenbeckia complexa</i>
Puka	Wire vine, <i>Muehlenbeckia australis</i>
Ninia	Everlasting daisy, <i>Helichrysum lanceolatum</i>
Tātaraheke	Vine Bush lawyer, <i>Rubus</i> sp.
Tātarahika	Lawyer vine, <i>Rubus</i> spp.
Tataramoa	Kind of bramble <i>Rubus</i> spp.
Tarakupenga	Lycopodium/Club moss
Mingi	Shrub, <i>Leucopogon</i> sp.
Kaiwhiria	NZ Jasmine, <i>Parsonsia capsularis</i>
Tōtorowene	NZ Jasmine, <i>Parsonsia capsularis</i>
Tōtoroene	NZ Jasmine, <i>Parsonsia capsularis</i>
Kaikū	NZ Jasmine, <i>Parsonsia capsularis</i>
Tawhiwhi	NZ Jasmine, <i>Parsonsia capsularis</i>
Kohuhu	Tree, <i>Pittosporum tenuifolium</i>
Tarata	Tree lemonwood, <i>Pittosporum eugenoides</i>
Hinahina	Tree, Mahoe
Piripiriwhata	Tree, Marbleleaf
Māpau	Tree, Matipo
Miro	Tree, Miro
Toromiro	Tree, Miro
Rautawhiri	Tree, Rautawhiri
Wīwī	Rush
Mākaka	Saltmarsh
Runa	Saltmarsh
Rautawhiri	Rautawhiri
Pirita	Supplejack
Kōtukutuku	Tree fuchsia
Okaoka	Stinging nettle
Ongaonga	Stinging nettle
Paku	Kind of moss
Piripiri	Plant, kind of <i>Acaena</i> spp.
Hutuwai	Plant, kind of <i>Acaena</i> spp.
Bidibidi	Plant, kind of <i>Acaena</i> spp.
Pitau	Part of raupo or koareare
Poroporo	Maori gooseberries, <i>Solanum</i> spp.
Puha	Sowthistle, ordinary kind, bush thistle
Pukio	Plant/grass, poss. <i>Carex secta</i>
Pukiu	Plant/grass, poss. <i>Carex secta</i>
Purau	Plant, poss. <i>Bulbinella</i> spp.
Tarutaru	Grass
Taru whenua	Ordinary grass of the plains
Tikapu	Mountain lily
Tikumu	Mountain daisy, <i>Celmisia</i> spp.
Wiwi	Rushes, poss. <i>Juncus</i> spp.

22.1.4 APPOINTMENTS TO EXTERNAL BODIES

Doc ID: 565248

1. Purpose of Report

To consider the Board's appointments to external organisations.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees that the delegations register is updated to:
 - (i) reflect the change in name from the Cromwell Resource Centre Trust to the Cromwell Community House Trust,
 - (ii) reflect the increase in the number of liaison positions to the Cromwell District Museum from one to two,
 - (iii) reflect the role of the Board in the facilitation of the appointment of representatives to the Central Otago Sports Trust and the Cromwell Community House Trust.
 - C. That a liaison position to the Cromwell and Districts Promotions Group is added to the list of external appointments.
 - D. That the Board work with the committee of Old Cromwell Inc to change its representative role to a liaison position.
-

2. Background

Section 52 of the Local Government Act sets out the role of community boards, part of which is to "represent, and act as an advocate for, the interest of its community; and ... to communicate with community organisations and special interest groups within the community". To help facilitate this, community boards form relationships with external organisations. Many of these relationships are informal, others are on an 'as required' basis and others are formalised.

At the beginning of each triennium, each community board appoints members to external committees and organisations where the relationship has been formalised. These appointments vary from appointing the chairperson and trustees through to liaison positions.

This report follows on from a workshop held with the Board in 2021 and provides an opportunity to consider what appointments are made to external organisations, including the type of appointment.

Conflicts of Interest

The Office of the Auditor-General has provided good practice guidelines called "*Managing conflicts of interest: A guide for the public sector.*"

In this, the Office of the Auditor-General notes that there are different types of conflicts:

- Financial conflict of interest
- Non-financial conflicts of interest
- Conflicts of roles
- Pre-determination

The guide states that the public need to be confident that decisions of public entities (which includes community boards):

- are made impartially and for the right reasons; and
- are not influenced by personal interests or ulterior motives.

This means that the Board, and its members, need to identify and manage any conflicts of interest for each decision made.

Liaison vs Representative Positions

Liaison positions provide a formal contact from community boards to external organisations. However, the function is that of liaison only. This means that the role does not have voting rights on the external organisation and although the role may attend some meetings of the external group, it is not a requirement to attend them all unless both parties consider it to be mutually beneficial. Liaison positions can generally participate in discussions and vote on topics relevant to the external organisation at community board meetings without creating a conflict of interest, however members should monitor this and not participate in any item where they think a conflict may exist.

Representative positions are a formal member of the governing body of the external organisation. This means that the role should attend all meetings of the external body and has voting rights. It also means that the individual would have very limited opportunity to participate in discussions and voting relating to the external organisation at community board meetings, without creating a conflict of interest.

Existing Appointments

At the beginning of the 2019-2022 triennium, the Cromwell Community Board made the following appointments to external organisations:

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

3. Discussion

The Community Board has relationships with a number of external organisations and special interest groups. Over time, the Board has formalised the relationship with some of these organisations through appointing liaison or representative positions to the external organisation. For other organisation the community board has the role of facilitating appointments for the organisation.

Given the potential for creating conflict of interests during decision making at community boards, it is recommended that appointments to external organisations are generally liaison positions, rather than formal representatives, unless there is good reason not to. This would allow the formal relationships to continue, while minimising the risk of creating a conflict.

During discussion at the workshop, it was noted that the Community Board facilitates the appointment of representatives to the Central Otago Sports Trust and the Cromwell Resource Centre Trust and that the Delegations Register should be updated to reflect that. It was further noted that the Cromwell Resource Centre Trust has changed its name to the Cromwell Community House. The number of liaison positions for the Cromwell District Museum should also be updated from one to two.

It was agreed that the Board would discuss their role with the Old Cromwell Inc. Committee to suggest that this appointment become a liaison position, rather than a representative one.

It was also suggested that a liaison position to the Cromwell and Districts Promotions Group be added to the list.

4. Financial Considerations

There are no financial considerations arising from this report.

5. Options

Option 1 – (Recommended)

That the delegations register is updated to reflect the change in name to the Cromwell Community House Trust, the increase in the number of liaison positions to the Cromwell District Museum and the facilitation of appointment of representatives to the Central Otago Sports Trust and the Cromwell Community House Trust.

That a liaison position to the Cromwell and Districts Promotions Group is added to the list of external appointments.

That the Board work with the committee of Old Cromwell Inc to change its representative role to a liaison position.

Advantages:

- These changes would reduce the potential of creating conflicts of interest and would be more in line with the Office of the Auditor-General guidelines.
- Relationships with external organisations would be maintained in an appropriate manner.

Disadvantages:

- There is the potential for organisations to see the proposed changes as a “downgrading” of their relationship with the Board.

Option 2

Make no changes.

Advantages:

- Relationships would continue as they have in the past.

Disadvantages:

- Known conflicts of interest would continue to exist and require ongoing careful management.

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 ensuring the Community Board fulfills its role set out in s52 of the Local Government Act.</p> <p>AND</p> <p>This decision promotes the social/cultural/economic/environmental wellbeing of communities, in the present and for the future by forming appropriate relationships with organisations that work to enhance the wellbeing of the District.</p>
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The recommended option is consistent with all other Council plans and policies.
Considerations as to sustainability, the environment and climate change impacts	There are no implications created by the recommended option.
Risks Analysis	The recommended option aims to minimise the risk to Council of poorly managed conflicts of interest, whilst maintaining strong relationships with external organisations.
Significance, Consultation and Engagement (internal and external)	<p>The recommended option does not meet the threshold of the Significance and Engagement Policy.</p> <p>If the Board agrees with the recommended option, discussion with the affected external organisations will take place.</p>

7. Next Steps

Once a decision has been made, discussion will take place with the external organisations where changes are proposed. The list of appointments to external organisations will be updated for the new triennium.

8. Attachments

Nil

Report author:



Rebecca Williams
Governance Manager
28/01/2022

Reviewed and authorised by:



Sanchia Jacobs
Chief Executive Officer
2/02/2022

22.1.5 2022-23 ANNUAL PLAN BUDGET AND FEES AND CHARGES SCHEDULE**Doc ID: 565539****1. Purpose of Report**

For the Cromwell Community Board to approve the draft budgets for inclusion in Council's Annual Plan 2022-23 process along with the 2022-23 fees and charges schedule.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees the draft Cromwell Ward 2022-23 Annual Plan budgets and recommend to Council for inclusion in the 2022-23 Annual Plan.
- C. Agrees to accept the Cromwell Ward 2022-23 Fees and Charges schedule and recommend to Council for inclusion in the 2022-23 Annual Plan.

2. Background

The 2022-23 draft budgets for the Cromwell Ward have been prepared on Council's request to keep the Long-term Plan (year two) budgets relatively unchanged. The year two budgets proposed an average rate increase across the district of 7.8%. This is including the impact of growth which was anticipated to be 1.9%. Currently the average increase across the district is 7.7%, after adjusting for actual growth of 2.4%, up from the projected growth factor of 1.9%.

The 2022-23 Annual Plan draft budget figure for the Cromwell Ward has an increase of \$2M including GST (11.4%), compared to Year 1 of the Long-term Plan. This is in line with the 2021-31 Long-term Plan (year two). The figures include the district-wide rates collected within the Cromwell ward and is adjusted for the impact of growth in the ratepayer base.

Looking at the Cromwell Ward specific rates, which excludes district wide rates and metered water rates, and excludes any provision for growth, the rate increase between year one of the Long-term Plan (2021-22) and the proposed 2022-23 Annual Plan is \$75k which equates to an increase of 2.4%. This is a \$12k increase compared to what was adopted in the 2021-22 Long-term Plan (year 2). This increase is a result of movements in the balance sheets and asset base post Long-term Plan adoption, arising from changes in the timing of asset costs and capitalisation. Both movements impact on depreciation and interest costs.

In addition to adopting the annual plan and striking the rates for the new year, Council also adopts the annual fees and charges. A complete copy of the Fees and Charges Schedule is attached for information. There are minimal changes to fees and charges from year one of the Long-term Plan to the proposed 2022-23 Annual Plan.

3. Discussion

Council staff are presenting draft budgets to each community board for consideration at their February meetings. Once accepted, the community board budgets will be provided to Council to consider including in the 2022-23 Annual Plan.

As part of the preparing the 2021-31 Long-term Plan, the Council prepares a Financial Strategy. That strategy includes a council-imposed rating increase cap set for the district at average rate increase of 6.9%, including provision for growth in rating units. As adopted in the 2021-31 Long-term Plan, years two and three were approved to exceed this 6.9% cap at 7.8 and 7.6% respectively. As mentioned, the proposed 2022-23 Annual Plan is currently sitting at 7.7% after allowing for actual growth of 2.4%, up from the projected growth factor of 1.9%.

Appendix 1 shows the cost centres that are funded by Cromwell Community Ward Rates and outlines the changes made. Please note that the ward rates are specific to rateable units in the ward and does not include the district wide rate, metered water charges and does not allow for increased growth.

4. Financial Considerations

Rating increase of \$2M equating to 11.4% increase, compared to Long-term Plan (Year 1), of which \$75k is specific to the Cromwell ward. Of the \$75k, there is an increase of \$12k compared to the Long-term Plan (year 2), and relates to costs in:

- Internal interest
- Depreciation

5. Options

To accept the draft 2022-23 budget and 2022-23 Fees and Charges Schedule for recommendation to Council for inclusion in the 2022-23 Annual Plan.

Option 1 - (recommended)

Advantages:

- Meets statutory requirements
- Demonstrates transparent expenditure management
- The Cromwell budget will feed into Council's Annual Plan budget for 2022-23
- Meets the ratepayers' expectations
- Allows changes to reflect prior Council and Community Board decisions post setting of the 2021-31 Long-term Plan
- Allows for Fees and Charges to be updated to reflect the most accurate charges.

