



# AGENDA

## Teviot Valley Community Board Meeting Thursday, 3 February 2022

**Date:** Thursday, 3 February 2022

**Time:** 2.00 pm

**Location:** Roxburgh Service Centre, 120 Scotland Street, Roxburgh

Unless COVID-19 restrictions require the meeting to be held electronically using Microsoft Teams. In both cases, due to COVID-19 restrictions and limitations of the physical space, **public access will be available through a livestream of the meeting**. The link to the livestream will be available on the Central Otago District Council's website.

**Sanchia Jacobs**  
Chief Executive Officer

Notice is hereby given that a meeting of the Teviot Valley Community Board will be held in Roxburgh Service Centre, 120 Scotland Street, Roxburgh on Thursday, 3 February 2022 at 2.00 pm

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

## Order Of Business

<b>1</b>	<b>Apologies .....</b>	<b>3</b>
<b>2</b>	<b>Public Forum.....</b>	<b>3</b>
<b>3</b>	<b>Confirmation of Minutes.....</b>	<b>3</b>
	Teviot Valley Community Board meeting Meeting - 25 November 2021 .....	5
<b>4</b>	<b>Declaration of Interest .....</b>	<b>10</b>
	22.1.1 Declarations of Interest Register .....	10
<b>5</b>	<b>Reports .....</b>	<b>13</b>
	22.1.2 Roxburgh Entertainment Centre - Stage Upgrade Project.....	13
	22.1.3 2022-23 Annual Plan Budget and Fees and Charges Schedule .....	21
	22.1.4 Appointments to External Bodies .....	43
<b>6</b>	<b>Mayor's Report.....</b>	<b>47</b>
	22.1.5 Mayor's Report .....	47
<b>7</b>	<b>Chair's Report .....</b>	<b>48</b>
	22.1.6 Chair's Report.....	48
<b>8</b>	<b>Members' Reports.....</b>	<b>49</b>
	22.1.7 Members' Reports .....	49
<b>9</b>	<b>Status Reports .....</b>	<b>50</b>
	22.1.8 February 2022 Governance Report .....	50
<b>10</b>	<b>Date of the Next Meeting .....</b>	<b>60</b>

**Members** Mr R Gunn (Chair), Ms S Feinerman (Deputy Chair), Ms C Aitchison, Mr N Dalley, Cr S Jeffery

**In Attendance** T Cadogan (Mayor), S Jacobs (Chief Executive Officer), 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**

Teviot Valley Community Board meeting - 25 November 2021



**MINUTES OF A MEETING OF THE TEVIOT VALLEY COMMUNITY BOARD  
HELD IN THE ROXBURGH SERVICE CENTRE, 120 SCOTLAND STREET, ROXBURGH AND  
LIVE STREAMED ON MICROSOFT TEAMS ON THURSDAY, 25 NOVEMBER 2021  
COMMENCING AT 2.00 PM**

**PRESENT:** Mr R Gunn (Chair), Ms S Feinerman (Deputy Chair), Ms C Aitchison, Mr N Dalley, Cr S Jeffery

**IN ATTENDANCE:** S Righarts (Chief Advisor), L Macdonald (Executive Manager - Corporate Services), L Webster (Acting Executive Manager – Planning and Environment), G Bailey (Parks and Recreation Manager), L Stronach (Statutory Property Officer), K McCulloch (Corporate Accountant), J Whyte (Parks and Recreation Administration Officer), M Gordon (Parks Officer – Projects), M Tohill (Communications Support), R Williams (Governance Manager) and W McEnteer (Governance Support Officer)

## **1 APOLOGIES**

There were no apologies.

## **2 PUBLIC FORUM**

### Hilary Spedding – Millers Flat Cavalcade Committee

Ms Spedding from the Millers Flat Cavalcade Committee spoke to the Board on the possible options that the committee was looking at for any profits that might be made from hosting the Cavalcade in 2022. They proposed part funding a new playground in Millers Flat and wanted to gauge initial interest in their idea. Ms Spedding then responded to questions from the Board.

## **3 CONFIRMATION OF MINUTES**

---

### **COMMITTEE RESOLUTION**

**Moved:** Jeffery  
**Seconded:** Feinerman

That the public minutes of the Teviot Valley Community Board Meeting held on 21 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.

## **5 REPORTS**

### **21.9.2 APPLICATION TO LEASE LOCAL PURPOSE RESERVE LAND (PRO: 65-7027-00)**

To consider an application to lease part of the Roxburgh Local Purpose (Public Utility) Reserve.

---

**COMMITTEE RESOLUTION**

**Moved:** Jeffery  
**Seconded:** Aitchison

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the granting of a lease over approximately 1.2 hectares of Part Section 142 Block I Teviot Survey District (as shown in figure 1), being Local Purpose (Public Utility) Reserve, to Teviot Ag Works Limited, on the following terms and conditions:

- Term: Five (5) Years
- Rights of Renewal: Two (2) of Five (5) Years
- Commencement Date: 01 December 2021
- Rental: \$1,200 per annum plus GST plus outgoings
- Rent Review Methodology: Market Rental
- Final Expiry: 30 November 2036
- Permitted Use: Industrial/Agricultural Storage Yard

Subject to:

- The applicant deer fencing the perimeter of the demised area.
- Ownership of the fencing (and any gates) transferring to Council on cancellation or expiry.
- The provisions of the Reserves Act 1977.

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

**CARRIED**

**21.9.3 ROXBURGH CEMETERY TRUSTEES**

To consider a request from the Roxburgh Cemetery Trustees for Council to take over the management and running of the Roxburgh cemetery.

After discussion, it was agreed that for clarity resolution two would be reworded to delete "return" and add "accept" and "Central Otago District Council".

**COMMITTEE RESOLUTION**

**Moved:** Gunn  
**Seconded:** Feinerman

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to accept the administration, management and operation of the Roxburgh Cemetery from the Roxburgh Cemetery Trustees to the Central Otago District Council, subject to the land encroachment of the Cemetery being resolved.

**CARRIED**

**21.9.4 TEVIOT VALLEY FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2021**

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

---

**COMMITTEE RESOLUTION**

**Moved:** Jeffery  
**Seconded:** Aitchison

That the report be received.

**CARRIED**

---

**6 MAYOR'S REPORT****21.9.5 MAYOR'S REPORT**

His Worship the Mayor was not present at the meeting.

---

**7 CHAIR'S REPORT****21.9.6 CHAIR'S REPORT**

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

- Attended a meeting for the Roxburgh Pool committee.
  - Attended a Zoom meeting to investigate ways of lifting vaccination rates in the Teviot Valley.
  - Attended a meeting with Energy Minister Woods and affected landowners for the proposed Lake Onslow project.
  - Attended a meeting with National Party Energy spokesperson, Barbara Kuriger.
  - Attended a Zoom meeting for the NZ Battery Project.
  - Attended a Medical Services Trust meeting.
  - Attended a meeting of the museum committee and the masonic lodge regarding the lodge building. Updated members on recent developments at the Teviot Valley museum.
  - Attended a Teviot Valley rest home meeting.
- 

**COMMITTEE RESOLUTION**

**Moved:** Dalley  
**Seconded:** Aitchison

That the report be received.

**CARRIED**

---

## 8 MEMBERS' REPORTS

### 21.9.7 MEMBERS' REPORTS

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

Ms Aitchison reported on the following:

- Attended a discussion group on future of tourism.
- Attended a Teviot Valley Museum board meeting.

Councillor Jeffery reported on the following:

- Attended weekly meeting of the Regional Labour Chairs.
- Attended the Eden Hore Central Otago launch at Orchard Garden.
- Attended a Zoom meeting to investigate ways of lifting vaccination rates in the Teviot Valley.
- Attended the Council meeting and updated Members on topics discussed.
- Attended a meeting of the Medical Services Trust.
- Attended a meeting of the Hearings Panel.
- Attended the New Zealand Cycling Trails forum in Wellington.
- Attended a site visit to Luggate for the Hearings Panel.
- Attended a Teviot Prospects meeting.
- Attended a meeting of the Central Otago Labour Governance Group.
- Noted a proposal for a helipad behind the medical centre.
- Noted that there has been no further progress regarding the toilets at Lake Roxburgh Village and that he had been in communication with Contact Energy.
- Noted that it had been reported to him that the Roxburgh toilets were in poor repair even after they had been cleaned. A service request had been sent to staff.

Mr Dalley reported on the following:

- Attended the Teviot Valley Reast Home AGM. Noted that there were a lot of volunteers came forward for the committee.
- Attended the Roxburgh Medical Services Trust AGM.
- Attended the Entertainment Centre AGM.
- Assisted at the pop up vaccine site in Millers Flat.

Ms Feinerman reported on the following:

- Attended a Clutha Gold Trails meeting.
  - Attended a Roxburgh Pool Committee meeting. Gave Members an update on current developments .
  - Attended a Future of Tourism workshop.
  - Attended a Teviot Prospects meeting.
  - Attended a meeting of the Walkways Committee. Gave Members an update on current activities.
  - Noted that she had recently walked the Commissioners Track and that it was a good walk to promote.
- 

### COMMITTEE RESOLUTION

**Moved:** Jeffery  
**Seconded:** Dalley

That the report be received.

**CARRIED**

---

**9 STATUS REPORTS**

**21.9.8 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.

-----

**COMMITTEE RESOLUTION**

**Moved: Aitchison**  
**Seconded: Feinerman**

That the report be received.

**CARRIED**

-----

**10 DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 3 February 2022.

The meeting closed at 3.38 pm.

