



# **AGENDA**

## **Cromwell Community Board Meeting Monday, 9 May 2022**

**Date: Monday, 9 May 2022**

**Time: 2.00 pm**

**Location: Cromwell Service Centre, 42 The Mall,  
Cromwell**

(Due to COVID-19 restrictions and limitations of the physical space, public access will be available through a live stream of the meeting.)

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

**Sanchia Jacobs  
Chief Executive Officer**





Notice is hereby given that a meeting of the Cromwell Community Board will be held in Cromwell Service Centre, 42 The Mall, Cromwell and live streamed via Microsoft Teams on Monday, 9 May 2022 at 2.00 pm. The link to the live stream will be available on the Central Otago District Council's website.

## Order Of Business

<b>1</b>	<b>Apologies .....</b>	<b>5</b>
<b>2</b>	<b>Public Forum.....</b>	<b>5</b>
<b>3</b>	<b>Confirmation of Minutes.....</b>	<b>5</b>
	Cromwell Community Board meeting Meeting - 29 March 2022.....	7
<b>4</b>	<b>Declaration of Interest .....</b>	<b>14</b>
	22.3.1 Declarations of Interest Register .....	14
<b>5</b>	<b>Reports .....</b>	<b>17</b>
	22.3.2 Cromwell and Districts Promotions Group Report Back .....	17
	22.3.3 March 2022 Promotions Grants Applications .....	99
	22.3.4 Approval of the Draft Bannockburn Domain Reserve Management Plan 2022 .....	103
	22.3.5 2022-23 Annual Plan Budget and Fees and Charges Schedule .....	178
	22.3.6 Road Name Approval Report - Wooing Tree Development.....	202
<b>6</b>	<b>Mayor's Report.....</b>	<b>214</b>
	22.3.7 Mayor's Report .....	214
<b>7</b>	<b>Chair's Report .....</b>	<b>215</b>
	22.3.8 Chair's Report.....	215
<b>8</b>	<b>Members' Reports.....</b>	<b>216</b>
	22.3.9 Members' Reports .....	216
<b>9</b>	<b>Status Reports .....</b>	<b>217</b>
	22.3.10 May 2022 Governance Report.....	217
<b>10</b>	<b>Date of the Next Meeting .....</b>	<b>236</b>
<b>11</b>	<b>Resolution to Exclude the Public .....</b>	<b>237</b>
	22.3.11 May 2022 Confidential Governance Report .....	237



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

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

**1 APOLOGIES**

**2 PUBLIC FORUM**

**3 CONFIRMATION OF MINUTES**

Cromwell Community Board meeting - 29 March 2022



**MINUTES OF A MEETING OF THE CROMWELL COMMUNITY BOARD  
HELD IN THE MICROSOFT TEAMS AND LIVE STREAMED  
ON TUESDAY, 29 MARCH 2022 COMMENCING AT 2.05 PM**

**PRESENT:** Ms A Harrison (Chair), Mr T Buchanan, Cr N Gillespie, Cr C Laws,  
Cr N McKinlay, Mr B Scott

**IN ATTENDANCE:** T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L van der Voort  
(Executive Manager - Planning and Environment), S Righarts (Chief Advisor),  
L Stronach (Team Leader – Statutory Property), A McDowall (Finance  
Manager), D McKewen (Accountant), G Bailey (Parks and Recreation  
Manager), G Robinson (Property and Facilities Manager), D Penketh (Project  
Manager – Property), R Williams (Community Development Advisor),  
W McEnteer (Governance Manager)

## **1 APOLOGIES**

### **APOLOGY**

-----

#### **COMMITTEE RESOLUTION**

**Moved:** Buchanan  
**Seconded:** Scott

That the apology received from Mr Murray and an apology for Mr Buchanan be accepted.

-----**CARRIED**

## **2 PUBLIC FORUM**

There was no public forum.

Note: Mr Buchanan joined the meeting at 2:07 pm.

## **3 CONFIRMATION OF MINUTES**

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#### **COMMITTEE RESOLUTION**

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

That the public minutes of the Cromwell Community Board Meeting held on 15 February 2022 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

### 22.2.2 APPLICATION TO RESURVEY AND INCREASE EASEMENT PLAN AREA

To consider increasing the footprint of an existing easement corridor on Lot 7 DP 433991 being part of the Sugarloaf Scenic Reserve.

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#### COMMITTEE RESOLUTION

**Moved:** McKinlay  
**Seconded:** Scott

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to the area of the easement corridor on Lot 7 DP 433991 being resurveyed and increased in size (as shown in figure 6 of the report), to legalise the existing infrastructure and to allow an additional power cable to be installed to meet the applicant's increased power requirements, subject to:
  - The applicants obtaining all permits and consents associated with installing the additional cable.
  - The applicants paying all costs associated with surveying the infrastructure and with the preparation and registration of the revised easement agreement.
  - The Chief Executive approving the new easement plan and agreement.
  - The Chief Executive being satisfied with any reinstatement/remediation works following any earthworks on the Reserve.
  - The consent of the Minister of Conservation.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

**CARRIED** with Councillor Gillespie recording his vote against

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### 22.2.3 PROPOSAL TO DISPOSE OF PART OF RECORD OF TITLE OT13B/860 TO WAKA KOTAHI NEW ZEALAND TRANSPORT AGENCY AS AGENTS OF THE CROWN.

To consider disposing of approximately 2720 square metres of Record of Title OT13B/86, for the purpose of constructing a roundabout at the intersection of State Highway 8B and Barry Avenue, and to allow Waka Kotahi to exclude the public from a portion of Section 126 Block III Cromwell Survey District during construction of the roundabout and new footpaths.

After discussion it was agreed that a plan of the proposed footpath should be approved before any further work on the Big Fruit Reserve. The part of the recommendation discussing Waka Kotahi's use of the Big Fruit Reserve was removed.

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#### COMMITTEE RESOLUTION

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

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
  - B. Agrees to:
-

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Dispose of approximately 2720 square metres of Record of Title OT13B/86, being the parcels marked "A" and "B" as identified in figure 2 of the report, to:

- Waka Kotahi New Zealand Transport Agency as agents of the Crown.
- In accordance with the provisions of the Public Works Act.
- For \$184,000 (One Hundred and Eighty Four Thousand Dollars) plus GST (if any).

Subject to:

- The income being paid to the Cromwell Property General Account and held for the purpose of for the purpose of purchasing, enhancing, and/or maintaining, land within the Cromwell ward.

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

**CARRIED**

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#### **22.2.4 PROPOSED ROAD STOPPING - PART MELMORE TERRACE**

To consider stopping part of Melmore Terrace, Cromwell in accordance with the provisions of the Public Works Act 1981, to maximise the design options and overall development of the new Cromwell Memorial Hall/Events Centre.

After discussion it was agreed that at this stage the footprint requirements were unknown for the memorial hall and that the road stopping may not be needed. It was agreed that the item should be left on the table until a final design was known.

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#### **COMMITTEE RESOLUTION**

**Moved:** Buchanan

**Seconded:** Scott

That the Cromwell Community Board

Agrees to leave the item to lie on the table until such time as the Board considers the final design for the Cromwell memorial hall/events centre project.

**CARRIED**

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#### **22.2.5 CLOSING OF THE CROMWELL MEMORIAL HALL**

To consider the closing of the Cromwell Memorial Hall and the project delivery process for the Cromwell Town Hall/Events Centre Project.

After discussion it was agreed that the hall should not be demolished until there is a plan to replace it. It was agreed that the item should be left on the table until concept plan was known.

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**COMMITTEE RESOLUTION**

**Moved:** Scott  
**Seconded:** Buchanan

That the Cromwell Community Board

Agrees to leave the item to on lie the table until 9 May so the Board has the opportunity to consider the concept plans and high-level financial estimates prior to a decision.

**CARRIED**

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**22.2.6 CROMWELL FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2021**

To consider the financial performance overview as at 31 December 2021.

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**COMMITTEE RESOLUTION**

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

That the report be received.

**CARRIED**

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**6 MAYOR'S REPORT****22.2.7 MAYOR'S REPORT**

His Worship the Mayor gave an update on his recent activities in the Cromwell Ward. He gave an update to Members on current issues in the Three Waters space before responding to questions.

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**COMMITTEE RESOLUTION**

**Moved:** Harrison  
**Seconded:** Gillespie

That the Cromwell Community Board receives the report.

**CARRIED**

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**7 CHAIR'S REPORT****22.2.8 CHAIR'S REPORT**

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

- Mentioned that a lot of time has been taken with the response to Omicron at school.
  - Noted a pull back from most face to face commitments recently.
  - Noted an interview with Radio Central after the last CCB meeting.
-



- Mentioned being part of a strategic leadership programme with the Springboard Trust.
  - Noted her fortnightly column for Cromwell News.
- 

## COMMITTEE RESOLUTION

**Moved:** Harrison

**Seconded:** Laws

That the report be received.

**CARRIED**

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## 8 MEMBERS' REPORTS

### 22.2.9 MEMBERS' REPORTS

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

Mr Scott reported on the following:

- Noted that a lot of events had been cancelled recently
- Attended the Cromwell business breakfast and noted the presentation there from the Cromwell Promotions Group.

Councillor Gillespie reported on the following:

- Attended a meeting of the Hearings Panel.
- Attended the March Council meeting and gave Members an update on items discussed.
- Noted that Central Otago was in a restricted fire season.
- With the end of daylight savings, reminded the community about checking smoke detectors in their houses were working correctly and that chimneys were cleaned and ready for use.
- Congratulated Connect Cromwell for the installation of the disc golf course.
- Noted the volleyball nets at the Alpha Street reserve and although he had not heard anything about them going up, that they were a good idea.

Councillor Laws reported on the following:

- Attended the March Council meeting and updated Members on items discussed.
- Noted a possible trustee to join Cromwell Community House.
- Noted she was unable to attend Historic Precinct meeting.

Mr Buchanan reported on the following:

- Addressed a need for more public toilets in Tarras.
-

- Noted that he has had no recent communication with the Bannockburn Reserve committee due to the Covid situation.

Councillor McKinlay reported on the following:

- Attended the March Council meeting and updated Members on topics that were discussed there.
- Discussed the Future of Local Government session at the Council meeting.

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#### **COMMITTEE RESOLUTION**

**Moved:** Laws  
**Seconded:** McKinlay

That the report be received.

**CARRIED**

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### **9 STATUS REPORTS**

#### **22.2.10 MARCH 2022 GOVERNANCE REPORT**

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

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#### **COMMITTEE RESOLUTION**

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

That the report be received.

**CARRIED**

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### **10 DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 9 May 2022.

### **11 RESOLUTION TO EXCLUDE THE PUBLIC**

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#### **COMMITTEE RESOLUTION**

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

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

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

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General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>Confidential Minutes of Ordinary Board Meeting</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>22.2.11 - February 2022 Confidential Governance Report</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

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The public were excluded at 3.55 pm and the meeting closed at 4.03 pm.

## **4 DECLARATION OF INTEREST**

### **22.3.1 DECLARATIONS OF INTEREST REGISTER**

**Doc ID: 579432**

#### **1. Purpose**

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

#### **2. Attachments**

**Appendix 1 - CCB Declarations of Interest** [↓](#)

<b>Name</b>	<b>Member's Declared Interests</b>	<b>Spouse/Partner's Declared Interests</b>	<b>Council Appointments</b>
Buck Buchanan	Central Speedway Club Cromwell Incorporated (life member) Collie Dog Club (member)	Collie Dog Club (Treasurer) Carrick Irrigation Company (Secretary)	Bannockburn Recreation Reserve Management Committee Inc. Pisa District Community Group
Neil Gillespie	Contact Energy (Specialist - Community Relations and Environment) Clyde & Districts Emergency Rescue Trust (Secretary and Trustee) Cromwell Volunteer Fire Brigade (Chief Fire Officer) Cromwell Bowling Club (patron) Otago Local Advisory Committee - Fire Emergency New Zealand Returned Services Association (Member)		Lowburn Hall Committee Tarras Community Plan Group Tarras Hall Committee
Anna Harrison	Principal Goldfields Primary School Runs the Dunstan Zone swimming championships Cromwell Swim Club past president and club group coach Central Otago Primary School Sport Association (member) Dunstan Zone Sports Group (member) Principal of Goldfields Primary School	Mojo Modern Joinery Cromwell (Owner / Director)	Cromwell District Museum Cromwell Youth Trust

Cheryl Laws	The Message (Director) Wishart Family Trust (Trustee) Wooring Tree (Assistant Manager - Cellar Door) Daffodil Day Cromwell Coordinator	Otago Regional Council (Deputy Chair) The Message (Director)	Cromwell Resource Centre Cromwell Historical Precinct
Nigel McKinlay	Transition To Work Trust (Board member) Gate 22 Vineyard Ltd (Director) Everyday Gourmet (Director) Central Otago Wine Association (member) Long Gully Irrigation Scheme (member)		
Werner Murray	The Property Group (Employee) Connect Cromwell (member) Guardians of Lake Dunstan (Trustee)	Sole Trader Space at the Base at Allan Scott Wineries Tasting Room, Scott Base Winery (Carolyn Murray) Cromwell Promotions Group (Chair) Central Otago Winegrowers Association (Board member) Schooner Development Ltd (Director)	Cromwell and Districts Community Trust Cromwell District Museum
Bob Scott	Cromwell Golf Club (vice-president) Central Football Project Trust (Trustee)		Ripponvale Hall Committee Cromwell and Districts Promotions Group

## 5 REPORTS

### 22.3.2 CROMWELL AND DISTRICTS PROMOTIONS GROUP REPORT BACK

Doc ID: 576474

#### 1. Purpose

To consider a report back from Cromwell and Districts Promotions Group for a grant received to fund the Light Up Winter event in July 2021 and a grant to fund various promotional activities during 2020-2021.

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#### Recommendations

That the report be received.

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#### 2. Discussion

The Cromwell Community Board, at its meeting held on 20 April 2021, approved a grant of \$15,000 to the Cromwell and Districts Promotions Group for the Light Up Winter event as per the following resolution.

##### **Resolution 21.3.5**

- A. Receives the report and accepts the level of significance.
- B. Approves a promotion grant of \$15,000 to Cromwell and Districts Promotion Group for the period of 1 July to 30 September 2021. The amount of the grant to be funded from the 2021-2022 Cromwell Promotions Grant budget and used for the Light Up Winter Event July 2021 only.

At its meeting of 7 September 2021 the Cromwell Community Board also approved a grant of \$64,270 to the Cromwell and Districts Promotions Group as per the following resolution.

##### **Resolution 19.10.7**

- A. **Receives** the report and accepts the level of significance
- B. **Approves** a grant from the 2020-21 financial year Cromwell Promotions Cost Centre 3033 2460 to Cromwell and District Promotions Group for projects:
  - a. Media and Communications Manager  
Requested \$23,100                      Approved **\$23,100**
  - b. Community Relationships Manager  
Requested \$23,100                      Approved **\$23,100**

- |                              |  |                          |
|------------------------------|--|--------------------------|
| c. Marketing and Advertising |  |                          |
| Requested \$25,500           |  | Approved <b>\$15,000</b> |
|                              |  |                          |
| d. Operating Expenses        |  |                          |
| Requested \$12,500           |  | Approved <b>\$12,000</b> |
|                              |  |                          |
| e. Light Up Winter           |  |                          |
| Requested \$10,000           |  | Approved <b>\$9,000</b>  |
|                              |  |                          |
| f. Cherry Festival           |  |                          |
| Requested \$4,000            |  | Approved <b>\$2,000</b>  |
|                              |  |                          |
| g. Fireworks Street Party    |  |                          |
| Requested \$10,000           |  | Approved <b>\$2,000</b>  |
|                              |  |                          |
| h. Spring Market             |  |                          |
| Requested \$2,000            |  | <b>Declined</b>          |

The Cromwell and Districts Promotions Group has provided a report back on the Light Up Winter event attached (Appendix 1) and for their 2020-21 financial year programme attached (Appendix 2).

The report back for both grants include financial records confirming that the grants were applied as intended thereby meeting the accountability requirements of Council's Grants Policy.

### 3. Attachments

**Appendix 1 - GRA220214349 - Cromwell Promotions Group Light Up Winter 2021 Report Back** [↓](#)

**Appendix 2 - GRA220340346 - Cromwell Promotions Group Report Back 2020-2021** [↓](#)

Report author:

Reviewed and authorised by:



Morgan Potter  
TCO Marketing and Event Support  
26/04/2022



Sanchia Jacobs  
Chief Executive Officer  
29/04/2022



# Grants - Report Back (Accountability) GRA220214349



1 Dunorling Street  
PO Box 122, Alexandra 9340  
New Zealand

03 440 0056

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



## Grant Accountability

**Original Application Number**

Submitted before online submission started: Resolution 21.3.5 (approved under the hardship funding round), PO#90813

## The Applicant:

**Organisation Name**

**Project Name:**

**Contact**

**Phone**

**Email**

**Address**

Cromwell and Districts Promotion Group  
Light Up Winter 2021

## The Project:

**Amount granted by Central Otago District Council**

**Total cost of the project**

**If there was any significant variation from your original budget, what were the main reasons for this?**

**What outcomes were achieved from the project/event?  
(max 500 words)**

**How did your organisation acknowledge the support of the Council grant?**

**When did you receive your grant funding?**

**Support Documents Ticked**

**Grants of \$10,000 or more**

15000.00

43417.36

Additional grants and sponsorship received, therefore scope and advertising costs increased and new light installations could be purchased. See attached for further detail.

Hugely successful event held with over 4000 attendees.

Publicly thanked via several media releases and articles, thanked by MC at the event.

09/07/2021

- Proof of expenditure (including receipts, invoices and/or financial statements)
- Photos of the event or project
- Copies of reviews or feedback relating to the project
- Annual report

## Declaration:

All information provided is complete and correct True

Have read and acknowledge the standard Central Otago  
Terms and Conditions of Grant Funding Yes

Information about your application (including the  
applicant's name, project title, and a summary of the  
proposal) and any approved funding may be made  
publicly available by Council Yes


Name:

Carolyn Murray

Date

18/03/2022

Signature (30 kb)

A handwritten signature in black ink, appearing to read 'CM', is written over the signature line.

LIGHT UP WINTER BUDGET 2021					
	INCOME	Budget ex GST	Actuals ex GST	Notes for Accountability	Notes (Original)
	Lanterns	\$7,826.00	\$5,265.35	Sold slightly less than expected	* based on selling 900 @ \$10
	Stallholder	\$1,000.00	\$1,195.65		* 7 paid food vendors & 14 craft stalls
	CDPG - Mulled Wine	\$4,000.00	\$5,240.26		* based on 500 cups sold
	CDPG - Keep Cups	\$1,000.00	\$0.00	Did not use due to time constraints	
	CDPG - LED Stall	\$1,500.00	\$1,446.09		
	Astrophotography		\$469.56	Additional offering	
	Donations	\$500.00	\$2,592.78		* Gold Coin Donations
	Other Grant and Sponsorship Income		\$26,304.37	Confirmed after submission to CODC	
	Grant Funds still to be received		\$6,000.00	Yet to be drawn down	
	<b>Total income</b>	<b>\$15,826.00</b>	<b>\$48,514.06</b>		
	<b>EVENT COSTS</b>				
	Health & Safety/Licencing				Notes
	Liquor Licence	\$400.00	\$500.00		
NEW COST	Traffic Management Plan	\$600.00	\$1,292.50	New provider and higher cost than expected	
NEW COST	First Aid	\$500.00	\$532.50		
	Facilities				
	Toilets, Fencing, Generators (HireKing)	\$525.00	\$943.05		
	Heaters	\$1,000.00	\$1,076.70		
NEW COST	Staging	\$1,700.00	\$792.00	In kind sponsorship	
NEW COST	Stage Sound & Lighting	\$1,000.00	\$0.00	In kind sponsorship	
	Decorations and Other Costs		\$1,180.99		
	Labour				
	Mall light Pack In & Out	\$750.00	\$666.52		* donation given to Cromwell Rugby Club (increased this year)
NEW COST	Cherry Picker	\$800.00		Not required	
	Lantern Clean Up	\$435.00	\$838.53		* donation to local group for clean up of lanterns (increased this year)
	Stalls				* product cost to generate group income
	CDPG - Mulled Wine Stall	\$2,500.00	\$1,364.33		
	CDPG - LED Stall	\$1,500.00	\$507.40	Used previous year stock	
NEW COST	Keep Cups	\$3,500.00	\$0.00	Did not use due to time constraints	* didn't buy these last year due to time restraints
	Advertising & Marketing			Additional Advertising due to providing extra events and sponsorship funds received	
	Poster print	\$90.00	\$846.61		
	The Bulletin	\$1,180.00	\$2,400.00		2 x full page plus 2 x 1/4
	Cromwell News	\$1,304.00	\$657.00		2 x full page plus 2 x 1/4
NEW COST	The Star (Dunedin)	\$1,000.00	\$3,499.00	Marketing campaign extended to provide greater regional reach (eg Bus backs)	2 x 1/8th
NEW COST	Southland Express	\$850.00	\$800.00		2 x 1/8th
	Social media ads	\$150.00	\$107.92		
	More FM	\$1,300.00	\$1,506.62		
	Big Fruit Reserve overlays	\$580.00	\$748.30		2 panels (double-sided)
	Big Fruit Reserve signs	\$100.00			for use of space
	Photographer	\$500.00			
	Other advertising		\$1,130.00		
	Entertainment				
	Lanterns	\$3,645.00	\$4,193.00	Price increase	* based on 1000
	MC	\$600.00	\$791.30		
	Live Music	\$2,500.00	\$956.52	services donated by local band	
	Street Performers	\$2,000.00	\$2,710.00		* Facepainters, Balloon Twister, Fire Dancers, Faries, Magician
	Other	\$1,000.00	\$1,006.96		* Photobooth etc
NEW COST	Light Effects - Decoration	\$5,000.00	\$7,213.33	Feature light display purchased	
	Craft Cave	\$500.00	\$1,222.61	Combined activities	
	Light Up Hat Competition	\$500.00			
	Light Up Window Competition	\$500.00			
	Astrophoghrapy Workshop		\$1,604.35	New Event	
	Videographer		\$434.78		
	Prizes		\$643.48		
	Other Expenses		\$1,251.06		
	<b>Total event costs</b>	<b>\$38,509.00</b>	<b>\$43,417.36</b>		
	<b>Total Event</b>	<b>\$22,683.00</b>	<b>\$5,096.70</b>		

# **Annual Report**

Cromwell & Districts Promotion Group Incorporated  
For the year ended 30 June 2021

## Contents

3	Compilation Report
4	Entity Information
5	Approval of Financial Report
6	Statement of Service Performance
7	Statement of Financial Performance
8	Statement of Financial Position
9	Statement of Cash Flows
10	Statement of Accounting Policies
11	Notes to the Performance Report

# Compilation Report

## Cromwell & Districts Promotion Group Incorporated

### For the year ended 30 June 2021

Compilation Report to the members of Cromwell & Districts Promotion Group Incorporated.

#### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Cromwell & Districts Promotion Group Incorporated for the year ended 30 June 2021.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

#### Responsibilities

The Governing body are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

#### Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

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Treasurer

P O Box 38, Cromwell

Dated: 26 August 2021

## Entity Information

- **Cromwell & Districts Promotion Group Incorporated**  
**For the year ended 30 June 2021**

'Who are we?', 'Why do we exist?'

### Legal Name of Entity

Cromwell & Districts Promotion Group Incorporated

### Entity Type and Legal Basis

Incorporated Society

### Registration Number

9429042668435

### Entity's Purpose or Mission

Responsible for the promotion of Cromwell & Districts and to investigate, develop and promote events for the benefit of participants and Cromwell.

### Entity Structure

There is a Managing Committee consisting of Chair, secretary, treasurer and at least 3 other committee members. The AGM of members decides who these office bearers shall be.

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

The CDPG receives an annual grant from the Cromwell Community Board

### Main Methods Used by Entity to Raise Funds

Besides this grant CDPG charges fees, for example, entry into competitive sporting events and holding a stall at community events. There are other grants received to help defray event costs.

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

Most events require a volunteers to help with the operation, the number depending upon the size of the event. Some big events, for example Light Up Winter, receive some donated goods and services

### Physical Address

29 The Mall, Cromwell

### Postal Address

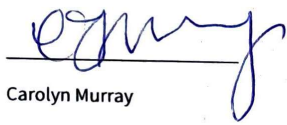
PO Box 38, Cromwell, New Zealand, 9342

## Approval of Financial Report

### Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2021

The Managing Committee are pleased to present the approved financial report including the historical financial statements of Cromwell & Districts Promotion Group Incorporated for year ended 30 June 2021.

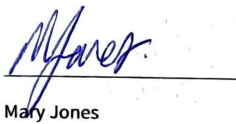
APPROVED



Carolyn Murray

Chair

Date ..... 9/9/21 .....



Mary Jones

Treasurer

Date ..... 09/09/2021 .....



# Statement of Service Performance

## Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2021

'What did we do?', 'When did we do it?'

### Description of Outcomes

The Cromwell Promotions Group has promoted Cromwell as a family friendly town using various methods. The community events are attended by greater numbers every year and they are kept informed of happenings in the town by an ever greater readership on social media.

As well, it promotes Cromwell to new visitors through a compendium of businesses and encourages excellent standards of service by its Ambassador program.

	2021	2020
<b>Description and Quantification of Outputs</b>		
Total Grant, Subscription and Event Income	190,910	206,024
Total Event and Operational Expenditure	193,037	199,591

# Statement of Financial Performance

Cromwell & Districts Promotion Group Incorporated

For the year ended 30 June 2021

'How was it funded?' and 'What did it cost?'