Disadvantages:

- Some members of the community may feel disadvantaged paying increased rates.

Option 2

Decline the draft 2022-23 budget and 2022-23 Fees and Charges Schedule for recommendation to Council for inclusion in the 2022-23 Annual Plan and do not recommend it to Council for inclusion in the 2022-23 Annual Plan process

Advantages:

- Status quo remains and rate payers do not incur increased rates.

Disadvantages:

- Delay in the annual plan process or the 2022-23 Annual Plan may not accurately reflect the Community Board's prior decisions.
- Run the risk of delaying the annual plan process and therefore potentially miss the legislative deadlines
- May not reflect a fair distribution of costs to the rate payer
- Does not reflect the intention of the 2021-31 Long-term Plan (year two)
- Loss in revenue or a greater reliance on the ratepayer though not correctly the most up-to-date fees and charges.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of the community by involving community board members in robust and transparent financial decision making.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, consistent with all council plans and policies.
Considerations as to sustainability, the environment and climate change impacts	No implications, as this has been factored in the 2021-31 Long-term Plan and there have been no changes to these considerations and assumptions used to prepare the 2021-31 Long-term Plan.
Risks Analysis	The risk of not accepting this report is that Council will lose the ability to adopt the 2022-23 Annual Plan and set the rates for the income required to meet the activities Council is required to carry out. Council will not meet legislative requirements and may be exposed to legal challenges.
Significance, Consultation and Engagement (internal and external)	This is a significant step in the annual plan process, as it ensures the Community Board is across its ward-specific budget, and feedback to Council's overall 2022-23 Annual Plan. Council is not consulting on the 2022-23 Annual Plan as there have been no significant changes since

	consulting on the 2021-31 Long-term Plan, including year two, being 2022-23.
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7. Next Steps

Once this report is accepted and changes made where necessary, it will be submitted to Council for inclusion in the 2022-23 Annual Plan, which is planned to be adopted on 1 June 2022.

A complete schedule of the fees and charges has been submitted to each of the relevant community boards for approval. Once approved, the total suite of fees and charges will be presented to Council with the recommendation that Council adopt the proposed fees and charges as part of the adoption process when adopting the 2022-23 Annual Plan.

8. Attachments

Appendix 1 - Cromwell Draft Budget [↓](#)

Appendix 2 - Fees and Charges 2022-23 [↓](#)

Report author:



Ann McDowall
Finance Manager
18/01/2022

Reviewed and authorised by:



Leanne Macdonald
Executive Manager - Corporate Services
18/01/2022

Sundry		AP 2022/23	LTP Year 1 2021/22	LTP Year 1 vs AP22/23 \$ Change	LTP Year 1 vs AP 22/23 % Change
3033	Cromwell Promotions	112,004	111,895	(109)	(0.1%)
3111	Cromwell General Revenues	(150,166)	(147,295)	2,871	(1.9%)
3211	Elected Members - Cromwell	133,745	129,086	(4,658)	(3.5%)
3431	Cromwell Community Grants	50,625	50,625	0	0.0%
		146,208	144,312	(1,896)	(1.3%)

Property and Facilities		AP 2022/23	LTP Year 1 2021/22	LTP Year 1 vs AP22/23 \$ Change	LTP Year 1 vs AP 22/23 % Change
3351	Property general Cromwell	74,534	55,706	(18,828)	(25.3%)
3352	Endowment land Cromwell	(60,907)	(61,253)	(346)	0.6%
3353	Medical centre Cromwell	0	0	0	
3361	Industrial estate Cromwell	(57,383)	(67,141)	(9,757)	17.0%
3412	Bannockburn Community Centre	0	5,328	5,328	
3414	Cromwell Memorial Hall	110,741	76,493	(34,247)	(30.9%)
3416	Cromwell sports pavillions	13,513	14,168	655	4.8%
3417	Tarras Community Centre	51,596	34,249	(17,346)	(33.6%)
3418	Cromwell Museum	46,945	45,988	(957)	(2.0%)
3419	Cromwell Resource Centre Building	19,345	20,118	773	4.0%
3757	Cromwell Town Centre	302,261	302,892	631	0.2%
		500,643	426,549	(74,094)	(14.8%)

Parks and Reserves		AP 2022/23	LTP Year 1 2021/22	LTP Year 1 vs AP22/23 \$ Change	LTP Year 1 vs AP 22/23 % Change
3451	Bannockburn Recreation Reserve C	100	100	0	0.0%
3461	Anderson Park	81,212	82,489	1,278	1.6%
3463	Cromwell Reserves	1,256,487	1,226,980	(29,506)	(2.3%)
3491	Cromwell Pool	1,159,685	1,187,628	27,944	2.4%
3831	Cromwell Cemetery	24,268	25,278	1,010	4.2%
3832	Nevis Cemetery	18	9	(9)	(50.2%)
		2,521,769	2,522,485	716	0.0%

	AP 2022/23	LTP Year 1 2021/22	AP 22/23 vs LTP 21/22 \$ Change	AP 22/23 vs LTP 21/22 % Change
Total Rates	3,168,620	3,093,346	(75,275)	(2.4%)

NB: This excludes District wide rates and water meter rates collected with the District war and excludes growth in ratepayer base.

FEES AND CHARGES 2022-23

THREE WATERS		2022/23 Includes GST	2021/22 Includes GST
Where a service connection for water and/or wastewater, or a wheelie bin is provided to a rating unit in the course of a rating year, the rating unit will be charged a proportion of the full year cost the service as scheduled in the rating section of the 10 year Plan, based on the number of complete months remaining in the financial year.	DESIGNATED WASTEWATER TREATMENT PLANT		
	Disposal of septage tank load less than 3,000 litres	130	130
	Every additional 1,000 litres discharges (or part thereof)	40	40
	Designated Septage station disposal cost/litre	0.04	0.04
	TRADE WASTE		
	Application fee deposit (invoiced at actual cost)	240	240
	Application to transfer trade waste discharge consent	80	80
	Annual fee	160	160
	THREE WATERS - PER APPLICATION		
	Approved contractors (per application)	80	80
	Non-approved contractors (per application)	160	160
	Non-approved contractors (per application)	At cost	At cost
	BULK TANKER WATER FROM FIRE HYDRANTS		
	Bulk water application fee	No charge	No charge
	Tanker / Standpipe Inspection (at least annual)	100	100
	Hydrant Standpipe Hire / month (excluding water usage)	30	30
	Water Usage Per m ³	1.80	1.80
	BULK WATER SUPPLY		
	Network connected bulk water rate (per m ³)	0.86	0.86
	REMOVAL OF WATER RESTRICTOR		
	Temporary restrictor removal fee	At cost	At cost
	WATER METER ACCURACY TESTS		
	House visit and assessment	55	55
	Meter removal and calibration	525	525
	Meter validated as accurate	80	80
	Meter validated as inaccurate	No charge	No charge
	Final meter read	40	40
	OTHER		
	Unauthorised and other activities	At cost	At cost
	CAPITAL CONTRIBUTIONS – NEW CONNECTIONS (SEE DISTRICT PLAN ALSO)		
	Financial Contributions - Reserves		
	Urban	2380	2380
	Rural	1190	1190
	Note: Financial Contributions are inflated annually based on Statistics NZ Construction Index. They are indexed from the December 2019 quarter in the table above.		
	DEVELOPMENT CONTRIBUTIONS - NEW CONNECTIONS		
	Water Supply		
	Lake Dunstan Water Supply (Alexandra / Clyde)	7131	7131
	Cromwell	3877	3877
	Naseby	4044	4044
	Omakau / Ophir	10917	10917
	Patearoa	3267	3267
	Ranfurly	2492	2492
	Roxburgh	3321	3321
	Wastewater		
	Alexandra / Clyde	7536	7536
	Cromwell	3139	3139
	Naseby	3399	3399
	Omakau / Ophir	4992	4992
	Ranfurly	796	796
	Roxburgh	4670	4670
	THREE WATERS AND WASTE MANAGEMENT PART CHARGES IN LIEU OF RATES		
	The Local Government (Rating) Act 2002 requires that properties be rated based on their status as at 1 st July each year. Certain rates are based on level of service provided. These are Water Supply rates, Wastewater rates and Waste Management rates. To enable these services to be provided part way through the rating year Council will invoice the rate payer upon provision of the laterals for Water Supply and Wastewater and upon commencement of service in the case of Waste Management collections. The following charges will be invoiced for each complete month of the rating year remaining.		
	Water Supply – per month		
	If already rated as serviceable	23.12	23.12
	If not rated as serviceable before	37.91	37.91
	Wastewater – per month		
	If already rated as serviceable	27.20	27.20
	If not rated as serviceable before	54.40	54.40
	Waste Management – per month		
	Additional household rubbish bin	23.39	22.24
	Additional mixed recycling bin	4.76	4.67
	Additional glass recycling bin	4.76	4.67

FEES AND CHARGES 2022-23

ENVIRONMENTAL SERVICES		2022/23 Includes GST	2021/22 Includes GST	Comments
<p>Where weighing facilities are available Council reserves the right to charge by weight, where no weighing facilities are available Council reserves the right to charge by volume as assessed by the operator. All fees are user pays (ie waste producer pays) and include a waste minimisation charge to help fund recycling and other waste reduction initiatives. Fees also include charges associated with the Emissions Trading Scheme.</p>	TRANSFER STATION CHARGES			
	Standard size refuse bag (60 litres)	8	8	
	Prepaid Council approved 60 litre refuse bag (for Tarras and Patearoa use only)	8	8	
	Child car seat recycling (Alexandra and Cromwell only)	10	10	
	Car body (all tanks pierced and drained)	20	20	
	Whiteware and separated metal (excl fridges)	No charge	No charge	Added exclusion for fridges.
	Fridges (degassing charge)	16.5		- Cost of degassing fridges.
	Gas bottle disposal (any size)	11		- Cost of gas bottle disposal.
	Transfer Station with Weigh Facility			
	General waste charge by weight per tonne	345	334.61	Increase in waste levy of \$10 per tonne driving increased transfer station charges.
	Tyres by weight by tonne	455	444.72	
	Transfer Station without Weigh Facility			
	General waste charge by volume per cubic metre (assessed by operator)	70	67	
	Car tyres	5	5	
	Truck tyres	22	21	
	Tractor / Loader tyres	89	86	
	GREENWASTE DEPOSITED IN GREENWASTE AREA			
	Car load	No charge	No charge	
	Trailer or ute load	5	5	
	Trailer-load charge by volume per cubic metre	5	5	
	CLEANFILL DEPOSITED IN CLEANFILL AREA			
	Charge by volume per cubic metre	15	15	
	HAZARDOUS WASTE			
	Up to 20kg or 20 litres	10	10	
	Greater than 20kg or 20 litres (charge per kg over 20kg or 20 litres up to a maximum of 100kg or 100 litre).	10	10	
	WHEELIE BIN CHARGES			
	Replacement of bin due to damage (not wear and tear)	50	50	
	Initial change of bin size	No charge	No charge	
	All subsequent changes to bin size	N/A	N/A	
	Additional mixed recycling bin (per annum)	58.98	56.06	
	Additional glass recycling bin (per annum)	58.98	56.06	
	Additional rubbish (red) bin (per annum)	280.73	266.85	
	Administration fee	50	50	

FEES AND CHARGES 2022-23

ROADING	2022/23 Includes GST	2021/22 Includes GST
LICENCE TO OCCUPY		
Single owner	180	180
Multiple owner	At cost	At cost
TRAFFIC MANAGEMENT PLAN APPROVAL		
Commercial organisations and events	90	90
Non-profit community events	No charge	No charge
TEMPORARY ROAD CLOSURE		
Commercial organisations and events	280	280
Non-profit community events	No charge	No charge
CORRIDOR ACCESS REQUEST <i>(as defined in the National Code of Practice for Utility Operators' Access to Transport corridors)</i>		
Minor Works	No charge	No charge
Major Works (trenches exceeding 20m in length)	80	80
Project Works	At cost	At cost
ROAD STOPPING		
Time and disbursements plus legal and survey costs	At cost	At cost
Miscellaneous fees (other consents, certificates, authorities, services or inspections not specifically provided for to be charged at the cost of time and disbursement)	At cost	At cost
RAPID NUMBER		
New	70	70
Replacement	50	50
DUST SUPPRESSION		
Residential house with 100m of road to Council programmed timetable	No charge	No charge
Residential house with 100m of road outside programme works	At cost	At cost
Commercial and other applications to Council programmed timetable	At cost	At cost
OTHER		
Commercial fingerboard signs	At cost	At cost
DEVELOPMENT CONTRIBUTIONS		
Roadway		
Residential	1719	1719
Business	NIL*	NIL*
* Fixed business contributions are non-longer applicable. All contributions are calculated on the basis of a household unit equivalent (HUE).		