.....  
**CHAIR / /**

3 February 2022

---

## **4 DECLARATION OF INTEREST**

### **22.1.1 DECLARATIONS OF INTEREST REGISTER**

**Doc ID: 566027**

#### **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 - TVCB Declarations of Interest** [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Cushla Aitchison	Roxburgh and District Lions Club (member)	Roxburgh and District Lions Club (member)	I and H McPhail Charitable Trust Roxburgh Entertainment Centre Improvement and Promotions Inc. Teviot District Museum Committee
Norman Dalley	Martel International Limited (Sole Director/Shareholder) Gilmour Development Limited (Sole Director/Shareholder) North Hill Limited (Sole Director/Shareholder) Teviot Valley Rest Home Incorporated (Chair) Roxburgh Entertainment Centre Improvement and Promotions Incorporated (Treasurer/Committee member) Dalley Family Trust (trustee) Teviot Prospects (member) Teviot Valley Rest Home Ltd (Director)	217 Scotland Street, Roxburgh (Property Owner) Gilchrist Town Orchard Limited (Shareholder/Director) Roxburgh and Districts Medical Services Trust (trustee) Roxburgh Entertainment Centre Improvement and Promotions Incorporated (committee member)	I and H McPhail Charitable Trust Roxburgh Cemetery Trustee Committee
Sally Feinerman	Feinerman's Ltd, 109 Scotland Street (Owner / Director) New Zealand Motor Caravan Association (NZMCA) Member Roxburgh Pool Committee (Chair)	Breen Construction (employee / builder) NZMCA (member)	Teviot Valley Walkways Committee Ida MacDonald Charitable Trust Tuapeka County Bursary Fund Committee Teviot Prospects

<p>Raymond Gunn</p>	<p>Stonehaven Limited (Director)                  Stonehaven Trust (Trustee)                  Roxburgh Gun Club (Secretary)                  Central Otago Wilding Conifer Control Group (member)                  Roxburgh Trotting Club (member)                  Roxburgh A&amp;P Society (member)                  Coal Creek Cycleway Trust (Trustee)                  Teviot Valley Resthome Inc (Medical Services Trust delegate)                  Teviot Valley Water Care Group (Committee Member)                  NZ Battery Project Technical Reference Group (TRG) (member)</p>	<p>Stonehaven Trust (Trustee)</p>	<p>Ida MacDonald Charitable Trust                  Roxburgh and District Medical Services Trust                  Roxburgh Swimming Pool Redevelopment Committee</p>
<p>Stephen Jeffery</p>	<p>G &amp; S Smith family Trust (Trustee)                  K &amp; EM Bennett's family Trust (Trustee)                  Roxburgh Gorge Trail Charitable Trust (Chair)                  Roxburgh and District Medical Services Trust (Trustee)                  Central Otago Clutha Trails Ltd (Director)                  Teviot Prospects (Trustee)                  Teviot Valley Community Development Scheme Governance Group                  Central Otago Queenstown Network Trust</p>		

## 5 REPORTS

### 22.1.2 ROXBURGH ENTERTAINMENT CENTRE - STAGE UPGRADE PROJECT

Doc ID: 560451

#### 1. Purpose of Report

To consider the removal of a new auditorium lighting bar from this project.

---

#### Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
  - B. Agrees to remove the upgrade to the auditorium lighting bar from the Roxburgh Entertainment Centre Stage Upgrade Project on the condition the existing lighting bar's maximum rating is 30.3kg.
  - C. Approves the remaining budget of \$71,306 to be carried forward and then transferred to the earthquake strengthening and fire upgrade project for the Roxburgh Entertainment Centre included in year two of the Long-term Plan 2021/31.
- 

#### 2. Background

The Roxburgh Entertainment Centre Stage Upgrade Project came about after Theatre Systems and Design Limited reviewed the theatre's stage equipment. The company's report highlighted concerns around the structural integrity of the auditorium lighting bar, cinema projection screen, main house curtain, and the on-stage suspension systems and their connections to the building structure.

This report was discussed with the Roxburgh Entertainment Centre Improvement and Promotions Group (RECIP) and the following immediate action was taken:

- Two chains were installed to secure the auditorium lighting bar to the roof truss.
- No adjustment to the lights on the auditorium bar is permitted.
- The auditorium lighting bar is restricted to a maximum rating of 115kg.
- The two side lighting bars is restricted to a maximum rating of 30kg.
- All hanging stage equipment and curtains behind the cinema screens were removed.
- All stage equipment must now be floor-based.
- Users are instructed that the cinema screen is not to be raised. If the rear stage is required, then it must be manually removed by the RECIP.

On 30 August 2018, the Teviot Valley Community Board (the Board) approved funding of \$13,000 towards an engineer's report to progress the upgrade of the Roxburgh Entertainment Centre's stage equipment

On 13 May 2020, the Board considered the engineer's designs and the options to progress the project. The Board resolved to proceed with the front stage area only as the rear stage has

limited use. The project cost estimate of \$85,000 was broken down into two sub-projects as shown in the table below.

\$20,000	For the installation of a new retractable cinema screen.	To be funded and installed by RECIP.
\$65,000	For a new house curtain track, installation of the new auditorium lighting bar, and the purchase of a mobile scaffold.	To be funded and installed by council.

On 22 April 2021, the Board considered a request for an additional budget of \$15,500 required to complete council's sub-project. The additional budget came about after quotes were greater than the cost estimates provided for setting the budget. The Board resolved to approve the additional budget.

The budget for the council's sub-project now totals \$80,500.

### 3. Discussion

#### **RECIP's sub-project update**

A RECIP representative will provide an update at the meeting.

#### **Council's sub-project update**

##### Costs to date:

\$2,644	Mobile scaffolding. 50:50 cost share between this project and the Alexandra Theatre Stage Upgrade Project. The scaffolding is stored at the Alexandra Service Centre and will be transported to the Roxburgh Entertainment Centre when required.
\$3,112	Asbestos reports.
\$2,640	Purchase and delivery of a new house curtain track which will be installed with the new screen by RECIP.
\$798	Additional engineering advice.
\$9,196	TOTAL

The remaining budget is \$71,306.

The last item of work in this sub-project is the installation of a new auditorium lighting bar.

The current lighting bar spans 5.2m and holds six lights. The proposed new lighting bar will span 10 m and hold 10 lights.

##### Additional engineering advice:

A RECIP committee member questioned the need to replace the existing lighting bar as we now have the following in place which mitigates the initial risks identified.

- Mobile scaffolding to safely access the lighting bar in the now fixed position.
- Removal of the polypropylene lowering straps and installation of two chairs to secure the auditorium light bar to the roof truss.

The following is the extract from the initial 2017 Theatre Systems and Design Limited report into the stage equipment relating to the auditorium lighting bar.

Auditorium lighting bar:

The lighting bar is approx. 5m long, suspended from two ratchet strops, attached to the lighting bar approx. 4m apart. As can be clearly seen in the above photo, the lighting bar is sagging, even with this minor load attached to the bar.

The ratchet strops are attached to the timber roof truss using polypropylene rope. This is NOT acceptable; any heat source or even a minor fire in the roof space will cause the lighting bar to fall. Ratchet strops and polypropylene rope are NOT acceptable for use to suspend items, especially above people.

The roof access for personnel working with this equipment is not acceptable and MUST be upgraded, a minimum must be the installation of handrails and an acceptable structural walkway.

Appropriate access equipment MUST be used when accessing lighting equipment on the auditorium lighting bar. The use of a ladder for this purpose is NOT acceptable.

This situation MUST be addressed immediately. The best solution is to remove the lighting bar completely so all the above issues can be remedied at the same time. At the very least 3 off rated proof coil chains must be installed, attached to the lighting bar using rated shackles and attached directly around the timber truss.

An acceptable, permanent solution for this item should be discussed with the local user groups so all issues can be addressed for continued, safe operation and use of the auditorium lighting bar.

**NOTE:** This may involve a Structural Engineer to assess the loading capacity of the timber roof truss from which this item is suspended.

To date the engineer investigated the design of the new lighting bar, not the capacity of the existing lighting bar. The engineer was engaged to do so, and provided the following information:

- The max load able to be safely attached to the current lighting bar is 30.3kg.
- The max load must be exact as the supporting timber truss is not a standard configuration.
- The visible deflection in the bar while unsightly is safe.
- If you were to replace the deflected bar with a straight bar it will be heavier. The max load of a new bar would reduce to 27.3kg.

The weight of the existing lights:

- The weight of the current lights is between 3.04kg – 4.0kg.
- There are six lights in place.
- At 4kg each the total load on the bar is 24kg which is under the engineers maximum rating of 30.3kg above.