	NOTES	2021	2020
<b>Revenue</b>			
<b>Fees, subscriptions and other revenue</b>			
Fees received		12,884	25,889
Subscription from Members		5,770	11,589
<b>Total Fees, subscriptions and other revenue</b>		<b>28,654</b>	<b>37,478</b>
<b>Donations received</b>			
Donations Received		-	51
<b>Total Donations received</b>		<b>-</b>	<b>51</b>
Interest, dividends and other investment revenue	1	1,804	1,295
Other revenue	1	14,550	15,355
Grants		26,257	31,849
<b>Total Revenue</b>		<b>190,465</b>	<b>166,828</b>
<b>Expenses</b>			
Volunteer and employee related costs	2	57,856	45,151
Costs related to providing goods or service	2	95,195	102,728
Grants and donations made	2	145	-
Other expenses	2	35,156	47,812
<b>Total Expenses</b>		<b>193,152</b>	<b>195,691</b>
<b>Surplus/(Deficit) for the Year</b>		<b>(2,687)</b>	<b>6,433</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Financial Position

## Cromwell & Districts Promotion Group Incorporated

As at 30 June 2021

'What we own?' and 'What we owe?'

	NOTES	30 JUN 2021	30 JUN 2020
<b>Assets</b>			
<b>Current Assets</b>			
<b>Bank accounts and cash</b>			
Bank accounts and cash	3	83,753	86,441
<b>Total Bank accounts and cash</b>		<b>83,753</b>	<b>86,441</b>
<b>Debtors and prepayments</b>			
Trade receivables		3,629	344
<b>Prepayments</b>			
Event Prepayments		11,579	756
<b>Total Prepayments</b>		<b>11,579</b>	<b>756</b>
<b>Total Debtors and prepayments</b>		<b>15,208</b>	<b>1,099</b>
<b>Total Current Assets</b>		<b>98,961</b>	<b>87,540</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	5	689	2,088
<b>Other non-current assets</b>			
RWT Paid		402	-
<b>Total Other non-current assets</b>		<b>402</b>	<b>-</b>
<b>Total Non-Current Assets</b>		<b>1,090</b>	<b>2,088</b>
<b>Total Assets</b>		<b>100,052</b>	<b>89,628</b>
<b>Liabilities</b>			
Income Received in Advance		13,963	-
Current Liabilities		11,733	12,580
<b>Total Liabilities</b>		<b>25,696</b>	<b>12,580</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>74,356</b>	<b>77,048</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	6	74,356	77,048
<b>Total Accumulated Funds</b>		<b>74,356</b>	<b>77,048</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

## Statement of Cash Flows

### Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2021

'How we have received and used cash'

	2021	2020
<b>Cash Flows from Operating Activities</b>		
Donations, fundraising and other similar receipts	105,182	113,315
Fees, subscriptions and other receipts from members	89,555	97,049
Interest, dividends and other investment receipts	1,027	1,217
Cash receipts from other operating activities	16,733	22,224
GST	(7,914)	(9,504)
Payments to suppliers and employees	(215,213)	(204,682)
Donations or grants paid	(145)	-
Cash flows from other operating activities	115	(2,415)
<b>Total Cash Flows from Operating Activities</b>	<b>(10,660)</b>	<b>17,204</b>
<b>Cash Flows from Investing and Financing Activities</b>		
Payments to acquire property, plant and equipment	-	(6,410)
Cash flows from other investing and financing activities	7,973	(150)
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>7,973</b>	<b>(6,559)</b>
<b>Net Increase/(Decrease) in Cash</b>	<b>(2,687)</b>	<b>10,645</b>
<b>Bank Accounts and Cash</b>		
Opening cash	86,441	75,796
SBS Bank Accounts	(14,202)	23,833
BNZ Bank Accounts	(19,642)	(13,188)
Westpac Bank Accounts	31,156	-
Closing cash	83,753	86,441
<b>Net change in cash for period</b>	<b>(2,687)</b>	<b>10,645</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Accounting Policies

## Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2021

'How did we do our accounting?'

### Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

### Goods and Services Tax (GST)

Cromwell & Districts Promotions Group is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for Accounts Payable and Accounts Receivable which are stated inclusive of GST.

### Income Tax

Cromwell & Districts Promotion Group Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Bank Accounts and Cash

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

### Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

# Notes to the Performance Report

## Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2021

	2021	2020
<b>1. Analysis of Revenue</b>		
<b>Donations, fundraising and other similar revenue</b>		
CODC Operational Grant Income	86,252	92,648
Donations Received	-	52
<b>Total Donations, fundraising and other similar revenue</b>	<b>86,252</b>	<b>92,700</b>
<b>Fees, subscriptions and other revenue from members</b>		
Bannockburn Gutbuster Pub to Pub	10,520	12,816
Bannockburn Mountain Bike Classic	11,917	13,994
Cherry Festival Income	129	1,128
Cromwell Half Marathon	9,400	10,817
Dunstan Cycle Trail Income	8,767	-
Fireworks	5,870	6,487
Lake Dunstan Cycle Challenge	9,306	10,553
Lake Dunstan Triathlon	6,433	10,017
Light Up Winter	15,510	12,426
Spring Festival	2,492	3,396
Subscription Income	9,770	11,100
Summer Series Income	(1,479)	56
<b>Total Fees, subscriptions and other revenue from members</b>	<b>88,634</b>	<b>92,790</b>
<b>Interest, dividends and other investment revenue</b>		
Interest Income	1,000	1,151
Sundry Income	24	58
<b>Total Interest, dividends and other investment revenue</b>	<b>1,024</b>	<b>1,209</b>
<b>Other revenue</b>		
Compendium advertisements	14,550	19,325
<b>Total Other revenue</b>	<b>14,550</b>	<b>19,325</b>
	<b>2021</b>	<b>2020</b>
<b>2. Analysis of Expenses</b>		
<b>Volunteer and employee related costs</b>		
Operating Expenses	2,376	2,390
Operational Contractor - Community Relationship	28,347	23,569
Operational Contractor - Media Manager	26,934	23,092
<b>Total Volunteer and employee related costs</b>	<b>57,656</b>	<b>49,051</b>
<b>Costs related to providing goods or services</b>		
Bannockburn Gutbuster Pub to Pub - Expense	8,942	14,704
Bannockburn Mountain Bike Classic - Expense	7,875	11,258
Cherry Festival - Expense	2,433	7,131
Cromwell Half Marathon - Expense	8,221	5,391

## Notes to the Performance Report

	2021	2020
Dunstan Cycle Trail Expense	12,804	-
Equipment	300	-
Fireworks - Expense	11,831	14,278
General Expenses	174	-
Insurance	2,516	2,607
Lake Dunstan Cycle Challenge - Expense	9,068	17,223
Lake Dunstan Triathlon - Expense	7,947	2,589
Light Up Winter	23,282	24,098
Light Up Winter	114	-
Photocopying	76	-
Spring Festival - Expense	3,611	3,448
<b>Total Costs related to providing goods or services</b>	<b>99,195</b>	<b>102,728</b>

**Grants and donations made**

Donations Made	145	-
<b>Total Grants and donations made</b>	<b>145</b>	<b>-</b>

**Other expenses**

Advertising	15,304	17,956
AGM Expenses	1,526	1,297
Bad Debts	(100)	2,113
Bank Fees	121	270
Brochures & Compendium	10,760	14,395
Depreciation	1,399	4,239
Honorarium & Xero fee	6,922	6,720
Website	224	823
<b>Total Other expenses</b>	<b>36,156</b>	<b>47,812</b>

2021 2020

**3. Analysis of Assets****Bank accounts and cash**

Westpac General Account	30,167	-
Westpac Summer Series	248	-
Westpac Debit Card	741	-
BNZ Cheque Account	1,633	19,957
BNZ Debit Card	-	1,185
BNZ Summer Series Trust	317	449
SBS Non Profit	20,214	10,000
SBS Star Maturity	30,433	54,849
<b>Total Bank accounts and cash</b>	<b>83,753</b>	<b>86,441</b>

**Debtors and prepayments**

Accounts Receivable	3,629	344
Event Prepayments	11,579	756
<b>Total Debtors and prepayments</b>	<b>15,208</b>	<b>1,099</b>

## Notes to the Performance Report

	2021	2020
<b>Other current assets</b>		
RWT Paid	402	-
<b>Total Other current assets</b>	<b>402</b>	<b>-</b>

	2021	2020
--	------	------

**4. Analysis of Liabilities****Creditors and accrued expenses**

Accounts Payable	13,518	15,113
<b>Total Creditors and accrued expenses</b>	<b>13,518</b>	<b>15,113</b>

**GST**

GST	(1,785)	(2,585)
<b>Total GST</b>	<b>(1,785)</b>	<b>(2,585)</b>

**Unused donations and grants with conditions**

CODC Grant Refund	-	52
<b>Total Unused donations and grants with conditions</b>	<b>-</b>	<b>52</b>

**Other current liabilities**

Income Received in Advance	13,963	-
Rounding	-	-
<b>Total Other current liabilities</b>	<b>13,963</b>	<b>-</b>

	2021	2020
--	------	------

**5. Property, Plant and Equipment****Other Fixed Assets**

Owned fixed assets	9,080	9,080
Accumulated depreciation - fixed assets owned	(8,391)	(6,992)
<b>Total Other Fixed Assets</b>	<b>689</b>	<b>2,088</b>

<b>Total Property, Plant and Equipment</b>	<b>689</b>	<b>2,088</b>
--	------------	--------------

	2021	2020
--	------	------

**6. Accumulated Funds****Accumulated Funds**

Opening Balance	77,048	70,615
Accumulated surpluses or (deficits)	(2,692)	6,433
<b>Total Accumulated Funds</b>	<b>74,356</b>	<b>77,048</b>

<b>Total Accumulated Funds</b>	<b>74,356</b>	<b>77,048</b>
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**7. Commitments**

There are no commitments as at 30 June 2021 (Last year - nil).

**8. Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at 30 June 2021 (Last year - nil).



**Notes to the Performance Report****9. Related Parties**

John Morrison, a director of EZPZadmin was the treasurer of Cromwell & Districts Promotions Group till May 2021 for which he received an honorarium.

**10. Events After the Balance Date**

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

**11. Ability to Continue Operating**

The entity will continue to operate for the foreseeable future.

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CROMWELL AND DISTRICTS PROMOTIONS GROUP

INFINITE ENERGY LIGHT UP WINTER 2021 - EVENT REPORT

**infinite energy<sup>nz</sup>**  
*the power of sun*

**LIGHT UP  
WINTER**

**A FAMILY EVENT**

**CROMWELL MALL SAT JULY 10**  
**4.30 - 8.30PM DRESS WARM!**

**LANTERN RELEASE: 6:00PM**  
**LIGHT UP YOUR HAT PARADE: 6:30PM**

**FREE ENTERTAINMENT FOR THE KIDS IN THE  
CROMWELL LIBRARY CRAFT CAVE,  
LIVE MUSIC FEATURING ORD ROAD,  
AND MORE!**  
**GOLD COIN DONATION**

**CROMWELL**  
CENTRAL OTAGO

PROUDLY BROUGHT TO YOU BY  
**CROMWELL & DISTRICTS  
PROMOTION GROUP**

**CENTRAL OTAGO**  
DISTRICT COUNCIL

Cromwell & Districts Promotions Group  
Light Up Winter 2021 Event Report

G.Nightingale

## EVENT OVERVIEW

**When:** Friday 9 - Saturday 10 July 2021

**Where:** Cromwell Mall and Big Fruit Reserve

**Attendance:** Estimated 4,500 + attended this year.

**Key Personnel:** Planning Team:

CDPG Community Relationships Manager - Gretchen Nightingale, CDPG Marketing & Communications Manager - Marion Low, CDPG Chairperson - Carolyn Murray, CDPG Committee Members - Janeen Wood, Kelly Cruickshank-Giles, Chris Harrison, Jolanda Foale, Mary Jones, Amy Macleod and Jon Davies

**Gold Sponsor** Infinite Energy

**Bronze Sponsors**

- SBS Bank
- Central Fitness
- Harcourts Cromwell
- Southern Lakes Scaffolds
- Gary Anderson
- Cromwell Library
- Cromwell Lions

**Supporters**

- Cromwell Community Board
- Otago Community Trust
- South Island Light Orchestra in conjunction with LUMA
- MORE FM
- Gordon Harris
- Queenstown Exhibition Centre

Cromwell & Districts Promotions Group  
Light Up Winter 2021 Event Report

G.Nightingale

The Full Effect  
The Kitchen Garden  
Paperplus

**Star Supporters**

HireKing  
Habit Health  
NZ Travel Brokers  
Central Otago Optical  
Subway  
Judy and Ken Ludeman  
Quantum Design and Print  
Scott Base Vineyard

**Overview:**

Infinite Energy Light Up Winter celebrated its 5th anniversary this year.

Once again The Cromwell Mall was transformed into a winter wonderland with thousands of fairy lights and light installations. This event provides a much needed break in the bleak winter and has found its place in the Cromwell calendar. A second night was added this year in conjunction with the Cromwell Youth Trust. Winter Glow - Silent Disco took place on the Friday evening under the already installed light installations. A collaboration was also formed with Winterstellar and a night sky photography workshop was planned for this night also - unfortunately due to weather this event was postponed to a later date. The public however did have the opportunity to view a night sky video provided by Winterstellar on the Saturday evening.

The traditional second night featured live music, fire dancers, roaming street performers as well as a vibrant night market offering a large selection of food, and craft stalls from throughout the region. The crowd favourites - Cromwell Craft Cave, Light Up Your Hat and Light Up Your Window Competitions were repeated again this year, with an addition of an Wish Upon a Star art competition which proved popular.

Cromwell & Districts Promotions Group  
Light Up Winter 2021 Event Report

G.Nightingale

The main attraction of the evening was the mass lantern release that lights up the night sky. This was another successful event, despite uncertainties surrounding COVID Alert Levels and funding.



## MARKETING, MEDIA, AND PROMOTION

M. Low

### Overview

Attracting visitors from outside the Central Otago region was a key consideration for Light Up Winter this year, and will continue to be in the future. To this end, we advertised further afield in the lead-up, specifically targeting potential visitors from Invercargill and Dunedin via print, radio, outdoor, and social media ads.

### Pre-event

#### Press releases

Five press releases were sent out from late May until the week of the event. These announced our main sponsor, highlighted details of the event and provided updates on the entertainment and competitions. The

Cromwell & Districts Promotions Group  
Light Up Winter 2021 Event Report

G.Nightingale

press releases were picked up by publications across the region including the Cromwell News, Cromwell Bulletin, Central App, Otago Daily Times.

Light Up Winter was also mentioned in a [Stuff article](#)<sup>1</sup> and a [NZ Herald article](#)<sup>2</sup>.

#### **Print advertising:**

Paid advertising appeared in the Cromwell News, Cromwell Bulletin, The Star (Dunedin), and The Southland Express (Invercargill) in the three weeks leading up to Light Up Winter.

#### **Posters:**

Flyers advertising the event itself were posted around Cromwell, Clyde, Alexandra, Wanaka, and Queenstown. The Light Up Your Hat competition posters were placed around Cromwell, specifically in The Mall. Both these posters were also distributed electronically to schools within the above mentioned towns for inclusion in their newsletters.

#### **Social Media:**

Light Up Winter got its own Facebook page and Instagram account this year. These were supported by the Cromwell\_nz Page and Profile. We created an Event Page on Facebook which reached 23422 people and generated 1161 responses. We hope to grow these profiles in the coming years to become the main source of information for Light Up Winter.

In addition to the organic posts created for Light Up Winter, we ran ads on Facebook and Instagram to promote Light Up Winter and to drive ticket sales and attendance for *Winter Glow – Silent Disco* (44 event responses), *Light Up Your Hat* (35 event responses) and the *Astrophotography Course* (72 event responses).

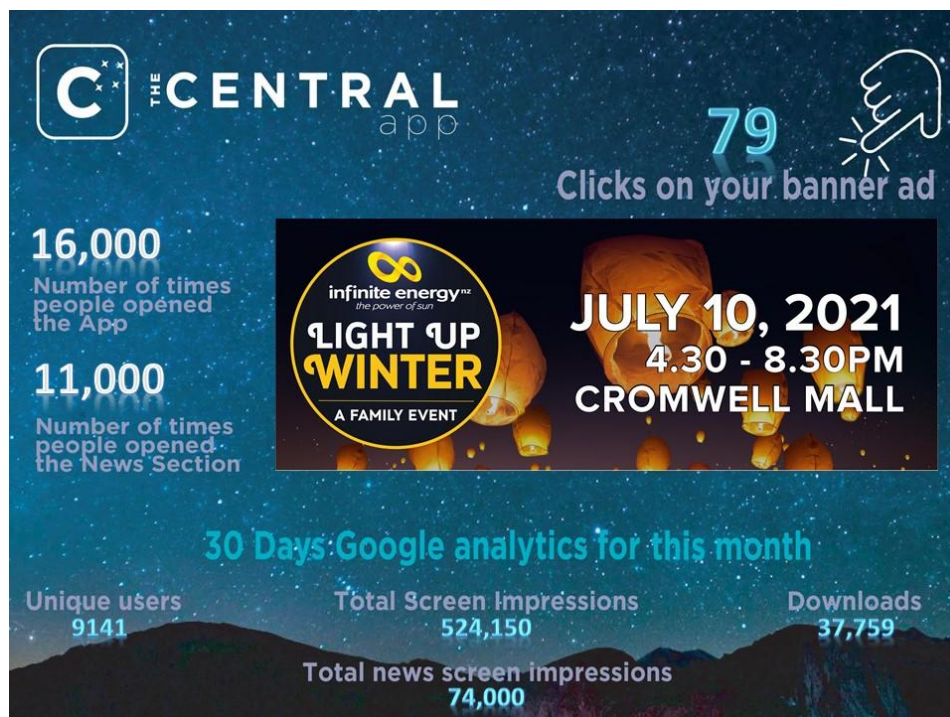
#### **Digital:**

We placed a banner ad that ran for 7 days on The Central App.



Cromwell & Districts Promotions Group  
Light Up Winter 2021 Event Report

G.Nightingale



We also listed the event on Eventfinda and Centralotago.co.nz.

#### Radio:

Paid advertising on MoreFM with coverage throughout Central Otago and in Dunedin. Joel Palmer also interviewed Gretchen about the event.

Hokunui Radio advertised the event FOC on their community noticeboard, as did Radio Wanaka.

#### Bus Backs:

In addition to the radio ads from MediaWorx, we also advertised on a bus back in Dunedin in the three weeks leading up to the event.

Cromwell & Districts Promotions Group  
Light Up Winter 2021 Event Report

G.Nightingale



**Newsletter:**

A special-edition newsletter was sent out to our database of 424 recipients. Light Up Winter also featured in the April, May and June editions of our newsletter.

**Signage:**

Two double-sided ads were installed on the Big Fruit Reserve at the entrance to Cromwell. These made a great impact.

**Post-event**

**Video:**

A professional videographer (Ben Wallbank) was contracted to video the event. He was really professional and easy to work with, and provided us with a high-quality, social-media-ready video within a very short timeframe.



Cromwell & Districts Promotions Group  
Light Up Winter 2021 Event Report

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**Print advertising:**

An ad thanking all our sponsors and volunteers was published in The Bulletin and The Cromwell News following the event.

**VOLUNTEERS**

As in previous years volunteers were an essential part of this event, and without them Light Up Winter would not be possible. The majority of the volunteers were returners and many came from the Newcomers and Rotary who continue to support this event each year.

A volunteer briefing sheet was created this year and volunteer briefings took place prior to the event. This allowed volunteers to fully understand what was required and gave them the ability to ask questions if needed. LUW HQ (located behind the stage) offered a perfect base for volunteers to sign in and out.

Thank you packs were made for each volunteer this year and these were well received.

The Cromwell Rugby Club again assisted with putting up the lights a week prior and taking them down on the Sunday. This year over 25 club members assisted and received a \$500 donation to the club. This assistance however is invaluable and the donation they receive does not reflect the true value of this support.

SBS are a major sponsor of this event and provide volunteer hours:

- selling tickets for the lantern release for 3 weeks prior
- distributing lanterns on the evening of event.

The support they provide is also invaluable.

Cromwell & Districts Promotions Group  
Light Up Winter 2021 Event Report

G.Nightingale

**Total Calculated Volunteer Hours :**

Activity	Hours	
Craft Cave	25	
Set Up (Week Prior)	65	
Event	200	50 people x 4 hours
Pack Down	30	
TOTAL	320	

**STALLHOLDERS & FOOD VENDORS**

Registration for stallholders was made available in late January via Google Forms. This was sent via email to previous years stallholders and posted on the Cromwell Facebook Page and CDPG Newsletter.

This year 30 stallholders, community groups and food vendors registered to attend, 14 of which were craft stall holders. There were 14 food vendors present (6 of which were local groups fundraising). Due to the growth of this event the food court was moved to the Brewhouse carpark. This allowed for more space in the Mall for the public to move around and was well received.

**FINANCIALS**

As the CDPG's largest event of the year, funding was difficult this year. This was due to the change in the promotional funding application process for the Cromwell Community Board. Because the new process was not yet finalised, yet the financial year had begun, an interim Hardship Fund became available, for the first quarter of the year only. CDPG applied and was awarded \$15,000 towards the event, which we are very grateful for. The difficulty for the group was that the grant amount was unknown and uncertain, and did not leave much lead time before the event.

Cromwell & Districts Promotions Group  
Light Up Winter 2021 Event Report

G.Nightingale

The other challenge is that the event is so well-loved that each year it is growing, and people expect it to become bigger and better. Five years in to holding this event, we also needed to replace many light installations that were no longer fit for purpose. Other increased costs were due to the professionalism of the event being lifted.

This year we put a lot of work into sourcing other funding and sponsorship, to ensure the event could go ahead. We were successful in securing a headline sponsor - Infinite Energy. Other groups also assisted us with donations - such as the Otago Community Trust, Connect Cromwell and the Lions. Many others donated smaller amounts, or in kind products and services, or volunteer time.

Of the Cromwell Community Board funds, the total \$15,000 granted was spent on the event.

Total Cost of the event = \$43,417.36
CCB Hardship grant = \$15,000
Difference = \$28,417.36

## ENTERTAINMENT

As in previous years a variety of entertainment was enjoyed by all that attended.

Staging was sponsored by **Southern Lakes Scaffolds**.

Mike from **Visual Events** provided not only stage lighting but also assisted with extra lighting in the food court (festoons).

**Ricky Keegan** as in previous years was the MC for the evening and provided all sound equipment required.

**MoreFM's** promotional team hosted the lantern release with a family fun zone.

The **South Island Light Orchestra** (SILO) in conjunction with LUMA supplied several light installations throughout the Mall.

Cromwell & Districts Promotions Group  
Light Up Winter 2021 Event Report

G.Nightingale



### Main Stage

- **Mischa Tomlinson** - A very talented young local singer (10 years old) opened the musical performances with a beautiful selection of four songs.
- Dave & Martin** - From Queenstown Rock Band Victory warmed the crowd up ready to party.
- **Ord Road** - Local band Ord Road proved to be very popular with the crowd and rounded off the night in style.



## COMPETITIONS

### *- Light Up Your Hat*

The forever popular Light Up Your Hat competition returned again this year with the support of Harcourts and Dee Copeland. Registrations were only taken in the evening through the back door of Harcourts - this change in logistics assisted in the smooth running of this competition.

Cromwell & Districts Promotions Group  
Light Up Winter 2021 Event Report

G.Nightingale

### **- *Light Up Your Window***

This year saw a record number of Mall businesses register to participate in the Light Up Your Window competition. Some choose to be part of the competition while others decorated just to support the event.

### **- *Light Up Your Stall***

Light Up Your Stall was held for a second year this year saw an increase of stalls and vendors get involved. Light Up Your Stall and Light Up Your Window are a great way to add to the atmosphere of the event.

### **- *Wish Upon a Star Art Competition***

A new addition to Light Up Winter this year was the Wish Upon a Star Art Competition. Entrants were asked to design an art piece that was illuminated in some way. Entries varied from paintings to sculptures and were well received by the public.

### **Craft Cave**

The Cromwell Public Library once again was keen to host the ever popular Craft Cave. Their support in setting this up and hosting is very valuable to the event. This area provided a warm place for the young (and young at heart) to create star themed crafts, listen to a bedtime story or get their face UV facepainted by Ms Monarch Face Painting.

### **OTHER**

#### **- *Flame Entertainment***

Flame Entertainment professional entertainers from Queenstown provided Fire Performances and Illuminated Light Fairies which assisted in creating a magical atmosphere throughout the event.

#### **- *Balloons With a Twist***

Kaden Campbell, a local boy from Alexandra provided subsidized balloon creations throughout the evening.

#### **- *Photo Booth***



Cromwell & Districts Promotions Group  
Light Up Winter 2021 Event Report

G.Nightingale

The Photo Booth provided free photos (subsidized by the CDPG) to the public.

## LANTERNS

The lantern release was a great success. 843 lanterns were sent into the sky, with the public paying close attention to the instructions provided. We are happy to report that everyone waited for the 6 pm send-off, and that no “outside” lanterns were observed. It was a quiet evening with nearly no wind, which made for a spectacular release.

## RECOMMENDATIONS FOR 2022

- Continue exploring other funding and sponsorship opportunities
- If possible - include the proposed ice skating rink
- Employ an extra events assistant in the weeks prior to assist the CDPG contractors
- Purchase new wire for the canopy as per Infinite Energy suggestion
- Form a project plan to be used between Infinite Energy and CDPG
- Engage Aotea Electrical early to explore possible sponsorship opportunities.