FEES AND CHARGES 2022-23

	PLANNING AND REGULATORY	2022/23 Includes GST	2021/22 Includes GST	2021/22 Comments
Estimated value of work, includes Project Check Fee. The cost of any peer review of professional documents is at the applicant's cost. All Building Control Fees are based on the average time taken to complete administration, processing and inspections based on the value of the building consent or other building work. Work in excess of this time may be charged for at time and disbursements. Any other charge for information, certification or inspection, or recording of safe and sanitary certificates not specifically provided for to be charged at time and disbursements (\$140 minimum).	BUILDING CONTROL CHARGES			
	Residential alterations and new			
	Up to and including \$5,000	450	316	Time often more than 2 hours
	Over \$5,000 and not exceeding \$10,000	691	691	
	Over \$10,000 and not exceeding \$20,000	1141	1141	
	Over \$20,000 and not exceeding \$40,000	1671	1671	
	Over \$40,000 and not exceeding \$80,000	1971	1971	
	Over \$80,000 and not exceeding \$200,000	2651	2651	
	Over \$200,000 and not exceeding \$350,000	3556	3556	
	Over \$350,000 and not exceeding \$500,000	3712	3712	
	Over \$500,000 and not exceeding \$750,000	4017	4017	
	Over \$750,000 and not exceeding \$1,000,000	4467	4467	
	Exceeding \$1 million (minimum deposit plus additional time if necessary)	4852	4852	
	Rural farm shed with engineers PS1, conservatories, new swimming pools, other consents with <3 inspections (no amenities)	953	953	This is to include applications for new swimming pools too, as the processing time and number of inspections are appropriate.
	Commercial alterations and new			
	Up to \$10,000	841	841	
	\$10,000 - \$20,000	1441	1441	
	\$20,000 - \$40,000	1971	1971	
	\$40,000 - \$80,000	2121	2121	
	\$80,000 - \$200,000	3251	3251	
	\$200,000 - \$350,000	3406	3406	
	\$350,000 - \$500,000	3636	3636	
	\$500,000 - \$750,000	4167	4167	
	Exceeding \$750,000 (minimum deposit plus additional time if necessary)	4242	4242	
	BRANZ Levy - (exempt from GST) (projects under \$20,000 are exempt)	\$1 for every \$1000.00 or part thereof	\$1 for every \$1000.00 or part thereof	
	MBIE Levy - (projects under \$20,444 are exempt)	\$1.75 for every \$1000.00	\$1.75 for every \$1000.00	

FEES AND CHARGES 2022-23

	PLANNING AND REGULATORY		2021/22 Comments
	2022/23 Includes GST	2021/22 Includes GST	
<p><i>In accordance with the Sale and Supply of Alcohol (Fees) Regulations 2019, the fees for On, Off and Club Licenses are reduced to one level lower than the fee category assessed under the Regulations.</i></p> <p><i>Any dog classified as dangerous under the Dog Control Act shall pay 150% of the registration fee prescribed in this.</i></p> <p><i>All applications for resource and subdivision consent and changes to the District Plan will be charged on a time charge, plus disbursements basis although a minimum payment is required as set out below. Applications will not be processed unless accompanied by the appropriate application or deposit fee. In accordance with Section 36 of the Resource Management Act where a charge is payable, the Council will not perform the action to which the charge relates until the charge has been paid in full. Note: This applies to all fees and charges in relation to Resource Management functions. Applications which are incomplete or require the applicant to undergo remedial works will incur further costs on a time and disbursement basis.</i></p>	FOOD CONTROL PLANS / NATIONAL PROGRAMMES		
	Initial registration	403	403
	Annual registration	201	201
	Audit fee		
	Food control plan (single-site)	504	504
	Food control plan (multi-site)	804	804
	National Programme 1	336	336
	National Programme 2	420	420
	National Programme 3	504	504
	Subsequent verifications and enforcement (hourly rate)	168	168
	Site rental fee	N/A	N/A
	BYLAW AND POLICY		
	Trading in Public Place General Bylaw		
	Application fee		
	Fee per annum	420	420
	Class 4 Gambling and Board Venue application fee (deposit)	336	336
	Hourly rates for processing all applications	168	168
		N/A	N/A
	Additional sandwich board		
			Remove regulation
	ALCOHOL LICENSING		
	Local Authority Compliance Certificate		
	Building	150	150
	Planning	150	150
	Public notification fee	125	125
	ANIMAL CONTROL		
	Dog Registration Fees		
	Non-working dogs	55	55
	Working dogs	12	12
	Late penalty fee (percentage of base fee)	150% of annual registration fee	150% of annual registration fee
	Dog Impounding Charges		
	First impounding (for each 12 months)	100	100
	Second impounding (for each 12 months)	150	150
	Third and subsequent impounding (for each 12 months)	200	200
	Sustenance	22	22
	Destruction of dog	At cost	At cost
	Notification	N/A	N/A
	Microchipping	32	32
	Licence to keep more than 3 dogs		
	Application	75	75
	Inspection fee	\$150.00 / hour	\$150.00 / hour
	Annual permit fee	150	150
	REFUNDS		
	Refund administration fee	Refer to Governance and	Refer to Governance
	NOISE CONTROL		
	Return of Seized Equipment		
	Administration charge	84	84
	Storage fee	5 (per day)	5 (per day)
	Non-compliance with Excessive Noise Direction	500	- Statutory infringement notice - details for clarity to public
	Non-compliance with Abatement Notice regarding unreasonable noise	750	- Statutory infringement notice - details for clarity to public
	Contractor charge (add to administration charge)		
	Alexandra / Clyde	60	60
	Cromwell	70	70
	Ranfurly	100	100
	Roxburgh / Naseby	80	80
	ENFORCEMENT		
	Monitoring and enforcement - hourly rate	150	150
	PLANNING (all deposits non-refundable)		
	Subdivision Charges		
	Land Subdivision Consent		
	Consent application deposit (notified to formal hearing)	2000	2000
	Consent application deposit (non-notified to formal hearing)	1500	1500
	Consent application deposit (under delegated authority)	900	900
	Minor boundary adjustment	430	430
	Plan Certification - 223	150	150
	Plan Certification - 224(c) (deposit)	260	260
	Minor amendment to cross lease / unit title plan (deposit)	510	510
	Other Charges		
	Completion certificates	80	80
	Overseas Investment Regulations Certificates (deposit)	150	150
	Compliance certificates / Certificate of Compliance (S139) (deposit)	550	550
	Certified copy of Council resolution	80	80
	Registered bond	At cost	At cost
	Release from registered bond	At cost	At cost
	Right of way consents (deposit) (Section 348 LGA)	225	225
	Certificate of approval of survey plans (s.226(1)(e)(ii))	150	150
	Change or cancellation of amalgamation condition (deposit) (Section 241)	160	160
	Cancellation of easement (Section 243)	160	160
	Cancellation or amendment of consent notice (Section 221)	180	180
	Land Use Consent		
	Consent application deposit (notified to formal hearing)	2000	2000
	Consent application deposit (non-notified to formal hearing)	1500	1500
	Consent application deposit (under delegated authority)	600	600
	Non-compliance with bulk and location requirements - deposit (under delegated authority)	N/A	N/A
	Minor breach of standards (deposit)	350	350

FEES AND CHARGES 2022-23

	PLANNING AND REGULATORY		2022/23	2021/22	Comments	
			Includes GST	Includes GST		
Because such procedures are lengthy and involved, it is appropriate that provision be made for ongoing fee charging, for the processing, report preparation, briefing of Chairperson, attendance of planning consultant and / or staff at hearing or in preparation of application to the Chief Executive Officer in the event of an application under delegated authority and for the preparation and drafting of the decision and release to all parties. DBH and BRANZ levies apply to work over \$20,000.	Application for extension of lapse date (deposit (section 125)		300	300		
	Minor Change or Cancellation of Consent Condition (delegated section 127) (deposit)		400	400		
	Complex Change or Cancellation of Consent Condition (delegated section 127) (deposit)		600	600		
	Change or Cancellation of Consent Condition to Formal Hearing (section 127) (deposit)		1000	1000		
	Monitoring Consent Holders (per hour + mileage)		\$150 / hour + mileage	\$150 / hour + mileage		
	Hearing of Objection to Resource Consent (deposit)		800	800		
	Resource consent exemption (section 87BB) (fixed fee)		225	225		
	Boundary activity (section 87BA) (fixed fee)		300	300		
	Application for Heritage Orders and Designations (deposit)					
	Outline plan approval (deposit)		390	390		
	Minor, no research (plus public notification)		1000	1000		
	Moderate, standard research requirements (plus public notification)		5000	5000		
	Major, affects large area of district (plus public notification)		10500	10500		
	APPLICATION FOR DISTRICT PLAN CHANGE (DEPOSIT)					
	Minor effect – not requiring research (plus public notification and disbursements and all costs associated with conducting a hearing, including Councilors' fees. Applicant to provide all documentation to Council's satisfaction).		2500	2500		
	Moderate effect – requiring limited research (plus public notification and disbursements and all costs associated with conducting a hearing, including Councilors' fees. Applicant to provide all documentation to Council's satisfaction).		7500	7500		
	Major effect – affects significant part of District Plan / major land use effects (plus public notification and disbursements and all costs associated with conducting a hearing, including Councilors' fees. Applicant to provide all documentation to Council's satisfaction).		15000	15000		
	Information Charges					
	Resource Management Act information		At cost	At cost		
	All other information requested in writing (time charge + disbursements basis min)		80	80		
NES record search		150	150			
LAND INFORMATION MEMORANDUM (LIM)						
Residential Search						
Provided in 10 working days (electronic)		185	185			
	(non-refundable)		(non-refundable)			
Provided in 5 working days (electronic)		263	263			
	(non-refundable)		(non-refundable)			
Provided in 10 working days (paper)		315	315			
	(non-refundable)		(non-refundable)			
Provided in 5 working days (paper)		420	420			
	(non-refundable)		(non-refundable)			
Commercial Search						
Provided in 10 working days (electronic)		263	263			
	(non-refundable)		(non-refundable)			
Provided in 5 working days (electronic)		368	368			
	(non-refundable)		(non-refundable)			
Provided in 10 working days (paper)		368	368			
	(non-refundable)		(non-refundable)			
Provided in 5 working days (paper)		420	420			
	(non-refundable)		(non-refundable)			
Other charges (engineering, technical consultancy and valuation fees) – to be in addition to all fees where additional information may be required or a report commissioned, or where attendance at a meeting is requested and for administration, inspection and / or supervision.		At cost	At cost			