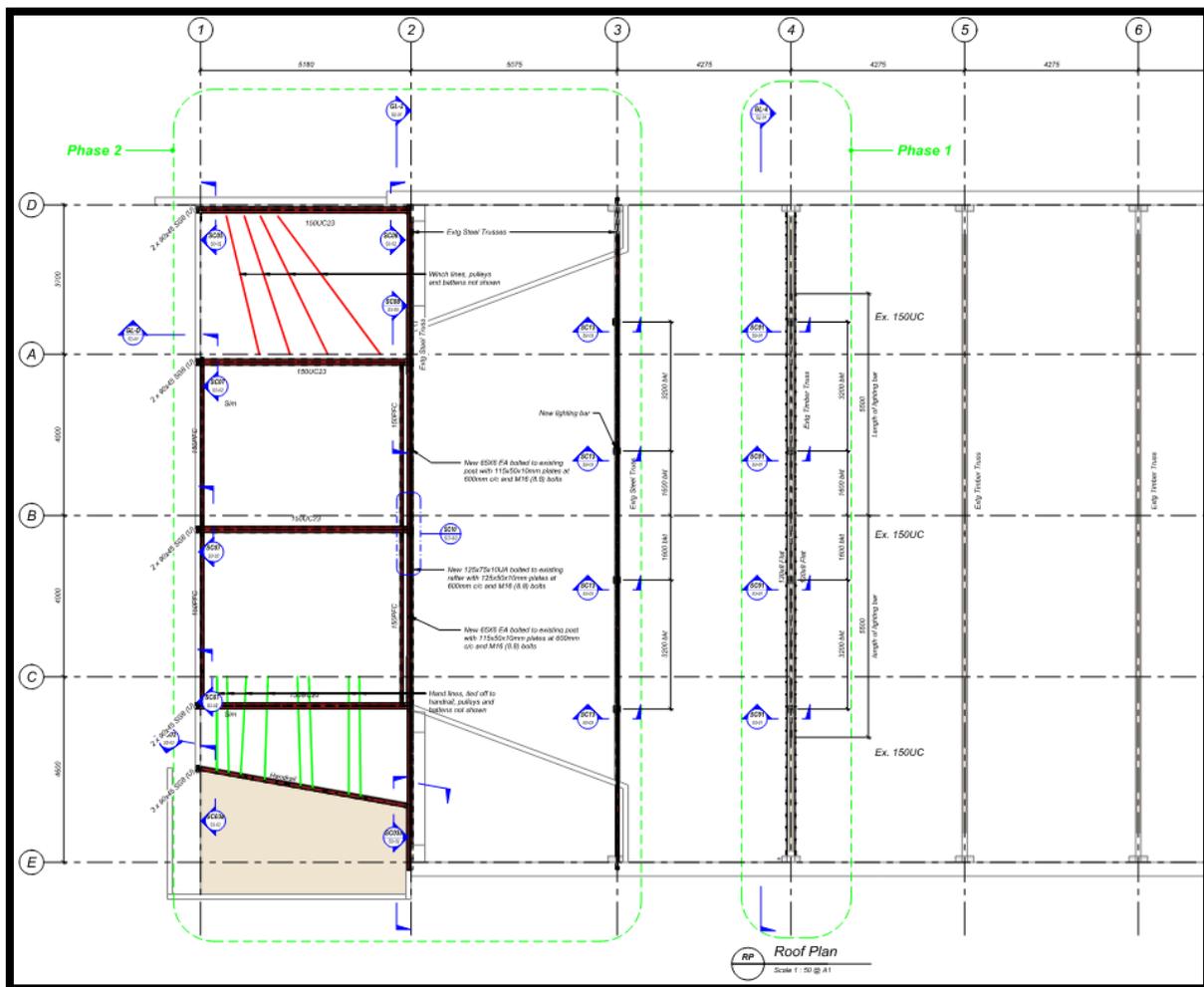
- Therefore, it is a viable option that the bar is left as is with the proviso that the maximum rating of the bar is restricted to 30.3kg.

The weight of new lights:

- New lights are heavier at 10kg each.
- At this weight, one light can be replaced but any more would trigger the need to upgrade the bar and strengthen the truss.
- The theatre systems and design consultant recommended two of the existing lights be replaced. However, all six lights have however passed a tag and test this year.
- RECIP confirmed there are 4 spare old lights in storage.
- If all the old lights failed the lighting bar could hold a maximum of three new lights.

Alternative future solution:

- In the future an alternative option to allow for additional lighting would be to install the second lighting bar proposed in phase two. See the diagram below.
- This lighting bar is 10m and can hold 10 new lights.
- As this lighting bar is attached to a steel truss no further strengthening would be required.



RECIP's preferred direction

RECIP's would like to promote to the Board that considering the additional engineering advice above the existing auditorium lighting bar is not replaced and a maximum rating of 30.3kg is applied.

RECIP proposes the remaining budget is redirected towards bringing the fire system upgrade forward because members of the community are becoming increasingly frustrated that they cannot hold larger events in the building due to the reduction in the maximum occupancy.

Fire system upgrade

On 13 May 2020, the Board considered options to remedy an issue that has been identified with the fire safety of the Roxburgh Entertainment Centre. The Board resolved under resolution 20.2.8 to:

- To remove the fire wall from being a part of the Roxburgh Entertainment Centre's building warrant of fitness compliance schedule. This permanently reduced the maximum occupancy to 170 in the Town Hall and 210 in the Theatre. The total maximum occupancy was reduced from 558 to 380.
- To include in the draft Long-term Plan 2021/31 the budget of \$132,000 for the Roxburgh Entertainment Centre to allow for minor works outlined in this report, plus an upgrade to a type four fire alarm system. This upgrade will result in a total maximum occupancy for the whole complex of 600. This upgrade is to be programmed to occur with the upcoming Earthquake Strengthening Project for the complex.

The following budgets in relation to the earthquake strengthening and fire system upgrade work are included in the Long-term plan 2021/31.

Yr 21/22	\$26,250	Detailed Seismic Assessment (DSA) and updated cost estimate for Earthquake Strengthening the complex to 67%.
Yr 22/23	\$362,000	Earthquake Strengthening cost estimate
Yr 22/23	\$132,000	Fire system upgrade

Work to procure an engineer for this DSA and others in the region is underway. The aim is to have all DSA's completed by the end of the year.

Combining the earthquake strengthening and fire system upgrade projects brings savings on contractor setup costs, reduces the risk of doubling up on works and the time the theatre is closed to the public.

Consideration also needs to be given to the pandemic. Under the current COVID-19 Protection Framework (traffic lights) system there are restrictions on the maximum number of people who can attend an event. Event numbers are restricted to 100 people or less unless we are in the green or orange setting and the My Vaccine Pass is required. Even if an early upgrade to the fire system is achieved numbers could be restricted below that of what is currently in place because of these restrictions.

The pandemic is also causing a significant increase in construction costs. Redirection of the remaining budget will help mitigate the risk of the fire system upgrade and earthquake strengthening projects being delayed due to rising construction costs resulting from the pandemic.

## Financial Considerations

If the lighting bar is not replaced there will be a \$71,306 capital budget remaining.

The \$132,000 budget for the fire system upgrade and earthquake strengthening will become available from 1 July 2022. There will be budget implications around the depreciation of a capital budget if this project is brought forward. With little to be gained in terms of timing moving this budget forward is not recommended.

It would however still be financially prudent to carry forward the remaining budget and then transfer this to the earthquake strengthening and fire system upgrade project in the 2022/23 financial year. This additional budget will help mitigate the risk of the project being delayed while additional funding is sort because of the unprecedented rise in construction costs due to the pandemic.

## 4. Options

### Option 1 – (Recommended)

To not proceed with the upgrade to the auditorium lighting bar and redirect the remaining capital budget of \$71,306 to the fire system upgrade and earthquake strengthening project in year two of the Long-term plan 2021/31.

Advantages:

- RECIP supports not proceeding with the upgrade to the auditorium lighting bar.
- As outlined above the risk of not upgrading the lighting bar is mitigated through having four spare older light fitting in storage and the future option of the second lighting bar being installed to provide additional lighting.
- Redirection of the remaining budget will help mitigate the risk of the fire system upgrade and earthquake strengthening projects being delayed due to rising construction costs resulting from the pandemic.

Disadvantages:

- RECIP's preference that the remaining budget is redirected towards bringing forward the fire system upgrade of the building.

### Option 2

To not proceed with the upgrade to the auditorium lighting bar and redirect the remaining capital budget of \$71,306 and proceed sooner with the fire system upgrade of the building.

Advantages:

- RECIP is in full support of this option.
- As outlined above the risk of not upgrading the lighting bar is mitigated through having four spare older light fittings in storage and the future option of the second lighting bar being installed to provide additional lighting on a steel truss closer to the stage which would not require strengthening.

## Disadvantages:

- There will be minimal time gained from bringing the fire system project forward as the budget for the fire system upgrade becomes available from 1 July 2022.
- The \$132,000 budget for the fire system upgrade and earthquake strengthening will become available from 1 July 2022. There will be budget implications around the depreciation of a capital budget if this project is brought forward.
- By separating the fire system upgrade and earthquake strengthening projects there will be added risk of doubling up on construction costs and the closure of the building during construction.

Option 3

To proceed with the upgrade to the auditorium lighting bar.

## Advantages:

- Increased capacity and length of the lighting bar in the existing location.

## Disadvantages:

- Not supported by RECIP.
- No capital budget savings made.

**5. Compliance**

<b>Local Government Act 2002 Purpose Provisions</b>	This decision enables democratic local decision making and action by, and on behalf of communities by reviewing the Roxburgh Entertainment Stage Upgrade Project and determining the best way forward for the social and economic well-being of the community.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	The recommendation within this report is consistent with other council policies and plans.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	This decision does not impact the sustainability, environmental, and climate change of the district.
<b>Risks Analysis</b>	<p>The risk of not upgrading the lighting bar is mitigated through having four spare older light fittings in storage and the future option of the second lighting bar being installed to provide additional lighting on a steel truss closer to the stage.</p> <p>The main user of the theatre, RECIP, is in support of not going ahead with replacing the auditorium lighting bar.</p> <p>Redirection of the budget savings to the fire system and earthquake strengthening project will help mitigate the risk of the project being delayed while additional funding is sort because of the</p>

	unprecedented rise in construction costs due to the pandemic.
<b>Significance, Consultation and Engagement (internal and external)</b>	None of the thresholds/criteria of the Council's Significance Policy has been exceeded/met.