## REFERENCES

1. Stuff Travel. (2021, May 01). 100 epic ways to enjoy winter in New Zealand. Retrieved October 6, 2021, from <https://www.stuff.co.nz/travel/experiences/snow-ski-holidays/124948972/100-epic-ways-to-enjoy-winter-in-new-zealand>
2. McDonald, E. (2021, August 09). Matariki winter celebrations around New Zealand, Māori and Pacifica art, amazing kai. Retrieved October 6, 2021, from <https://www.nzherald.co.nz/travel/matariki-winter-celebrations-around-new-zealand-maori-and-pacific-art-amazing-kai/BQXI27AVLK5MYWZX4VHN722NVI/>



# Grants - Report Back (Accountability) GRA220340346



1 Dunorling Street  
PO Box 122, Alexandra 9340  
New Zealand

03 440 0056

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



## Grant Accountability

**Original Application Number**

N/A - lodged prior to online system

## The Applicant:

**Organisation Name**

Cromwell and Districts Promotion Group

**Project Name:**

Various promotional activities undertaken by the CDPG during 2020-2021

**Contact**

**Phone**

**Email**

**Address**

## The Project:

**Amount granted by Central Otago District Council**

86200.00

**Total cost of the project**

122726.00

**If there was any significant variation from your original budget, what were the main reasons for this?**

No significant variances

**What outcomes were achieved from the project/event? (max 500 words)**

Please see attached report for full details

**How did your organisation acknowledge the support of the Council grant?**

Media articles, public mentions during events

**When did you receive your grant funding?**

01/07/2020

**Support Documents Ticked**

- Proof of expenditure (including receipts, invoices and/or financial statements)
- Photos of the event or project
- Copies of reviews or feedback relating to the project
- Annual report

**Grants of \$10,000 or more**

## Declaration:

**All information provided is complete and correct** True

**Have read and acknowledge the standard Central Otago Terms and Conditions of Grant Funding** Yes



Information about your application (including the applicant's name, project title, and a summary of the proposal) and any approved funding may be made publicly available by Council

Yes

Name:

Carolyn Murray

Date

20/03/2022

Signature (35 kb)

A handwritten signature in black ink, appearing to read 'CM', with a stylized flourish at the end.



# Cromwell and Districts Promotion Group Funding Report

*July 2020 to June 2021*

*Prepared by Carolyn Murray, Chairperson*

As my second year as Chair of this fabulous and hard working little committee, it has been another rather unusual year, with many unknowns, and with no, or few, international visitors.

We have been reminded of the importance of what we do in promoting Cromwell and its districts to visitors, as we certainly felt their absence during the first lockdown in early 2020. Our group has always focussed on attracting domestic visitors, looking after community wellbeing, and encouraging economic stimulus for our local business community. These aspects became more important than ever before.

July 2020 was a huge highlight for the group, as we were able to hold our largest event Light Up Winter in the Cromwell Mall. We held on as New Zealand dropped alert levels, and managed to pull off a fantastic event, all pulled together in 6 weeks, once we knew we had the go-ahead. Locals and visitors turned up in record numbers, surprising us all. I think we could have sold twice the amount of mulled wine! We kept the format the same as previous years due to the short lead time, and it proved to be a family favourite once again. Artists had the opportunity to perform again, and the lanterns being released into the night sky were a symbol of humanity gathering and celebrating once again.

After that, we planned to hold the second year of Spring Market in September 2020, but in this case a "weather bomb" thwarted our plans, and we made the tough decision to cancel the event. This was a self-funded event.

The Fireworks and Street Party at the Heritage Precinct at Labour Weekend was next on the calendar, and this event too was a huge success with fantastic attendance. The businesses at Old Cromwell had a bumper night, and crowds of people gathered for music, kids activities, entertainers and street food, culminating in a spectacular fireworks display mirrored on the lake. We had moved the event to the Sunday night to avoid clashes with other local events. On the same day, the Cromwell Half Marathon, the first of our Summer Series of sporting events was held, and it worked particularly well with the Fireworks being promoted as the "after party" for the run.

# CROMWELL

& DISTRICTS PROMOTION GROUP

Summer holidays came and we again held our quirky Cherry Festival and Cherry Spitting Competition on McNulty Lawn at the Heritage Precinct. It was a little different this time around, with a smaller crowd and COVID hygiene practices in place for the spitting. This remains a popular event though with holiday makers, and works well following on from the Farmer's Market, but it is a tricky time of year for our committee to source volunteers.

The Summer Series events continued throughout the summer with the Nevis Valley Gutbuster, the Bannockburn MTB Classic, and the Lake Dunstan Cycle Classic running as planned. However the Triathlon, originally planned for 2 Jan was postponed, as were a multitude of other events at that time due to terrible weather and flooding. The triathlon was held on 23 January, however with smaller numbers due to the date change. We also had to move the location of the triathlon, as the boat ramp at Butchers Drive became unusable due to silt build up. Note that the Summer Series is not funded by the CCB.

An extra activity that our committee assisted in this year was the much anticipated Lake Dunstan Trail Launch, which our own Janeen Wood was the driving force behind. The launch was held on 8 May 2021, and consisted of an official ceremony in Clyde, a one way ride headed up by the "first bunch" riders from Clyde to Cromwell, and finished with a celebration in the Heritage Precinct here in Cromwell. There was live music, wine, beer, food, entertainment, and a VIP event in McNulty House. Although the weather was a little cool, it was a fitting celebration for a magnificent trail.

Others things that keep us busy – in particular our highly skilled media and marketing guru Marion, is maintaining and promoting through our website and social media channels, collating the Cromwell Compendium featuring local attractions and provided to accommodation providers in Cromwell, and providing editorial for articles and distributing our newsletter. Our other fabulous contractor Gretchen Nightingale was kept very busy running the afore-mentioned events.

We have had some challenges this year, in particular with changes our previous funding models, so this year has also seen the committee come together to review our purpose and mission, and redefine who we are as a group.

It's was a busy year, and I'd like to thank our amazing team who donate so many hours to the community. Our committed contractors, Marion and Gretchen, have moved mountains, despite the uncertain climate. We farewelled John Morrison as Treasurer, and Mary Jones filled his shoes as interim treasurer, committing a huge amount of time to the role.

I'm looking forward to continuing the legacy of the Cromwell and Districts Promotion Group into the next year, and seeing where our new strategy will take us. I'm extremely proud of what we have achieved for our town and community.

The following is a short summary on each of the above-mentioned events, as well as an overview of other activities we undertook in promoting Cromwell and its Districts in the 2020-21 year.



## **Light Up Winter, 18 July 2020, Cromwell Mall, 4500+ attendees**

We were very fortunate to be able to host the fourth annual Light Up Winter for our community in 2020. New Zealand only shifted to COVID-19 Alert Level 1 on 8 June 2020, giving our team just under 6 weeks to pull the event together. Our efforts were well-rewarded, however as we had the biggest crowd to date attend. The event features a mass lantern release, light shows, fairy lights, live music, stalls and the community getting together to break the darkness of winter. There's also a night market with delicious food and tasty treats, homemade goodies, crafts and more transforming the Cromwell Mall into a magical winter wonderland. The South Island Light Orchestra (SILO) in conjunction with LUMA supplied two pop-up light displays including lighting up the Big Fruit with a light show to add to the spectacle.

## **Spring Market, 27 September 2020, Big Fruit Reserve – Cancelled**

Inclement weather forced us to cancel the Spring Market on the day. This was an unfortunate outcome as we had 107 craft and 16 food vendors confirmed to attend. We offered our stallholders refunds, or the option to roll their fee over to our next event. (Note that this event was self-funded, not funded by the CCB.)

## **Fireworks and Street Party, 25 October 2020, Heritage Precinct, 4500 attendees**

We had a windy afternoon which unfortunately deterred some visitors, but the weather cleared just in time to allow us to let off the magnificent fireworks display over the Kawarau. Despite the lower numbers of visitors, businesses in the Heritage Precinct still enjoyed an uptick in usual trade, and our stallholders and food trucks reported good sales all around. Our live entertainment, music, and street performers kept everyone smiling.



## **Carols in the Park, 20 December 2020, Alpha Street Park, 350 attendees**

This new event was hosted in conjunction with Connect Cromwell and gave our community the opportunity to get together, enjoy the sunshine, and sing along to their favourite Christmas tunes. The day allowed various performing groups from Cromwell to showcase their talents. It was a lovely day out for all, and we plan on growing this event year on year.

## **Cherry Festival, 27 December 2020, McNulty Lawn, 200 attendees**

As in previous years, the Cherry Festival was held alongside the Cromwell Farmers and Craft Market. We were very mindful of keeping the event "COVID-friendly" and put in place extra measures to keep our visitors and athletes safe. Activities included carnival games, a cherry pie-eating competition, a colouring competition, Ms Monarch face painting and Kaden Campbell twisting balloons to the delight of young and old. The main attraction however, with over 100 entries, was the NZ Cherry Spitting Competition, which always draws a crowd.

## **Summer Series Sporting Events, which run through the summer months:**

- Cromwell Half Marathon
- Nevis Gutbuster
- Bannockburn MTB Events
- Lake Dunstan Triathlon
- Lake Dunstan Cycle Classic

The operation of these events is handled professionally by Terry Davies and Bill Godsall, who have been working with the Group for several years now. They attract mainly domestic tourists, and bring visitors to the region over the summer months. (Note that these events are not funded by the CCB.)



## Other Activities:

Aside from events, there are plenty of other activities that keep us busy. Marion manages the cromwell.org.nz website, sends out newsletters, manages our Cromwell social media pages, writes articles and prepares ads promoting our town.

The Cromwell Compendium was published for its second year in 2020, which is a glossy magazine, acting as a resource of local attractions and businesses for visitors. It is distributed to all accommodation providers at the start of summer.

When not planning events, Gretchen is out and about in the community, and takes on feedback from business owners about what they need from us.

In summary, through the challenges we faced this year we have been made acutely aware of the importance of the work our group does to assist both community well-being, and domestic tourism. These two things have a huge effect on the happiness and economic stability of our people and our region. Our committee is extremely grateful to you, the Cromwell Community Board, as our main supporter and source of funding. Without this promotional funding we would be unable to run our community events and promote Cromwell to the high standard that we do. I would also like to thank our dedicated committee and contractors for their hard work. We can all be extremely proud of our collective achievements.

CCB Funding Comparison 2020-2021			
	Expenditure	Grant	Difference
Media	26,934	23,100	3,834
CRM	28,347	23,100	5,247
Advertising	15,304	15,000	304
Operating	13,935	12,000	1,935
LUW	23,942	9,000	14,942
Cherry	2,433	2,000	433
Fireworks	11,831	2,000	9,831

# CROMWELL

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## LIGHT UP WINTER 2020 - EVENT REPORT

**CROMWELL**  
CENTRAL OTAGO

**LIGHT UP  
WINTER**

A FAMILY EVENT

**CROMWELL MALL SAT JULY 18**  
**4.30 - 8.30PM DRESS WARM!**

**LANTERN RELEASE: 6:00PM**  
**LIGHT UP YOUR HAT PARADE: 6:30PM**

NIGHT MARKET WITH CRAFTS, FOOD, DRINKS  
**ENTERTAINMENT FEATURING VICTORY BAND,  
JONATHAN USHER AND MORE!**  
GOLD COIN DONATION

 **infinite energy<sup>nz</sup>**  
the power of sun

PROUDLY BROUGHT TO YOU BY  
**CROMWELL & DISTRICTS  
PROMOTION GROUP**

 **MORE FM**

 **SOUTHERN LAKES  
SCAFFOLDS**

 **sbsbank**  
We're with you

### EVENT OVERVIEW



**When:** Saturday 18 July 2020

**Time:** 4.30pm - 8.30pm

**Where:** Cromwell Mall and Big Fruit Reserve

**Attendance:** Estimated 4,500 + attended this year.

There was a noticeable increase of people this year, with a lot of people travelling from other parts of the South Island to attend

**Key Personnel:** Planning Team

CDPG Community Relationships Manager - Gretchen Nightingale

CDPG Marketing & Communications Manager - Marion Low

CDPG Chairperson - Carolyn Murray

CDPG Committee Members - Janeen Wood, John Morrison, Kelly Cruickshank - Giles,

Shirley Calvet, Jolanda Foale, Shona Rae, Mary Jones, Amy Johnson, and Jon Davies

<b>Sponsors</b>	Infinite	Energy
	MoreFM	
	SBS	Bank
	Southern Lakes Scaffolds	
	Harcourts	
	Barrett Homes	
	Cromwell	Library
	South Island Light Orchestra in conjunction with LUMA	

## MARKETING, MEDIA, AND PROMOTION

M. Low



**Pre-event****Press releases**

Two press releases were sent out (8 June and 13 July) which were picked up (FOC) by publications across the region including the [Cromwell News](#), [Cromwell Bulletin](#), and the [Otago Daily Times](#). We provided editorial to go alongside our ad in the Lakes Weekly Bulletin.

**Media invitation**

We invited the 7 Sharp team to attend the event, but received no response. Next year!

**Paid advertising**

We ran printed ads in the Cromwell News and Lakes Weekly Bulletin. As in previous years, the Otago Daily Times and the Cromwell Bulletin created a special Light Up Winter feature spread that ran in the week preceding the event. We also ran an ad on Facebook and Instagram that yielded 513 event responses.

**Posters**

Posters advertising the event itself and the Light Up Your Hat competition were posted around town. These posters were also sent around to schools in Cromwell, Alexandra, Clyde, Queenstown, and Wanaka to be posted in their newsos (FOC).

**Social Media**

Our Facebook event reached 45 800 people, with 2 800 responding. Posts were also created and placed on Facebook and Instagram to drum up interest and to create a buzz. This year, the Window Display competition was run entirely on Facebook through a photo gallery where the public were able to vote for their favourite by clicking "Like".

One hiccup that we encountered was "hackers" creating duplicate events that caused some confusion with our potential visitors.

**Radio**

Paid advertising on More FM with coverage throughout Central Otago. Interview on The Hits (FOC).

**Newsletter**

The event was promoted to our database via our newsletters.

**Signage**



Big Fruit Reserve signs had a good impact.

**Post-event**

**Press release**

A press release was sent out in the week following the event, giving an overview of the event. This was accompanied by photos of the event, and was picked up by the Cromwell News, Cromwell Bulletin, and the Otago Daily Times.

**Paid advertising**

Following the event, we ran an ad thanking our supporters, volunteers, and sponsors for their contributions to making the event such a success.

**Video**

Allan Derrick provided us with a fantastic video that showcased the entire event (FOC) that we shared to our Facebook page.

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**CROMWELL LIGHT UP WINTER**  
A FAMILY EVENT

SATURDAY, 18 JULY 2020

## TIMELINE

<p><b>ON STAGE</b></p> <p>Jonathan Usher – Magician 4:30 PM</p> <p>Mischa Thomlinson 5:15 PM</p> <p>Emma Rankin 5:30 PM</p> <p>Hat Parade &amp; Prizegiving 6:30 PM</p> <p>Window Display Prizegiving 6:50 PM</p> <p>Victory Band 7:15 PM</p> <p><b>BIG FRUIT</b></p> <p>Lantern Pickup 5:45 – 6:00 PM</p> <p>Lantern Release 6:00 PM</p> <p>MoreFM FunZone 6:00 – 7:00 PM</p>	<p><b>THE MALL</b></p> <p>Fire Dancer 5:30 AND 7:00 PM</p> <p>Illuminated Faeries 5:00 – 7:00 PM</p> <p>Food and Craft Stalls FROM 4:30 PM</p> <p>Balloon Twister 4:30 – 8:30 PM</p> <p>Photobooth 4:30 – 8:30 PM</p> <p><b>LIBRARY</b></p> <p>Face Painting &amp; Craft Cave 4:30 – 8:00 PM</p> <p>Storytimes 5:30 AND 7:15 PM</p> <p><b>PAPERPLUS</b></p> <p>Teddy Bears Sleepover FROM 5:00 PM</p>
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## VOLUNTEERS

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As in previous years Volunteers are an essential part of this event and without them Light Up Winter would not be possible. The process of recruiting and managing volunteers was made easier this year by having a dedicated Volunteer Manager (Kelly Cruickshank - Giles), extending the volunteer allocation hours (which resulted in less volunteers being required and having an online registration form (via Google Forms).

The majority of the volunteers were returners from previous years with a large majority from the Cromwell Rotary. Family and friends of the organisers and CDPG Committee Members again provided a large amount of support in set-up and clean up of the event.

The Cromwell Rugby Club was again assisted with putting up the lights a week prior and taking them down on the Sunday. This year over 25 club members assisted and received a \$500 donation to the club. This assistance however is invaluable and the donation they receive does not reflect the true value of this support.

SBS are a major sponsor of this event and provide volunteer hours:

- selling tickets for the lantern release for 3 weeks prior
- distributing lanterns on the evening of event.

The support they provide is invaluable.

## **Total Calculated Volunteer Hours:**

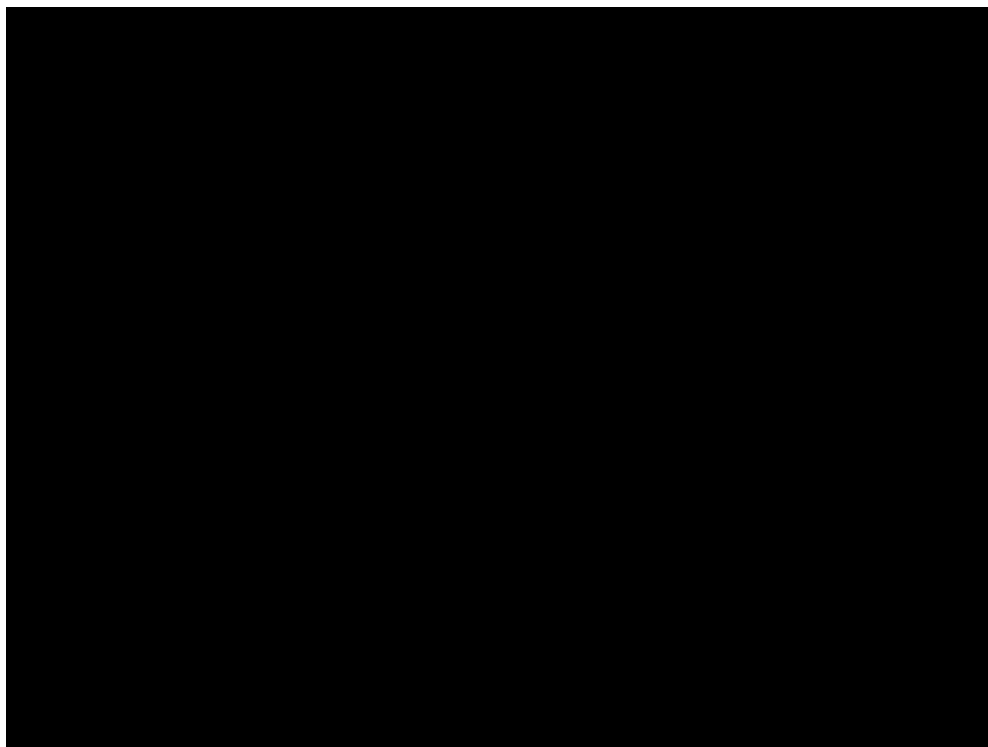
Activity	Hours	
Craft Cave	25	
Set Up (Week Prior)	65	
Event	200	50 people x 4 hours
Pack Down	30	
<b>TOTAL</b>	<b>320</b>	

**STALLHOLDERS****&****FOOD****VENDORS**

Registration for stallholders was made available in late January via Google Forms. This was sent via email to previous years stallholders and posted on the Cromwell Facebook Page and CDPG Newsletter.

This year 26 Stallholders and Food Vendors registered to attend, 14 of which were craft stall holders - only 10 of which turned up on the evening (due to a variety of reasons). There were 12 Food Vendors present (5 of which were local groups fundraising - this year for the first time food vendors we split between the food court and the carpark by the Brewhouse. This was due to space restrictions in the food court area and the feedback from previous years that more Food Vendors were required.

A new Light Up Your Stall competition this year saw stallholders getting creative decorating their stalls and added to the atmosphere of the evening.



**PRIZE****DONATION**

Due to the impacts of Covid -19 on local businesses and the economy - it was decided that organisers would not actively seek prize donations for Light Up Your Hat, Light Up Your Stall and Light Up Your Window competitions and would purchase where possible instead.

The following prizes were either donated or purchased:

BUSINESS	COMPETITION	PRIZE VALUE	DONATED OR PURCHASED?
Little Platter Company	Light Up Window	\$145	Purchased
	Light Up Window	\$145	Purchased
	Light Up Stall	\$30	Purchased
Barrett Homes	Light Up Window	Gift Hamper	Donated
	Light Up Window	Gift Hamper	Donated
	Light Up Hat	Lollipops	Donated
Scott Base Winery	Light Up Stall	\$29	Purchased
Harcourts	Light Up Hat	\$500	Sponsorship (Cash Prizes)
Monsoon	Light Up Hat	\$50	Donated
	Light Up Hat	\$50	Donated
	Light Up Hat	\$30	Donated
	Light Up Hat	\$30	Donated
Lake Dunstan Pharmacy	Light Up Hat	\$50	Donated
Alex Campbell	Light Up Hat	\$100	Donated
Paperplus	Light Up Hat	\$100	Purchased/ Donated (half price)
	Light Up Hat	\$100	Purchased/ Donated (half price)
	Light Up Hat	\$50	Purchased/ Donated (half price)

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	Light Up Hat	\$50	Purchased/ Donated (half price)
	Light Up Hat	\$50	Purchased/ Donated (half price)
Cromwell Mini Golf	Light Up Hat	\$32	Donated



## FINANCIALS

### Account Transactions

Cromwell & Districts Promotion Group Incorporated  
For the period 1 July 2020 to 30 June 2021

Date	Description	Ex GST	Ex GST	Incl GST
<b>Light Up Winter (This Year) - Expense</b>				
01 Jul 2020	Hilton Signs - Central Otago Signs Limited t/z	135.00	0.00	155.25
01 Jul 2020	Reversal: Light Up Winter expenses paid bef	755.65	0.00	869.00
01 Jul 2020	River Rock Estate	27.83	0.00	32.00
01 Jul 2020	Quantum Print Ltd - Quantum Print - 51570	33.75	0.00	38.81
01 Jul 2020	The Warehouse	108.70	0.00	125.00
01 Jul 2020	Quantum Print Ltd - Quantum Print - 51584	87.50	0.00	100.63
02 Jul 2020	DOLLAR GIANT - 50222729157	14.35	0.00	16.50
07 Jul 2020	Wellington Rubber Stamp - Wellington Rubbr	86.00	0.00	98.90
07 Jul 2020	FRESH CHOICE CROMWEL - 50222729157	13.86	0.00	15.94
09 Jul 2020	TWL 179 QUEENSTOWN - 50222729157	72.82	0.00	83.74
10 Jul 2020	LOOK SHARP STORE - 50222729157	11.74	0.00	13.50
10 Jul 2020	MITRE 10 MEGA QUEENS - 50222729157	59.79	0.00	68.76
10 Jul 2020	LOOK SHARP STORE - 50222729157	5.22	0.00	6.00
10 Jul 2020	SP * LOVEMY MAKEUP N - 50222729157	46.89	0.00	53.92
13 Jul 2020	DOLLAR GIANT - 50222729157	25.22	0.00	29.00
13 Jul 2020	CROMWELL FF - 50222729157	26.95	0.00	30.99
13 Jul 2020	Mitre 10 Cromwell - 50222729157	13.70	0.00	15.76
14 Jul 2020	Cromwell Paper Plus - 50222729157	13.04	0.00	15.00
14 Jul 2020	Lakes Weekly - Lakes Weekly Bulletin - 512	100.00	0.00	115.00
14 Jul 2020	Little Platter - Little Platter Company Limited	320.00	0.00	320.00
14 Jul 2020	Cromwell Paper Plus - 50222729157	86.96	0.00	100.00
16 Jul 2020	Carla Mitchell Photography - Carla Mitchell P	886.96	0.00	1,020.00
16 Jul 2020	Space at the Base	25.22	0.00	29.00
16 Jul 2020	Cromwell Mini Golf	26.09	0.00	30.00
17 Jul 2020	DOLLAR GIANT - 50222729157	10.87	0.00	12.50
17 Jul 2020	Cromwell Paper Plus - 50222729157	69.56	0.00	79.99
17 Jul 2020	Mitre 10 Cromwell - 50222729157	97.11	0.00	111.68
17 Jul 2020	DOLLAR GIANT - 50222729157	10.87	0.00	12.50
17 Jul 2020	DOLLAR GIANT - 50222729157	10.43	0.00	12.00
18 Jul 2020	Balloons with a Twist 2019 - Balloons With A	320.00	0.00	320.00
18 Jul 2020	Emma Rankin - Emma Rankin Music - 1	86.96	0.00	100.00
18 Jul 2020	Victory - Victory - LC1807	750.00	0.00	750.00
18 Jul 2020	Jonathan Usher - Jonathan Usher Magician -	217.39	0.00	250.00
19 Jul 2020	Gretchen Nightingale - Gretchen Nightingale	19.05	0.00	21.91
20 Jul 2020	Scouts - Cromwell Scout Group - INV-0710	200.00	0.00	200.00
20 Jul 2020	Visual Events - Visual Events - 01042	500.00	0.00	575.00
20 Jul 2020	Fusee Rouge Café	7.83	0.00	9.00
20 Jul 2020	Cromwell Bakery	7.74	0.00	8.90
20 Jul 2020	Hirepool - heaters	848.00	0.00	975.20
20 Jul 2020	FRESH CHOICE CROMWEL - 50222729157	24.35	0.00	28.00
20 Jul 2020	HireKing - HireKING - 35335	305.50	0.00	351.33
20 Jul 2020	CODC	13.61	0.00	15.65
20 Jul 2020	BNZ	60.00	0.00	69.00
20 Jul 2020	Cromwell Paper Plus - 50222729157	41.72	0.00	47.98
20 Jul 2020	CODC	10.89	0.00	12.52
20 Jul 2020	DOLLAR GIANT - 50222729157	17.39	0.00	20.00
20 Jul 2020	Spark	17.39	0.00	20.00
20 Jul 2020	Facebook	76.40	0.00	87.86
20 Jul 2020	FRESH CHOICE CROMWEL - 50222729157	29.37	0.00	33.78
20 Jul 2020	BNZ - prizes	391.30	0.00	450.00
22 Jul 2020	BNZ	0.00	60.00	(69.00)
23 Jul 2020	Sport Otago - Sport Otago - 007676	350.00	0.00	402.50
26 Jul 2020	Wild Seeds - Wild Seeds - INV-0016	320.00	0.00	368.00
27 Jul 2020	Cromwell Brewhouse	439.13	0.00	505.00
27 Jul 2020	Flame Entertainment - FLAME Entertainmen	1,600.00	0.00	1,840.00
31 Jul 2020	Gretchen Nightingale - Hubdoc - 131198569	2,994.94	0.00	2,994.94
31 Jul 2020	Vinpro Limited - Vinpro - 118041	368.64	0.00	368.64
31 Jul 2020	Eventful - Eventful - 1161	3,354.40	0.00	3,354.40
31 Jul 2020	Quantum Print Ltd - Hubdoc - 130855673	785.00	0.00	902.75
31 Jul 2020	Cromwell Bulletin - Hubdoc - 132114860	840.00	0.00	966.00
31 Jul 2020	Mediaworks - Mediaworks - 605218-2	1,000.00	0.00	1,150.00
31 Jul 2020	Quantum Print Ltd - Hubdoc - 131154108	5.00	0.00	5.75
01 Aug 2020	Cromwell Rugby Club - LUW	434.78	0.00	500.00

## ENTERTAINMENT



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As in previous years a variety of entertainment was enjoyed by all that attended.