FEES AND CHARGES 2022-23

POOLS, PARKS AND CEMETERIES		2022/23	2021/22
		Includes GST	Includes GST
DISTRICT CEMETERIES			
Plot Charge (Standard) - all cemeteries in the District			
Standard plot fees - including memorial structures plot, Cromwell Cemetery		900	900
Memorial Structures Plot - Cromwell Cemetery		N/A	N/A
Ashes plot		400	400
Memorial wall (plinth which allows for 32 plaques) - Alexandra Cemetery		100	100
Memorial wall (which allows for 88 plaques double-sided) - Cromwell Cemetery		100	100
RSA Plot - Cromwell Cemetery		No charge	No charge
Stillborn babies		No charge	No charge
Burial Fees District			
<i>Monday to Friday and Saturday mornings only and excluding Saturday afternoon's. No burials Sundays, statutory public holidays.</i>			
Standard re-opening and burial - Double Depth Standard		950	950
Casket larger than standard (213cm x 76.2cm x 50.8cm) – additional to above fee		120	120
Burial of ashes		400	400
Out of District Fee (6 months or more)		95	95
Burial of infants (up to 10 years / re-opening)		300	300
Disinterment costs / re-interment		At Cost	At Cost
Breaking concrete		At Cost	At Cost
Memorial Permit processing fee		10	10
NASEBY CEMETERY			
Plot Fees			
Standard plot fees		300	300
Ashes plot		156	156
Burial fees invoiced directly by Sexton		N/A	N/A
RANFURLY CEMETERY			
Plot Fees			
Standard plot fees		300	300
Ashes plot		156	156
Burial fees invoiced directly by Sexton			
PARKS			
Sports Grounds (Alexandra and Clyde)			
First class cricket wicket per ground (per day - wickets 1 & 2)		250	250
Casual (per ground per day)		123	123
Cricket wickets (per day - wickets 3 & 4) per wicket		135	135
Changing rooms (per room) including showers		15	15
Athletics (per day)		135	135
Litter collection (per litter bin per day) - Additional fee		30	30
Schools and school aged children exempt from charges		No charge	No charge
Club Seasonal Rates (Including club training, regular season fixtures)			
Rugby - Senior teams only		850	850
Football - Senior teams only		1500	1500
Softball - Senior teams only		500	500
Athletics - Senior teams only		500	500
Club Cricket only (excludes first class cricket) - Senior teams only		1600	1600
Touch Rugby – per season		500	500
Use of showers per day		5	-
End of season cleaning fee		200	-
Other Parks and Reserves Alexandra and Clyde – including Pioneer Park – per day			
Commercial activity or event including circus, gypsy fair, Blossom Festival		400	400
Non-Profit Community Groups		No charge	No charge
Commercial market days		\$55.00 including power	\$55.00 including power
Commercial – car displays, advertising, vendors		146	146
Basic space hire – no preparation / services required		No charge	No charge
Non Commercial – community group activity includes rubbish and area preparation, e.g. school fairs		No charge	No charge
Amusement devices (activity or device)		\$11.50 application fee for one device and \$2.30 per extra device For longer periods \$1.15per week per device Engineering fee at cost	\$11.50 application fee for one device and \$2.30 per extra device. For longer periods \$1.15per week per device. Engineering fee at cost
Council power box (power already connected per hour)		5	5
Electricity boxes (if available) (power and connection)		At cost	At cost
Bond to cover potential damage - refundable upon inspection grounds are in good condition		400	N/A
CROMWELL SPORTS PAVILIONS			
Alpha Street Pavilion			
Football Club per annum		573	573
Casual day hire		58	58
Anderson Park Pavilion			
Club per season		574	574
Casual day hire		58	58

Cricket rates are variable depending on level of pitch preparation; seasonal rates available on application and by negotiation.

FEES AND CHARGES 2022-23

	POOLS, PARKS AND CEMETERIES	
	2022/23 Includes GST	2021/22 Includes GST
ANDERSON PARK (junior sport free) - school and school age children exempt		
Sports Club Rentals (per player per season)		
Anderson Park grounds	51	51
Netball / tennis courts	20	20
Club Seasonal Rates (Including club training, regular season fixtures)		
Rugby - Senior teams only	1500	1500
Football - Senior teams only	1500	1500
Softball - Senior teams only	500	500
Athletics - Senior teams only	500	500
Club Cricket only (excludes first class cricket) - Senior teams only	1200	1200
Touch Rugby – per season	500	500
Casual Users (per day)		
Non-sporting activities (per ground plus electricity)	75	75
Touch (per field)	45	45
Rugby (per field)	69	69
ALPHA STREET RESERVE (per day) - school and school age children exempt		
Commercial activity or event including circus and gypsy fair, circus	400	400
Club Seasonal Rates (Including club training, regular season fixtures)		
Football - Senior teams only	1500	1500
Touch Rugby – per season	500	500
Sports Club Rentals (per player per season) (junior sports free)		
Alpha Street grounds	51	51
Alpha Street ground lights - per hour	N/A	N/A
Other Parks and Reserves – Cromwell per day		
Basic space hire – space only no preparation required	No charge	No charge
Non-Profit – community group activity including rubbish and area preparation eg. school fairs	No charge	No charge
Commercial – Market days	55	55
Commercial – Car displays / advertising, vendors	145	145
Amusement devices (activity or device)	\$11.50 application fee for one device and \$2.30 per extra device. For longer periods \$1.15per week per device.	\$11.50 application fee for one device and \$2.30 per extra device. For longer periods \$1.15per week per device.
	Engineering fee at cost	Engineering fee at cost
MANIOTOTO PARK		
Sports clubs (per annum)	907	907
Sports ground (per day)	117	117
Outdoor netball / tennis courts	150	150
Basic space hire – no preparation required	No charge	No charge
Non-Profit Community activity (general use including rubbish and ground preparation)	No charge	No charge
Commercial activity	122	122
Athletics (per day) - Schools	No charge	No charge
Athletics (per half day)	No charge	No charge
Other Parks and Reserves – Maniototo per day		
Basic space hire – space only no preparation required	No charge	No charge
Non-commercial – community group activity including rubbish and area preparation e.g.: school fairs	38	38
Junior Cricket – Naseby	No charge	No charge
Commercial – Market days, Vendors	55	55
Commercial – Car displays / advertising	145	145
Rugby Clubrooms		
Rugby clubrooms (per day)	86	86
TEVIOT VALLEY		
King George Park - Community activity	No charge	No charge
King George Park - Commercial activity	80	80
Basic space hire – no preparation required	No charge	No charge
Commercial Market, Vendor	55	55
MOLYNEUX PARK - this is property not parks		
Stadium		
Commercial hourly rate Sports-groups (per hour)	35	35
Non-commercial hourly rate Vincent-sports-groups (per hour)	25	25
Gas heating token (20 mins)	2	2
Electric heating token (15 mins)	0.5	0.5
Commercial Sports-groups whole day	305	305
Commercial Sports-groups-half day	205	205
Commercial Vincent-sport-groups whole day	170	170
Commercial-Vincent-sport-groups half day	125	125
Kitchen whole day (includes foyer toilets)	55	55
Kitchen half day (includes foyer toilets)	30	30
Changing rooms (per room)	15	15

A \$400 bond is required for circuses and fairs, amusement device operators are also

A whole day is more than 6 hours, half day is less than 6 hours. The stadium has a wooden gymnasium floor and is therefore not suitable for events requiring seating or furniture unless provision is made to protect the floor.

FEES AND CHARGES 2022-23

POOLS, PARKS AND CEMETERIES		2022/23	2021/22
		Includes GST	Includes GST
ALEXANDRA POOL AND CROMWELL POOL			
Single Admission			
Adult (18 years old)		6.5	6.5
Child (School Age)		3.5	3.5
Preschooler (with maximum of 2 per 1 paying parent / caregiver)	No charge		No charge
Gold Card and tertiary student 17% off entry		5.5	5.5
Community Services Card holder 17% off entry		5.5	5.5
Shower		5	5
Family - maximum 2 adults and 4 children		17	17
Family - 1 Adult and 4 children		16.4	16.4
Replacement swim card if lost		2	2
BBQ Hire - per event	N/A		N/A
Gym/Swim Pass 30% off adult entry only			
Membership Card and Yearly Pass			
Adult - 10 swims		58.5	58.5
Adult - 25 swims		138	138
Adult - 50 Swims		260	260
Adult yearly pass (includes Aqua Fit classes)		480	480
Child - 10 swims		30	30
Child - 25 swims		74.5	74.5
Child - 50 Swims		140	140
Child yearly pass		240	240
Prepaid Swim Membership Prices			
Family - 6 Months		429	429
Family - 12 Months		709	709
Direct Debit Swim Membership Prices			
Child - 6 Months	5.00 / week		5.00 / week
Child - 12 Months	4.00 / week		4.00 / week
Adult - 6 Months	12.00 / week		12.00 / week
Adult - 12 Months	10.00 / week		10.00 / week
Family - 6 Months	19.00 / week		19.00 / week
Family - 12 Months	16.00 / week		16.00 / week
Gold Card, Community Services Card and Tertiary Students Card Holders			
	17% off the above adult prices		17% off the above adult prices
10 swims	17% off the above adult prices		17% off the above adult prices
25 swims	17% off the above adult prices		17% off the above adult prices
Yearly pass	17% off the above adult prices		17% off the above adult prices
Aquarobics and Aqua Fit			
Casual Adult entry and class		11	11
Adult - 11 class membership concession (includes pool entry)		110	110
Aqua class only when used with 10/25/50 swim concession card		4.5	4.5
Gold Card, Community Services Card, tertiary student entry and class	17% off the above adult prices		17% off the above adult prices
Gold Card, Community Services Card, tertiary student - 11 class membership concession (includes pool entry)	17% off the above adult prices		17% off the above adult prices
Aqua Fit Class only excluding pool entry	No charge		No charge
School Hire			
District primary schools per lane / block per hour – min charge 1 hour (excludes pool entry)		9	9
District high schools per lane / block per hour – min charge 1 hour (excludes pool entry)		9	9
Non-district schools – Min charge 1 hour (excludes pool entry)		13	13
Therapeutic pool per hour		36	36
Central Otago Swimming Clubs / Non-Commercial (as per definition)			
Tues, Thurs non-competitive club nights per lane, excludes entry (does not include development or squad coaching sessions)		9	9
Lane hire per lane per hour excludes pool entry minimum 1 hour (including development or squad coaching sessions)		9	9
Swim meets / competition nights full 25 metre pool hire includes pool entry min 1 hour (or by agreement with Aquatics Manager), includes staff time		150	150
Kayak Polo	Pool entry plus staff time		Pool entry plus staff time
Commercial Operators			
Lane hire per lane per hour excludes pool entry min 1 hour (or by agreement with Aquatics Manager)		30	30
Students - 10 swim pool entry concession card		10	10
Additional Charges			
Additional staff after hours	\$50 per hour per staff member		\$50 per hour per staff member
Meeting Room Charges (where available)			
Kitchen surcharge per half day		45	45
Kitchen surcharge per hour		15	15
Meeting room hire per half day		45	45
Meeting room hire per hour		15	15

FEES AND CHARGES 2022-23

POOLS, PARKS AND CEMETERIES		
	2022/23 Includes GST	2021/22 Includes GST
SWIMMING LESSONS – CENTRAL SWIM SCHOOL (includes pool entry)		
Payment in advance or by direct debit		
10 x toddler / preschool lesson - Starfish, Turtles, Seals, Dolphin, Goldfish, Clownfish, Pufferfish and Rainbowfish	111	111
- 10 swim pool entry concession card	10	10
TOTAL	121	121
10 x school age lessons - Seahorse, Otter, Snapper, Crocodile, Barracuda, Piranha, Stingray, Marlin	111	111
- 10 swim pool entry concession card	10	10
TOTAL	121	121
10 x 45 minute stroke development - Sharks Squad	118	118
- 10 swim pool entry concession card	10	10
TOTAL	128	128
Weekday private lesson		
15 minutes	19	19
30 minutes	39	39
5 day block holiday classes	55	55
- 5 swim pool entry concession card	5	5
Family Discount:		
<i>If you have 3 or more members of your family learning to swim, only the first two members will pay standard price, then all additional children will receive 30% off</i>		
Multi-Lesson Discount:		
<i>Students attending more than one lesson per week are eligible for a 20% discount off their second lesson that week.</i>		
Direct Debit fees for payment of lessons above will incur these additional charges	0.6	0.6
Direct Debit Transaction Fee - successful transaction from bank account, credit union or building society	2.35%	2.35%
Direct Debit Transaction Fee - successful transaction from Visa / Mastercard	4.22%	4.22%
Direct Debit Transaction Fee - successful transaction from Amex / Diners Card	0.6	0.6
Failed Transaction Fee	11.5	11.5
Dishonour Fee by customer	44	44
Investigation Fee - charged back to customer		
RANFURLY SWIM CENTRE		
Admission		
Child	2.5	2.5
Adult	5	5
Child - 11 x swims (swim card)	25	25
Adult - 11 x swims (swim card)	50	50
Season pass (single)	95	95
Season pass (family) plus \$10 per child	118	118
Maniototo Area School	522	522
St John's School	154	154
Aquabelles (per season)	412	412
Other groups (per season)	412	412
Professional coaching per hour	27	27

