



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.

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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&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 & S Smith family Trust (Trustee) K & EM Bennett's family Trust (Trustee) Roxburgh Gorge Trail Charitable Trust (Chair) Roxburgh and District Medical Services Trust (Trustee) Central Otago Clutha Trails Ltd (Director) Teviot Prospects (Trustee) Teviot Valley Community Development Scheme Governance Group Central Otago Queenstown Network Trust</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 straps, 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 straps 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 straps 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.

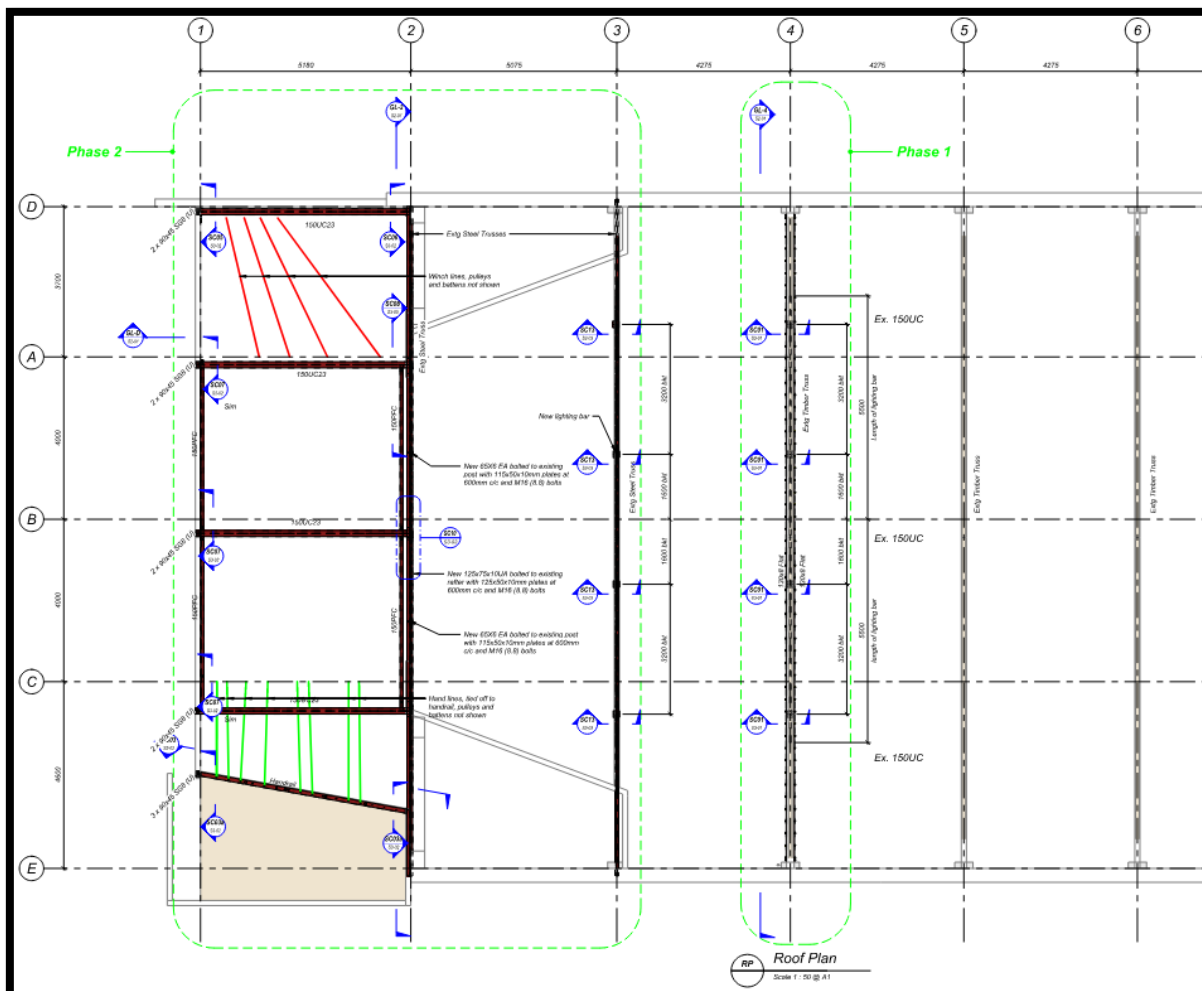
- Therefore, it is a viable option that the bar is left as is with the proviso that the maximum rating of the bar is restricted to 30.3kg.

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

Local Government Act 2002 Purpose Provisions	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.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The recommendation within this report is consistent with other council policies and plans.
Considerations as to sustainability, the environment and climate change impacts	This decision does not impact the sustainability, environmental, and climate change of the district.
Risks Analysis	<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.
Significance, Consultation and Engagement (internal and external)	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

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

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

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>Local Government Act 2002 Purpose Provisions</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>AND</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.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The recommended option is consistent with all other Council plans and policies.
Considerations as to sustainability, the environment and climate change impacts	There are no implications created by the recommended option.
Risks Analysis	The recommended option aims to minimise the risk to Council of poorly managed conflicts of interest, whilst maintaining strong relationships with external organisations.
Significance, Consultation and Engagement (internal and external)	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

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

10 DATE OF THE NEXT MEETING

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