Staging was sponsored by **Southern Lakes Scaffolds**.

Mike from **Visual Events** provided not only stage lighting but also assisted with extra lighting in the Food Court (Festoons) and black lighting in the Craft.

**Ricky Keegan** as in previous years was the MC for the evening and provided all sound equipment required.

**MoreFM's** promotional team hosted the Lantern release with a family fun zone.

The **South Island Light Orchestra (SILO)** in conjunction with LUMA supplied two pop-up Light Displays including Lighting Up the Big Fruit with a Light Show.



## Main

## Stage

- **Magician** - Jonathan Usher, always a crowd favourite opened the event at 4.30pm with a very entertaining Magic Show.

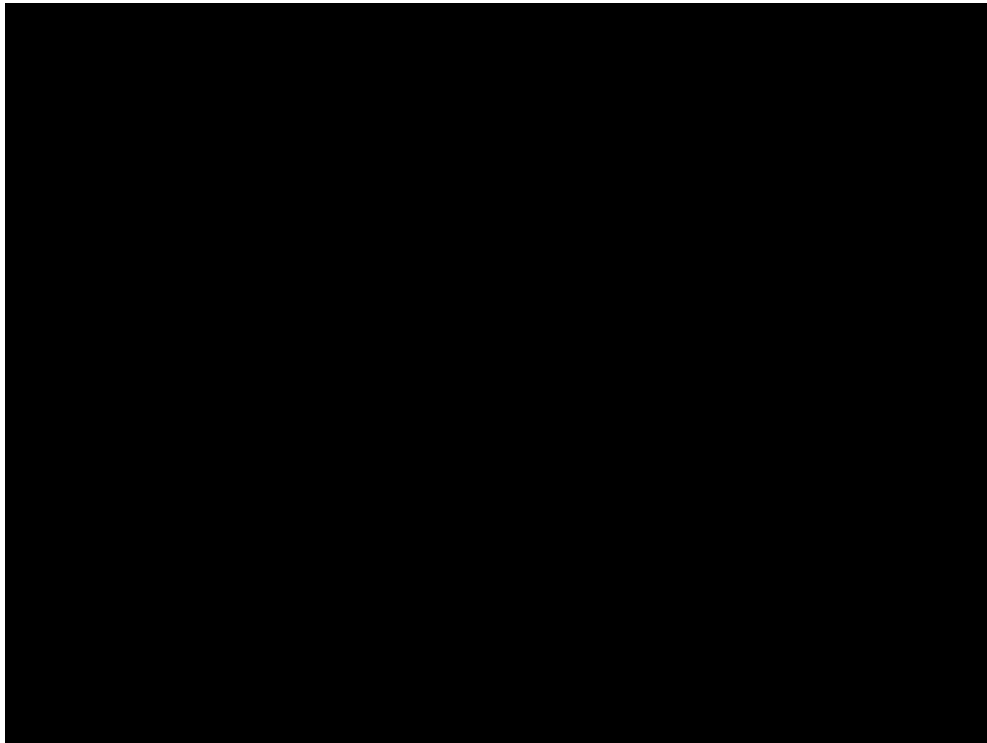
- **Mischa Tomlinson** - A very talented young local singer (10 years old) opened the musical performances with a beautiful selection of four songs

- **Emma Rankin** - Another local musician began to amp the crowd up prior to the Lantern Release.

# CROMWELL

& DISTRICTS PROMOTION GROUP

- **Victory Band** - Queenstown Rock Band Victory rounded the evening off with popular rock songs to dance the night away.



## Competitions

- **Light Up Window** **Up** **Hat**

## Craft

## Cave

The Cromwell Public Library once again was keen to host the ever popular Craft Cave. Their support in setting this up and hosting is very valuable to the event. Moniza (Library Manager) decorated the area, held story time, a lolly scramble and assisted with the crafts (in conjunction with Volunteers). This area provides a warm space for the younger children to enjoy the evening.

- **Facepainter**



Ms Monarch Facepainting was also located in the Library - providing stunning UV paint designs.

### Other

- **Flame Entertainment**

Flame Entertainment professional entertainers from Queenstown provided Fire Performances and Illuminated Light Fairies which assist in creating a magical atmosphere throughout the event.

- **Balloons With a Twist**

Kaden Campbell, a local boy from Alexandra, provided subsidized balloon creations throughout the evening.

- **Photo Booth**

A new addition to the event this year The Photo Booth provided free photos (subsidized by the CDPG) to the public.

### LANTERNS

The lanterns were sourced from New Zealand online company Eventful. They have proved to be of good quality, biodegradable and reliable in delivery.

The Civil Aviation Authority, local police and local fire brigade were all notified of the event and the chief of the fire brigade was present on the night to assist. A safety briefing was held at 5.30pm with over 15 volunteers. The volunteers were there to help light the tiki torchers in preparation of the release, assist with the release and ensure the safety of the participants.

Handing out the lanterns from a marquee at the release site worked really well and we again offered cash sales on the night.

### FEEDBACK

- *"Just wanted to say a big thank you for allowing us to be part of Light Up. We had a fantastic night and raised an awesome amount of money for Goldfields School. We'll definitely be back next year if you'll have us!  
Thanks again"*  
Emma Maddox

# CROMWELL

& DISTRICTS PROMOTION GROUP

- *"We all just wanted to say a big thank you to you and your team for last night! Mischa had an absolute blast, and felt like a rock star, thank you. It was an awesome night; you are all amazing putting so much work into organising such a wonderful event for our town"*  
Kind regards  
Belinda, Rob, Mischa, Bella and Hunter Thomlinson
- *"Thank you Gretchen. A great night, well worthwhile and the sight of those lanterns was awesome . Well done to all your committee. Rock on to September"* Barbara
- *"just a wee reminder about thinking of starting that hour earlier and doing 3.30 till 7.30, gives us as stall holders more daylight for selling as the light under the verandahs proved difficult later in the evening. and people had virtually disappeared by 8pm anyway. Thanks again"* Barbara
- *"Gretchen, you only just beat me to it - but the thank you needs to go the other way! Cromwell Primary really appreciates the opportunity to raise funds for Kapa Haka provided by such an amazing event. Thanks for all the work you and the team do to put on such a fun event!"*  
Kind regards  
Claire
- *"Thank you so much for inviting us, we had a really awesome time and it was a pleasure to be involved with your event. We have applied for both the spring market and the fireworks and would love to come up for anything else you organise. We thought the event was organised and ran really well, no suggestions really, I think the only thing that could be improved (from our business perspective) would be for the food trucks to be closer to the centre stage, however I can see this is likely not possible as it is a super tight area. Other than that, nothing really, you guys did a great job, especially given the short timeframe you had! Thanks heaps, and we look forward to seeing you again next time"*  
Kind regards,  
Irene & Matt  
Churros Olé! Team
- *"A couple of comments.  
We struggled with the gas cookers heating the mulled wine. It has been suggested that the problem was because it was so cold the bottles didn't function well. Solution...either wrap bottles up to keep at better temperature or have 1 burner per bottle.  
I wonder if we should look at bringing the start time forward with more entertainment before lanterns and finish earlier. There was hardly anyone left at 8.30. Thats it for now"*



Cheers Shona

- *"We had a great night on Saturday. I certainly didn't expect so many people to come out on such a cold night. We will be attending the spring market on Sunday 27 Sept. I would like a single site for the day. If possible a corner would be great so we can spread our tables nicely, but I'll take what ever you give me"*Regards  
Vaughan
- *"What a great night it was ! I believe you have the mix right with the number of foodies there. Great to see the schools there offering an affordable options as well"*  
Steve
- *"Thanks for that.  
We really enjoy helping out with the mulled wine. Everyone seems to like it.  
We have provided some feedback via the newcomers group.  
Thank you too for all you do do organise this event. It must be a huge amount of work!!  
It is so wonderful to see so many turn out on a very cold evening and there is something for everyone to enjoy.  
Keep up the good work. See you next year"*  
Cheers  
Sue and Bill Iversen

# CROMWELL

& DISTRICTS PROMOTION GROUP

**CROMWELL**  
CENTRAL OTAGO

HERITAGE PRECINCT  
**STREET PARTY**  
& FIREWORKS  
**25TH OCTOBER**

**NIGHT MARKET**  
FROM 4PM

**LIVE MUSIC**  
**FOOD & DRINK**  
FUN KIDS' ACTIVITIES  
FROM 5PM

**CROMWELL.ORG.NZ**

Private fireworks will not be permitted on Crown land

 **CROMWELL TOWN & COUNTRY CLUB INC**

 **THE TRUSTS Community FOUNDATION**

**CROMWELL & DISTRICTS PROMOTION GROUP**  
CROMWELL.ORG.NZ



## EVENT OVERVIEW

**When:** Saturday 25 October 2020

**Time:** From 4.00pm

**Where:** Cromwell Heritage Precinct

**Attendance:** ±4500

**Key Personnel:** CDPG Community Relationships Co-ordinator: Gretchen Nightingale

CDPG Media and Marketing Co-ordinator: Marion Low

CDPG Chairperson: Carolyn Murray

CDPG Committee Members - Janeen Wood, Kelly Cruickshank-Giles, Brigitte Tait, Jolanda Foale, John Morrison, Amy Johnson, Chris Harrison.

Community Volunteers & Family Members

### Overview:

The Cromwell and Districts Promotions Group (CDPG) have been delivering a public fireworks display annually for over a decade, and has grown to include a Street Party and Night Market in 2015. In 2019, the event's date was shifted from early November to Labour Weekend Sunday. The event continues to grow in popularity each year with many people from outside of the Cromwell area now also attending.

The Cromwell Community Board once again allocated funds to the Street Party event seeing the importance of bringing the community together and providing feel good events throughout the year (\$2,000). The Street Party included a night market situated amongst the retail area of the Heritage Precinct – with most retailers extending their opening hours for the evening, a food court with an array of food vans, fundraisers and inclusion of the Victoria Arms Hotel, live music, an auction to benefit the Cromwell Heritage Precinct, performances from local school and dance groups as well as a number of new children's activities. The Town and Country Club and the Trusts Community Foundation were very supportive again contributed \$1,000 and \$5,000 respectively towards the



Fireworks Display. Without the support of these organisations events such as this would not be possible.

The event was held on Sunday, 25 October 2020. We were very grateful that we were able to host this event for our community despite the challenges that COVID-19 presented. We had just over 4 weeks to execute the entire event as there was uncertainty around when – and if – New Zealand would shift to Level 1.

We have received positive feedback about this event and locals definitely want to see it again. There is much more potential for the retailers and the Heritage Precinct to get on board with this event where they would benefit from having greater participation eg in store deals, activities and promotion.

#### **MARKETING, MEDIA AND PROMOTION**

##### **Pre-event:**

##### **Press releases**

One press release was sent out leading up to the event to announce the event and provided updates on the entertainment and competitions.

##### **Advertising**

Paid advertising in the Cromwell News and Cromwell Bulletin.

##### **Posters**

Flyers advertising the event were posted around town.

##### **Social Media**

An event was created on Facebook (40 516 people reached, 2 465 responses). Posts were also created and placed on Facebook and Instagram.

##### **Newsletter**

Promoted via email to Cromwell businesses through our main database.

##### **Signage**

Big Fruit Reserve signs had a good impact.

##### **Volunteers:**



# CROMWELL

& DISTRICTS PROMOTION GROUP

This year the Cromwell Squash Club provided safety and clean up during and after the Fireworks – this was a great way to get the community involved and a fundraising opportunity for the Squash Club.

The CDPG committee members were well represented on the night of the event with most available to help. The CDPG branded High-Vis vests meant that volunteers were easy to identify and answer any questions or concerns the public may have.

Mike Brettell from Visual Events in Queenstown kindly donated his time and sound equipment for the children's performances early in the night and assisted the band with sound issues

## STALLHOLDERS

There was a good turnout from stallholders this year with a total of 10 committing to the evening. The majority of these were return stallholders from previous years and other CDPG Events.

We receive ongoing feedback from the stallholders that it is quiet for sales of items.



## FOOD VENDORS

The food was again located in a Food Alley style on Melmore Terrace, With an array of food offered from both businesses and fundraisers (13 different stalls) this area served as a meeting point for many of the community to enjoy dinner together on the tables and chairs provided.

The vibe in this area was vibrant and assisted in setting the tone for the evening. Many of the food vendors reported a better than expected evening with all wishing to return again next year.

# CROMWELL

& DISTRICTS PROMOTION GROUP



## ENTERTAINMENT

**Music:** Local singer Joel Neilson kicked the event off and entertained the crowds.

Queenstown Band Turtle Funk, followed and saw the evening out. Turtle Funk are a popular

option as they get the crowds dancing and staying longer than usual.

**Facepainter:** Ms Monarch again provided subsidised face painting for the public. As usual,

this is a real favourite with the younger guests that attend.

**Balloon Twister:** Balloons with a Twist enthralled young and all with his amazing creations.

**Flame Entertainment:** Flame Entertainment provided hula hoop workshops and a bubble



fairly for the evening. The Hula Hoops are always a crowd favourite with the children, there

were some issues with bubbles due to the weather on the evening – these could be left out

next year.

**Bouncy Castle:** This year we incorporated bouncy castles beside the wharf/pier. This was a

popular option for the children.

**Fireworks:** The annual fireworks completed a fantastic evening, being let off at approximately 8.45pm. The display was approx 20 min long and widely received as one of the

best displays in many years. This year we did have an issue with security, members of the

public broke a security barrier near the fireworks set up point. Moving forward providing

crowd control fencing will be a recommendation.

# CROMWELL

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# CROMWELL

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# CROMWELL

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## CHERRY FESTIVAL 2020





## EVENT OVERVIEW

**When:** Sunday 27<sup>th</sup> December 2020

**Time:** 11:30am – 1:30pm

**Location:** McNulty Green, Cromwell Heritage Precinct

**Aim:** To celebrate all things cherry in Central Otago by providing a family fun event that

encourages not only locals but also holidaymakers to enjoy a vibrant and quirky day out.

**Attendance:** 200 attendees, with 100 contestants

### Key Personnel:

CDPG Community Relationships Co –Coordinator: Gretchen Nightingale

CDPG Marketing and Communications Manager: Marion Low

CDPG Chairperson: Carolyn Murray

CDPG Committee Members

Community Volunteers and Family Members

**Overview:** The Cherry Festival was run in Conjunction with the Cromwell Farmers and

Craft Market on Sunday 27 December 2020, located on McNulty Green adjacent to the

market. As in previous years the main drawcard for those to the event is the New Zealand

Cherry Stone Spitting Competition with 100 entrants competing across 5 different classes.

Mike Sentch kindly donated his time as MC at the event providing an entertaining and





smooth running competition. Ms Monarch Face painting, Kaden Balloon Animals, Cherry Pie

Eating Competition, Guess the Cherry Jar, Colouring Competition also made a return to the

event. Mr Whippy attended for a second year, joined by Pop N Gales popcorn and Excotic

Candy Straps. This year it became apparent that the primary reason for the public to attend

is for the Cherry Spitting and Pie Eating.

**Sponsorship:** Jacksons Orchard remain the main sponsor of this event and generously

supplied 2 x 10 kg boxes of Cherries, and Ice Cream Vouchers.

Other sponsors that contributed included:

- Mr Whippy
- Benjer Juice
- Pop N Gales
- Excotic Candy Straps

## **MARKETING, MEDIA AND PROMOTION**

**Marion Low**

### **Pre-event**

#### **School newsos**

The Cherry Festival poster and the Colouring-in picture were sent to schools in Cromwell, Wanaka, Clyde and Alexandra for inclusion in their newsos or on their websites.

#### **Posters**

Flyers advertising the event were posted around town.

#### **Social Media**



An event was created on Facebook (2730 people reached, 117 responses). Posts were also created and placed on Facebook and Instagram. The Facebook cover image was updated to incorporate the Cherry Festival creative.

**Newsletter**

Promoted via email to Cromwell businesses through our main database.

**Post-event****Press release**

Jared Morgan from the ODT was in attendance and wrote his own piece on the day. Link here:

<https://www.odt.co.nz/regions/central-otago/first-time-cherry-spitter-blows-all-competition>

**VOLUNTEERS**

The Cherry Festival relies heavily on volunteers and committee members to assist with the pack-in, pack-out and running of the event on the day. It proved very difficult to get the required number of volunteers for 2020, this is largely due to the time of the year the festival is held with many unavailable due to the holidays.

Volunteer Hours: Approx. 55 Hours

**RECOMMENDATIONS**

- Potential to change location of the market to the Cromwell Mall – perhaps in conjunction with Cromwell Mall Market.
- Move back to a simple event with the two main popular activities focused on - Cherry Spitting and Cherry Pie Eating.

# **Annual Report**

Cromwell & Districts Promotion Group Incorporated  
For the year ended 30 June 2021

## Contents

3	Compilation Report
4	Entity Information
5	Approval of Financial Report
6	Statement of Service Performance
7	Statement of Financial Performance
8	Statement of Financial Position
9	Statement of Cash Flows
10	Statement of Accounting Policies
11	Notes to the Performance Report

# Compilation Report

## Cromwell & Districts Promotion Group Incorporated

### For the year ended 30 June 2021

Compilation Report to the members of Cromwell & Districts Promotion Group Incorporated.

#### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Cromwell & Districts Promotion Group Incorporated for the year ended 30 June 2021.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

#### Responsibilities

The Governing body are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

#### Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

---

Treasurer

P O Box 38, Cromwell

Dated: 26 August 2021

## Entity Information

- **Cromwell & Districts Promotion Group Incorporated**  
**For the year ended 30 June 2021**

'Who are we?', 'Why do we exist?'

### Legal Name of Entity

Cromwell & Districts Promotion Group Incorporated

### Entity Type and Legal Basis

Incorporated Society

### Registration Number

9429042668435

### Entity's Purpose or Mission

Responsible for the promotion of Cromwell & Districts and to investigate, develop and promote events for the benefit of participants and Cromwell.

### Entity Structure

There is a Managing Committee consisting of Chair, secretary, treasurer and at least 3 other committee members. The AGM of members decides who these office bearers shall be.

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

The CDPG receives an annual grant from the Cromwell Community Board

### Main Methods Used by Entity to Raise Funds

Besides this grant CDPG charges fees, for example, entry into competitive sporting events and holding a stall at community events. There are other grants received to help defray event costs.

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

Most events require a volunteers to help with the operation, the number depending upon the size of the event. Some big events, for example Light Up Winter, receive some donated goods and services

### Physical Address

29 The Mall, Cromwell

### Postal Address

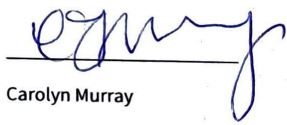
PO Box 38, Cromwell, New Zealand, 9342

## Approval of Financial Report

### Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2021

The Managing Committee are pleased to present the approved financial report including the historical financial statements of Cromwell & Districts Promotion Group Incorporated for year ended 30 June 2021.

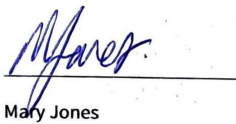
APPROVED



Carolyn Murray

Chair

Date 9/9/21



Mary Jones

Treasurer

Date 09/09/2021

# Statement of Service Performance

## Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2021

'What did we do?', 'When did we do it?'

### Description of Outcomes

The Cromwell Promotions Group has promoted Cromwell as a family friendly town using various methods. The community events are attended by greater numbers every year and they are kept informed of happenings in the town by an ever greater readership on social media.

As well, it promotes Cromwell to new visitors through a compendium of businesses and encourages excellent standards of service by its Ambassador program.

	2021	2020
<b>Description and Quantification of Outputs</b>		
Total Grant, Subscription and Event Income	190,910	206,024
Total Event and Operational Expenditure	193,037	199,591



# Statement of Financial Performance

Cromwell & Districts Promotion Group Incorporated

For the year ended 30 June 2021

'How was it funded?' and 'What did it cost?'

	NOTES	2021	2020
<b>Revenue</b>			
<b>Fees, subscriptions and other revenue</b>			
Fees received		12,884	25,889
Subscription from Members		5,770	11,589
<b>Total Fees, subscriptions and other revenue</b>		<b>28,654</b>	<b>37,478</b>
<b>Donations received</b>			
Donations Received		-	52
<b>Total Donations received</b>		<b>-</b>	<b>52</b>
Interest, dividends and other investment revenue	1	1,804	1,295
Other revenue	1	14,550	15,355
Grants		26,257	31,849
<b>Total Revenue</b>		<b>190,465</b>	<b>166,829</b>
<b>Expenses</b>			
Volunteer and employee related costs	2	57,856	45,151
Costs related to providing goods or service	2	95,195	102,728
Grants and donations made	2	145	-
Other expenses	2	36,156	47,812
<b>Total Expenses</b>		<b>193,152</b>	<b>195,691</b>
<b>Surplus/(Deficit) for the Year</b>		<b>(2,687)</b>	<b>6,438</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Financial Position

## Cromwell & Districts Promotion Group Incorporated

As at 30 June 2021

'What we own?' and 'What we owe?'

	NOTES	30 JUN 2021	30 JUN 2020
<b>Assets</b>			
<b>Current Assets</b>			
<b>Bank accounts and cash</b>			
Bank accounts and cash	3	83,753	86,441
<b>Total Bank accounts and cash</b>		<b>83,753</b>	<b>86,441</b>
<b>Debtors and prepayments</b>			
Trade receivables		3,629	344
<b>Prepayments</b>			
Event Prepayments		11,579	756
<b>Total Prepayments</b>		<b>11,579</b>	<b>756</b>
<b>Total Debtors and prepayments</b>		<b>15,208</b>	<b>1,099</b>
<b>Total Current Assets</b>		<b>98,961</b>	<b>87,540</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	5	689	2,088
<b>Other non-current assets</b>			
RWT Paid		402	-
<b>Total Other non-current assets</b>		<b>402</b>	<b>-</b>
<b>Total Non-Current Assets</b>		<b>1,090</b>	<b>2,088</b>
<b>Total Assets</b>		<b>100,052</b>	<b>89,628</b>
<b>Liabilities</b>			
Income Received in Advance		13,963	-
<b>Current Liabilities</b>		<b>11,733</b>	<b>12,580</b>
<b>Total Liabilities</b>		<b>25,696</b>	<b>12,580</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>74,356</b>	<b>77,048</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	6	74,356	77,048
<b>Total Accumulated Funds</b>		<b>74,356</b>	<b>77,048</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Cash Flows

## Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2021

'How we have received and used cash'

	2021	2020
<b>Cash Flows from Operating Activities</b>		
Donations, fundraising and other similar receipts	105,182	113,315
Fees, subscriptions and other receipts from members	89,555	97,049
Interest, dividends and other investment receipts	1,027	1,217
Cash receipts from other operating activities	16,733	22,224
GST	(7,914)	(9,504)
Payments to suppliers and employees	(215,213)	(204,682)
Donations or grants paid	(145)	-
Cash flows from other operating activities	115	(2,415)
<b>Total Cash Flows from Operating Activities</b>	<b>(10,660)</b>	<b>17,204</b>
<b>Cash Flows from Investing and Financing Activities</b>		
Payments to acquire property, plant and equipment	-	(6,410)
Cash flows from other investing and financing activities	7,973	(150)
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>7,973</b>	<b>(6,559)</b>
<b>Net Increase/(Decrease) in Cash</b>	<b>(2,687)</b>	<b>10,645</b>
<b>Bank Accounts and Cash</b>		
Opening cash	86,441	75,796
SBS Bank Accounts	(14,202)	23,833
BNZ Bank Accounts	(19,642)	(13,188)
Westpac Bank Accounts	31,156	-
Closing cash	83,753	86,441
<b>Net change in cash for period</b>	<b>(2,687)</b>	<b>10,645</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Accounting Policies

## Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2021

'How did we do our accounting?'

### Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

### Goods and Services Tax (GST)

Cromwell & Districts Promotions Group is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for Accounts Payable and Accounts Receivable which are stated inclusive of GST.