FEES AND CHARGES 2022-23

PROPERTY AND COMMUNITY FACILITIES		2022/23	2021/22
		Includes GST	Includes GST
A \$25 booking fee is applicable for non-payment on landing	AIRPORT LANDING FEES (PER LANDING)		
	Private aircraft	10	10
	Commercial light aircraft / twin engine	20	20
	Passenger planes < 18 passenger capacity	30	30
	Passenger planes >18 passenger capacity	60	60
	Emergency services (Police, Rural Fire, Air Ambulance)	No charge	No charge
	New Zealand Armed Forces	No charge	No charge
	APPLICATION FOR EASEMENT OR LEASE FOR ACCESS OR INFRASTRUCTURE PURPOSES (ROADING, SERVICES, TELECOMMUNICATIONS, POWER ETC)		
	Time plus legal, survey and advertisement costs	At cost	At cost
A \$200 bond is required for social functions; a whole day is more than 6 hours, half day is less than 6 hours. Bookings for the Jordan Lounge are made with the Senior Citizens on (03) 448 7007.	Deposit - no reserve status	500	500
	Deposit - reserve land	1000	1000
	COMMUNITY FACILITIES		
	ALEXANDRA COMMUNITY CENTRE		
	Hall and Bar		
	Commercial whole day	275	275
	Commercial half day	170	170
	Commercial hourly rate	35	35
	Non-commercial whole day	160	160
	Non-commercial half day	100	100
	Non-commercial hourly rate	20	20
	Hall, Kitchen and Bar		
	Commercial whole day	300	300
	Commercial half day	200	200
	Non-commercial whole day	180	180
	Non-commercial half day	125	125
	Hall, Reading Room, Kitchen and Bar		
	Commercial whole day	345	345
	Commercial half day	225	225
	Non-commercial whole day	225	225
	Non-commercial half day	135	135
	Whole Complex		
	Commercial whole day	455	455
	Commercial half day	300	300
	Non-commercial whole day	280	280
	Non-commercial half day	170	170
	Hire of equipment (away from hall, daily rate)		
	Trestles (each)	5	5
	Chairs (each)	2	2
	Portable stage pieces (each)	5	5
	ALEXANDRA MEMORIAL THEATRE		
	Commercial / non-local or by agreement with Chief Executive Officer		
	Evening performance	670	670
	Matinee performance (afternoon)	505	505
	Rehearsal (includes heating)	225	225
	Hourly rate (includes heating)	105	105
	Hourly rate (no heating)	50	50
	Amateur local non-profit making incorporated societies and educational institutes		
	Evening performance	235	235
	Matinee performance (afternoon)	180	180
	Rehearsal (no heating)	60	60
	Rehearsal (with heating)	125	125
	Hourly rate (includes heating)	60	60
	Hourly rate (no heating)	30	30
	CENTRAL STORIES BUILDING		
	Meeting room and theatre		
	Commercial hire	\$40 / hour	\$40 / hour
	Non-commercial hire	\$20 / hour	\$20 / hour
	CROMWELL MEMORIAL HALL		
	Whole complex (auditorium, supper room, west wing, kitchen)		
	Commercial whole day	470	470
	Commercial half day	315	315
	Non-commercial whole day	190	190
	Non-commercial half day	140	140

FEES AND CHARGES 2022-23

PROPERTY AND COMMUNITY FACILITIES		2022/23 Includes GST	2021/22 Includes GST
	Sporting events - tournaments whole day	145	145
	Sporting events - club nights / half day tournaments	115	115
	Sporting events - schools	115	115
	Hourly rate (only available on application to the Cromwell Community Board)	25	25
	After 1am charge per hour	25	25
	Auditorium (not including kitchen)		
	Commercial whole day	300	300
	Commercial half day	185	185
	Non-commercial whole day	160	160
	Non-commercial half day	105	105
	Sporting events - tournaments whole day	115	115
	Sporting events - club nights / half day tournaments	85	85
	Sporting events - schools	85	85
	Sporting events - tournaments whole day	115	115
	Hourly rate (only available on application to the Cromwell Community Board)	20	20
	After 1am charge per hour	20	20
	Supper Room or West Wing (not including kitchen)		
	Commercial whole-day	155	155
	Commercial half day	115	115
	Non-commercial whole day	90	90
	Non-commercial half day	75	75
	Supper Room and Kitchen		
	Commercial whole day	180	180
	Commercial half day	125	125
	Non-commercial whole day	115	115
	Non-commercial half day	90	90
	Commercial whole day	180	180
	Hourly rate (only available on application to the Cromwell Community Board)	90	90
	After 1am charge per hour	25	25
	Kitchen per hour	25	25
	Stage per hour	25	25
	Hire of trestles and chairs (away from hall)		
	Trestles (each)	5	5
	Chairs (each)	5	5
	Refundable deposit for 1-20 chairs	85	85
	Refundable deposit for more than 20 chairs	115	115
	Crockery breakages (at hall)	At cost	At cost
	NASEBY HALL		
	Whole day hire (not exceeding 24 hours)	105	105
	Half day hire (not exceeding 4 hours)	40	40
	Hourly rate if less than half day	20	20
	NASEBY PAVILION		
	Whole day hire (not exceeding 24 hours)	35	35
	Half day hire (not exceeding 4 hours)	20	20
	WAIPIATA HALL		
	24 hour period	105	105
	Hourly rate	8	8
	Waipiata Darts Club per annum	405	405
	WALLACE MEMORIAL HALL		
	Whole day hire (not exceeding 24 hours)	35	35
	Half day hire (not exceeding 4 hours)	20	20
	RANFURLY HALL		
	Meetings	55	55
	Meetings in supper room (hourly rate)	20	20
	Furniture auctions	55	55
	Local concerts	90	90
	Visiting artists and concerts	120	120
	Weddings and cabarets etc	180	180
	Local schools: sports day / events (subject to conditions)	No charge	No charge

A \$200 bond is required
for social functions.

FEES AND CHARGES 2022-23

PROPERTY AND COMMUNITY FACILITIES		2022/23 Includes GST	2021/22 Includes GST
<p><i>This hall is now under Council management. Fees last set by community hall committee in 2007. Fees in line with other provincial halls but with a discount as hall is in poor condition.</i></p> <p><i>A \$200 bond is required for social functions.</i></p> <p><i>Track lighting is additional to all other fees.</i></p>	PATEAROA HALL		
	Whole day hire and funerals	105	105
	Half day hire	35	35
	Meeting room (locals)	20	20
	Meeting room (non-locals)	30	30
	Discretionary bond	260	260
	Hire of tables and chairs (away from hall)		
	Tables	10	10
	Padded chairs	2	2
	Plastic chairs	1	1
	OMAKAU HALL		
	Whole day hire (not exceeding 24 hours)	60	60
	Half day hire (not exceeding 6 hours)	25	25
	Hourly rate	7	7
	Hire of trestles and chairs (away from hall)		
	Trestles (each)	5	5
	Chairs (each)	1	1
	ROXBURGH ENTERTAINMENT CENTRE		
	Theatre		
	Evenings	310	310
	Conferences	310	310
	Matinees, meetings and rehearsals	150	150
	Hourly rate for non-profits groups only	20	20
	Dance Hall		
	Commercial whole day (social functions, weddings, funerals)	310	310
	Commercial half day (social functions, weddings, funerals)	150	150
	Hourly rate for non-profit groups only	20	20
	Track lighting (per day) room (per day)	55	55
	Track lighting - supper	30	30
	Track lighting - dance hall (per day)	30	30
<p><i>A \$200 bond is required for social functions in the Stadium</i></p>	Kitchen		
	Commercial hire whole day (social functions, weddings, funerals)	150	150
	Commercial half day (social functions, weddings, funerals)	105	105
	Hourly rate for non-profit groups only	20	20
	Whole complex (non-discountable)	570	570
	ROXBURGH MEMORIAL HALL		
	Whole Hall		
	Whole day hire (not exceeding 24 hours)	105	105
	Half day hire (not exceeding 6 hours)	40	40
	Hourly rate	20	20
	MANIOTOTO STADIUM		
	Stadium sports session (not exceeding 2 hours)	20	20
	Stadium sports session (not exceeding 4 hours)	35	35
	Stadium only (day rate – not exceeding 24 hours)	115	115
	Stadium / kitchen / bar (day rate) weddings, cabarets	170	170
	Stadium frost cloth canopy	300	300
	Local schools sports day / events (subject to conditions)	No charge	No charge
	Rugby Clubrooms		
	Rugby clubrooms (day rate – not exceeding 8 hours)	85	85
	Rugby clubrooms (half day rate – not exceeding 4 hours)	45	45
	Rugby clubroom / kitchen / bar (day rate not exceeding 24 hours)	145	145
	Rugby clubroom / kitchen / bar (half day rate not exceeding 4 hours)	70	70
	Local schools sports day / events (subject to conditions)	No charge	No charge
	Kitchen		
	Kitchen whole day (not exceeding 24 hours)	55	55
	Kitchen half day (not exceeding 4 hours)	27	27
	Hire of trestles away from the Stadium		
	Hire of trestles away from the stadium (per trestle)	3	3
	Hire of chairs away from the stadium (per chair)	1	1
	Charges per annum		
	Maniototo Squash Club	1550	1550
	A&P Association (per show)	825	825

FEES AND CHARGES 2022-23

PROPERTY AND COMMUNITY FACILITIES		2022/23	2021/22
		Includes GST	Includes GST
Maniototo seasonal toilets			
Maniototo Summer seasonal toilets (Nov-May) - open toilets outside of the season		30	30
Service toilets outside of season - daily fixed charge		15	15
COUNCIL OFFICE HIRE			
William Fraser Building			
Council Chambers whole day		115	115
Council Chambers half day		55	55
Tea making facilities (per person per tea break)		2	2
Cromwell Service Centre			
Council Chambers whole day		115	115
Council Chambers half day		55	55
Tea making facilities (per person per tea break)		2	2
Ranfurly Service Centre			
Council Chambers whole day		55	55
Council Chambers half day		35	35
Meeting room whole day		35	35
Meeting room half day		25	25
Roxburgh Service Centre			
Council Chambers whole day		55	55
Council Chambers half day		35	35