## 6. Next Steps

- RECIP are notified of the Board's decision.
- Signage and the terms and conditions of hire are updated to include the new maximum rating of the auditorium lighting bar.
- The council's sub project of the Roxburgh Entertainment Project will be recorded as completed.
- The remaining capital budget to be carry forward to the 2022/23 year and then transferred to the fire system and earthquake strengthening projects.

## 7. Attachments

Nil

Report author:



Christina Martin  
Property and Facilities Officer (Vincent and  
Teviot Valley)  
21/01/2022

Reviewed and authorised by:



Louise van der Voort  
Executive Manager - Planning and Environment

21/01/2022

### 22.1.3 2022-23 ANNUAL PLAN BUDGET AND FEES AND CHARGES SCHEDULE

Doc ID: 565382

#### 1. Purpose of Report

To approve the draft budgets for inclusion in Council's Annual Plan 2022-23 process and the 2022-23 fees and charges schedule.

---

#### Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to accept the Teviot Valley Ward draft 2022-23 Annual Plan budgets and recommend to Council for inclusion in the 2022-23 Annual Plan.
- C. Agrees to accept the Teviot Valley 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 Teviot Valley 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 for the Teviot Valley Ward has an increase in rates of \$238k (6.2%). This includes the district-wide rates but does not allow for any growth adjustment. Looking at the Teviot Valley Ward specific rates, which excludes district wide rates and metered water rates, and excludes any provision for growth, the rate increase is 6.9%.

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%, which includes a 5% cap for existing rating papers plus a 1.9% growth factor. 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 Teviot Valley Ward Rates and outlines the changes made. Please note that the ward rate is specific to rateable units in the ward only and does not include the district wide rate and does not allow for increased growth.

#### 4. Financial Considerations

##### Rating Increase of \$34.5k (6.9%) increase

The main variances are:

- Cost of interest (Roxburgh Pool loan)
- Changes in the asset database (Teviot Valley walkway and Roxburgh Entertainment Centre) which impacts on the cost of reserves and depreciation.

#### 5. Options

##### Option 1 - (recommended)

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.

Advantages:

- Meets statutory requirements
- Provides transparent expenditure management
- The Teviot Valley Ward's budget will feed into Council's Annual Plan budget for 2022-23
- Meets the ratepayers' expectations of what was consulted on in the 2021-31 Long-term Plan
- Allows changes to reflect 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 or Fees and Charges.

## 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

<b>Local Government Act 2002 Purpose Provisions</b>	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.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Yes, consistent with all council plans and policies.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	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.
<b>Risks Analysis</b>	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.
<b>Significance, Consultation and Engagement (internal and external)</b>	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.

## 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 will be 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 - Teviot Valley Rates Summary** [↓](#)

**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	LTP Year 2 2022/23	LTP Year 2 vs AP 2022/23 \$ Change
7033	Roxburgh Promotions	2,000	2,000	0	0.0%	2,000	0
7111	General Revenues & Development I	(5,000)	(5,000)	(0)	0.0%	(5,000)	0
7211	Elected Members Teviot Valley	94,594	91,138	(3,456)	(3.7%)	93,133	(1,461)
7431	Roxburgh grants	5,200	5,200	0	0.0%	5,200	0
		<b>96,794</b>	<b>93,338</b>	<b>(3,457)</b>	<b>(3.6%)</b>	<b>95,333</b>	<b>(1,461)</b>

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	LTP Year 2 2022/23	LTP Year 2 vs AP 2022/23 \$ Change
7351	Endowment land Roxburgh	(12,285)	(12,498)	(213)	1.7%	(12,443)	(158)
7353	Other property Roxburgh	15,813	17,622	1,809	11.4%	15,792	(20)
7411	Community Halls Teviot	842	3,414	2,572	305.4%	152	(690)
7413	Roxburgh Memorial Hall	330	730	400	121.2%	330	0
7414	Roxburgh Town Hall	49,963	106,814	56,851	113.8%	45,610	(4,353)
		<b>54,663</b>	<b>116,081</b>	<b>61,419</b>	<b>112.4%</b>	<b>49,441</b>	<b>(5,222)</b>

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	LTP Year 2 2022/23	LTP Year 2 vs AP 2022/23 \$ Change
7451	Millers Flat Recreation Reserve Con	39,503	39,438	(64)	(0.2%)	39,364	(138)
7461	Reserves Roxburgh (all)	212,949	203,739	(9,210)	(4.3%)	212,557	(392)
7463	Teviot Valley Walkway Committee	18,202	3,309	(14,892)	(81.8%)	3,453	(14,749)
7491	Roxburgh Pool	95,393	28,180	(67,213)	(70.5%)	65,964	(29,429)
7492	Millers Flat Pool	20,032	18,893	(1,138)	(5.7%)	20,022	(10)
		<b>386,078</b>	<b>293,561</b>	<b>(92,517)</b>	<b>(24.0%)</b>	<b>341,359</b>	<b>(44,719)</b>

	AP 2022/23	LTP Year 1 2021/22	AP 22/23 vs LTP 21/22 \$ Change	AP 22/23 vs LTP 21/22 % Change
<b>Total Rates</b>	<b>537,535</b>	<b>502,980</b>	<b>(34,555)</b>	<b>(6.9%)</b>

NB: This excludes district wide rates and water meter rates collected within the District ward and excludes growth in ratepayer base.

<b>THREE WATERS</b>		<b>2022/23 Includes GST</b>	<b>2021/22 Includes GST</b>
<p><i>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.</i></p>	<b>DESIGNATED WASTEWATER TREATMENT PLANT</b>		
	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
	<b>TRADE WASTE</b>		
	Application fee deposit (invoiced at actual cost)	240	240
	Application to transfer trade waste discharge consent	80	80
	Annual fee	160	160
	<b>THREE WATERS - PER APPLICATION</b>		
	Approved contractors (per application)	80	80
	Non-approved contractors (per application)	160	160
	Non-approved contractors (per application)	At cost	At cost
	<b>BULK TANKER WATER FROM FIRE HYDRANTS</b>		
	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 <sup>3</sup>	1.80	1.80
	<b>BULK WATER SUPPLY</b>		
	Network connected bulk water rate (per m <sup>3</sup> )	0.86	0.86
	<b>REMOVAL OF WATER RESTRICTOR</b>		
	Temporary restrictor removal fee	At cost	At cost
	<b>WATER METER ACCURACY TESTS</b>		
	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	39	40
	<b>OTHER</b>		
	Unauthorised and other activities	At cost	At cost
	<b>CAPITAL CONTRIBUTIONS – NEW CONNECTIONS (SEE DISTRICT PLAN ALSO)</b>		
	<b>Financial Contributions - Reserves</b>		
	Urban	2380	2380
	Rural	1190	1190
	<b>Note:</b> Financial Contributions are inflated annually based on Statistics NZ Construction Index. They are indexed from the December 2019 quarter in the table above.		
	<b>DEVELOPMENT CONTRIBUTIONS - NEW CONNECTIONS</b>		
	<b>Water Supply</b>		
	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	
<b>Wastewater</b>			
Alexandra / Clyde	7536	7536	
Cromwell	3139	3139	
Naseby	3399	3399	
Omakau / Ophir	4992	4992	
Ranfurly	796	796	
Roxburgh	4670	4670	
<b>THREE WATERS AND WASTE MANAGEMENT PART CHARGES IN LIEU OF RATES</b>			
The Local Government (Rating) Act 2002 requires that properties be rated based on their status as at 1 <sup>st</sup> 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.			
<b>Water Supply – per month</b>			
If already rated as serviceable	23.12	23.12	
If not rated as serviceable before	37.91	37.91	
<b>Wastewater – per month</b>			
If already rated as serviceable	27.20	27.20	
If not rated as serviceable before	54.40	54.40	
<b>Waste Management – per month</b>			
Additional household rubbish bin	23.39	22.24	
Additional mixed recycling bin	4.76	4.67	
Additional glass recycling bin	4.76	4.67	

<b>ENVIRONMENTAL SERVICES</b>		<b>2022/23</b>	<b>2021/22</b>	<b>Comments</b>
		<b>Includes GST</b>	<b>Includes GST</b>	
<b>TRANSFER STATION CHARGES</b>				
	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.
<b>Transfer Station with Weigh Facility</b>				
	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	
<b>Transfer Station without Weigh Facility</b>				
	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	
<b>GREENWASTE DEPOSITED IN GREENWASTE AREA</b>				
	Car load	No charge	No charge	
	Trailer or ute load	5	5	
	Trailer-load charge by volume per cubic metre	5	5	
<b>CLEANFILL DEPOSITED IN CLEANFILL AREA</b>				
	Charge by volume per cubic metre	15	15	
<b>HAZARDOUS WASTE</b>				
	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	
<b>WHEELIE BIN CHARGES</b>				
	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	

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.

<b>ROADING</b>	<b>2022/23 Includes GST</b>	<b>2021/22 Includes GST</b>
<b>LICENCE TO OCCUPY</b>		
Single owner	180	180
Multiple owner	At cost	At cost
<b>TRAFFIC MANAGEMENT PLAN APPROVAL</b>		
Commercial organisations and events	90	90
Non-profit community events	No charge	No charge
<b>TEMPORARY ROAD CLOSURE</b>		
Commercial organisations and events	280	280
Non-profit community events	No charge	No charge
<b>CORRIDOR ACCESS REQUEST</b>		
<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
<b>ROAD STOPPING</b>		
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
<b>RAPID NUMBER</b>		
New	70	70
Replacement	50	50
<b>DUST SUPPRESSION</b>		
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
<b>OTHER</b>		
Commercial fingerboard signs	At cost	At cost
<b>DEVELOPMENT CONTRIBUTIONS</b>		
<b>Roading</b>		
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).		