### Income Tax

Cromwell & Districts Promotion Group Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Bank Accounts and Cash

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

### Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

# Notes to the Performance Report

## Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2021

	2021	2020
<b>1. Analysis of Revenue</b>		
<b>Donations, fundraising and other similar revenue</b>		
CODC Operational Grant Income	86,252	92,648
Donations Received	-	52
<b>Total Donations, fundraising and other similar revenue</b>	<b>86,252</b>	<b>92,700</b>
<b>Fees, subscriptions and other revenue from members</b>		
Bannockburn Gutbuster Pub to Pub	10,520	12,816
Bannockburn Mountain Bike Classic	11,917	13,994
Cherry Festival Income	129	1,128
Cromwell Half Marathon	9,400	10,817
Dunstan Cycle Trail Income	8,767	-
Fireworks	5,870	6,487
Lake Dunstan Cycle Challenge	9,306	10,553
Lake Dunstan Triathlon	6,433	10,017
Light Up Winter	15,510	12,426
Spring Festival	2,492	3,396
Subscription Income	9,770	11,100
Summer Series Income	(1,479)	56
<b>Total Fees, subscriptions and other revenue from members</b>	<b>88,634</b>	<b>92,790</b>
<b>Interest, dividends and other investment revenue</b>		
Interest Income	1,000	1,151
Sundry Income	24	58
<b>Total Interest, dividends and other investment revenue</b>	<b>1,024</b>	<b>1,209</b>
<b>Other revenue</b>		
Compendium advertisements	14,550	19,325
<b>Total Other revenue</b>	<b>14,550</b>	<b>19,325</b>
	<b>2021</b>	<b>2020</b>
<b>2. Analysis of Expenses</b>		
<b>Volunteer and employee related costs</b>		
Operating Expenses	2,376	2,390
Operational Contractor - Community Relationship	28,347	23,569
Operational Contractor - Media Manager	26,934	23,092
<b>Total Volunteer and employee related costs</b>	<b>57,656</b>	<b>49,051</b>
<b>Costs related to providing goods or services</b>		
Bannockburn Gutbuster Pub to Pub - Expense	8,942	14,704
Bannockburn Mountain Bike Classic - Expense	7,875	11,258
Cherry Festival - Expense	2,433	7,131
Cromwell Half Marathon - Expense	8,221	5,391

## Notes to the Performance Report

	2021	2020
Dunstan Cycle Trail Expense	12,804	-
Equipment	300	-
Fireworks - Expense	11,831	14,278
General Expenses	174	-
Insurance	2,516	2,607
Lake Dunstan Cycle Challenge - Expense	9,068	17,223
Lake Dunstan Triathlon - Expense	7,947	2,589
Light Up Winter	23,282	24,098
Light Up Winter	114	-
Photocopying	76	-
Spring Festival - Expense	3,611	3,448
<b>Total Costs related to providing goods or services</b>	<b>99,195</b>	<b>102,728</b>

**Grants and donations made**

Donations Made	145	-
<b>Total Grants and donations made</b>	<b>145</b>	<b>-</b>

**Other expenses**

Advertising	15,304	17,956
AGM Expenses	1,526	1,297
Bad Debts	(100)	2,113
Bank Fees	121	270
Brochures & Compendium	10,760	14,395
Depreciation	1,399	4,239
Honorarium & Xero fee	6,922	6,720
Website	224	823
<b>Total Other expenses</b>	<b>36,156</b>	<b>47,812</b>

2021 2020

**3. Analysis of Assets****Bank accounts and cash**

Westpac General Account	30,167	-
Westpac Summer Series	248	-
Westpac Debit Card	741	-
BNZ Cheque Account	1,633	19,957
BNZ Debit Card	-	1,185
BNZ Summer Series Trust	317	449
SBS Non Profit	20,214	10,000
SBS Star Maturity	30,433	54,849
<b>Total Bank accounts and cash</b>	<b>83,753</b>	<b>86,441</b>

**Debtors and prepayments**

Accounts Receivable	3,629	344
Event Prepayments	11,579	756
<b>Total Debtors and prepayments</b>	<b>15,208</b>	<b>1,099</b>

## Notes to the Performance Report

	2021	2020
<b>Other current assets</b>		
RWT Paid	402	-
<b>Total Other current assets</b>	<b>402</b>	<b>-</b>

	2021	2020
--	------	------

**4. Analysis of Liabilities****Creditors and accrued expenses**

Accounts Payable	13,518	15,113
<b>Total Creditors and accrued expenses</b>	<b>13,518</b>	<b>15,113</b>

**GST**

GST	(1,785)	(2,585)
<b>Total GST</b>	<b>(1,785)</b>	<b>(2,585)</b>

**Unused donations and grants with conditions**

CODC Grant Refund	-	52
<b>Total Unused donations and grants with conditions</b>	<b>-</b>	<b>52</b>

**Other current liabilities**

Income Received in Advance	13,963	-
Rounding	-	-
<b>Total Other current liabilities</b>	<b>13,963</b>	<b>-</b>

	2021	2020
--	------	------

**5. Property, Plant and Equipment****Other Fixed Assets**

Owned fixed assets	9,080	9,080
Accumulated depreciation - fixed assets owned	(8,391)	(6,992)
<b>Total Other Fixed Assets</b>	<b>689</b>	<b>2,088</b>

<b>Total Property, Plant and Equipment</b>	<b>689</b>	<b>2,088</b>
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	2021	2020
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**6. Accumulated Funds****Accumulated Funds**

Opening Balance	77,048	70,615
Accumulated surpluses or (deficits)	(2,692)	6,433
<b>Total Accumulated Funds</b>	<b>74,356</b>	<b>77,048</b>

<b>Total Accumulated Funds</b>	<b>74,356</b>	<b>77,048</b>
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**7. Commitments**

There are no commitments as at 30 June 2021 (Last year - nil).

**8. Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at 30 June 2021 (Last year - nil).

**Notes to the Performance Report****9. Related Parties**

John Morrison, a director of EZPZadmin was the treasurer of Cromwell & Districts Promotions Group till May 2021 for which he received an honorarium.

**10. Events After the Balance Date**

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

**11. Ability to Continue Operating**

The entity will continue to operate for the foreseeable future.



### 22.3.3 MARCH 2022 PROMOTIONS GRANTS APPLICATIONS

Doc ID: 577895

#### 1. Purpose of Report

To consider the March 2022 community and promotions grant applications to the Cromwell Community Board.

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#### Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
  - B. Decides the grants to be allocated to the applicants of the Promotions Grants.
- 

#### 2. Background

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

The objectives of the grants process are:

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

There are two types of grants that can be applied for, community grants and promotions grants. Each are funded using different targeted rates, which means that one pool cannot subsidise the other. Each application must be considered on its own merit and its fit with the relevant grant criteria and available budget.

The Board considers grant applications in two rounds annually. Applications for the first round closed at the end of August 2021 for a decision in September, with the second round closing at the end of March 2022 for a decision in May 2022.

A comprehensive review of the grants policy took place in August 2019 with further reviews undertaken in June 2021 and January 2022. These reviews were to streamline the process and improve the community experience in using the policy.

The Cromwell Community Board is delegated the authority to consider applications for activities and projects within its boundaries.

Annually, there is \$49,925 to distribute in the Cromwell community grants scheme and \$106,219 to distribute in the promotions grants scheme. The following table illustrates the commitments already made and the amounts left to distribute.

Type of grant	2021/22 FY	2022/23 FY
<b>Community Grants Budget</b>	49,925	49,925
Less distributed 1 <sup>st</sup> Round	13,517	
Plus returned grants	0	
Less committed from previous rounds	0	
<b>Balance left to distribute</b>	<b>36,408</b>	
<b>Promotions Grants Budget</b>	106,219	106,219
Less distributed 1 <sup>st</sup> Round	64,270	
Plus returned grants	0	
Less committed from previous rounds	15,000	
<b>Balance left to distribute</b>	<b>26,949</b>	

### 3. Discussion

#### Community Grants

There are no applications to Community Grants received in this round.

#### Promotion Grants

Two complete promotion grant applications have been received in the current round requesting a total of \$23,613. A third separate application to the 2022-2023 financial year seeking the total amount of \$107,524 was received however it requires additional information to be submitted prior to presenting it for consideration. Staff are working with the applicant to obtain the relevant information and will present this to the Board at their June meeting.

There is \$26,949 to distribute in the 2021/2022 financial year and \$106,219 left to distribute for the 2022/2023 financial year. Any grants approved through this funding round committing the 2022/2023 financial year funds will need to be subject to the adoption of the 2022/23 Annual Plan. The details are provided in the table below:

No	Name of Organisation	Name of project / service	Purpose of funding	When does the project start	Total costs	Amount requested
2	Cromwell and Districts Promotions Group	2021-2022 Group activities	Contractors, Advertising, and Operational costs	21/03/2022	\$21,373 <sup>1</sup>	\$21,373
3	Cromwell and Districts Community Arts Trust	Chamber Music Series 2022	Advertising and Promotions plus Sound & Light for four chamber	8/06/2022	\$27,425	\$2,240

<sup>1</sup> Total cost from April through to June 2022 only

			music concerts during 2022.			
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Copies of the applications, supporting documentation and staff assessments are provided to Board members under separate cover.

#### 4. Financial Considerations

As detailed above, the Board has \$26,949 to distribute for the 2021/22 Promotion Grants. Boards have the delegated authority to spend within this budget. Any recommendations above these amounts would fall outside of that delegation and would need to be by way of a recommendation to Council.

For this funding round, organisations were able to apply for the remainder of the 2021/22 financial year grants budgets, or for the 2022/23 financial year, for projects that take place in that financial year. No applications are being considered for the 2022/23 year.

When considering applications for a future financial year, members will need to be mindful that any approvals will decrease the grant amount available for that financial year's funding round and may cause the perception of an uneven playing field to other applicants.

#### 5. Options

The Board is asked to consider each application and determine the appropriate level of funding. There are no other options as the Board has the delegation to allocate grants from the contestable funds.

#### 6. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the social, cultural, economic and environmental wellbeing of communities, in the present and for the future by providing a contestable funding pool that enables projects to be delivered in the community that enhance wellbeing.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Yes, this decision is consistent with the Grants Policy, and other plans and policies that may be impacted by any of the individual grant applications.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	There is no direct impact, some applications may have a positive environmental impact from time to time.
<b>Risks Analysis</b>	No risks have been identified in the funding applications.
<b>Significance, Consultation and Engagement (internal and external)</b>	The funding rounds were advertised in the local newspaper, Council's website and Facebook page, and through combined agency community funding clinics. Discussions with departments of

	Council have taken place where there impacts arising from the application.
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## 7. Next Steps

Once the Board has made a decision on the level of funding for each organisation, this will be communicated to each applicant and payments made.

## 8. Attachments

- Appendix 1 - Cromwell Districts Promotions Group Staff Assessment (under separate cover)** [⇒](#)
- Appendix 2 - Cromwell Districts Promotions Group Grant Application (under separate cover)** [⇒](#)
- Appendix 3 - Cromwell Districts Promotions Group Supporting Documentation (under separate cover)** [⇒](#)
- Appendix 4 - Cromwell Districts Community Arts Council Staff Assessment (under separate cover)** [⇒](#)
- Appendix 5 - Cromwell Districts Community Arts Council Grant Application (under separate cover)** [⇒](#)
- Appendix 6 - Cromwell Districts Community Arts Council Supporting Documentation (under separate cover)** [⇒](#)

Report authors:



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14/04/2022

Reviewed and authorised by:



Sanchia Jacobs  
Chief Executive Officer  
20/04/2022

## **22.3.4 APPROVAL OF THE DRAFT BANNOCKBURN DOMAIN RESERVE MANAGEMENT PLAN 2022**

**Doc ID: 576719**

### **1. Purpose of Report**

To consider the approval of the draft Bannockburn Domain Reserve Management Plan 2022 so that it can be notified for public consultation as required under the Reserves Act 1977.

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### **Recommendations**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
  - B. Agrees to approve the draft Bannockburn Domain Reserve Management Plan 2022 and notify the plan for public submission.
  - C. Agree that the Cromwell Community Board hear submissions received on the draft plan.
- 

### **2. Background**

The Bannockburn Domain comprises 3.5365 hectares and is situated on Domain Road, Bannockburn. The Domain is managed under a lease between Council and the Bannockburn Recreation Reserve Management Committee Incorporated (the Committee). The Committee have developed and managed the Domain on behalf of Council and the community.

The purpose of a Reserve Management Plan is to ensure the development and implementation of objectives and policies that enhance the long-term use of a reserve without compromising its existing use. A Reserve Management Plan is a document that consists of some history, current information and management statements to guide consistent decision-making regarding the future development and management of a reserve.

The essential features of the reserve management planning process are:

- A deliberate assessment of planning considerations such as pressures, constraints, conflicts, and opportunities.
- An assessment of the reserve and its use of the land.
- The determination of management policies supported by criteria.
- The incorporation of regular monitoring and review to ensure that the reserve management plan remains relevant under changing circumstances and demands

It is considered appropriate to prepare a new Reserve Management Plan for the following reasons:

- The current plan is twenty-two years old and no longer reflects the needs of the wider Bannockburn community.
- A new Reserve Management Plan will provide policy and direction for future development of the Bannockburn Domain.

The draft Bannockburn Domain Reserve Management Plan (the Plan) has been developed with input from lessees of the domain. This new Plan will provide Council with an effective

guide for managing the Bannockburn Domain by providing clear policy and objectives for its future management.

### 3. Discussion

Over recent years there has been significant development and growth in the local Bannockburn area. Because of this development the current Bannockburn Recreation Reserve Management Plan 2000 may no longer reflect the needs of the local community and it is timely to renew the Plan. (Refer Appendix 1)

In developing the draft Bannockburn Domain Reserve Management Plan (refer Appendix 2) there has been direct consultation with the Committee and the Bannockburn Bowling Club (lessee) regarding the operation of the Domain. This information has been collated and included in the Plan.

The Plan proposes that the main use of the Domain remain as a camping ground operated by the Committee through a lease with Council. The Plan also recognises the Bannockburn Bowling Club, who also has a lease with Council.

The Plan differs from the current management plan as it has a less operational focus. The proposed Plan includes policies on reserve use, dogs, lighting, occupation agreements, fire, and trading in public places.

Once approved the Plan will be publicly notified for two months when public submissions will be sought. All submissions received, both written and in person, will be considered by the Board. Recommendations from the submission process will then be included into the final plan before approval and the Plan becoming operative.

The following table summarises Section 41 of the Reserves Act 1977 for developing Reserve Management Plans.

Relevant Sections of the Reserves Act	Public Consultation	Description of Activity	Phase
Section 41 (5)	Optional	Council notifies the public that it is preparing a management plan and calls for submissions (one month)	Not required
Section 41 (5) c		↓	
Section 41 (6) a - c	Mandatory	Public submissions are received and incorporated into a draft management plan	
		↓	
Section 41 (6) d	Mandatory	A draft management plan is made available to the public for further comment (two months)	ewCurrent stage
		↓	
Section 41 (6) d	Mandatory	Submissions are heard and the draft management plan is edited to incorporate input from public submissions	
		↓	
		The final document is presented to Council for adoption	
Section 41 (6) e	Mandatory	Council adopts management plan under its delegated authority from the Minister of Conservation	Implementation

Relevant Sections of the Reserves Act	Public Consultation	Description of Activity	Phase
Section 41  Section 41 (4)		↓ All policies come into effect and are enforceable by Council ↓ The management plan is monitored and reviewed as required	

#### 4. Financial Considerations

The preparation of the Plan falls within existing budgets. In Council's Long-term Plan 2021-31 funding was set aside to develop a ten-year development plan for the Bannockburn Domain. There is \$8,000 which has been budgeted for a development plan in this year's budget.

#### 5. Options

##### Option 1 – (Recommended)

Approve the draft Bannockburn Domain Reserve Management Plan 2022 and notify the Plan seeking public submissions.

Advantages:

- The draft Bannockburn Domain Reserve Management Plan will be made available to user groups of the domain and publicly advertised for submissions to engage with as wide an audience as possible.
- Providing the draft Bannockburn Domain Reserve Management Plan for public submission allows the Board to review the current management policies for the Domain, and to ensure they are fit for purpose and meet the community needs.

Disadvantages:

- There are no apparent disadvantages

##### Option 2

Do not adopt the draft Reserve Management Plan.

Advantages:

- The Board would have the opportunity to further develop the Bannockburn Domain Reserve Management Plan prior to circulating it for public consultation.

Disadvantages:

- Significant work has already gone into the draft Bannockburn Domain Reserve Management Plan. This is the Board's opportunity to receive public opinion on the reserve areas and follow the process set out in the Reserves Act 1977.

## 6. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	<p>This decision enables democratic local decision making and action by, and on behalf of communities by ensuring that Council is complying with LGA Section 11A which states that in performing its role, a local authority must have particular regard to the contribution reserves, and other recreational facilities make to its communities.</p> <p>In addition, the Reserve Act 1977 states that “<i>the administering body shall...prepare and submit to the Minister for his or her approval a management plan for the reserve under its control, management, or administration.</i>”</p> <p>In preparing the draft Bannockburn Domain Reserve Management Plan, Council is taking both Acts into consideration.</p>
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	<p>This decision is consistent with Council’s Parks and Recreation vision of “Providing vibrant spaces, places and recreational opportunities for our communities now and into the future”.</p>
<b>Considerations as to sustainability, the environment and climate change impacts</b>	<p>There are no perceived implications.</p>
<b>Risks Analysis</b>	<p>There are no perceived risks.</p>
<b>Significance, Consultation and Engagement (internal and external)</b>	<p>Reserves listed and managed under the Reserves Act 1977 are considered strategic assets under the Council Significance and Engagement Policy. The level of community engagement is considered high. A variety of methods to engage with the public will be applied through the development of this Plan. Initial engagement for the draft Plan has targeted user groups and lessees of the reserve. Once the draft Plan has been adopted, future engagement will include drop-in sessions in Bannockburn and making the draft Plan available to the public for submissions.</p>

## 7. Next Steps

A media release and notice of intention to consult will be publicly advertised. The draft Bannockburn Domain Reserve Management Plan will be made available online and in hard copy at the Cromwell Service Centre throughout the consultation period.



To encourage and enable community engagement a drop-in session in Bannockburn will be organised.

All submissions will be heard by the Cromwell Community Board. Recommendations from the hearing will be incorporated into the final Plan, for approval by the Board.

## 8. Attachments

**Appendix 1 - Bannockburn Recreation Reserve Management Plan 2000** [↓](#)

**Appendix 2 - Draft Bannockburn Domain Reserve Management Plan 2022** [↓](#)

Report author:

Reviewed and authorised by:



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11/04/2022



Louise van der Voort  
Executive Manager - Planning and Environment  
26/04/2022



## BANNOCKBURN RECREATION RESERVE

### MANAGEMENT PLAN

Adopted 3 July 2000

## BANNOCKBURN RECREATION RESERVE

### MANAGEMENT PLAN ADOPTED 3 JULY 2000

#### PART 1: INTRODUCTION

##### 1.1 GENERAL

The Bannockburn Recreation Reserve is the only public recreation reserve (apart from the lakeshore reserves) in Bannockburn. It is situated in Domain Road Bannockburn and provides the Bannockburn community with a venue for various recreational activities including camping. The Council is the administering authority for the reserve in terms of section 40 of the Reserves Act 1977. The reserve was vested in the Council (the former Vincent County Council) by notice in the New Zealand Gazette in 1987 (page 4912) and the Council is authorised in terms of section 54 (1A) of the Reserves Act 1977 to issue leases in accordance with the proposed Management Plan without reference to the Minister of Conservation.

##### 1.2 PURPOSE OF MANAGEMENT PLAN

This Bannockburn Recreation Reserve Management Plan is the Management Plan for the reserve prepared in terms of section 41 of the Reserves Act 1977. The extent of the reserve is identified in Figure 1.

The Plan will provide the Council with a framework for decision making with respect to the use of land and facilities on the reserve in accordance with section 17 of the Reserves Act 1977 which recognises that Recreation Reserves are held "...for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public..."

##### 1.3 PUBLIC INPUT

Public input is essential to the preparation of the plan. The various steps required are set out in the Reserves Act 1977:

Sec 41 (5) - Publicly notify the intention to prepare a draft management plan, invite persons and organisations interested to submit written suggestions on what might be included in the plan and consider those suggestions when preparing the draft plan.

Sec 41 (6) - Prepare a draft management plan and give public notice that it is available for inspection, allowing at least two months for interested persons or organisations to lodge written submissions to or objections against the draft plan, ensuring that those who made initial suggestions are advised of the draft plan and invited to make submissions or objections on it.

Send copy of draft plan to Minister of Conservation for his consideration.

Hear any submissions or objections and amend the draft plan as thought necessary before adopting the plan.

#### 1.4 APPROVAL OF PLAN

The public was invited to make submissions or put forward suggestions as to the future use of the reserve as a preliminary step in accordance with section 41(5) of the Act.

No submissions were received by the closing date of 3 March 2000.

The preliminary draft plan was prepared by Council staff. The Bannockburn Recreation Reserve Management Committee Incorporated, a new group which proposed to lease the reserve, was provided with a copy of the preliminary draft for consideration. A copy of that group's Constitution and Rules is attached as Appendix 2. The Cromwell Community Board has approved *in principle* the proposal to lease the reserve to this Society (resolution 00.1.18, 31 January 2000).

The draft plan was approved on 10 April 2000 and was publicly notified for submissions and objections in terms of section 41(6) and after consideration of submissions received, was adopted on 3 July 2000.

## PART 2: DESCRIPTION AND BACKGROUND INFORMATION

### 2.1 LOCATION

The Bannockburn Recreation Reserve is located in Domain Road, Bannockburn.

### 2.2 LEGAL DESCRIPTION AND AREA

Section 164 Block 1 Cromwell Survey District, SO Plan 19606 part Gazette Notice 1984 page 3101 comprising 3.5365 hectares in area.

### 2.3 HISTORY

J C Parcell, in "Heart of the Desert" records that the land at Doctor's Flat, which had been part of an old mining claim, was developed initially for a bowling green in 1919 as a combined community project and that the tennis court was built soon after. He also notes that the community went on to convert "an unsightly patch of mining debris into a football and sports field as a memorial for their sons who so nobly answered the Empire's call of yesterday (the 1914-18 War).

In 1986, the Department of Lands and Survey, which at that time was responsible for the administration of Crown reserves, asked the Vincent County Council to consider accepting responsibility for the future control of the Bannockburn reserve when the Bannockburn Domain Board's term expired in October 1986.

Following discussions with the Domain Board, the Council agreed in December 1986 to accept responsibility for the administration of the reserve, and the reserve was subsequently vested in the Council in 1987.

### 2.4 FACILITIES AND USES

#### 2.4.1 General

The Bannockburn Recreation Reserve has been used primarily for three separate purposes:

1. Part of the land has been allocated to the Bannockburn Bowling Club which has established a bowling green and club house on the site.
2. Part of the land has been developed as a camping ground. Since 1987, the camping ground operation has increased in scope so that it now provides some more "permanent" type accommodation.
3. Part of the land has been used for public recreation, including tennis courts, a playing field and childrens' playground.

It has also been used in the past for group picnics, fun days, sports days and the like..

There are a number of facilities including the Bannockburn Bowling Club facilities, camping ground cabins, caravan power points and ablution block and associated buildings, toilets, tennis court and childrens' playgrounds..

All facilities on the reserve, apart from the Bowling Club facilities, are the property of the District Council.

#### 2.4.2 Camping Ground

The camping ground has been redeveloped since 1987 to provide for some 20 caravan points, four cabins, and a new ablution block. In the summer season, the sports field area is used for tents and unpowered caravans.

#### 2.4.3 Services

The reserve is connected to the Cromwell town water supply.

It is connected also to the Bannockburn sewage scheme.

### PART 3: RESERVES ACT 1977

#### 3.1 GENERAL

The Reserves Act 1977 makes provision for the acquisition, control, management, maintenance, preservation, development and use of public reserves as defined in that legislation. This includes the Bannockburn Recreation Reserve.

The Act provides for the Administering Body, being the Central Otago District Council, to prepare a Management Plan under section 41. The Council has delegated the responsibility for administering and managing the reserve to the Cromwell Community Board.

#### 3.2 PRELIMINARY SUBMISSIONS

At its meeting on 31 January 2000, the Cromwell Community Board received advice of the formation of the Bannockburn Recreation Reserve Management Committee Incorporated which proposed to seek a lease over the reserve so that it could manage the reserve more autonomously than the current committee of Council, but in accordance with the provisions of a lease issued in terms of the Reserves Act 1977.

Before any such lease was approved, the Council wished to prepare a management plan for the reserve to give the public in general an opportunity to have its say on the future use and management of the reserve and to help set the parameters for its ongoing management and maintenance.

The public was invited to submit ideas for inclusion in this preliminary draft plan, but none were received. It has a further opportunity to comment by making submissions on this draft plan. Submissions on this draft plan closed on 19 June 2000.

Two submissions were received and given due consideration. The plan was adopted on 3 July 2000.

#### 3.3 RECREATION RESERVES

The Bannockburn Recreation Reserve is classified as a recreation reserve pursuant to section 17 of the Reserves Act 1977. Section 16(8) of the Act requires that when classified under that section, each reserve shall be held and administered for the purposes for which it was classified and for no other purpose.

##### 3.3.1 Purpose of Recreation Reserves

Section 17(1) of the Act states that Recreation reserves are for the purposes of

“..providing areas for recreation and sporting activities, and the physical welfare and enjoyment of the public, and for the protection of the natural environment and the beauty of the country side, with emphasis on the retention of open spaces and outdoor recreation activities, including recreational tracks in the countryside.”

##### 3.3.2 Administration of Recreation Reserves

Section 17(2) requires that every Recreation Reserve shall be so administered that:

“The public shall have freedom of entry and access to the reserve, subject to the specific powers conferred on the administering body by sections 53 and 54 of the Act [which provide powers of leasing and other miscellaneous powers to restrict access ] and to such conditions and restrictions as the administering body considers to be necessary for the protection and general well being of the reserve and for the protection and control of the public using it.”

The administering body is also required to manage any special features of the reserve (such as flora or fauna or geological, scenic or historic values), to protect those qualities of the reserve that contribute to its natural environment, and to endeavour to maintain its soil, water and forest conservation values.