FEES AND CHARGES 2022-23

Located at Alexandra, Cromwell, Ranfurly and Roxburgh	SERVICE CENTRES, i-SITES AND LIBRARIES	2022/23 Includes GST	2021/22 Includes GST	Comments
	VISITOR INFORMATION CENTRES			
	Booking commission (on operator bookings)	10-20%	10-20%	
	Cancellation fee (payable by customer)	10-20%	10-20%	
	Event tickets	Up to 20%	Up to 20%	
	Booking fee	6	6	
	DISPLAY			
	Wall / poster (6 months) A1	310	310	
	Wall / poster (full year) A1	520	520	
	Local operators (per brochure per centre per annum)	115	115	
	Outside region operators (per brochure per centre per annum)	200	200	
	Commercial series publications per centre	562	562	
	Commercial series publications all four centres	1405	1405	
	Commercial individual publications (per centre per annum)	172	172	
	BIG FRUIT EVENT SIGNS (Includes install / removal costs)			
	6 signs available (maximum 2 signs per event booking)			
	Commercial event per event, per sign frame	350	350	
	Non-commercial event per event, per sign frame	50	50	
	EVENT BANNERS			
	Banner install / removal and fixings per sign - Big Fruit Reserve	50	50	
	Banner install / removal and fixings per sign on FlagTrax system	10	10	
	PLASMA TV OPERATOR ADVERTISING			
	Per month	42	42	
	Per 6 months (summer / winter)	187	187	
	Per year	338	338	
	One-off projects carried out during the year where operators who participate contribute to the costs on a case-by-case basis	As Required	As Required	
	SCANNING			
	A4 per sheet up to 20 sheets	N/A	0.2	Remove - Double-up
	A4 per sheet more than 20 sheets	N/A	0.2	Remove - Double-up
	A3 per sheet up to 20 sheets	N/A	0.5	Remove - Double-up
	A3 per sheet more than 20 sheets	N/A	0.5	Remove - Double-up
	A2, A1 & A0	N/A	1	Remove - Double-up
	FAX CHARGES			
	All locations up to 3 pages (per fax)	3	3	
	Additional pages per page	N/A	N/A	
	WORD PROCESSING			
	Per hour	N/A	46	No longer required
	LIBRARIES			
	Interloan books from outside district (plus and externally imposed charges per book)	Up to \$15	Up to \$15	
	Replacement cards	5	5	
	OVERDUE BOOKS (per book per day)			
	Adults	0.2	0.2	
	DVDs (per week)	3	3	
	Lost / Damaged books	Replacement cost & \$10.00 processing fee	Replacement cost & \$10.00 processing fee	
	COMPUTER USE			
	Half-hour	2	2	
	PHOTOCOPYING AND PRINTING			
	A4 per sheet up to 20 sheets (black and white)	0.2	0.2	
	A4 per sheet up to 20 sheets (colour)	1.3	1.3	
	A4 per sheet more than 20 sheets (black and white)	0.1	0.1	
	A4 per sheet more than 20 sheets (colour)	0.6	0.6	
	A3 per sheet up to 20 sheets (black and white)	0.4	0.4	
	A3 per sheet up to 20 sheets (colour)	2	2	
	A3 per sheet more than 20 sheets (black and white)	0.2	0.2	
	A3 per sheet more than 20 sheets (colour)	1	1	
	A4 double sided (black and white)	0.3	0.4	Slight decrease
	A4 double sided (colour)	2	2	
	A3 double sided (black and white)	0.8	0.8	
	A3 double sided (colour)	4	4	
	A2, A1 & A0 per sheet (black & white)	N/A	N/A	
	A2, A1 & A0 per sheet (colour)	N/A	N/A	
	Own paper per sheet (black and white)	0.10	0.10	
	Own paper per sheet (colour)	0.60	0.60	
	Own paper double sided per sheet (black and white)	0.10	0.20	Slight decrease
	Own paper double sided per sheet (colour)	0.60	1.00	Slight decrease
	Providing of regular meeting agenda (per agenda)	36	36	
	SCANNING			
	A4 per sheet up to 20 sheets	0.20	0.20	
	A4 per sheet more than 20 sheets	N/A	0.20	No longer required
	A3 per sheet up to 20 sheets	0.50	0.50	
	A3 per sheet more than 20 sheets	N/A	0.45	No longer required
	A2, A1 & A0	N/A	N/A	

FEES AND CHARGES 2022-23

COMMUNITY, ECONOMIC AND STRATEGIC DEVELOPMENT		2022/23 Includes GST	2021/22 Includes GST
TOURISM CENTRAL OTAGO			
Booking commission on operator bookings via website booking engine		N/A	N/A
Central Otago related products / operators registration fee (outside region operators as approved by Tourism Central Otago)		up to \$1000.00	up to \$1000.00
There may be one-off projects carried out during the year where operators who participate contribute to the costs on a case-by-case basis		As required	As required

FEES AND CHARGES 2022-23

GOVERNANCE AND CORPORATE SERVICES		
	2022/23 Includes GST	2021/22 Includes GST
PHOTOCOPYING AND PRINTING		
A4 per sheet up to 20 sheets (black and white)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A4 per sheet up to 20 sheets (colour)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A4 per sheet more than 20 sheets (black and white)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A4 per sheet more than 20 sheets (colour)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
Additional pages per page	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
WORD PROCESSING		
Per hour	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
REFUNDS		
Administration fee	25	25
RATING SERVICES		
Water rates final read	40	40
Water rates final self-read	No charge	No charge
Printed copy of complete Rating Information Database	460	460
MAPS / AERIAL PHOTOGRAPHY		
<i>Printing as per the above photocopying charges</i>		
Custom maps (per hour cost)	102	102
Electronic copies of aerials	POA	POA
PROJECTOR		
Projector hire (per day)	51	51
RECORDS, ARCHIVES AND LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT		
Records, archives and official information request time spent by staff searching for relevant material, abstracting and collating, copying, transcribing and supervising access where the total time involved is in excess of one hour should be charged out as follows, after the first hour. This is at the discretion of Council and will be discussed at time of engagement.		
First 1 hour	No charge	No charge
Every half hour after the first 1 hour	38	38
For additional half hour or part thereof	N/A	N/A
<i>Council's preferred method for delivery of the requested information is digitally for sustainability purposes. If you require the information to be printed or posted, please refer to Service Centres and Libraries section.</i>		

6 MAYOR'S REPORT

22.1.6 MAYOR'S REPORT

Doc ID: 562485

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Cromwell Community Board receives the report.

His Worship the Mayor will give a verbal update on activities and issues of interest since the last meeting.

2. Attachments

Nil

7 CHAIR'S REPORT

22.1.7 CHAIR'S REPORT

Doc ID: 562489

1. Purpose

The Chair will give an update on activities and issues since the last meeting.

Recommendations

That the report be received.

2. Attachments

Nil

8 MEMBERS' REPORTS

22.1.8 MEMBERS' REPORTS

Doc ID: 562493

1. Purpose

Members will give an update on activities and issues since the last meeting.

Recommendations

That the report be received.

2. Attachments

Nil

9 STATUS REPORTS

22.1.9 FEBRUARY 2022 GOVERNANCE REPORT

Doc ID: 561950

1. Purpose

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

Recommendations

That the report be received.

2. Discussion

Minutes for the November 2021 and January 2022 meetings of the Cromwell Museum Trust

Minutes were received from the November meeting (see appendix 1) and January meeting (see appendix 2) of the Cromwell Museum Trust. They had previously been sent to members.

Status Reports

The status reports have been updated with any actions since the previous meeting (see appendix 3).

Legacy Status Reports

The status reports have been updated with any actions since the previous meeting (see appendix 4).

3. Attachments

Appendix 1 - Minutes from November 2021 meeting of Cromwell Museum [↓](#)

Appendix 2 - Minutes from January 2022 meeting of Cromwell Museum [↓](#)

Appendix 3 - CCB Status Report [↓](#)

Appendix 4 - CCB Legacy Status Report [↓](#)

Report author:

Reviewed and authorised by:



Wayne McEnteer
Governance Support Officer
8/02/2022



Sanchia Jacobs
Chief Executive Officer
9/02/2022

Cromwell Museum Trust

Minutes of meeting held on 15 November 2021 at 5.30pm
held at the Museum – 47 The Mall, Cromwell

Present Martin Anderson Chairperson, Joan Lawrence, Jim Walton, Wayman Roughan, Peter Mead, Jennifer Hay, Anna Harrison, Werner Murray

Apologies Noeline Brown

Minutes

Resolved that the minutes of the meeting held on 18 October 2021 be approved.

J Walton/W Roughan

Carried

Matters arising from Minutes

Nil

Chairperson's Report

Museum research trip Tuesday and Wednesday 16/17 November 2021

Martin Anderson, Joan Lawrence, Jennifer Hay, TL, Marilyn Dodds will be travelling to Owaka, Riverton, Waikaia Museums.

List of questions prepared, photos and ideas to be presented at the next meeting.

CCB presentation with Jennifer Hay Tuesday 23rd November.

Noted that volunteer Nicolle Fournier passed away and her service to the museum was acknowledged.

Resolved that the Chairperson's Report be received and approved.

M Anderson/J Walton

Carried

Director's Report

Chafer beetle display up and running. Extra six beetles for schools to handle and watch delivered by AgResearch. Beetle display will be dismantled first week of December.

Wanaka Primary school visits went well with Garston and Waitahuna scheduled for the next week.

Jennifer Hay had online meeting regarding museums operating at alert level 2. Museum should undertake a risk assessment analysis.

Ehive meetings will be conducted on a regular basis in order for the uploading of images and information to continue running smoothly.

Jennifer Hay and volunteer Nancy Murdoch will be assessing the collection of photographic negatives in the collection with a view to digitising all negatives.

Jennifer Hay will be attending Otago Museum hui on 8th December – Tu Tonu a 15 month project funded by the Ministry for Culture & Heritage, to identify challenges and opportunities with the arts, culture & heritage in Otago & Southland.

Resolved that the Director's Report be received

J Walton/J Lawrence

Carried

Statistics for October 2021

	2021	2020
Visitors October	340	341
Donations October	283.30	501.90

Finance

Bank Balances as at 11 November 2021

00 \$25,916.35

97 \$2,586.09

Name	Amount
Cromwell Self Storage	291.20
Franck – cleaning	75.00
Heartland Technology - photocopier	209.88
Paymark	20.70
Phoenix IT – Computer Services	51.75
Pulse Energy Alliance	480.68
Quest Invercargill	169.00
Rentokil – Hygiene Services x 2 months	42.36
Technology Holdings Eftpos	14.80
Technology Holdings Eftpos	66.28
Voyager – ISP Provider	123.50
Total	\$1545.15

Resolved that the financial report be received and approved and the accounts, as listed, be passed for payment.

J Lawrence/P Mead

Carried

Agenda Items**Central Otago Museum Trust update** (Martin)

Trust Deed has been drawn up and Peter Mead will continue as Cromwell Museum representative

ILM workshop update (Martin)

Martin Anderson attended first workshop. Further work to be done and a report to Council is due on 17th December 2021.

Staff Christmas Party (Jennifer)

Domaine Thomson booked for Friday 17th December 12.00 pm. Catering by Moreish Kitchen. Partners welcome.

Tu Tonu Otago Museum (Jennifer) – see Directors report**Heritage Precinct items to collect** (Jennifer)

Marilyn Dodds and Jennifer Hay visited the precinct and met with Helen Scoles. Items to collect and relocate in off-site storage:

Washing machine

Two gestetner machines

Large wooden (3m) display cabinet.

Visit to storage units to be arranged and truck to be booked for transport.

Museum Sponsorship – (Jim – see attachment)

Jim Walton has written a book about the Carrick Range that is currently being self published. Hard copies are yet to be delivered. Once the book has been seen by all Trust members a decision will

be made regarding fundraising for the book to be published with Cromwell Museum logo and sold through the museum.

Joan Lawrence commented that this book is important for the area and all agreed in principal to support the project.

Meeting closed 6.30 pm

Next Meeting Monday 13 December 2021

_____ **Chairperson**

_____ **Date**

Cromwell Museum Trust

Minutes of meeting held on 17 January 2022 at 4pm.
held at the Museum – 47 The Mall, Cromwell

Present M Anderson Chairperson, Joan Lawrence, Jim Walton, Wayman Roughan, Peter Mead.

Apologies Werner Murray

Resolved that the apologies be received.

J Walton/J Lawrence

Carried

Minutes

Resolved that the minutes of the meeting held on 13 December 2021 be approved.

P Mead/J Walton

Carried

Matters arising from Minutes

Nil

Director's Report

Jennifer reported very inconsistent visitor numbers since the beginning of year. A number of visitors are coming to the Museum for I-site type of information.

The museum now has the phone app scanner for visitors to have their vaccination passes scanned.

Jennifer to monitor the Covid situation over the next few weeks.

Graeme Bell's Landscape exhibition is now on display in the Museum.

Cromwell Heritage wants to return a large display cabinet to the Museum. Trustees agreed.

Old Cromwell Town Inc has approached the Museum asking if the Museum wants to purchase two fire places from Gair House. No decision made on this.