PLANNING AND REGULATORY		2022/23	2021/22	Comments
		Includes GST	Includes GST	
<i>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).</i>	<b>BUILDING CONTROL CHARGES</b>			
	<b>Residential alterations and new</b>			
	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.
	<b>Commercial alterations and new</b>			
	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	
	<b>OTHER BUILDING CONSENT CHARGES</b>			
	Multi-proof building consents actual cost of work to be recovered (value of work less processing apportionment)	As required	As required	
	Amendments to Building Consents actual cost of work to be recovered at time and disbursements	\$150.00 deposit + \$150.00 / hour	\$150.00 deposit + \$150.00 / hour	
	Erection of marquee	316	316	
	Heating / fire appliances - free standing	241	241	
	Heating / fire appliances - inbuilt and second-hand	391	391	
	Wetback fire / diesel boilers	391	391	
	Wind machines (horticultural)	N/A	N/A	
	Inspection cancellation (same day) no fee if canceled the previous day	\$150		- This is to reduce the number of cancellations that could be used by others, and the administration of trying to reschedule inspections as a result to ensure the BCO is efficient.
	<b>Other building charges</b>			
	<b>Certificate of Acceptance</b>			
	Minor work up to \$5,000	1103	1103	
	Residential \$5,000 to \$20,000	1478	1478	
	Residential \$20,000+	2453	2453	
	Commercial – \$615 deposit plus hourly rate	\$675.00 + hourly rate	\$675.00 + hourly rate	
	Change of Use (initial fee)	252	252	
	Relocation report within the district	\$150 (report) plus \$150 per hour of inspection	\$150.00 / hour	This reflects the actual time to write the report as well as the time to undertake the inspection.
	New compliance schedule	\$150.00 / hour	\$150.00 / hour	
	Amended compliance schedule	110	110	
WOF monitoring features and renewal	\$150.00 / hour	\$150.00 / hour		
Certificate for Public Use	504	504		
Notice to Fix	225	225		
Fire Service assessment of building consents (plus costs)	150	150		
Demolition	300	300		
Inspection of unsatisfactory work (per visit or inspections not already provided for)	150	150		
Swimming pool exemption (referred to Council)	N/A	N/A		
Swimming pool inspection barriers and compliance (each inspection)	\$150.00 / hour	\$150.00 / hour		
Swimming pool registration	55	55		
Water test fee (fee plus actual test cost)	120	120		
Assessment of building consent exemption application (deposit) + \$150.00 / hour processing or inspection	\$150.00 / hour	\$150.00 / hour		
Title search	27	27		
Minor variations (to building consents)	\$150.00 / hour	\$150.00 / hour		
Building Consent Report (annual fee)	\$69	\$69	Annual fee to provide the monthly figures to customers who are registered to receive this.	
<b>Project Information Memorandum – Residential</b>	412	412		
<b>Project information memorandum – Commercial</b>	525	525		
<b>Time and disbursements</b>				
Hourly rates for processing all applications	150	150		
Mileage (dollar(s) per km)	1	1		
Hourly rates for processing all applications	105	105		
<b>ENVIRONMENTAL HEALTH</b>				
<b>Annual inspection</b>				
Camping grounds	336	336		
Hairdresser shops	225	168	reflects average 1.5 hours of officer time, including an average travel time, inspection and report	
Offensive trades	225	168	reflects average 1.5 hours of officer time, including an average travel time, inspection and report	
Funeral directors	225	168	reflects average 1.5 hours of officer time, including an average travel time, inspection and report	
Follow up inspection fee (hourly rate)	150	168	To reflect the hourly rate	
Change of ownership	150	168	To reflect the hourly rate	
<b>ANNUAL REGISTRATION</b>				
Camping grounds	168	168		
Hairdresser shops	168	168		
Offensive trades	168	168		
Funeral directors	168	168		
Miscellaneous Bylaw and general licence fees	N/A	N/A		
Late payment fee	N/A	N/A		

<b>PLANNING AND REGULATORY</b>		2022/23	2021/22	Comments
		Includes GST	Includes GST	
<b>FOOD CONTROL PLANS / NATIONAL PROGRAMMES</b>				
Initial registration		403	403	
Annual registration		201	201	
<b>Audit fee</b>				
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	
<b>BYLAW AND POLICY</b>				
<b>Trading in Public Place General Bylaw</b>				
<b>Application fee</b>				
Fee per annum		420	420	
Class 4 Gambling and Board Venue application fee (deposit)		336	336	
Hourly rates for processing all applications		168	168	
Additional sandwich board		N/A	N/A	
<b>ALCOHOL LICENSING</b>				
<b>Local Authority Compliance Certificate</b>				
Building		150	150	
Planning		150	150	
Public notification fee		125	125	
<b>ANIMAL CONTROL</b>				
<b>Dog Registration Fees</b>				
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	
<b>Dog Impounding Charges</b>				
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	
<b>Licence to keep more than 3 dogs</b>				
Application		75	75	
Inspection fee		\$150.00 / hour	\$150.00 / hour	
Annual permit fee		150	150	
<b>REFUNDS</b>				
Refund administration fee		Refer to Governance and Corporate Services section	Refer to Governance and Corporate Services section	
<b>NOISE CONTROL</b>				
<b>Return of Seized Equipment</b>				
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
<b>Contractor charge (add to administration charge)</b>				
Alexandra / Clyde		60	60	
Cromwell		70	70	
Ranfurlly		100	100	
Roxburgh / Naseby		80	80	
<b>ENFORCEMENT</b>				
Monitoring and enforcement - hourly rate		150	150	
<b>PLANNING (all deposits non-refundable)</b>				
<b>Subdivision Charges</b>				
<b>Land Subdivision Consent</b>				
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	
<b>Other Charges</b>				
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	
<b>Land Use Consent</b>				
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	

*In accordance with the Sale and Supply of Alcohol (Fees) Regulations 2013, the fees for On, Off and Club Licenses are reduced to one level lower than the fee category assessed under the Regulations.*

*Any dog classified as dangerous under the Dog Control Act shall pay 150% of the registration fee prescribed in this.*

*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.*

<b>PLANNING AND REGULATORY</b>		<b>2022/23 Includes GST</b>	<b>2021/22 Comments Includes GST</b>
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
<b>Application for Heritage Orders and Designations (deposit)</b>			
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
<b>APPLICATION FOR DISTRICT PLAN CHANGE (DEPOSIT)</b>			
<i>Minor effect – not requiring research (plus public notification and disbursements and all costs associated with conducting a hearing, including Councillors' fees. Applicant to provide all documentation to Council's satisfaction).</i>		2500	2500
<i>Moderate effect – requiring limited research (plus public notification and disbursements and all costs associated with conducting a hearing, including Councillors fees. Applicant to provide all documentation to Council's satisfaction).</i>		7500	7500
<i>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 Councillors' fees. Applicant to provide all documentation to Council's satisfaction).</i>		15000	15000
<b>Information Charges</b>			
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
<b>LAND INFORMATION MEMORANDUM (LIM)</b>			
<b>Residential Search</b>			
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)
<b>Commercial Search</b>			
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

*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.*

POOLS, PARKS AND CEMETERIES		2022/23	2021/22	Comments
		Includes GST	Includes GST	
<b>DISTRICT CEMETERIES</b>				
<b>Plot Charge (Standard) - all cemeteries in the District</b>				
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	
<b>Burial Fees District</b>				
<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	
<b>NASEBY CEMETERY</b>				
<b>Plot Fees</b>				
Standard plot fees		300	300	
Ashes plot		156	156	
Burial fees invoiced directly by Sexton		N/A	N/A	
<b>RANFURLY CEMETERY</b>				
<b>Plot Fees</b>				
Standard plot fees		300	300	
Ashes plot		156	156	
Burial fees invoiced directly by Sexton				
<b>PARKS</b>				
<b>Sports Grounds (Alexandra and Clyde)</b>				
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	
<b>Club Seasonal Rates (Including club training, regular season fixtures)</b>				
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		- Electricity to operate the showers is \$5 per day.
End of season cleaning fee		200		- New fee to cover cleaning showers and changing rooms between sports code users
<b>Other Parks and Reserves Alexandra and Clyde – including Pioneer Park – per day</b>				
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	New charge to cover damage to grounds following bookings, applies to all grounds
<b>CROMWELL SPORTS PAVILIONS</b>				
<b>Alpha Street Pavilion</b>				
Football Club per annum		573	573	
Casual day hire		58	58	
<b>Anderson Park Pavilion</b>				
Club per season		574	574	
Casual day hire		58	58	
<b>ANDERSON PARK (junior sport free) - school and school age children exempt</b>				
<b>Sports Club Rentals (per player per season)</b>				
Anderson Park grounds		51	51	
Netball / tennis courts		20	20	
<b>Club Seasonal Rates (Including club training, regular season fixtures)</b>				
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	
<b>Casual Users (per day)</b>				
Non-sporting activities (per ground plus electricity)		75	75	
Touch (per field)		45	45	
Rugby (per field)		69	69	