### 3.4 ADMINISTERING BODY, MANAGEMENT PLAN, POWERS AND BYLAWS

#### 3.4.1 Functions of Administering Body

Section 40 of the Act charges the Administering body (the Council) with the duty of administering, managing and controlling the reserve in accordance with the appropriate provisions of the Act, so as to ensure the use, enjoyment, development, maintenance, protection and preservation of the reserve for the purposes for which it has been classified. Even though a lease may be issued, the Council will retain overall responsibility for the reserve.

#### 3.4.2 Reserve Management Plan

Section 41 of the Act requires the preparation of a Management Plan. The Management Plan is also required to provide for the use, enjoyment, maintenance, protection and preservation, as the case may require, and to the extent that the administering body's resources permit, the development, as appropriate, of the reserve for the purposes for which it has been classified.

The Administering Body is required to keep this Management Plan under continuous review so that the Plan is adapted to change in circumstances or in accordance with increased knowledge.

The procedure for preparing the management Plan is detailed in Section 41(6) of the Act.

#### 3.4.3 Powers of Administering Body

##### (a) General

Section 53 of the Act provides for the administering body to exercise a wide range of miscellaneous powers in the exercise of its functions under section 40 and to give effect to the principles set out in section 17 which relate to recreation reserves.

These powers include the enclosure of all or part of the reserve, prohibition of public access from time to time, prescription and regulation of recreational uses, limited admission by payment, grants of exclusive use for limited periods, the erection of buildings and structures, allocation of land for specific purposes, regulation of any trade or business activity and such other things desirable or necessary for the proper management of the reserve.

##### (b) Leasing Powers

Section 54 provides for the administering body to issue leases for recreation purposes subject to certain conditions.

Basic provisions relating to leases of recreational reserves are set out in the First Schedule to the Act.

The administering body is able to issue a lease without reference to the Minister if :

- (a) the reserve is vested in the administering authority
- (b) an operative management plan anticipates the lease

If these conditions are not met, the consent of the Minister is required.

In all cases, the administering body is required to publicly notify its intention to issue a lease over all or part of a recreation reserve and to consider any objections to the proposal.



(c) Bylaws

Section 106(2) empowers the administering authority to make bylaws with respect to a reserve under its control. The Central Otago District Council also has the power to make bylaws in terms of the Local Government Act 1974 and other legislation.

The Council has adopted NZS9201:Chapter 17 1972 which comprises a general bylaw relating to parks and reserves.

#### PART 4 - DISTRICT PLAN AND ANNUAL PLAN

##### 4.1 CENTRAL OTAGO DISTRICT PLAN

In the District Plan the reserve is provided for as Designated Area 51 "Recreation Purposes – Bannockburn Recreation Reserve".

The land has an underlying use of R {RRA(4)} – Residential Resource Area 4.

##### 4.2 CENTRAL OTAGO DISTRICT COUNCIL ANNUAL PLAN AND REPORT

Each year the Council is required to prepare an Annual Plan which provides information about the services the Council intends to provide and how they will be funded, and at the end of the financial year it produces a report on its own performance.

The Annual Plan provides details of proposed income and expenditure on particular reserves or groups of reserves and of any proposed significant activities in relation to its reserves.

It currently provides separately for the Bannockburn Recreation Reserve. When the proposed lease is issued, Council's records will show any rent received as income in the Cromwell Rural Reserves Account.

## PART 5 - MANAGEMENT PLAN GOALS AND OBJECTIVES

### 5.1 - GOAL

To administer manage and control the Bannockburn Recreation Reserve in accordance with the provisions of the Reserves Act 1977 so as to ensure the use, enjoyment, development, maintenance and protection of the reserve for the public of Bannockburn and of the wider Central Otago community.

### 5.2 - OBJECTIVES

1. To preserve in perpetuity the Bannockburn Recreation Reserve as a recreation area for the enjoyment of the general public.
2. To encourage and facilitate the use of the reserve for recreation and sporting purposes (including camping) and for the welfare and enjoyment of the public.
3. To allocate land within the reserve for the Bannockburn Bowling Club, for public sporting and recreational activities (including play) and for a camping ground having due regard to the public's right of freedom of entry and access to the reserve.
4. To provide for the continued maintenance of the reserve and an improvement to the current level of services provided.
5. To issue a head lease over the whole of the reserve to the Bannockburn Recreation Reserve Management Committee Incorporated with provision for subleases of parts of the reserve to the Bannockburn Bowling Club and to the Bannockburn Camping Ground operator.

**PART 6 - POLICIES FOR THE MANAGEMENT OF THE BANNOCKBURN RECREATION RESERVE**

**6.1 ADMINISTRATION**

The Council is the administering authority for the reserve as successor to the Bannockburn Domain Board (1989 Local Government Reorganisation Order). The reserve is also vested in the Council for use as a recreation reserve.

The Central Otago District Council is therefore responsible for the management of the reserve in accordance with the provisions of the Reserves Act 1977. In terms of the Local Government Act 1974, the Council also has responsibilities to ensure that the income and expenditure in relation to the reserve is properly accounted for and that assets on the reserve are accounted for, valued and depreciated in accordance with generally accepted accounting practices.

Under present Council policy, the Council has delegated responsibility for the day to day management of the reserve to the Cromwell Community Board which has in turn established a Bannockburn Recreation Reserve Committee to which it has delegated the responsibility for the day to day management of the reserve.

The delegations provide a number of powers and responsibilities for managing the reserve but specifically **exclude** (among other things) the power to

borrow money  
enter into a contract  
initiate an action for the recovery of any amount in excess of \$5,000  
acquire, hold or dispose of property  
appoint, suspend or remove staff

The Recreation Reserves Committees are therefore not autonomous bodies but are a subset of the Council and must act in accordance with Council policies and practices.

The current practice for management of certain mainly rural recreation reserves (former "domains") is not necessarily the best model.

Options are:

1. Continue with management by reserve committees under delegated authority from the Council (Community Board) but require all financial transactions to be effected through the Council's system.
2. Issue a head lease to an incorporated society established to maintain and protect the reserve and provide for subleases to the Camping ground business and the Bannockburn Bowling Club.
3. Council resume direct control of the reserve and issue leases to the Bowling Club and the Camping Ground operation. The maintenance of the public areas of the reserve could be undertaken by contract and the cost funded from rates. Capital upgrading would need to be funded from Council reserves or from loan.

The Council believes that Option 2 is the most practical option for future operation of this reserve.

Policy 1

The Council will issue a head lease to the Bannockburn Recreation Reserve Management Committee Incorporated. The lease will provide for the Society to manage the reserve in accordance with the requirements of the Reserves Act 1977, and will provide for sub leases to be issued for the camping ground operation and the Bannockburn Bowling Club. The lease and sub leases will be subject to the approval of the Council as to terms and conditions.

*Explanation*

*The present system of management by a Council committee is cumbersome and is too far removed from the Council's management systems for the Council to be confident that basic financial controls and compliance with legal requirements are being met.*

*Furthermore, it does not allow the reserve committee (because of limitations on its powers) the flexibility to enter into business arrangements without the prior approval of the Council.*

*The Incorporated Society will be subject to:*

1. *Rules of the Incorporated Societies Act*
2. *Provisions of the lease and this management plan which will specify what may and may not be done on the reserve*
3. *Provisions of the Reserves Act 1977*
4. *Such other controls or requirements that the Council, as owner and administering authority, might choose to impose.*
5. *The Constitution and Rules of the Bannockburn Recreation Reserve Management Committee Incorporated.*

Policy 2

The Bannockburn Recreation Reserve will be managed, administered and controlled in accordance with the provisions of this Management Plan, the Reserves Act 1977 and the Council's General Bylaw relating to Parks and Reserves.

*Explanation*

*The provisions of this Management Plan have evolved through a process of public consultation and will form the basis for future decision making with respect to the reserve.*

Policy 3

To implement the development proposals contained in this plan at the rate that the resources of the administering body or the head lessee and the groups seeking specific improvements permit, and to recognise that the satisfactory maintenance or replacement firstly of the public recreational facilities and secondly of the existing camping ground facilities have priority over the development of new facilities.

*Explanation*

*The satisfactory maintenance of the reserve as a public open space and as an area for outdoor recreation for the enjoyment of the residents of Bannockburn in particular and the whole Central Otago community in general is required to meet the terms of the vesting as a recreation reserve. The interests of particular user groups, such as campers, should not be permitted to impact on the enjoyment of the public and other user groups.*

*There are already a number of building improvements on the land which will require ongoing repairs and maintenance. The development of new buildings or the extension of existing buildings should not be at the expense of maintenance of existing facilities.*

Policy 4

To delegate to the Chief Executive Officer the day to day responsibility for the administration, management and control of the Bannockburn Recreation Reserve in terms of the Management Plan and relevant bylaws and the lease..

*Explanation*

*Day to day implementation of Council policy is the responsibility of the Chief Executive and his staff.*

Policy 5

To issue a head lease over the reserve to an Incorporated Society which will provide for that Society to manage the reserve as a public recreation reserve in the best interests of the community and in accordance with the provisions of the Reserves Act 1977 and Council requirements relating to reporting on plans and performance. The head lease will provide for subleases to other recreational groups including the Bannockburn Bowling Club and the Bannockburn Recreation Reserve Camping Ground subject always to the approval of the Council. The Incorporated Society's role will be similar to that of a recreation reserve committee but with greater autonomy to act within the parameters set by the Council.

*Explanation*

*The Council has the authority to issue leases over recreation reserves for the purposes of the Reserves Act 1977. A head lease to an incorporated Society will enable that Society to manage the reserve more autonomously ( ie, as a body separate from the Council) but still subject to the rules of the Society, the provisions of the lease and in accordance with the requirements of the Reserves Act 1977.*

*The Council does not have the physical or financial resources for "hands on" management of this reserve but can exercise control through the provisions of the lease.*

Policy 6

To review this Management Plan at intervals of five years or less to ensure that the general public and user groups have the opportunity to express their views on the management of the reserve on a regular basis.

*Explanation*

*The administering body is required to keep the plan under continuous review by section 41(4) of the Reserves Act 1977.*

## 6.2 USE OF FACILITIES

### Policy 1

To respect the rights of recreational groups who currently use the grounds and facilities at the Bannockburn Reserve.

#### *Explanation*

*The reserve is currently used for a variety of recreational activities. The Bannockburn Bowling Club has established clubrooms and a bowling green on the reserve and there are facilities available for public recreation (such as picnics and barbeques) and for children's sports, play and games. These will continue to be provided and maintained.*

### Policy 2

To ensure that the public recreational facilities, particularly the children's playgrounds, the tennis court and practice wall, the public toilets and an area of green open space for sports, games and picnics will be maintained to a high standard and will be recognised as key element in the recreation reserve.

#### *Explanation*

*The reserve is the only public "green" area in Bannockburn. The township has an increasing population and an increasing number of young families who need playground facilities and room to play.*

### Policy 3

To permit a commercially operated camping ground to be operated within the reserve, subject to it complying with all legislative and Council requirements.

#### *Explanation*

*Section 53 of the Act provides for administering authorities to construct camping grounds on recreation reserves. Section 54 provides for the administering authority to issue leases for camping grounds subject to the provisions of the First Schedule to the Act. Before issuing a lease for a camping ground the administering authority should be satisfied that there is a need for such a facility and that some other recreational use should not have priority in the public interest.*

*The purpose of this policy is to permit the continued operation of the current facility so long as it meets the required standards and is considered necessary.*

*The motor camp operation can provide income to assist with the management of the reserve but it should not be expanded at the expense of the green open spaces. The Council recognises that there is now a privately operated camping ground in Bannockburn that can provide for the needs of recreational campers.*

### Policy 4

To permit recreational groups and sporting organisations to offer goods for sale to the public in association with sports and recreational activities being conducted on the reserve.

#### *Explanation*

*Food, refreshments and other goods are permitted to be sold in the Bannockburn Reserve in association with public events of a recreational nature. These "commercial" activities are permitted as they assist recreational groups to raise funds for recreational purposes and for the benefit of the general community.*

Policy 5

To permit the lessees to operate “market days”, carnivals, fun days and similar events on the reserve provided that the trade or business is clearly of a recreational nature.

*Explanation*

*Trade and business activities of a non recreational nature, such as the sale of retail goods by local or itinerant traders, are not permitted as no justification exists for such activities to be conducted on a recreation reserve.*

**63 - AMENITY, GROUND MAINTENANCE AND LITTER CONTROL**Policy 1

To develop all internal motor vehicle access, parking and manoeuvring areas to a dust free standard.

*Explanation*

*Unsealed and untreated roads and parking areas have the potential to create a dust nuisance affecting users of the reserve and adjoining properties. Areas will be progressively formed, metalled and sealed as resources permit.*

Policy 2

To improve access for people with disabilities.

*Explanation*

*This policy recognises that people with physical disabilities should be able to access and enjoy the facilities on the reserve. As funds permit, facilities, including the toilet and ablution block, will be modified to better cater for the needs of people with physical disabilities.*

Policy 3

Permanent signs are permitted on the reserve only where their purpose is provide directions to recreational facilities within the reserve or to advise Council policy eg “Dogs Prohibited in the Reserve”. Such signs shall be well built, well maintained and generally of the fingerboard type.

*Explanation*

*Signs may be required to inform users of their responsibilities or to identify the location of facilities and to guide users to those facilities. Large signs could detract from the amenity of the reserve.*

Policy 4

Temporary signs which advertise sponsors of recreational activities being conducted on the reserve may be erected during the course of the activity.

*Explanation*

*The Council recognises the desire of recreational groups to acknowledge the support of sponsors with the display of a sign which names the sponsor's product or product.*



Policy 5

Signs promoting cigarettes, cigarette related products and illegal substances are prohibited within the reserve.

*Explanation*

*The promotion of such products is contrary to the objects of the recreation reserve which aims to provide for the physical well being of the users.*

Policy 6

To require that new and existing buildings and facilities on the reserve are maintained in a clean and tidy appearance.

*Explanation*

*Shoddy, untidy buildings detract from the amenity of the reserve and detract from the public's enjoyment of the reserve.*

Policy 7

To require that the public toilet block within the reserve is maintained in a clean and tidy condition and is serviced as often as is necessary to meet the needs of the users and is well signposted as a public toilet.

*Explanation*

*Bannockburn is becoming a popular visitor destination. A clearly identified and well maintained public toilet facility is essential to cater for the needs of the users of the reserve and visitors to the area.*

Policy 8

To reserve the right to prohibit any activity or to apply appropriate conditions to any activity which has the potential to damage any part of the reserve or its services.

*Explanation*

*The intent of this policy is to protect the reserve from unnecessary damage.*

Policy 9

To provide and service an adequate supply of permanent litter receptacles in appropriate locations within the reserve.

*Explanation*

*A littered reserve would detract from the public's enjoyment of the area.*

Policy 10

To maintain a satisfactory standard of fencing at the external perimeters of the reserve.

Explanation

*The Council has an obligation to adjoining property owners to maintain boundary fences in good repair. Where major repairs are required, the Council may seek a contribution from adjoining property owners.*

Policy 11

To maintain existing amenity plantings, to replace any plantings that require removal with well grown, mature species and to provide an adequate water supply and protection from pests to new and existing plantings to ensure their unchecked growth.

Explanation

*The public's enjoyment of and ability to make full use of the reserve depends to a considerable extent on the preservation of suitable amenity plantings to provide a green open space and an attractive environment sheltered from the affects of a harsh climate.*

Policy 12

To permit the construction of a caretaker's residence on the reserve.

Explanation

*The lessee may wish at some time in the future to construct a caretaker's residence on the reserve so that the caretaker can provide better supervision of the reserve and its facilities.*

*No buildings will be permitted to be constructed without the prior approval in writing of the Lessor (the Council).*

Policy 13

To permit the demolition of specific buildings that are no longer required or are considered uneconomic to repair and maintain.

Explanation

*Some of the existing buildings are old and considered not to merit repair because of their condition or the fact that they are no longer required. The demolition of identified buildings is permitted on the grounds that their retention is not cost effective. No building may be demolished without the prior approval in writing of the Lessor ( the Council).*

Policy 14

To permit the lessee to hire out parts of the reserve and its facilities to other groups wishing to conduct recreational activities within the reserve.

*Explanation*

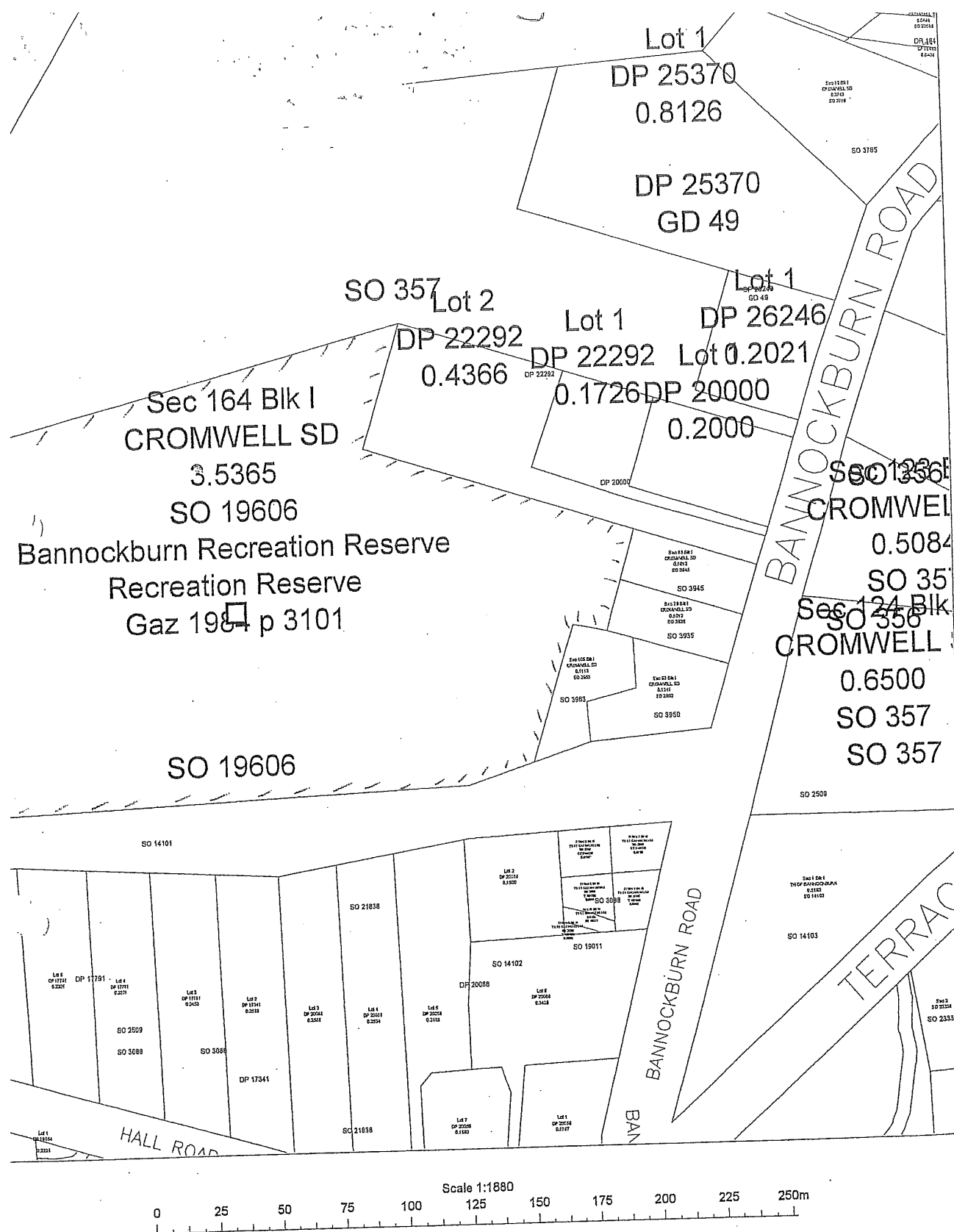
*From time to time there is a demand for a large area for the conduct of events such as outdoor concerts, displays, public rallies and the like. The Council recognises that the lessee might wish to charge for the use of its facilities to help recover some of its costs in providing and maintaining them for public use. The Council may however require that the proposed fees and charges be submitted to the Council for approval on an annual basis before being adopted.*

Policy 15

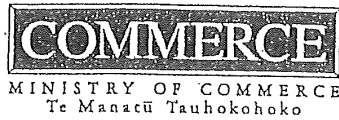
To ensure that the public playgrounds within the reserve are maintained to the highest standard applying at the time.

*Explanation*

*The childrens' playgrounds are an essential component of this reserve. The Council expects these facilities to be checked, repaired or replaced as necessary and maintained as an attractive and safe childrens' play area. As standards for public playgrounds are updated, the Council will expect the playgrounds to be brought up to the new standard as a matter of priority.*



Appendix 2.



CERTIFICATE OF INCORPORATION  
of

THE BANNOCKBURN RECREATION RESERVE MANAGEMENT  
COMMITTEE INCORPORATED  
(DN/979233)

This is to certify that THE BANNOCKBURN RECREATION RESERVE MANAGEMENT  
COMMITTEE INCORPORATED was incorporated under the Incorporated Societies Act 1908  
on the 30th day of August 1999.



*Neville Harris*

Neville Harris  
Registrar of Incorporated Societies  
10 September 1999

CONSTITUTION AND RULES  
OF  
THE BANNOCKBURN RECREATION RESERVE MANAGEMENT COMMITTEE  
INCORPORATED

1. NAME

The name of the society shall be The Bannockburn Recreation Reserve Management Committee Incorporated (hereinafter referred to as "The Committee").

2. REGISTERED OFFICE

The registered office of the Committee shall be in Bannockburn at such address as the Committee shall from time to time decide.

3. OBJECTS

The objects of the Committee shall be:

- a) To be responsible for the upkeep, maintenance, development and usage of the Bannockburn Recreation Reserve.
- b) To assume full and complete responsibility for all payments due and owing under any lease to the Central Otago District Council, and for any future mortgages.
- c) To maintain positive communications with the Cromwell Community Board, Bannockburn Bowling Club, Bannockburn Hall Committee, local businesses, service and sporting clubs, and the wider community.
- d) To develop and maintain a Reserves Management Plan pursuant to the Reserves Act 1977 and subsequent amendments.
- e) To develop or expand any Bannockburn District amenity for general public use and at the discretion of the Committee.
- f) To disburse any funds for general charitable and community welfare benefit in the Bannockburn District.
- g) To investigate, develop and promote event activities for the maximum benefit of participants, within given financial constraints.
- h) To encourage an excellent standard of service and amenities to ensure visitor satisfaction to persons involved with the use of the Bannockburn Recreation Reserve facilities.

To achieve these objects, the Committee may have to:

- (a) Raise money by way of charges, grants, subscriptions or loans from any individual, company, organisation or public body.
- (b) Employ staff and obtain professional advice and services as and when required.
- (c) Enter into contracts to secure or dispose of premises or real or personal property as deemed desirable.
- (d) Carry out and engage in such further matters incidental or conducive to the attainment of the objectives of the Committee.

4. MEMBERSHIP

- (a) Membership is open to all individuals and organisations, whether incorporated or not, and who reside or own property in the Bannockburn region.
- (b) Applications for membership shall be submitted in writing to the Secretary on an approved application form.
- (c) The Management Committee may approve or decline any application for membership and shall not be bound to provide reasons for declining any such application. No membership application shall be unreasonably declined.
- (d) Members must agree to abide by the constitution and rules of the Committee, a copy of which will be issued to all new members on request.
- (e) Any member who fails to comply with the constitution and rules of the Committee, or whose conduct is considered to be prejudicial or detrimental to the Committee, may be called upon by the Management Committee to show why they should not be suspended or expelled from the Committee. Any member suspended or expelled by the Management Committee shall have the right to appeal at an annual or special general meeting, and members may by resolution confirm or reverse the Management Committee's decision. No member so suspended or expelled shall have any claim whatsoever against the Committee or its officers by reason of such suspension or expulsion.
- (f) If applicable, the Management Committee shall have the right to terminate membership for non-payment of subscriptions.
- (g) Any member may resign from the Committee by giving the Secretary notice in writing to that effect, and upon payment of all subscriptions or other sums owing at the time such resignation is submitted.
- (h) The Secretary shall maintain a register of members.

5. ALTERATION OF CONSTITUTION AND RULES

The constitution and rules of the Committee shall not be altered, added to, or rescinded except by resolution at an annual, special, or general meeting carried by a three quarters majority of those present. Notice of motion to alter, add to or rescind the constitution and/or rules shall be given in writing to the Secretary not less than 49 days before the date of the meeting to which such motion is submitted.

No addition to alteration or rescission of the Rules shall be approved if it affects the non profit status of the Committee, the winding up (Clause 13) or the private pecuniary profit clause (Clause 14).

6. GENERAL MEETINGS

- (a) The annual general meeting of the Committee shall be held before the end of July each year. Business shall be to receive the Chairperson's report; duly audited financial statements for the year ending 31<sup>st</sup> May; election of President, Auditor, and Management Committee (6 to 9 members); and any other business that may properly be brought before the meeting.
- (b) A special general meeting shall be convened by the Secretary when directed by the President or in his/her absence by resolution of the Management Committee.

(c) Notice of annual or special general meetings shall be sent to all members at least two weeks prior to the meeting and advertised in a local newspaper for three weeks previous. Any such notice shall state any motions to be moved, but shall not limit any general business not specifically mentioned.

(d) The quorum at the commencement of general meetings shall be five members. Should the quorum not be achieved within half an hour of the stated starting time, then the meeting shall dissolve.

7. VOTING AT MEETINGS

Members of the Committee shall be entitled to one vote each at any annual or general meeting of the Committee. Voting shall be by show of hands, and shall be by simple majority, unless provided otherwise in any other rule, or a ballot approved by the meeting.