Nyssa from Otago Museum visiting the Museum on 18 February. It was suggested that Trustees engage her in discussions on the new Museum.

Resolved that the Director's Report be received.

M Anderson/W Roughan

Carried

Statistics for December 2022

	2021	2020
Visitors December	263	261
Donations December	\$401.40	\$131.10

Finance

Name	Amount
J Hay – Reimbursement	105.00
Cromwell Self Storage	291.20
Technology Holdings	14.80
Technology Holdings	66.28
J Hay – Directors Fee	3330.00
Conservation Supplies	113.24
Noeline Brown – Annual Honorarium	3000.00
Moreish Kitchen – Christmas function	1138.50
Cromwell Self Storage	291.20
Franck – cleaning	75.00

Heartland Technology - photocopier	209.88
Paper Plus Cromwell - Stationery	21.57
Pulse Energy - Electricity	414.67
Quantum Print	220.80
J Hay – reimbursement	179.00
Rentokil – Hygiene Services	21.18
Voyager – ISP provider	131.24
Paymark	20.70
Domaine Thompson – Xmas Function	242.65
Total	\$9886.91

Resolved that the financial report be received and approved and the accounts, as listed, be passed for payment.

P Mead/J Lawrence

Carried

Agenda Items

Heritage and Museum Stakeholder meeting – Jennifer Hay

Next meeting – Wednesday 26 January 2022. Questions have been sent from Jazmax Architects for the Museum to consider and answer.

Discussion ensued and Jennifer Hay took notes/suggestions. Martin suggested that Jennifer add the new ideas received from the Trustees, to the Powerpoint that she has composed and use it at the next Stakeholder meeting.

Museums Central Otago – Peter Mead

Peter reported that the meeting was mainly procedural. Bank Account now setup.

Updating Policies

Positions of Responsibility – Review date 26.10.2017

Financial and Cash Management Policy – Review date 7 January 2022

Memorandum of Understanding – Review date 30 June 2021

Cromwell Museum Displays – still in draft form

Noeline to send out copies of these policies to Trustees.

Meeting dates for Cromwell Museum Trustee meetings for 2022 year – these dates were confirmed.

Meeting closed 5.25pm

Next Meeting Monday 14 February 2022

_____ **Chairperson**

_____ **Date**

Status Updates		Committee: Cromwell Community Board			
Meeting	Report Title	Resolution No	Resolution	Officer	Status
8/03/2021	Cromwell Pool Heating Upgrade	21.2.6	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves additional funding of up to \$162,000 for the Cromwell Pool water sourced heating project from the Cromwell Reserves Contribution cost centre.</p>	Parks and Recreation Manager	<p>12 Mar 2021 Action memo sent to the Parks and Recreation Manager</p> <p>09 Apr 2021 The procurement plan is currently being prepared.</p> <p>30 Apr 2021 Request for proposal to engage a suitable contractor was sent out late April with evaluation of tenders received scheduled for late May.</p> <p>02 Jun 2021 The evaluation process for selecting a preferred contractor for undertaking the heat pump upgrade has taken place. Work is continuing on background checks before appointing a preferred contractor. This is expected to occur in early June.</p> <p>19 Jul 2021 Preferred contractor has been identified. Work is now progressing to prepare documentation for this contract.</p> <p>24 Aug 2021 Heat pump ordered, expected to arrive in approximately 6 months' time. In process of preparing detailed design work for pricing by preferred contractor.</p> <p>07 Oct 2021 Hanlons Plumbing have been appointed as contractor for this work. The heat pump is due around Feb 2022</p> <p>10 Nov 2021 Final designs have been prepared and are being priced by the contractor Hanlons. Price is expected mid-November.</p> <p>21 Jan 2022 Formal contracts documents are being developed for this work.</p>
20/04/2021	Hardship Grant Application	21.3.5	That the Cromwell Community Board	Media and Marketing	<p>22 Apr 2021 Action memo sent to the Media and</p>

	Cromwell and Districts Promotion Group		<p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves a promotion grant to Cromwell and Districts Promotion Group for the period of 1 July to 30 September 2021. The amount of the grant to be funded from the 2021-2022 Cromwell Promotions Grant budget and used for the Light Up Winter Event July 2021 only.</p> <p>Requested \$35,000</p> <p>Approved \$15,000</p>	Manager	<p>Marketing Manager</p> <p>20 May 2021 Applicant advised of board decision with details on when and how to uplift grant.</p> <p>07 Jul 2021 Promotions group invoice received and authorised for payment.</p> <p>26 Aug 2021 Event completed. Staff to follow up and seek a report back as soon as possible.</p> <p>27 Sep 2021 Group advised that report back is now due - link to online form provided. Staff will continue to follow up as necessary.</p> <p>08 Nov 2021 No further update available.</p> <p>19 Jan 2022 Staff continue to follow up with chair and treasurer. Email received from chair advising that report back should be completed by early Feb. Staff continue to follow up.</p>
18/05/2021	Submissions on the Long-term Plan 2021-31 Consultation Document	21.4.3	That the Cromwell Community Board recommends to the Council 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>24 Aug 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>24 Nov 2021 Property and Facilities Officer - Cromwell has emailed Bike Park committee to follow up and remind them of survey requirements. These should be available end of February 2022.</p>
15/06/2021	Cromwell Big Fruit sculpture painting budget request	21.5.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves allocating \$50,000 from Cromwell General Reserves, for the repainting of the Big Fruit sculpture in the 2021/2022 financial year.</p> <p>ith Mr Buchanan voting against the motion</p>	Parks Officer - Projects	<p>18 Jun 2021 Action memo sent to the Parks Officer - Projects and Finance</p> <p>19 Jul 2021 Project brief being reviewed in July. In August a procurement process will commence with works likely to be scheduled for early in the new year when overnight temperatures are suitable.</p>

					24 Aug 2021 Works scheduled for early 2022 10 Jan 2022 Procurement is planned for the work to take place in March 2022.
15/06/2021	Revocation of Part of Greenway Reserve off Waenga Drive	21.5.6	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Recommends Council agrees to progressing the revocation of the Local Purpose (Amenity) Reserve classification from the specified 619m² (subject to survey) area from Lot 201 DP 359519 for the reasons set out in the report.</p> <p>C. Recommends Council publicly notify the proposed revocation in accordance with section 24(2)(b) of the Reserve Act 1977.</p> <p>D. Recommends (following the successful completion of the public notification process, and decision) that the Minister of Conservation is notified in writing of the Council decision and request that the specified part of Waenga Drive Greenway Reserve be approved for revocation and notified in the Gazette.</p> <p>E. Recommends that if reserve status of the specified Part of Waenga Drive Greenway Reserve is successfully revoked via <i>Gazette</i> notice, that all affected parties are notified and the underlying land is disposed of, subject to subdivision, to the adjoining landowner being Foodstuffs South Island Properties Limited on behalf of Cromwell New World.</p> <p>F. Recommends that the remainder of Lot 201 DP 359519 of the Waenga Drive Greenway Reserve (excluding the relevant part of Waenga Drive Greenway Reserve in recommendation B above) remain as Local Purpose (Amenity) Reserve.</p>	Parks and Recreation Manager	18 Jun 2021 Action memo sent to the Parks and Recreation Manager 19 Jul 2021 Report considered by Council to confirm the revocation of part of the reserve. This is now progressing through the public submission stage which closes in August with the Hearing Panel to hear submissions in September.. 24 Aug 2021 Submissions have closed. 12 submissions were received. Report prepared for Hearings Panel's September meeting. 07 Oct 2021 The Hearings Panel have met and their recommendation will go to the November Council meeting. 08 Nov 2021 Council considered a recommendation from the Hearing Panel to revoke the reserve status of the land. Council adopted that recommendation and will ask the Minister of Conservation to formally revoke the reserve status over part of the reserve and notify the revocation in the Gazette. The applicant has asked that Council delay this process until they have obtained the resource consents required for the development. 21 Jan 2022 Resource Consent has been lodged.

29/07/2021	Cromwell Town Hall/Events Centre Project	21.6.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Receives the project structure.</p> <p>C. Approves the programme of work for the Cromwell Town Hall/Events Centre.</p> <p>D. Approves the establishment of an Advisory Group and appoints Anna Harrison and Nigel McKinlay to that group.</p> <p>E. Approves that the Advisory Group determines if an external stakeholder group is required and if so makes such a recommendation to the Cromwell Community Board.</p> <p>F. Agrees to apply for/confirm external funding for the Cromwell Town Hall/Events Centre.</p>	Property and Facilities Manager	<p>04 Aug 2021 Action memo sent to the Property and Facilities Manager and Finance</p> <p>24 Aug 2021 Advisory group established and initial meetings held. Report to be brought to Cromwell Community Board (CCB) regarding External Stakeholder Group at its September meeting.</p> <p>27 Sep 2021 Per CCB resolution 21.7.5, invites for an Expression Of Interest (EOI) to join the External Stakeholder Group have been sent to identified groups.</p> <p>10 Nov 2021 Tenders have gone out for architect. Evaluation is underway.</p> <p>06 Dec 2021 Architect has been engaged.</p> <p>18 Jan 2022 Architects to complete stakeholder engagement with advisory group.</p>
7/09/2021	Promotion Grant Applications 2021 - 22 First Round	21.7.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves a promotions grant to Cromwell and Districts Promotions Group and declines a promotions grant to Central Otago District Arts Trust:</p> <p>1. GRA210739436 Cromwell and Districts Promotions Group – Operational, Staff, Marketing and events as outlined in the application Year 1 LTP 2021/22 applied \$87,143 Approved Total \$64,270 as detailed</p> <p>\$17,760 Contractor – Media and Communications</p>	Media and Marketing Manager	<p>13 Sep 2021 Action memo sent to the Media and Marketing Manager and to Finance</p> <p>27 Sep 2021 Correspondence sent to applicants confirming grants decisions - both approve and decline. For approved grant purchase order raised and provided for invoicing.</p> <p>08 Nov 2021 No further update available.</p> <p>01 Feb 2022 Group's activities continue to be affected by COVID settings. Fireworks event deferred to March may not proceed until settings are changed. Christmas event and Cherry Events did take place.</p>

			<p>\$17,760 Contractor – Community Relations</p> <p>\$11,250 Advertising</p> <p>\$9,000 Operating Expenses (excl bad debts and donations)</p> <p>\$3,000 Christmas Parade traffic management</p> <p>\$2,000 Cherry Festival 2021</p> <p>\$3,500 Street Party and Fireworks 2021</p> <p>Year 2 LTP 2022/23 applied \$104,000 \$0 declined</p> <p>Year 3 LTP 2023/24 applied \$106,000 \$0 declined</p> <p>2. GRA210750451 Central Otago District Arts Trust – Cover to Cover events</p> <p>Year 1 LTP 2021/22 applied \$1,600 \$0 declined</p> <p>Year 2 LTP 2022/23 applied \$3,200 \$0 declined</p> <p>Year 3 LTP 2023/24 applied \$4,800 \$0 declined</p>		
7/09/2021	Cromwell Greenway Reserves Disc Golf Proposal	21.7.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to the development of a disc golf course on Anderson Park and accepts the donation of the course assets from Connect Cromwell.</p>	Parks Officer - Projects	<p>13 Sep 2021 Action memo sent to the Parks Officer - Projects</p> <p>07 Oct 2021 Disc golf course layout to be mapped out with Connect Cromwell on 29 October 2021.</p> <p>10 Nov 2021</p>