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

	POOLS, PARKS AND CEMETERIES		Comments		
	2022/23 Includes GST	2021/22 Includes GST			
A \$400 bond is required for circuses and fairs, amusement device operators are also required to pay the appropriate inspection licensing fees to operate devices in the district.	<b>ALPHA STREET RESERVE (per day) - school and school age children exempt</b>				
	Commercial activity or event including circus and gypsy fair, circus	400	400		
	<b>Club Seasonal Rates (Including club training, regular season fixtures)</b>				
	Football - Senior teams only	1500	1500		
	Touch Rugby – per season	500	500		
	<b>Sports Club Rentals (per player per season) (junior sports free)</b>				
	Alpha Street grounds	51	51		
	Alpha Street ground lights - per hour	N/A	N/A		
	<b>Other Parks and Reserves – Cromwell per day</b>				
	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		
	<b>MANIOTOTO PARK</b>				
	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		
	<b>Other Parks and Reserves – Maniototo per day</b>				
	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		
	<b>Rugby Clubrooms</b>				
	Rugby clubrooms (per day)	86	86		
	<b>TEVIOT VALLEY</b>				
	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		
	<b>MOLYNEUX PARK - this is property not parks</b>				
	<b>Stadium</b>				
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.	Commercial hourly rate Sports-groups (per hour)	35	35	Change name to "Commercial"	
	Non-commercial hourly rate <del>Vincent sports groups (per hour)</del>	25	25	Change name to "Non-commercial"	
	Gas heating token (20 mins)	2	2		
	Electric heating token (15 mins)	0.5	0.5		
	Commercial Sports-groups whole day	305	305	Change name to "Commercial"	
	Commercial Sports-groups-half day	205	205	Change name to "Commercial"	
	Commercial Vincent sport-groups whole day	170	170	Change name to "Non-commercial"	
	Commercial-Vincent sport-groups half day	125	125	Change name to "Non-commercial"	
	Kitchen whole day (includes foyer toilets)	55	55		
	Kitchen half day (includes foyer toilets)	30	30		
	Changing rooms (per room)	15	15		
		<b>ALEXANDRA POOL AND CROMWELL POOL</b>			
	<b>Single Admission</b>				
	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				
	<b>Membership Card and Yearly Pass</b>				
	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		
	<b>Prepaid Swim Membership Prices</b>				
	Family - 6 Months	429	429		
	Family - 12 Months	709	709		
	<b>Direct Debit Swim Membership Prices</b>				
	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		

<b>POOLS, PARKS AND CEMETERIES</b>		<b>2022/23 Includes GST</b>	<b>2021/22 Includes GST</b>	<b>Comments</b>
<b>Gold Card, Community Services Card and Tertiary Students Card Holders</b>		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	
<b>Aquarobics and Aqua Fit</b>				
Casual Adult entry and class - entry plus \$5.00		10.5	10.5	
Adult - 11 class membership concession (includes pool entry)		105	105	
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	
<b>School Hire</b>				
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	
<b>Central Otago Swimming Clubs / Non-Commercial (as per definition)</b>				
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	
<b>Commercial Operators</b>				
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	
<b>Additional Charges</b>				
Additional staff after hours		\$50 per hour per staff member	\$50 per hour per staff member	
<b>Meeting Room Charges (where available)</b>				
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	
<b>SWIMMING LESSONS – CENTRAL SWIM SCHOOL (includes pool entry)</b>				
<b>Payment in advance or by direct debit</b>				
10 x toddler / preschool lesson - Starfish, Turtles, Seals, Dolphin, Goldfish, Clownfish, Pufferfish and Rainbowfish		111	111	
- 10 swim pool entry concession card		10	10	
<b>TOTAL</b>		<b>121</b>	<b>121</b>	
10 x school age lessons - Seahorse, Otter, Snapper, Crocodile, Barracuda, Piranha, Stingray, Marlin		111	111	
- 10 swim pool entry concession card		10	10	
<b>TOTAL</b>		<b>121</b>	<b>121</b>	
10 x 45 minute stroke development - Sharks Squad		118	118	
- 10 swim pool entry concession card		10	10	
<b>TOTAL</b>		<b>128</b>	<b>128</b>	
<b>Weekday private lesson</b>				
15 minutes		19	19	
30 minutes		39	39	
5 day block holiday classes		55	55	
- 5 swim pool entry concession card		5	5	
<b>Family Discount:</b>				
<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 standard price.</i>				
<b>Multi-Lesson Discount:</b>				
<i>Students attending more than one lesson per week are eligible for a 20% discount off their second lesson that week.</i>				
<b>Direct Debit fees for payment of lessons above will incur these additional charges</b>		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				
<b>RANFURLY SWIM CENTRE</b>				
<b>Admission</b>				
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	

<b>PROPERTY AND COMMUNITY FACILITIES</b>		2022/23 Includes GST	2021/22 Includes GST
<i>A \$25 booking fee is applicable for non-payment on landing</i>	<b>AIRPORT LANDING FEES (PER LANDING)</b>		
	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
	<b>APPLICATION FOR EASEMENT OR LEASE FOR ACCESS OR INFRASTRUCTURE PURPOSES (ROADING, SERVICES, TELECOMMUNICATIONS, POWER ETC)</b>		
	Time plus legal, survey and advertisement costs	At cost	At cost
	Deposit - no reserve status	500	500
	Deposit - reserve land	1000	1000
	<b>COMMUNITY FACILITIES</b>		
	<b>ALEXANDRA COMMUNITY CENTRE</b>		
	<b>Hall and Bar</b>		
	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	
<b>Hall, Kitchen and Bar</b>			
Commercial whole day	300	300	
Commercial half day	200	200	
Non-commercial whole day	180	180	
Non-commercial half day	125	125	
<b>Hall, Reading Room, Kitchen and Bar</b>			
Commercial whole day	345	345	
Commercial half day	225	225	
Non-commercial whole day	225	225	
Non-commercial half day	135	135	
<b>Whole Complex</b>			
Commercial whole day	455	455	
Commercial half day	300	300	
Non-commercial whole day	280	280	
Non-commercial half day	170	170	
<b>Hire of equipment (away from hall, daily rate)</b>			
Trestles (each)	5	5	
Chairs (each)	2	2	
Portable stage pieces (each)	5	5	
<i>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.</i>	<b>ALEXANDRA MEMORIAL THEATRE</b>		
	<b>Commercial / non-local or by agreement with Chief Executive Officer</b>		
	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
	<b>Amateur local non-profit making incorporated societies and educational institutes</b>		
	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
	<b>CENTRAL STORIES BUILDING</b>		
	<b>Meeting room and theatre</b>		
	Commercial hire	\$40 / hour	\$40 / hour
	Non-commercial hire	\$20 / hour	\$20 / hour
	<b>CROMWELL MEMORIAL HALL</b>		
	<b>Whole complex (auditorium, supper room, west wing, kitchen)</b>		
	Commercial whole day	470	470
	Commercial half day	315	315
	Non-commercial whole day	190	190
	Non-commercial half day	140	140

<b>PROPERTY AND COMMUNITY FACILITIES</b>		<b>2022/23 Includes GST</b>	<b>2021/22 Includes GST</b>
	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
	<b>Auditorium (not including kitchen)</b>		
	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
	<b>Supper Room or West Wing (not including kitchen)</b>		
	Commercial whole-day	155	155
	Commercial half day	115	115
	Non-commercial whole day	90	90
	Non-commercial half day	75	75
	<b>Supper Room and Kitchen</b>		
	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
	<b>Hire of trestles and chairs (away from hall)</b>		
	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
	<b>NASEBY HALL</b>		
	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
	<b>NASEBY PAVILION</b>		
	Whole day hire (not exceeding 24 hours)	35	35
	Half day hire (not exceeding 4 hours)	20	20
	<b>WAIPIATA HALL</b>		
	24 hour period	105	105
	Hourly rate	8	8
	Waipiata Darts Club per annum	405	405
	<b>WALLACE MEMORIAL HALL</b>		
	Whole day hire (not exceeding 24 hours)	35	35
	Half day hire (not exceeding 4 hours)	20	20
	<b>RANFURLY HALL</b>		
	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.

<b>PROPERTY AND COMMUNITY FACILITIES</b>		2022/23 Includes GST	2021/22 Includes GST
<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>	<b>PATEAROA HALL</b>		
	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
	<b>Hire of tables and chairs (away from hall)</b>		
	Tables	10	10
	Padded chairs	2	2
	Plastic chairs	1	1
	<b>OMAKAU HALL</b>		
	Whole day hire (not exceeding 24 hours)	60	60
	Half day hire (not exceeding 6 hours)	25	25
	Hourly rate	7	7
	<b>Hire of trestles and chairs (away from hall)</b>		
Trestles (each)	5	5	
Chairs (each)	1	1	
<i>A \$200 bond is required for social functions.</i>	<b>ROXBURGH ENTERTAINMENT CENTRE</b>		
	<b>Theatre</b>		
	Evenings	310	310
	Conferences	310	310
	Matinees, meetings and rehearsals	150	150
	Hourly rate for non-profits groups only	20	20
	<b>Dance Hall</b>		
	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
	<b>Kitchen</b>		
	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	
<i>Track lighting is additional to all other fees.</i>	<b>ROXBURGH MEMORIAL HALL</b>		
	<b>Whole Hall</b>		
	Whole day hire (not exceeding 24 hours)	105	105
	Half day hire (not exceeding 6 hours)	40	40
	Hourly rate	20	20
	<b>MANIOTOTO STADIUM</b>		
	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
	<b>Rugby Clubrooms</b>		
	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	
<b>Kitchen</b>			
Kitchen whole day (not exceeding 24 hours)	55	55	
Kitchen half day (not exceeding 4 hours)	27	27	
<b>Hire of trestles away from the Stadium</b>			
Hire of trestles away from the stadium (per trestle)	3	3	
Hire of chairs away from the stadium (per chair)	1	1	
<b>Charges per annum</b>			
Maniototo Squash Club	1550	1550	
A&P Association (per show)	825	825	