8. ELECTION OF OFFICERS

Election of the Chairperson, Management Committee and Auditor shall take place at each annual general meeting. Voting shall be undertaken by ballot paper for financial members only. If nominations received are not sufficient to fill all vacancies, the persons nominated shall be declared elected, and the remaining vacancies filled by the incoming Management Committee. Two scrutineers shall be appointed on and for the night of the meeting.

The positions of Secretary and Treasurer shall be appointed by the incoming Management Committee as soon as possible following the annual general meeting.

9. ORGANISATION

Officers and Management Committee

The officers and Management Committee shall consist of Chairperson, Secretary, Treasurer plus 3 to 6 members.

Others - up to two other members may be seconded onto the Management Committee

The quorum for all Management Committee meetings shall be four. In the event of a casual vacancy occurring due to death, resignation or extended leave of absence of any committee member, the Management Committee shall have power to fill such casual vacancy by electing a person to such office. The Management Committee shall have the power to co-opt members as it sees fit up until the next annual general meeting. Sub-committees shall be formed by the Management Committee when necessary and they also shall have the power to co-opt but shall abide by any rules set down by the Management Committee.

Term of Office

The term of office of all officers (except Secretary and Treasurer), and Management Committee members shall be one year beginning and ending at the annual general meeting. Any officer and committee member may be re-elected to the same or any other office.



10. COMMON SEAL

The Common Seal of the Committee shall be kept in the custody of the Secretary and shall be affixed to documents in pursuance of a resolution of the Management Committee. The affixing of the Common Seal shall in all cases be attested by the Chairperson, Secretary, and Treasurer.

11. CONTROL AND INVESTMENT OF FUNDS

All funds belonging to the Committee shall be lodged with a bank or banks as approved from time to time by the Management Committee. All sums authorised by the Management Committee to be paid shall be drawn on the said banks under two signatures of three trustees comprising the Chairperson, Secretary and one other Committee member.

The Management Committee shall have the power from time to time to invest and re-invest in such securities and upon such terms as it shall think fit, the whole or any part of the funds of the Committee which shall not be required for the immediate business of the Committee.

12. BORROWING POWERS

The Management Committee shall have power, if authorised by a 75% majority of members at any meeting of the Management Committee, to borrow or raise money by the issue of debentures, bonds, mortgages or any other security founded or based on all or any of the property and/or rights of the Committee, or without such security and upon such terms as shall seem fit to the Management Committee.

13. WINDING UP

The Society may at any time be wound up pursuant to Section 24 of the Incorporated Society Act 1908, and subsequent amendments.

In the event of the Society being wound up the surplus assets after payment of the Society's liabilities and the expenses of the winding up shall be handed to an organisation which include among their main objectives similar charitable objectives to this Society and for charitable purposes. In no event shall the surplus assets of the Society be divided among the members thereof nor shall the members of the Society Group have any beneficial interest therein.

Failing acceptance of such offer by any club, society or organisation whether incorporated or not, the assets shall be transferred to the Cromwell Community Board, Central Otago District Council, or its successor.

14. PRIVATE PECUNIARY PROFIT

- (a) Any income, benefit, or advantage shall be applied to the charitable purposes of the Committee.
- (b) No member of the Committee or any person associated with a member shall participate in or materially influence any decision made by the Committee in

respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever.

- (c) Any such income paid shall be fair and reasonable and relative to that which would be paid in arms length transaction (being open to the market value).
- (d) The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

15. AUDIT

The Management Committee shall, as soon as practicable after the end of every financial year, cause the accounts for that financial year to be audited by an Accountant appointed annually for that purpose, and the audited accounts shall be made available to the public.

16. BYLAWS

The Management Committee shall have the power to make bylaws dealing with all matters not provided for by the constitution and rules, provided that such bylaws are not repugnant to this constitution and rules nor in conflict with the Incorporated Societies Act 1908.

## The Bannockburn Recreation Reserve Management Committee

Applicants: The following persons are the applicants of the proposed society.

APPLICANT	WITNESS*
Full Name <u>DONALD MURRAY MCDONALD</u> Residential Address <u>DOMAIN ROAD BANNOCKBURN</u> 2 Occupation <u>MANAGER</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>GORDON MALPINE STEWART</u> Residential Address <u>Bannockburn</u> <u>Cromwell Rd</u> Occupation <u>Real Estate</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>DEREK VICTOR SHORT</u> Residential Address <u>BANNOCKBURN</u> <u>CROMWELL</u> Occupation <u>SELF EMPLOYED</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>MAURICE PATRICK O'CONNELL</u> Residential Address <u>HALL RD. BANNOCKBURN</u> Occupation <u>Peri Retailer</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>Maureen O'Connell</u> Residential Address <u>Bannockburn Rd</u> <u>Cromwell</u> Occupation <u>Admin Assist</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>Luanne Cornick</u> Residential Address <u>Nevis Rd Bannockburn</u> Occupation <u>Check out</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>Richard Cornick</u> Residential Address <u>3 Lawrence Street</u> <u>Bannockburn</u> Occupation <u>Book Co-ordinator</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>MURRAY RONALD KIPPENBERGER</u> Residential Address <u>DOMAIN ROAD</u> <u>BANNOCKBURN</u> Occupation <u>DRIVER</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>ROBIN HENRY PIMM</u> Residential Address <u>Bannockburn Rd</u> <u>Cromwell</u> Occupation <u>Accountant</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>JULIE MARGARET KIPPENBERGER</u> Residential Address <u>Domain Rd Bannockburn</u> <u>Rd 2 Cromwell</u> Occupation <u>Teacher</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>Maurice Tume</u> Residential Address <u>2RD Cromwell</u> Occupation <u>Farmer</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>GRAEME ROBERTSON STANWIST</u> Residential Address <u>BANNOCKBURN ROAD</u> <u>BANNOCKBURN 2RD CROMWELL</u> Occupation <u>DIRECTOR</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>THOMAS PIMM</u> Residential Address <u>BANNOCKBURN RD</u> <u>2RD</u> Occupation <u>RETIRED</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>ANTONY MAYL</u> Residential Address <u>DOMAIN RD</u> Occupation <u>LABOURER</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>RR Glasgow</u> Residential Address <u>2RD</u> Occupation <u>2 RD</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>

Dated this 20 June 2022

BYLAWS  
OF  
THE BANNOCKBURN RECREATION RESERVE MANAGEMENT COMMITTEE  
INCORPORATED

The following are the Bylaws of the Bannockburn Recreation Reserve Management Committee Incorporated (hereinafter referred to as "The Committee").

The bylaws were adopted by resolution of the Management Committee on the 18<sup>th</sup> day of August 1999. The bylaws shall govern the operations and management of the Committee and may be altered or any of them replaced or new bylaws made at a Management Committee meeting but no addition to, alteration or repeal of any bylaw shall be declared carried unless at least 75% of the Committee members present at the meeting vote for it.

1. CHAIRPERSON

The Chairperson shall preside at all meetings, and in his/her absence the Management Committee shall elect an acting-Chairperson. The Chairperson shall have both a deliberative and casting vote.

2. SECRETARY

The Secretary shall be appointed at the Management Committee meeting immediately following the annual general meeting. A joint Secretary/Treasurer position may be appointed if required.

The Secretary shall attend all annual or special general meetings and all committee meetings of the Management Committee, keep minutes of the proceedings, read and file all communications and other papers, issue notices of meetings when directed, conduct the correspondence and keep copies of same, and otherwise fulfill the duties pertaining to his/her office, including the preparation of the Annual Report and submission of same to the Management Committee prior to the annual general meeting.

3. TREASURER

The Treasurer shall be appointed at the Management Committee meeting immediately following the annual general meeting. A joint Secretary/Treasurer position may be appointed if required.

The Treasurer shall submit an audited set of Financial Statements made up to 31<sup>st</sup> May each year to the annual general meeting.

The Treasurer shall lodge all monies not required for immediate use in a bank(s) nominated by the Management Committee and, together with the Chairperson and Secretary (as Trustees), shall have authority to operate on these accounts.

The Treasurer shall keep a clear account in writing of the income and expenditure of the Committee, and the books shall be open to the Management Committee at any reasonable time, and must be produced when required. The Treasurer shall furnish a written report of the income and expenditure to each Management Committee meeting.

4. SOLICITOR

The Solicitor of the Committee shall be appointed as required from time to time by the Management Committee and shall transact all necessary business of the Committee as the Management Committee may direct.

5. MEETINGS

(a) The Management Committee shall meet a minimum of three times in any one year and on such additional occasions as the Management Committee shall desire. The Secretary shall give at least three days' notice of a Management Committee meeting.

(b) In the absence of the Chairperson, annual or special general meetings, and Management Committee meetings of the Committee shall be chaired by an Acting Chairperson who shall be elected by the meeting.

(c) The Management Committee shall have the authority to appoint sub-committees and Chairperson thereof, with such specific duties as the Committee may require. The Chairperson of the Committee shall be an ex-officio member of all such sub-committees.

(d) Every motion considered at an annual or special general meeting, and Management Committee meeting must be seconded, and thereupon the Chairperson shall state the motion and allow such motion for discussion. No member may speak twice to a question or motion. The mover of the motion however shall have the right to reply.

(e) When a motion, having been seconded, has been proposed by the Chairperson for discussion, an amendment may be received from any member who has not spoken to the original motion. The amendment, having been seconded shall then be proposed by the Chairperson for discussion as a new question. No further amendment shall be allowed until the first amendment is disposed of. When an amendment is carried it shall be put as a substantive motion. Every proposed amendment must be relevant to the question it is intended to amend, and not be in similar terms to an amendment which has been negatived. No amendment which amounts to a direct negative shall be received. A direct negative means an amendment which, if carried, would have the same effect as negating the motion.

(f) Notwithstanding the provisions contained in subparagraph 5(d) above, Notices of Motion, which must be lodged with the Secretary at least 21 days before an annual or special general meeting, shall be dealt with as received and an amendment of the Notice of Motion shall not be permitted. Where the Notice of Motion relates to alterations to the Committee's constitution and/or rules, such notices of motion must be lodged with the Secretary at least 49 days before the annual or special general meeting at which the notices of motion are to be dealt with.

6. EMERGENCY COMMITTEE

An "Emergency Committee" comprising the Chairperson, Secretary, Treasurer, and one other Committee member shall be empowered to attend to matters which through the effluxion of time cannot be deferred until the next Management Committee meeting. The Chairperson shall chair the "Emergency Committee", whose quorum shall comprise three members.

7. INTERPRETATION

Any questions relating to the interpretation of the "Constitution and Rules" and/or these bylaws, or any matter which pertains to the Committee not contained in the "Constitution and Rules" and/or these bylaws shall be settled by the Management Committee whose decision shall be conclusive and binding on all members until revoked at an annual general meeting.

*M. P. O'Connell*

Chairperson

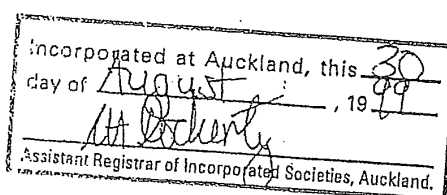
*Michael O'Connell*

Secretary

Dated at Bannockburn on

*20 August*

1999







CENTRAL OTAGO DISTRICT COUNCIL

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# **BANNOCKBURN DOMAIN – DRAFT RESERVE MANAGEMENT PLAN 2022**





## Contents

<b>1.0</b>	<b>Preface to draft reserve management plan</b>	<b>5</b>
<b>2.0</b>	<b>Introduction</b>	<b>6</b>
2.1	General	6
2.2	Purpose of reserve management plan	6
<b>3.0</b>	<b>Bannockburn Domain Description and Use</b>	<b>7</b>
3.1	Location and Context	7
3.2	Features	7
3.2.1	Camping Ground	7
3.2.2	War Memorial	7
3.3	Land Status	9
3.4	Leases and other occupations	9
3.4.1	Leases	9
3.5	Access	11
3.5.1	Vehicular Access	11
3.5.2	Pedestrian and Cycle Access	11
3.6	Existing Facilities	12
3.6.1	Camping Ground	12
3.6.2	Play Area	12
3.6.3	Bowling Club Complex	12
3.6.4	Tennis Facility	12
3.6.5	Open Green Space	12
3.7	Proposed Facilities	13
3.7.1	Camping	13
3.7.2	Building upgrades and improvements	13
3.7.3	Playground	13
3.7.4	Parking	13
3.7.5	Other	13
<b>4.0</b>	<b>Vision and Outcomes</b>	<b>14</b>
4.1	Vision	14
4.2	Outcomes	14
<b>5.0</b>	<b>Objectives and Policies</b>	<b>15</b>
5.1	Occupation Agreements	15
5.1.1	General	15
5.1.2	Leases	16
5.1.3	Licences	17
5.1.4	Easements including for underground services	18
5.2	Access and Use of the Domain	19
	2022 Bannockburn Domain Reserve Management Plan	3

5.2.1	Temporary use	19
5.2.2	Commercial Use	20
5.2.3	Camping	21
5.3	Multi-generational Play	22
5.4	Markets, Festivals and Concerts	23
5.5	Fireworks displays	24
5.6	Fire Control	25
5.7	Dogs	26
5.8	Facilities and Chattles Abandonment	27
5.9	Alcohol Licences	28
5.10	Hazardous Substances	29
5.11	Smoke and VapeFree Zone	30
5.12	Trading in Public Places	31
5.13	Domain Development	32
5.13.1	General	32
5.13.2	Buildings and structures	32
5.14	Multipurpose use of Facilities	34
5.15	Carparking and Access	35
5.16	Lighting of Amenity Areas	37
5.17	Signs	38
Appendix 1: Reserve Management Plan process from Reserves Act 1977		39
Appendix 2: Information on Bannockburn Domain land status		39

## 1.0 Preface to draft reserve management plan

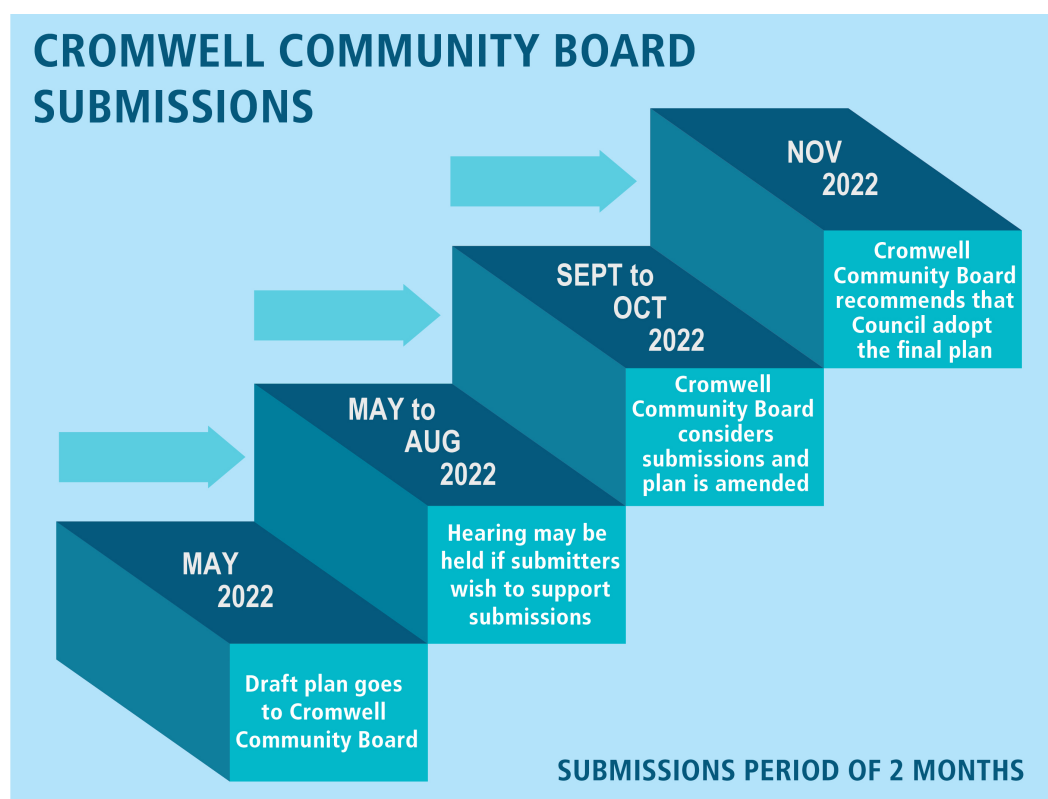
A reserve management plan provides the community with certainty about the function, future management and development of a reserve. It is developed by listening to community preferences for the reserve and documenting the best way to provide for them. A reserve management plan is not a detailed operational plan, instead it provides a framework that guides management decisions.

Local authorities are required to develop reserve management plans for most reserves that are administered under the Reserves Act 1977 and the act sets out a formal public consultation process to engage the community (refer Appendix 1). Plans must also be reviewed regularly so they remain up to date.

The land managed as Bannockburn Domain is subject to the Reserves Act. It is designated in the District Plan for 'Recreation Purposes'. The first reserve management plan for Bannockburn Domain was approved in 2000. During this time the domain has been managed under a lease by the Bannockburn Recreation Reserve Committee (the Committee) at arm's length from the Central Otago District Council, ('Council'). In 2021 a new lease was entered into between Council and the Committee. This new lease sets out clear roles and responsibilities for both the Council and the Committee. It was determined that the existing reserve management plan was outdated and required to be renewed to reflect both the lease requirements and the development and growth that has occurred in Bannockburn since 2000.

All land parcels that comprise Bannockburn Domain have been incorporated into the management plan. Bannockburn Domain is the only significant community open space in Bannockburn that provides sports and recreation opportunities for the local community, and a camping ground for visitors.

This draft plan is being released for public comment, so the community has the opportunity to provide Council with their feedback on the draft plan. Council will consider submissions received and prepare a final plan for approval. When the amended reserve management plan is approved by Council it will replace the Bannockburn Reserve Management Plan 2000 and will guide future management and development decisions for the domain.



**Figure 1: Process to renew the Bannockburn Domain Reserve Management Plan**

## 2.0 Introduction

### 2.1 General

The Bannockburn Domain is the only Council owned public recreation reserve in Bannockburn. It is situated on Domain Road in Bannockburn and provides the Bannockburn community with a venue for various recreational activities, including camping. The Council is the administering authority for the reserve in terms of section 40 of the Reserves Act 1977. The reserve was vested in the Council (the former Vincent County Council) by notice in the New Zealand Gazette in 1987 (page 4912) and the Council is authorised in terms of section 54 (1A) of the Reserves Act 1977 to issue leases in accordance with the proposed Management Plan without reference to the Minister of Conservation.

The Bannockburn Domain was formally called the Bannockburn Recreation Reserve. However, it is more locally known as the domain. While the use of the term parks/reserves/domain is often interchangeable dependent upon how an area of public open space has been named and is known to the public, "domain" will generally be used to refer to the reserve in this document.

### 2.2 Purpose of reserve management plan

The purpose of management plans is to *"provide for and ensure the use, enjoyment, maintenance, protection and preservation, as the case may require, and, to the extent that the administering body's resources permit, the development as appropriate, of the park for the purposes for which it is classified, and shall incorporate and ensure compliance with the principles set out in section 17 of this Act for a recreation reserve"* section 41 (3).

Under section 41 of the Reserves Act (1977) every recreation reserve shall have an operative management plan. The purpose of a management plan is to ensure that the development and implementation of objectives and policies for reserves enhances the long-term use of reserves without compromising their existing use. A management plan is a document that consists of some reserve history and current information with a list of management statements to guide consistent decision-making regarding the future development, and management of a reserve.

In addition, the plan shall be continuously reviewed *"so that the plan is adapted to changing circumstances or in accordance with increased knowledge"*.

The purpose of this management plan is to provide Central Otago District Council with an effective guide for managing the Bannockburn Domain.

The Central Otago District Council is the administering body for the Bannockburn Domain in terms of Section 40 of the Reserves Act 1977. The Bannockburn Domain is crown derived and is classified recreation reserve. It is vested in the Council pursuant to Section 26A of the Act and pursuant to Gazette 1987 page 4912. The responsibility for administering and managing the Bannockburn Domain has been delegated to the Cromwell Community Board by Council.

## 3.0 Bannockburn Domain Description and Use

### 3.1 Location and Context

The Bannockburn Domain is located in Domain Road, Bannockburn. In his book “Heart of the Desert” J C Parcell, records that the land at Doctor’s Flat, which had been part of an old mining claim, was developed initially for a bowling green in 1919 as a combined community project and the tennis court was built soon after. He also notes that the community went on to convert “an unsightly patch of mining debris into a football and sports field as a memorial for their sons who so nobly answered the Empires’ call of yesterday (the 1914-18 War).

In 1986, the Department of Lands and Survey, which at the time was responsible for the administration of Crown reserves, asked the Vincent County Council to consider accepting responsibility for the future control of the Bannockburn Domain when the Bannockburn Domain Board’s term expired in October 1986.

Following discussions with the Domain Board, the Council agreed in December 1986 to accept responsibility for the administration of the reserve, and the reserve was subsequently vested in the Council in 1987.

### 3.2 Features

The Bannockburn Domain has been used primarily for three separate purposes:

1. Part of the domain has been leased by Council to the Bannockburn Bowling Club which has established a bowling green and club house on site. The Bowling Club facilities have been developed by the Bowling Club.
2. Part of the domain has been developed as a camping ground. Since 1987, the camping ground operation has increased in scope so that it now provides a range of camping options. The camp area is leased to the Bannockburn Recreation Reserve Committee by Council.
3. Part of the domain is available for public recreation, including the tennis court, the playing field and children’s playground. These facilities are managed by Council.

#### 3.2.1 Camping Ground

The camping ground provides for 59 caravan points (most campers leave their caravans on site during the off season), four cabins and an ablution block constructed in 2008. There are additional unpowered sites available by the bowling club. In the summer season the sports field area is used occasionally for tents and unpowered sites. It is not intended to use the sports field area for permanent camping.

#### 3.2.2 War Memorial

The memorial gates at Bannockburn Domain, include plaques dedicated to men from the Bannockburn and Nevis district who died in the First and Second World Wars. This war memorial is maintained by Council.





**Plan 1: Bannockburn Domain features – Camping Ground.** Boundary outlined in red. Refer Section 3.4 below.

### 3.3 Land Status – District Plan Provision

Section 164 Block 1 Cromwell Survey District, Survey Office Plan 196060-part Gazette Notice 1984 page 3101 comprising 3.5365 hectares in area. Land held under the Reserves Act, (refer Plan 2 below and Appendix 2 for detail):

Plan key	Legal description	Land status and classification	CODC Designations, leases, other restrictions	Area (hectares)
<b>A</b>	Section 164 Block 1 Cromwell Survey District, Survey Office Plan 196060	Recreation Reserve, Crown derived	D51 'Recreation Purposes', leases Bannockburn Recreation Reserve Committee and Bannockburn Bowling Club	3.5365
		<b>Total area of domain (approx.)</b>		<b>3.5365 hectares</b>

### 3.4 Leases and other occupations

#### 3.4.1 Leases

The following leases are currently in place for Bannockburn Domain, (refer Plan 1):

Plan key	Organisation	Purpose	Details	Expiry Date
<b>1</b>	Bannockburn Recreation Reserve Committee	Camping ground	Deed of lease, renewed 2020	30 June 2040
<b>2</b>	Bannockburn Bowling Club	Sports club	Deed of lease, renewed 2020	30 June 2040





**Plan 2: Bannockburn Domain land parcels, Bowling Club.** Refer Section 3.4 above.

### 3.5 Access

#### 3.5.1 Vehicular Access

The main entry to Bannockburn Domain is off Domain Road in Bannockburn. A driveway within the road reserve is located at the entrance to the camping ground and bowling club. Parking spaces are limited and future provisions for increased parking needs to be considered as part of an overall development plan for the domain.

#### 3.5.2 Pedestrian and Cycle Access

Bannockburn Domain does not have any formal links for walkers or cyclists other than the main entrance.



### 3.6 Existing Facilities

Buildings and features located within the domain are briefly described below, (refer Plan 1 above for locations).

#### 3.6.1 Camping ground

The camping ground provides for 59 caravan points. Two cabins and a kitchen which were originally relocated from Cromwell, and an ablution block constructed in 2008. In the summer season the sports field area is temporarily used for tents and unpowered sites.

#### 3.6.2 Play Area

A children's playground with a variety of equipment is located near the entrance of the domain. This was upgraded in 2004.

#### 3.6.3 Bowling Club Complex

The Bowling Club sits on the southeast side of the site, with a bowling green and clubrooms. The first pavilion was constructed in 1922 and a new one was built in 1951. An extension was done in 1982, and subsequently renovated in 2012. The club membership is stable, and the Club is continuing to undertake general updating and renovations of the building and green as required.

#### 3.6.4 Tennis Facility

The tennis court sits at the entrance on the southeast side of the domain and are available for public use. This was upgraded in 2004 and resurfaced in 2018. There are a few cracks in the surface which will need to be repaired.

#### 3.6.5 Open Green Space

The middle of the domain is an area originally set aside as a sports ground. In recent years there has been very little demand for it from recreational groups. It is the only public open space in Bannockburn and should be retained for public use.

It is temporarily used for tents and unpowered camping sites in the busy months. It is not intended for this space to be a designated camping area.

### 3.7 Proposed Facilities

#### 3.7.1 Camping

There is not a lot of space for increased camping sites. A survey of the domain will be carried out to investigate whether the current layout is maximising the use of the existing space available, or whether there are opportunities for more spaces to be included. Currently, during peak times, it is not possible to accommodate anymore campers. A development plan for the whole domain will be prepared, and if more sites for camping are identified, then these will be prioritised.

#### 3.7.2 Building upgrades and improvements

Future provision should be made for upgrading the old pavillion block and installing a new laundry and office/managers unit, which should be considered in terms of available space.

The Bowling Club plans to separate out the kitchen and bar, and will apply for external funding for this work.