			<p>C. Authorises the Parks and Recreation Manager to negotiate an appropriate nine-hole course layout with Connect Cromwell.</p> <p>D. Require that the facility be completed by 30 June 2023, or the approval is relinquished.</p>		<p>10 Nov 2021 Site Meeting to scope course has been completed. Awaiting map from Connect Cromwell.</p> <p>10 Jan 2022 Awaiting site map from Connect Cromwell.</p>
7/09/2021	Notice of Intention to Prepare a Reserve Management Plan	21.7.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to notify its intention to prepare a Reserve Management Plan for the Bannockburn Recreations Reserve legally described as Section 164 Block 1 Cromwell Survey District, S O Plan 19606 – 3.5365 hectares.</p>	Parks and Recreation Manager	<p>13 Sep 2021 Action memo sent to the Parks and Recreation Manager</p> <p>07 Oct 2021 No progress at this stage.</p> <p>08 Nov 2021 There has been no progress on this at this stage.</p> <p>21 Jan 2022 Discussions are underway with the Bannockburn Recreation Reserve Committee on the preparation of the Reserve Management Plan and to discuss with them their ideas for the reserve to include in the plan.</p>
19/10/2021	Cromwell Community Board Community Grant Applications 2021-24 Financial Year	21.8.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to withhold any grant funding for years beyond year one until the conclusion of the Grant Policy Review in November 2021</p> <p>C. Approves a community grant for Lake Dunstan Charitable Trust for a community tool shed dependent on permission and consents from LINZ for the cost of the container and the fitout of the container.</p> <p style="text-align: right;">2021/22 Requested: \$20,088.44 Approve: \$8580</p> <p>D. Declines a community grant for Central Otago Motorcycle Club to cover the cost of their lease. The lease payment to be rebated in accordance with conditions of the lease.</p>	Parks Officer - Planning and Strategy	<p>26 Oct 2021 Action memo sent to the Community Development Officer and to Finance.</p> <p>08 Nov 2021 Applicants have been contacted and notified of the outcome of their applications. No further update at this time.</p> <p>10 Jan 2022 All applicants have been contacted and notified of the outcome of their applications. Some recipients have not yet uplifted their grant.</p>

			<p>2021/22 Requested: \$23,000 Decline: \$0</p> <p>E. Declines a community grant for Cromwell Speedway for operational expenses.</p> <p>2021/22 Requested: \$20,000 Decline: \$0</p> <p>F. Declines a community grant for Cromwell Youth Trust salary costs for a youth worker.</p> <p>2021/22 Requested: \$60,000 Decline: \$0</p> <p>2022/23 Requested: \$60,000 Decline: \$0</p> <p>2023/24 Requested: \$60,000 Decline: \$0</p> <p>G. Approves a community grant for Cromwell Rotary and Cromwell Lions for the St John House Build Resource Consent Fees.</p> <p>2021/22 Requested: \$4,937 Approve: \$4,937</p>		
19/10/2021	Cromwell Memorial Hall/Events Centre Design Procurement Process	21.8.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves appropriate delegation of authority to Council's Chief Executive for awarding the Cromwell Memorial Hall/Events Centre design tender, within the previously approved budget of \$2,200,000.</p>	Project Manager - Property	<p>26 Oct 2021 Action memo sent to the Project Manager - Property, 11/11/2021 Tenders have gone out for architect. Evaluation is underway.</p> <p>11 Nov 2021 11/11/2021 Tenders have gone out for architect. Evaluation is underway.</p> <p>11 Jan 2022 Tender evaluation complete and awarded to Jasmax, MATTER CLOSED</p>
23/11/2021	Murray Tce Carparking	21.9.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the allocation of one carpark to the Hangout for the purpose of loading, unloading, and</p>	Property and Facilities Officer (Cromwell)	<p>30 Nov 2021 Action memo sent to Property and Facilities Officer - Cromwell</p> <p>30 Nov 2021 Email sent to Youth Centre Trust manager Rhys Smith advising of resolution, Email</p>

			<p>storing their passenger van on Part Lot 47 DP 18370 as shown in green in figure 4 of the report, at no charge.</p> <p>C. Authorise the Chief Executive to do all that is necessary to give effect to the resolution.</p>		<p>sent to Roding requesting a private parking sign be put in place, Roding have contacted FH to price private wording and marking across area</p> <p>07 Jan 2022 Fulton Hogan have been contacted to put up relevant signage</p>
23/11/2021	Central Otago Branch of the Vintage Car Club of New Zealand Incorporated request for funding	21.9.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the request for funding from the Central Otago Vintage Car Club to assist with the cost of sealing part of their leased area.</p> <p>C. Approves funding not exceeding \$4,586.08 from the Cromwell Otago Vintage Car Club funds. Funds to assist with the cost of sealing part of their leased area but subject to copies of the invoices from contractors being provided at the conclusion of the project.</p>	Property and Facilities Officer (Cromwell)	<p>30 Nov 2021 Action memo sent to the Property and Facilities Officer and to Finance</p> <p>30 Nov 2021 Letter sent to COVCC advising of resolution, Email sent to finance to request GL to open a purchase order when payment is due</p> <p>07 Jan 2022 Waiting on works to be completed and copies of invoices to be provided before payment can be made to club</p>
23/11/2021	Road Name Approval Report - off Cemetery Road, Cromwell	21.9.5	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to approve three road names. Continuation of road one to be named Harvest Road. Road two to be named McBride Crescent and road three to be named Proctor Way.</p>	Roding Administration Assistant	<p>30 Nov 2021 Action memo sent to the Roding Administration Assistant.</p> <p>30 Nov 2021 Road naming information will be passed to LINZ. CLOSED.</p>
23/11/2021	Road Naming Approval Report - River Terrace Developments, Cromwell	21.9.6	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to approve one road name and one right of way. Road one to be named Stone Drive and right of way to be named Mason Lane.</p>	Roding Administration Assistant	<p>30 Nov 2021 Action memo sent to the Roding Administration Assistant.</p> <p>30 Nov 2021 Road naming information will be passed to LINZ. CLOSED.</p>



Cromwell Community Board Legacy Status Report on Resolutions

Chief Executive Officer

Resolution 19.10.7 – December 2019

Cromwell Promotions Grant Applications 2020-21 Financial Year (Doc ID 433487)

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Approves** a grant from the 2020-21 financial year Cromwell Promotions cost centre 3033 2460 to Cromwell and District Promotions Group 2020-21 year projects:
- a. Media and Communications Manager
Requested \$23,100 Approved **\$23,100**
 - b. Community Relationships Manager
Requested \$23,100 Approved **\$23,100**
 - c. Marketing and Advertising
Requested \$25,500 Approved **\$15,000**
 - d. Operating Expenses
Requested \$12,500 Approved **\$12,000**
 - e. Light Up Winter
Requested \$10,000 Approved **\$9,000**
 - f. Cherry Festival
Requested \$4,000 Approved **\$2,000**
 - g. Fireworks Street Party
Requested \$10,000 Approved **\$2,000**
 - h. Spring Market
Requested \$2,000 **Declined**
- C. **Declines** a grant of \$10,000 from the 2020-21 financial year Cromwell Promotions cost centre 3033 to WoolOn Creative Fashion Society Incorporated. for costs associated with Marketing and Promotion, event Master of Ceremonies and a proportion of venue hire for WoolOn Creative Fashion Event to be held in Cromwell 14 – 16 August 2020.
- Requested: \$34,121.50 **Declined**
- D. **Notes** that Promotions grants are approved subject to meeting the requirements of the Central Otago District Council grants policy dated August 2019 and recipients should ensure that:



- All necessary legal requirements associated with the event or project are the responsibility of and must be met by the grant recipient.
- The event or project adheres to other relevant Council policies e.g. sustainability, smoke-free policy.
- Information on the event is provided in a timely manner to Central Otago Visitor Centres and Tourism Central Otago for promotional and information purposes.
- Grant recipients should acknowledge Council and the relevant Community Board as a funding provider in promotional material as and when appropriate.

STATUS

February 2022 – Staff have received email confirmation from group chair that report back should be completed early Feb. Staff have advised that report back is required prior to applying to future grant rounds.

November 2021 – Staff continue to follow up with group regarding need to complete report back, which is now overdue.

October 2021 – Group provided with reminder that report back is due with link to online form. Staff to follow up if not received by mid – late October.

September 2021 – Group AGM scheduled for 14 September. Report back to be completed after that utilising new digital report back option.

July 2021 – financial year now complete staff to follow up with group to get report back complete. May be delayed until AGM / financial reports are tabled – generally September.

June 2021 – no update final quarter grant invoiced and approved for payment.

April 2021 – no update

February 2021 – Third Quarter grant invoiced and approved for payment.

December 2020 – no further update

November 2020 – second quarter grant invoiced and approved for payment

September 2020 – no further update

August 2020 – First Quarter Cromwell Promotions Grant invoiced and approved for payment.

June 2020 – As per May update

May 2020 – No update – grant will not be accessed until financial year beginning 1 July 2020.

February 2020 – no update available

December 2019 – Action memo sent to Media and Marketing Manager

Planning and Environment

Resolution 20.3.10 – June 2020

Central Lakes Equestrian Club Licence to Occupy (PRO 62-3012-L1)



That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Agree** 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 2020.
- C. **Agree** that the licence will be under the same terms and conditions as the previous licence with the following amendments and additional conditions:
 - a. The rent to be reviewed on adoption of Council's proposed Community Occupation Policy.
 - b. Allowance for either party to terminate the licence to occupy with 6 months written notice.

STATUS

January 2022 – Club to attend January Council meeting to discuss.

December 2021 – Council's Property Manager and Property Officer met with representatives of CLEC on Tuesday 7 December. The Club confirmed they do not agree with Council's resolution from 22 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.

November 2021 - A 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.

October 2021 – Meeting with Equestrian Club scheduled for 22 October 2021.

August 2021 – Licence to Occupy approved by Council with licence fee option. Licence now being prepared.

June 2021 – Property Officer preparing a report to Council.

April – May 2021 – Central Lakes Equestrian Club have not accepted the terms and conditions of the new Licence to Occupy as they disagree with the condition to mow the runway in lieu of rent. However, on further investigation it has also been identified that the Cromwell Community Board do not have delegation to issue the Licence to Occupy on the Cromwell Aerodrome under the Airport Authorities Act 1966. Therefore, a report will go to Council to consider the Board's recommendation.

February 2021 – Workshop with the Board to be held 8 March 2021.

December 2020 – The club made changes to the Licence to Occupy which has been returned to them with a letter advising that they cannot amend this document. They have been asked to write in indicating the issues they have with the licence.

November 2020 – Licence to Occupy has been prepared and is with club for signing as per the original resolution.



September 2020 – A valuation to let land as grazing land has been received, to ascertain the best way of moving forwards.

July 2020 – Followed up with Equestrian Club in relation to determining the reason that mowing stopped, as stopping mowing is contrary to their licence to occupy. A valuation is being sought on the 7.3ha of land as grazing, which will enable further discussion to be had (if required) in relation to the cost of mowing as opposed to a lease value before any licence to occupy is formally drawn up.

June 2020 – Action memo sent to the Property and Facilities Officer – Cromwell

Resolution 20.2.12 – May 2020

Request to Renew the Cromwell Golf Club Lease (PRO 62-3048-L1)

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Declines** the request for early renewal of the lease held by the Cromwell Golf Club Incorporated Over Section 4 Block XCII Town of Cromwell for a term of 21 years.
- C. **Agrees** to the development of a consultation document for the purposes of consulting with the Cromwell Golf Club about the future of the Cromwell Golf Course.

STATUS

ON HOLD

February 2022 – Matter not progressing at this point. Will advise Board if conversations reopen.

December 2021 – Consultation ongoing.

November 2021 – Staff are working with the club and considering options. No further update is available at this stage.

August - October 2021 – Golf NZ working with Cromwell Golf Club.

June 2021 – Awaiting further response from Golf NZ.

April 2021 – Discussions continue with Golf NZ.

February 2021 – Awaiting further response from Golf NZ.

September – December 2020 – NZ Golf working with Golf Club to progress.

July 2020 – Chair of Cromwell Community Board and Executive Manager – Planning & Environment attended a meeting with the Golf Club on 21 July to discuss a way forward.

June 2020 – Golf Club advised of the decision. Chair of CCB and staff will attend a meeting of the Golf Club.

May 2020 – Action memo sent to the Property Officer – Statutory.

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 29 March 2022.

11 RESOLUTION TO EXCLUDE THE PUBLIC

Recommendations

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes of Ordinary Board 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
22.1.10 - Trustee Position for Cromwell College Charitable Trust	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
22.1.11 - February 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