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

<b>SERVICE CENTRES, i-SITES AND LIBRARIES</b>		<b>2022/23 Includes GST</b>	<b>2021/22 Includes GST</b>	<b>Comments</b>
Located at Alexandra, Cromwell, Ranfurly and Roxburgh	<b>VISITOR INFORMATION CENTRES</b>			
	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	
	<b>DISPLAY</b>			
	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	
	<b>BIG FRUIT EVENT SIGNS (Includes install / removal costs)</b>			
	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	
	<b>EVENT BANNERS</b>			
	Banner install / removal and fixings per sign - Big Fruit Reserve	50	50	
	Banner install / removal and fixings per sign on FlagTrax system	10	10	
	<b>PLASMA TV OPERATOR ADVERTISING</b>			
	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	
	<b>SCANNING</b>			
	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
	<b>FAX CHARGES</b>			
	All locations up to 3 pages (per fax)	3	3	
	Additional pages per page	N/A	N/A	
	<b>WORD PROCESSING</b>			
	Per hour	N/A	46	No longer required
	<b>LIBRARIES</b>			
	Interloan books from outside district (plus and externally imposed charges per book)	Up to \$15	Up to \$15	
	Replacement cards	5	5	
	<b>OVERDUE BOOKS (per book per day)</b>			
	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	
	<b>COMPUTER USE</b>			
	Half-hour	2	2	
	<b>PHOTOCOPYING AND PRINTING</b>			
	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	
	<b>SCANNING</b>			
	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	

<b>COMMUNITY, ECONOMIC AND STRATEGIC DEVELOPMENT</b>	<b>2022/23 Includes GST</b>	<b>2021/22 Includes GST</b>
<b>TOURISM CENTRAL OTAGO</b>		
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

<b>GOVERNANCE AND CORPORATE SERVICES</b>	<b>2022/23 Includes GST</b>	<b>2021/22 Includes GST</b>
<b>PHOTOCOPYING AND PRINTING</b>		
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
A3 per sheet up to 20 sheets (black and white)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A3 per sheet up to 20 sheets (colour)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A3 per sheet more than 20 sheets (black and white)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A3 per sheet more than 20 sheets (colour)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A4 double sided (black and white)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A4 double sided (colour)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A3 double sided (black and white)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A3 double sided (colour)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A2, A1 & A0 per sheet (black & white)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A2, A1 & A0 per sheet (colour)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
Own paper per sheet (black and white)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
Own paper per sheet (colour)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
Own paper double sided per sheet (black and white)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
Own paper double sided per sheet (colour)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
Providing of regular meeting agenda (per agenda)	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
<b>SCANNING</b>		
A4 per sheet up to 20 sheets	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A4 per sheet more than 20 sheets	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A3 per sheet up to 20 sheets	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A3 per sheet more than 20 sheets	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
A2, A1 & A0	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
<b>FAX CHARGES</b>		
All locations up to 3 pages (per fax)	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
<b>WORD PROCESSING</b>		
Per hour	Refer to Service Centres and Libraries	Refer to Service Centres and Libraries
<b>REFUNDS</b>		
Administration fee	25	25
<b>RATING SERVICES</b>		
Water rates final read	40	40
Water rates final self-read	No charge	No charge
<b>MAPS / AERIAL PHOTOGRAPHY</b>		
<b>Printing as per the above photocopying charges</b>		
Custom maps (per hour cost)	102	102
Electronic copies of aerials	POA	POA

<b>GOVERNANCE AND CORPORATE SERVICES</b>	<b>2022/23 Includes GST</b>	<b>2021/22 Includes GST</b>
<b>PROJECTOR</b>		
Projector hire (per day)	51	51
<b>RECORDS, ARCHIVES AND LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT</b>		
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 <b>after</b> 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>		

## 22.1.4 APPOINTMENTS TO EXTERNAL BODIES

Doc ID: 565247

### 1. Purpose of Report

To consider the Board's appointments to external organisations.

---

### Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
  - B. Agrees that appointments to the Roxburgh Entertainment Centre and Improvement Committee, Teviot District Museum Committee, Teviot Prospects and the Roxburgh Swimming Pool Redevelopment Committee are liaison positions.
  - C. That a liaison position on the Teviot Valley Rest Home be added to the list of external appointments.
- 

### 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 Teviot Valley Community Board made the following appointments to external organisations:

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

### **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.

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 considered that the Board's relationship with the Roxburgh Entertainment Centre and Improvement Committee, Teviot District Museum Committee, Teviot Prospects and the Roxburgh Swimming Pool Redevelopment Committee would be better maintained through liaison positions. The Board considered that appointments to the I and H McPhail Charitable Trust, Ida MacDonald Charitable Trust, Roxburgh and District Medical Services Trust, Roxburgh Cemetery Trustee Committee and

Tuapeka County Bursary Fund Committee should remain as representative positions, due to the nature of those appointments.

It was also suggested that a liaison position to the Teviot Valley Rest Home be added to list.

#### 4. Financial Considerations

There are no financial considerations arising from this report.

#### 5. Options

##### Option 1 – (Recommended)

That appointments to the Roxburgh Entertainment Centre and Improvement Committee, Teviot District Museum Committee, Teviot Prospects and the Roxburgh Swimming Pool Redevelopment Committee are liaison positions.

That a liaison position on the Teviot Valley Rest Home be added to the list of external appointments.

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

<p><b>Local Government Act 2002 Purpose Provisions</b></p>	<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><b>AND</b></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.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	The recommended option is consistent with all other Council plans and policies.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	There are no implications created by the recommended option.
<b>Risks Analysis</b>	The recommended option aims to minimise the risk to Council of poorly managed conflicts of interest, whilst maintaining strong relationships with external organisations.
<b>Significance, Consultation and Engagement (internal and external)</b>	The recommended option does not meet the threshold of the Significance and Engagement Policy.  If the Board agrees with the recommended option, discussion with the affected external organisations will take place.

## 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  
12/01/2022

Reviewed and authorised by:



Sanchia Jacobs  
Chief Executive Officer  
18/01/2022

3 February 2022

---

**6 MAYOR'S REPORT**

**22.1.5 MAYOR'S REPORT**

**Doc ID: 562482**

**1. Purpose**

To consider an update from His Worship the Mayor.

---

**Recommendations**

That the Teviot Valley 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**

3 February 2022

---

**7 CHAIR'S REPORT**

**22.1.6 CHAIR'S REPORT**

**Doc ID: 562487**

**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**

3 February 2022

---

**8 MEMBERS' REPORTS**

**22.1.7 MEMBERS' REPORTS**

**Doc ID: 562491**

**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

### 22.1.8 FEBRUARY 2022 GOVERNANCE REPORT

Doc ID: 565595

#### 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

##### Status Report

The status reports have been updated with any actions since the previous meeting (see appendix 1).

##### Legacy Status Report

The legacy status reports have been updated with any actions since the previous meeting (see appendix 2).

##### Teviot Valley Community Board Forward Work Programme

The TVCB Forward Work Programme has been updated (see appendix 3).

#### 3. Attachments

**Appendix 1 - TVCB Status Report** [↓](#)

**Appendix 2 - TVCB Legacy Status Report** [↓](#)

**Appendix 3 - TVCB Forward Work Programme** [↓](#)

Report author:

Reviewed and authorised by:



Wayne McEnteer  
Governance Support Officer  
20/01/2022

Sanchia Jacobs  
Chief Executive Officer  
25/01/2022

Status Updates		Committee: Teviot Valley Community Board			
Meeting	Report Title	Resolution No	Resolution	Officer	Status
22/04/2021	Roxburgh Entertainment Centre - Stage Upgrade Project	21.3.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the Roxburgh Entertainment Centre Stage Upgrade Project to proceed. Additional funding of \$15,500 to be funded from the Roxburgh Entertainment Centre's depreciated reserves account.</p>	Property and Facilities Officer (Vincent and Teviot Valley)	<p><b>28 Apr 2021</b> Action memo sent to the Property and Facilities Officer - Vincent and Teviot Valley</p> <p><b>08 Jun 2021</b> Construction work to be coordinated with the Roxburgh Entertainment Centre Improvement and Promotions Group's install of the new cinema screen. Awaiting installation date from community group.</p> <p><b>16 Jun 2021</b> Awaiting update from the Roxburgh Entertainment Centre Promotions Group in respect of when the screen will be installed so the balance of the work can be carried out at the same time.</p> <p><b>19 Jul 2021</b> Awaiting update from the Roxburgh Entertainment Centre and Promotions Group. They are waiting on advice from the structural engineer with regards to fixings for the cinema screen.</p> <p><b>25 Aug 2021</b> A meeting with the structural engineer and representative from the Roxburgh Entertainment Centre Improvement and Promotions Group (RECIP) has occurred. The Engineer is to provide drawings of the fixings required for the screen to RECIP by the end of August.</p> <p><b>21 Sep 2021</b> RECIP has received the Engineer's drawings of the screen fixings and is planning installation of the screen. The newly-purchased scaffolding was erected to access the auditorium bar. All lights were tested and found to be safe. Lights were weighed and bar dimensions taken. This information was provided to the Engineer to calculate whether the bar is safe as-is, now that it is shackled to the truss and accessed</p>

					<p>by scaffolding.</p> <p><b>08 Nov 2021</b> Council and RECIP have received the engineers advice around existing lighting bar. There is a possibility that it is safe to leave in place if the weight on the bar is limited. RECIP considering this possibility. Staff are working with RECIP to develop a site specific safety plan for the installation of the screen and new curtain rail.</p> <p><b>07 Jan 2022</b> Report to update the Board will be presented in February. MATTER CLOSED.</p>
17/06/2021	Allocation of Teviot Valley Walkways Reserve Fund	21.5.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the proposed work programme and expenditure to come from the Teviot Valley Walkways Reserve.</p> <p>C. Agrees to retain the Teviot Valley Walkways Reserve account.</p> <p>D. Recommend to Council that the delegation from the Teviot Valley Community Board to the Teviot Valley Walkways Committee be reviewed as part of the next delegation manual update.</p>	Parks Officer - Projects	<p><b>21 Jun 2021</b> Action memo sent to Parks Officer - Projects and Finance</p> <p><b>19 Jul 2021</b> Signage design being completed on a site-by-site basis, starting with the River Track. Improvements on Grovers Hill will wait until the wind-blown forestry damage is removed.</p> <p><b>24 Aug 2021</b> Staff working with Walkways Committee to implement signage and track improvements</p> <p><b>08 Oct 2021</b> Staff continue to work with Walkways Committee to implement signage and track improvements</p> <p><b>10 Nov 2021</b> Staff are working with the Walkways Committee to implement signage and track improvements.</p> <p><b>10 Jan 2022</b> Teviot Walkways Committee have applied to Council for additional funding to contribute to the project cost to upgrade the Roxburgh River Track. Awaiting tree removal on Grovers Hill before completing signage install.</p>
21/10/2021	Promotion Grant Applications 2021 - 22 First	21.8.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of</p>	Media and Marketing Manager	<p><b>28 Oct 2021</b> Action memo sent to the Media and Marketing Manager and to Finance.</p>

	Round		<p>significance.</p> <p>B. Declines a promotions grant for the Central Otago District Arts Trust.</p> <p><b>GRA210750614 Central Otago District Arts Trust – Cover to Cover events – graphic design</b></p> <p>Year 1 LTP 2021/22 applied \$700 Decline: \$0</p> <p>C. Approves a promotions grant for Cavalcade Host Town Committee of \$2,500 to be funded from the Roxburgh Promotions Reserve (7033) for marquee hire.</p> <p><b>GRA210925282 The Cavalcade Host Town Committee Inc. - Millers Flat Cavalcade 2022</b></p> <p>Year 1 LTP 2021/2022 applied \$10,304 Approve: \$2,500</p> <p>D. Approves a promotions grant of \$500 to be funded from the Teviot Valley Promotions budget for marketing and promotions costs.</p> <p><b>GRA210804641 Teviot Prospects Cherry Chaos Event Management and Marketing</b></p> <p>Year 1 LTP 2021/22 applied \$2,000 Approve: \$500</p> <p>Year 2 LTP 2022/23 applied \$2,000 Decline: \$0</p> <p>Year 3 LTP 2023/24 applied \$2,000 Decline: \$0</p>		<p><b>08 Nov 2021</b> Applicants advised of Board decision with details on when and how to draw down approved grants</p> <p><b>19 Jan 2022</b> Cavalcade grant was uplifted in December. The Cherry Chaos event has been cancelled so the grant has not be uplifted.</p>
21/10/2021	Proposed Road Stopping - Unnamed Road off Roxburgh East Road	21.8.4	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <ul style="list-style-type: none"> <li>- Agrees to approve the proposal to stop the unnamed unformed road, and to legalise the existing formation of Roxburgh East Road as shown in figure 4 (Legalisation</li> </ul>	Statutory Property Officer	<p><b>28 Oct 2021</b> Action memo sent to the Statutory Property Officer.</p> <p><b>03 Nov 2021</b> Report to Council's meeting of 08 December 2021 finalised and awaiting presentation.</p> <p><b>10 Jan 2022</b> Council has since approved the proposal</p>

			<p>Plan) by:</p> <p>Subject to:</p> <ul style="list-style-type: none"> <li>- Public notification and advertising in accordance with the Local Government Act 1974.</li> <li>- No objections being received within the objection period.</li> <li>- An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the areas marked 'A' to 'D' in figure 4 (Legalisation Plan).</li> <li>- Council and the applicant sharing the survey costs.</li> <li>- The applicant paying for the land at valuation, and all other costs associated with the stopping.</li> <li>- The final survey plan being approved by the Chief Executive Officer.</li> </ul> <p>B. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>		<p>with the applicants being notified of the outcome. Works will be managed by contractors. MATTER CLOSED.</p>
21/10/2021	Proposed Road Stopping (Partial Width) - Adjacent to 56 Ladymith Road	21.8.5	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. To recommend to Council to approve the proposal to stop an unformed portion of Ladysmith Road, being approximately 340 square metres as shown in figure 4, subject to:</p> <ul style="list-style-type: none"> <li>- The applicant paying for the land at valuation as prescribed in the Public Works Act 1981.</li> <li>- The applicant paying all other costs associated with the stopping.</li> <li>- The land being amalgamated with the applicant's Record of Title.</li> <li>- An easement (in gross) in favour of (and as approved by) Aurora Energy</li> </ul>	Statutory Property Officer	<p><b>28 Oct 2021</b> Action memo sent to the Statutory Property Officer.</p> <p><b>03 Nov 2021</b> Report to Council's meeting of 08 December 2021 finalised and awaiting presentation.</p> <p><b>10 Jan 2022</b> Council has since approved the proposal with the applicants being notified of the outcome. Works will be managed by contractors. MATTER CLOSED.</p>

			<p>Limited being registered on the applicant's Record of Title.</p> <ul style="list-style-type: none"> <li>- The final survey plan being approved by the Chief Executive Officer.</li> </ul> <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>		
25/11/2021	Application to Lease Local Purpose Reserve Land (PRO: 65-7027-00)	21.9.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the granting of a lease over approximately 1.2 hectares of Part Section 142 Block I Teviot Survey District (as shown in figure 1), being Local Purpose (Public Utility) Reserve, to Teviot Ag Works Limited, on the following terms and conditions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Term: Five (5) Years</li> <li><input type="checkbox"/> Rights of Renewal: Two (2) of Five (5) Years</li> <li><input type="checkbox"/> Commencement Date:           01 December 2021</li> <li><input type="checkbox"/> Rental: \$1,200 per annum plus GST plus outgoings</li> <li><input type="checkbox"/> Rent Review Methodology: Market Rental</li> <li><input type="checkbox"/> Final Expiry: 30 November 2036</li> <li><input type="checkbox"/> Permitted Use: Industrial/Agricultural Storage Yard</li> </ul> <p>Subject to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The applicant deer fencing the perimeter of the demised area.</li> <li><input type="checkbox"/> Ownership of the fencing (and any gates) transferring to Council on cancellation or expiry.</li> </ul>	Statutory Property Officer	<p><b>30 Nov 2021</b> Action memo sent to the Statutory Property Officer and to Finance.</p> <p><b>10 Jan 2022</b> Applicants have been notified of the outcome. Lease agreement executed. MATTER CLOSED.</p>

			<p>☐ The provisions of the Reserves Act 1977.</p> <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>		
25/11/2021	Roxburgh Cemetery Trustees	21.9.3	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to accept the administration, management and operation of the Roxburgh Cemetery from the Roxburgh Cemetery Trustees to the Central Otago District Council, subject to the land encroachment of the Cemetery being resolved.</p>	Parks and Recreation Manager	<p><b>30 Nov 2021</b> Action memo sent to the Parks and Recreation Manager and to Finance.</p> <p><b>14 Jan 2022</b> The Department of Conservation and the Ministry of Health have been advised of the Board's decision. We are now waiting for DOC to complete the survey and land transfer requirements for the cemetery.</p>



## Teviot Valley Community Board Legacy Status Report on Resolutions

### Planning and Environment

#### Resolution 19.9.6 – November 2019

#### Otago Fish and Game Council Proposal to Construct a Jetty and Walking Track at Pinders Pond, Roxburgh. (COM 07-65-006)

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Agrees** in principle to the proposal to construct a floating pontoon and associated walking track on Pinders Pond Reserve, and to initiate community engagement on the proposal.
- C. **Notes** that a further report will be presented that conveys the findings from the community engagement process and informs a final decision.

#### STATUS

**ON HOLD**

*August 2021 – Further correspondence sent attempting to progress project. Project unable to progress until able to engage with Contact Energy.*

*February – July 2021 – Contact was made with Contact Energy Ltd. prior to Christmas requesting a status update. Awaiting detail design material.*

*December 2020 – Awaiting detail design material.*

*November 2020 – Awaiting detail design material. The planned consultation process is likely to be rescheduled into 2021.*

*September 2020 – Design detail work is progressing.*

*July 2020 – Design detail has not yet been received.*

*June 2020 – Initial scoping of the site and advice on the track detail has been completed by Contact Energy Ltd. Awaiting design detail from Otago Fish and Game Council and Contact Energy so that public consultation can be carried out.*

*April 2020 – Plans have not yet been made available to plan the community engagement process.*

*January 2020 – Otago Fish and Game Council and Contact Energy are to provide Council with design drawings for the community engagement process.*

*December 2019 – Action memo sent to the Parks Officer Projects*





**10            DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 24 March 2022.