#### 3.7.3 Playground

The playground will need to be upgraded in the future. Any upgrades should consider making the playground intergenerational. Council intends to develop a Play Strategy to help guide these upgrades.

#### 3.7.4 Parking

There is currently inadequate parking available during busy times or on bowling tournament days. Any future development proposals will need to include parking expansion options.

#### 3.7.5 Other

A playground upgrade and possible other recreational activities offered on site will be explored as part of Council's proposed Play Strategy.

The sports field area is the only green space available in Bannockburn and it should be preserved in, not necessarily as a rugby or sport field but an open space that can be utilised for many activities as the need arises.

## 4.0 Vision and Outcomes

### 4.1 Vision

Bannockburn Domain is managed and developed to ensure the recreational use, enjoyment, and protection of the Domain for the public of Bannockburn and the wider Central Otago community.

### 4.2 Outcomes

1. Bannockburn Domain is preserved in perpetuity for the welfare and enjoyment of the general public.
2. Development of the domain acknowledges its use as a recreation hub (including camping) while also providing for the needs of the local community and having due regard to the public's use and access to the publicly accessible areas of the domain.
3. Recognition that recreational activities (including play), sporting organisations, and the camping ground, through occupation agreements, provide a significant role in facilitating recreational and sporting uses of the domain.
4. The domain's development has regard for the views of present users as well as consideration of accommodating future trends and emerging activities.



## 5.0 Objectives and Policies

### 5.1 Occupation Agreements

#### 5.1.1 General

The term occupation agreement refers to any lease, licence, easement (including right-of-way and telecommunication agreement), exchange of letter, or other agreement reached between the Council and a person, organisation, or company that is occupying part of Bannockburn Domain (including below ground utilities). Further details of these different agreements and policies follow.

Council requires that leases are granted, both to satisfy statutory requirements and to clarify the responsibilities of Council and club, including for existing occupations. The Reserves Act 1977 details the requirements and processes for any occupation or agreement on reserve land.

Any structures associated with occupation agreements including signs will require approval from Council as the landowner and may require building consent or other approvals.

This policy is to be read in conjunction with Section 5.3: Domain Development.

#### Objectives

- 1 *To confirm the occupation of Bannockburn Domain for approved uses and facilities by the granting of occupation agreements.*
- 2 *To ensure adequate compensation to remedy or mitigate the adverse effects of all utility, stormwater discharge, drainage rights, and underground facilities on the Domain.*
- 3 *To consider the use of Bannockburn Domain for network utilities where utilities do not detract from the purposes of the Domain and no costs for these utilities are accrued to Council.*
- 4 *To require compensation for all temporary or permanent effects on Domain values caused by right of ways, easements, access ways, leases, licences, or network utilities.*
- 5 *To limit timeframes for easements and rights-of-way agreements (e.g. linked to the life of the building or activity). Applications will be assessed on an individual basis, with an intention that the Domain values will be reinstated at the completion of the agreement period.*

POLICIES	
1	Applications for leases, licences and other occupations may be allowed if there are no adverse effects on domain values.
2	Applications for licences will need to be made in writing.
3	All legal costs and agreement costs, as well as the costs of any formation and maintenance to the Council's satisfaction shall be borne by the grantee.

#### 5.1.2 Leases

Management requirements for recreation reserves under the Reserves Act 1977 emphasise the retention of open space and accountability to the public of domain management. On recreation reserves, leases must be drawn up subject to the relevant provisions of the Reserves Act 1977.

Council uses the provisions contained in the Reserves Act 1977 as a guide when leasing land subject to the Reserves Act 1977 to ensure consistency among the various tenancies. Leases will be subject

to Council's Leasing and Licensing Policy and standard lease conditions so that leases are consistent and easier to manage.

The leasing of public land restricts the type of activities that can be undertaken and usually limits use of the land by the general public.

POLICIES	
1	Any exclusive use of Bannockburn Domain, including buildings, will be subject to a lease.
2	<p><i>New Leases</i></p> <p>Land may be leased to groups and organisations for the following purposes:</p> <p>2.1 Sports facilities and associated buildings at the group's or organisation's expense.</p> <p>2.2 The construction of buildings and other structures that increase or improve the use of the Domain for recreation or camping at the group's or organisation's expense.</p> <p><i>Provided that:</i></p> <p>2.3 The sportsground area is not leased so it can provide for the outdoor recreation needs of the general public, groups or organisations.</p> <p>2.4 The land is used for recreational activities that increase or improve the use of the Bannockburn Domain.</p> <p>2.5 The proposed activities cannot satisfactorily take place in existing facilities, or in the locality.</p>
3	<p><i>Existing Leases</i></p> <p>Any opportunities shall be taken to renegotiate existing leases in cases where they do not comply with the policies of the Management Plan or, in the case of land that is subject to the Reserves Act 1977, with the requirements of the Act.</p>
4	Leases shall incorporate the appropriate provisions of the Reserves Act 1977, except where the Council's tenure of the land requires otherwise, and shall incorporate where necessary, the policies detailed in this management plan document and other Council documents.
5	<p>Any new or renegotiated lease shall include:</p> <p>5.1 A clause requiring that all details of financial income and expenditure be made available on request to the Council.</p> <p>5.2 A clause requiring that there will be no subletting of the leased land or of the building erected thereon without the prior approval of the Council.</p>
6	Car parking requirements of a potential lessee should be considered. Policy 8.5 - Car Parking and Access applies.

POLICIES	
7	The notification of proposed leases in this management plans shall serve as public notice for the purposes of the Reserves Act 1977.
8	All outgoing costs associated with leases and other agreements are the responsibility of the lessee or holder of the agreement.
9	Rents and rates as per Council policy will be payable on all leases, except where Council has resolved that no or reduced rental is required. Rents for approved users (e.g. voluntary recreation facilities, approved community users) will be set at an agreed level. Other rents (e.g. commercial use, residential tenancies) will be based on 'market' levels.

### 5.1.3 Licences

Licence to occupy grants the non-exclusive right to use a Domain for a specific purpose.

Tenancies over Domain land are subject to the provisions of the Reserves Act 1977. The Reserves Act 1977 permits the granting of licences for communication stations and any works connected with the station.

POLICIES	
1	Licences may be allowed over the sports field area provided that there are no adverse effects on the Domains values.
2	Applications for licences will need to be made in writing.
3	Licences will include provision for public access where this is appropriate and desirable.
4	A rental may be charged for all licences based on tenders received. Council may charge a rental other than a market rental for approved recreational or management purposes.
5	It shall be a condition of all licences negotiated that Council may, before expiry, cancel all or part of the tenancy at one month's notice, should the land be required for recreational use or if the licensee fails to meet the conditions of the licence.
6	It shall be a condition of every licence that Council will not compensate occupiers for improvements upon termination of the agreement.
7	Licences may be granted for communication stations and any works connected with the station, in accordance with the Reserves Act 1977 where adverse effects are mitigated.

### 5.1.4 Easements including for underground services

An easement lawfully grants the rights for one party to use another person's land for a specified purpose, in this case the use of Bannockburn Domain for access or utility facilities.



Easements granted will generally have limited timeframes (e.g. linked to the life of the building or an activity) and an annual fee for rental may be required. Conditions regarding reinstatement of the site at the completion of the agreement period should also be included with any permission granted. By not granting easements in perpetuity, and requiring reinstatement of the site, the values of the domain will be re-established.

Easements for private underground or overground facilities can affect future development and will only be considered by Council where no other options are available, and establishment costs and rental may be charged after a market valuation.

Where easements are approved, easement owners are responsible for maintaining utility facilities (stormwater/wastewater/sewerage/water and gas pipes/electrical/telecommunication cables) connecting between their property and the main network operator's facilities including reinstatement of domain land following work being carried out on facilities.

It is important for Council to know the location and ownership of private utility facilities crossing Bannockburn Domain so that their location can be taken into consideration when development enhancement or maintenance work is being planned or carried out on the reserve and for payment to be made for the use of this land. As-built plans will generally be a requirement of an easement agreement.

POLICIES	
1	Applications for pipes, cabling, discharge or drainage rights including applications for Council infrastructure must be made in writing and contain the following information: <ul style="list-style-type: none"> <li>• A statement of alternative pipe location or discharge options and their costs;</li> <li>• Discussion on why these alternative options cannot be used;</li> <li>• Evidence that the pipes or discharge will not detract from the purpose of the domain; and</li> <li>• A diagram of the proposed works and a survey.</li> </ul>
2	An easement or formal agreement will be required for every pipe, cable, or discharge on Bannockburn Domain.
3	All legal costs and the costs of formation and maintenance to the Council's satisfaction shall be borne by the grantee.
4	Payment for the benefit of a pipe, cable or drainage easement shall generally be made at market valuation.
5	Council will require those holding easements for services crossing Bannockburn Domain to meet the costs of maintaining the pipes or cables.
6	When services and utilities are no longer required, the service / utility owner shall remove them from the site and reinstate the domain to Council's satisfaction. If this is not completed to Council's satisfaction, any costs will be recovered from the services/utility owner.
7	No private access easements will be granted across any land covered by this management plan.

## 5.2 Access and Use of the Domain

The domain is the only publicly accessible open space in Bannockburn, and it is important that it is accessible for the general public to use whenever possible, but it is also recognised that the priority users of the domain are the camping ground and Bowling Club.

### Objectives

- 1 *To restrict public access on the domain where access would be detrimental to the camping ground, or where facilities might be at risk of damage.*

POLICIES	
1	The extent to which Bannockburn Domain may be used by the public for recreation shall be determined according to the following categories:
1.1	Public will not be allowed access to exclusive use areas covered by an occupation agreement, which includes the campground area and Bowling Club, unless the occupation agreement states otherwise.
1.2	Public will have access to all other areas which are not in use for camping, bowling, or other activities.

### 5.2.1 Temporary use

Use of Bannockburn Domain for an organised event requires prior approval from Council, usually allocated through Council's reserves booking system via the Council website. Before any booking is confirmed Council will liaise with the Bannockburn Recreation Reserve Committee. Bookings are limited to the sports ground area.

While events can enhance the public use and enjoyment of Bannockburn Domain and contribute to the diversity and vibrancy of the community, large numbers of people and activities can adversely affect the domain and neighbours. Council retains full discretion over the number and nature of any organised event on domain land or in a Council owned or operated building or facility.

### Objectives

- 1 *To manage the use of Bannockburn Domain for events and temporary use so that it is consistent with the values of the reserve.*

POLICIES	
1	Events, social activities, functions and exhibitions may be allowed on parts of the Bannockburn Domain, where the adverse effects on other users or lessees, the domain and domain neighbours of such activities are minimised, and the proposal meets statutory and policy obligations.
2	Applications must be made in writing at least four weeks prior to the event.
3	Where temporary exclusive use is necessary for the holding of an event or activity, part or all of the domain will be closed to the public for the duration of that event.
4	Where part or all of Bannockburn Domain is to be closed to the public for event use, public notification of this will be made prior to the activity requiring the closure. Where closure is required by a body other than Council, that body will be responsible for

POLICIES	
	meeting the cost of public notification.
5	A charge and / or bond may be levied for all forms of exclusive use. The bond will be set as per Council's Fees and Charges Schedule. Bonds may be waived at the discretion of Council.
6	Event organisers are to reinstate the domain to the same condition as before the event to the satisfaction of the Council.

### 5.2.2 Commercial Use

Council may, from time to time, receive applications for the use of Bannockburn Domain for temporary or permanent commercial activities. These activities include filming, markets, coffee carts and commercial recreation ventures, amongst other commercial activities.

Commercial activities may be a legitimate part of the range of activities within domains where they relate to the purposes of the domain. Some commercial activities such as filming regional or national sporting events may be assessed as appropriate. While not contributing to the public's enjoyment of the domain such activities can promote Bannockburn.

While commercial activities can be appropriate, they must not be allowed to detract from the primary purposes of the domain. Also, the activities should not adversely impact on the domain, its use or users and domain neighbours. Controls on activities should ensure that the effects of activities are minimised. All commercial activity is required to comply with Council bylaws and other relevant legislation.

#### Objectives

- 1 To ensure any permanent or temporary commercial use of Bannockburn Domain does not compromise the domain's values, adds to the public enjoyment of the domain and is in accordance with the Reserves Act 1977 and relevant bylaws.

POLICIES	
2	All applications to operate commercial activities on Bannockburn Domain shall be made to Council in writing. Applications should include: <ul style="list-style-type: none"> <li><u>2.1</u> A description of the proposed activity;</li> <li><u>2.2</u> A description identifying the places where the proposed activity will be carried out;</li> <li><u>2.3</u> A description of the potential effects of the proposed activity, and any actions which the applicant proposes to minimise any adverse effects;</li> <li><u>2.4</u> A statement of the proposed duration of the activity and the reasons for the proposed duration;</li> <li><u>2.5</u> Relevant information relating to the applicant, including any information relevant to the applicant's ability to carry out the proposed activity.</li> </ul>
3	Temporary commercial activity applications need to be made at least ten working days prior to the event.
4	Conditions necessary for the protection of values will be imposed on any permission for the commercial use of Bannockburn Domain. Such conditions will also be sought on any resource consent application for the same activity.

POLICIES	
5	A charge may be levied for the commercial use of Bannockburn Domain.
6	A bond maybe required for permanent and temporary commercial activities.
7	Compliance with the relevant conditions of the Resource Management, Building, Health and Safety at Work Acts and other relevant Acts including the District Plan is the responsibility of the applicant.

### 5.2.3 Camping

The Bannockburn Domain is designated for "Recreation Purposes" (D51). Part of the domain has been developed and has operated as a public camping ground since 1987.

#### **Objectives**

- 1 *To continue to operate a camping ground at Bannockburn Domain in accordance with the Camping-Grounds Regulations 1985.*
- 2 *To allow the Bannockburn Recreation Reserve Committee to maintain responsibility and oversight of the camping ground.*

POLICIES	
1	The Bannockburn Recreation Committee holds a lease over the Domain which permits camping.
2	Any changes to the operation of the camping ground will be made by Council.
3	Basic facilities to ensure the safe and hygienic use of the camping ground will be provided and maintained as demand dictates, in accordance with the Camping-Grounds Regulations 1985 and any lease agreements over the Domain.
4	The camping ground shall be utilised by genuine holiday makers and not occupied by semi-permanent residents, as defined by the Camping-Grounds Regulation 1985.
5	The camping ground sits on a recreation reserve, and public access to the space needs to be balanced alongside camping ground users.

### 5.3 Multi-generational Play

Reserves provide important open space areas for people to play, whether that is through using natural features, or the provision of formal playgrounds, skate parks and bike parks.

#### Objectives

- 1 *To provide creative and diverse play opportunities for everyone by the extension and enhancement of the natural or artificial environment.*

POLICIES	
1	Emphasis shall be on the opportunities for physical adventure and exploration.
2	The existing play features will continue to be provided, and expanded where appropriate, in preference to duplicating play features in other parts of the Domain.
3	All play equipment and associated safety surfaces shall be designed, constructed and maintained to conform to New Zealand standards for playground equipment and surfaces (currently NZS5828:2004)

## 5.4 Markets, Festivals and Concert

The Central Otago District Council may receive requests from markets, circuses, concert promoters, side-shows, gypsy fairs and similar operators to use Bannockburn Domain.

### Objectives

- 1 *To allow occasional use of Bannockburn Domain for markets, circuses, concerts, side-shows and similar uses provided that this is compatible with other domain activities.*

POLICIES	
1	<p>Council may approve markets, circuses, concerts, side shows, gypsy fairs and like operations where there is evidence that the adverse effects can be minimised. All applications are to be in writing and forwarded to Council at least four weeks before the event. Applications will be considered on a case by case basis, and a bond will be required.-The assessment of effects will include the following:</p> <ul style="list-style-type: none"><li>• Effects on others using the domain and neighbours</li><li>• Services</li><li>• Damage to the domain</li><li>• Health and safety provisions.</li></ul>

## 5.5 Fireworks displays

Groups occasionally wish to use the Bannockburn Domain for fireworks displays. These displays are controlled by legislation other than the Reserves Act 1977 and require the permission of Fire and Emergency New Zealand (FENZ) before proceeding. As long as the adverse effects of fireworks displays on Domain values are avoided, remedied or mitigated, fireworks displays are a legitimate use of the Domain.

### Objectives

- 1 To allow fireworks displays on Bannockburn Domain subject to all adverse effects on Domain values being avoided, remedied or mitigated.

POLICIES	
1	Fireworks displays are only permitted within the playing field arena, and only if damage to the cricket wicket or grass fields can be avoided.
2	Written applications should be made at least ten working days before the proposed event. Conditional approval will be given upon written application to Council. Final approval will be given once the required external permissions have been obtained.
3	A condition of approval will include the requirement for sufficient public liability insurance.
4	The fireworks display co-ordinator must submit a list of proposed fireworks to be used for a display and this list, in part or in total, must be approved by Council.

## 5.6 Fire Control

During certain times of year, the risk of fire increases significantly. Measures need to be taken to minimise the risk of fires starting in or adjacent to the Bannockburn Domain, and to minimise damage to the Domain should a fire start.

### Objectives

1. *Where appropriate and feasible, to provide adequate access to Bannockburn Domain to enable fire appliance access.*
2. *To take steps to minimise fire risk and damage resulting from any fire occurring.*
3. *To cooperate with appropriate organisations in the prevention and control of fires on the Domain.*

POLICIES	
1	Council will support and liaise with FENZ to provide for the prevention, detection, control and suppression of fire within the Domain, in accordance with legislation or by-laws.
2	Council will assist and cooperate with FENZ on all fire control measures in accordance with legislation, regulations or by-laws to reduce the risk of damage by fire to the Domain.
3	Council will support FENZ in legal action, including the recovery of fire suppression costs that may be taken against a person or persons who light or cause to be lit any fire on the Domain without permission.
4	During times of extreme fire danger parts of the Domain may have to be closed to protect public safety.
5	The Council shall take all reasonable measures to ensure the Domain is kept clear of all fire hazards endangering adjacent properties in respect of fire risks in accordance with legislation or bylaws.
6	Any action or event necessary for the purposes of saving or protecting life or health, or preventing serious damage to property, or avoiding an actual or likely adverse effect on the environment may be carried out without the prior permission of Council or prior public notice. This policy is subject to those involved taking every reasonable step to contact the Council or carry out public notification.
7	Such an action or event must be followed up by providing Council with a copy of the fire report immediately after the event or incident.



## 5.7 Dogs

Many people own dogs for a variety of reasons and wish to exercise them at different locations. Council must have regard to the exercise and recreational needs of dogs and their owners and the need to minimise danger, distress and nuisance to the community in general. Central Otago District Council provides a variety of locations for off leash dog exercise, as well as bylaws to control dogs in other public places where they are required to be on a leash.

Dog and other animals fouling on the Domain is not tolerated in any form. Owners must ensure that they have a suitable receptacle to collect and remove animal faeces immediately.

### Objectives

- 1 To allow for the exercise and enjoyment of dogs at appropriate reserve locations.
- 2 To prevent farm animals from grazing or exercising on Bannockburn Domain.

POLICIES	
1	The CODC Dog Control Bylaw 2013 takes precedence for all dogs in parks or reserve areas.
2	Dogs are not permitted in prohibited areas at any time. Prohibited areas include, the children's playground, the designated playing areas of the sports ground.
3	Dogs are permitted in the Domain camp area but they must be on a leash at all times, and are not permitted in the kitchen or ablution block areas of the camping ground.
4	Any person having charge of any dog shall at all times, carry a suitable receptacle to remove and dispose of dog droppings immediately after the dog has deposited them.
5	No horse or other farm animals are permitted on Bannockburn Domain unless written approval is granted by Council.

## 5.8 Facilities and Chattels Abandonment

Changes in levels of participation and trends in sport sometimes result in sports clubs and groups dissolving, amalgamating, or falling into recess. A consequence of this could lead to the abandonment of facilities such as the Bowling Club or camp facilities

### Objectives

- 1 *To ensure buildings or structures that are of benefit to Bannockburn Domain users are retained in a safe and operable condition.*
- 2 *To ensure the owner of a building or structure is responsible for the facility and its condition until disposal has occurred.*

POLICIES	
1	The owner of a building or structure will dispose of the facility under the terms of the lease agreement and in conjunction with this policy.
2	Council will have the right to decide what assets have a benefit to Domain users.
3	<p>Where a building or other structure is no longer required by an occupier or Council, the following steps will be taken in priority order:</p> <ol style="list-style-type: none"> <li>3.1 The occupier will be required to find a new approved occupier (as permitted by relevant Acts, or policies) and subject to approval by Council, or remove the building or structure from the Domain;</li> <li>3.2 If the occupier cannot either find a new suitable occupier or remove the building or structure, then council will make reasonable efforts to find a new suitable occupier or use for the building;</li> <li>3.3 If no suitable occupier or use can be found, Council will remove the building having considered all other options.</li> <li>3.4 Council will have the option to tender or sell the building (not the land) as an alternative to demolishing it, providing it can be removed from the site.</li> <li>3.5 Where the building or structure is not compatible with the primary function and values of the Domain, it will be removed from the Domain.</li> <li>3.6 Where Council does not own the building, feasible costs associated with removal or demolition of the building and or structure and reinstatement of the Domain to Council's satisfaction shall be charged to the owner.</li> </ol>

## 5.9 Alcohol licences

The selling of alcohol is often viewed by sports clubs as a means of raising funds for club activities however is only indirectly linked to the use of the domain for sporting or recreational purposes.

The consumption of alcohol on the domain can have adverse effects on people using the domain and domain neighbours including noise and damage that may reduce the amenity of the domain.

Approval is needed from Council as landowner of the domain, and separately from Council for an alcohol licence. Other approvals, including resource consent, may also be required.

Currently the following liquor licenses are in place:

- Bannockburn Bowling Club – club-license permitting the sale and supply of alcohol to club members – Bannockburn Bowling Club facility on Bannockburn Domain

### Objectives

- 1 To allow the granting of alcohol licences over premises on Bannockburn Domain where the values of the domain are not diminished and where the effects on other domain users and domain neighbours can be minimised.

POLICIES	
1	Any alcohol licence application is subject to the Sale and Supply of Alcohol Act 2012, CODC Local Alcohol Policy and any subsequent legislation.
2	<p>Council will only support the granting of an alcohol licence for premises located on Bannockburn Domain where:</p> <p>1.1 The granting of a licence is consistent with the purposes of the domain;</p> <p>1.2 The effects on the Domain, its use and users, and Domain neighbours can be avoided, remedied or mitigated; and</p> <p>1.3 The values of the domain are not diminished.</p>
3	The environmental impact of increased traffic and parking demand and other factors, which may be associated with ancillary use of facilities, shall be carefully assessed in considering any application for a general ancillary liquor licence.
4	Applicants will be responsible for ensuring that all relevant statutory approvals are obtained and that the conditions of any approvals granted are met.
5	The use of clubrooms for social purposes shall be ancillary to the principal purpose of the domain i.e. camping and recreation.
6	The Bannockburn Recreation Reserve Committee does not permit the consumption of alcohol in the kitchen or ablution block areas of the camping ground.

### 5.10 Hazardous Substances

Hazardous substances such as chemicals and biological agents, in some circumstances, may need to be used in the maintenance or operation of the Bannockburn Domain. It is important to assess the risks and if needed minimise the effects for Domain users and neighbours.

#### Objectives

- 1 *To ensure that where it is considered necessary to use or store hazardous substances, application is undertaken in a manner that minimises the potential risk to Domain users and neighbours.*

POLICIES	
1	Where hazardous chemicals are to be stored or used within the Domain, it shall be in accordance with the Hazardous Substances and New Organisms Act 1996, the Agri-chemical User Code of Practice NZS 8409, and any other subsequent or new legislation.
2	Warning signs shall be erected on site where the Domain as per the relevant legislation.
3	Hazardous substances such as herbicides shall only be used where there is no practicable or financially feasible alternative control measure.

### 5.11 Smokefree and Vapefree Zones

Smokefree and Vapefree outdoor areas protect young people from the negative role-modeling effect of smoking.

The less young people see smoking around them, the less 'normal' smoking becomes and the less likely they are to take up smoking themselves.

Council has adopted a Smokefree and Vapefree policy where all council owned parks and reserves, tracks and walkways, sportsgrounds and playgrounds are designated Smokefree and Vapefree . A ten metre smokefree and vapefree perimeter is designated around these facilities on any council owned land.

#### **Objective**

1. *That the Bannockburn Domain is a smokefree and vapefree zone as per the Central Otago District Council Smokefree and Vapefree Policy 2021.*

POLICIES	
1	All of Bannockburn Domain is designated as smokefree and vapefree zones.
2	Council will use a mix of education and signage to enforce the smokefree and vapefree zone.

### 5.12 Trading in Public Places

Council has rules in place regarding trading in public places identifying allowed locations, hours of trade and licence requirements. These note that there may be specific conditions per site and that licence holders do not have exclusive use of any site. Refer to most updated version of Central Otago District Council Trading in Public Places Policy on Council's website for exact locations and more information.

#### **Objective**

1. *To permit trading activity on the Bannockburn Domain in accordance with the Central Otago District Council Trading in Public Places Policy.*

POLICIES	
1	Approval to trade at the Domain shall be obtained at the discretion of the Council and subsequently through the Bannockburn Domain committee.

## 5.13 Domain Development

### 5.13.1 General

In addition to providing space for sport and recreation activities, parks provide wider benefits including amenity to the surrounding area and pedestrian connectivity. Parks can provide important open space areas for all ages to play, whether that is through using natural features, or through the provision of formal playgrounds and informal play opportunities. Park values may be reduced where buildings and other enclosed structures including fences prevent access and dominate the park.

Community needs change over time, and sport and active recreation facilities need to be adaptable and flexible to meet the needs of a wider range of activities and users into the future. Domain development may include accommodating a few more camping spaces, but this should not impede on the open green space that currently exists, as this is the only green space available for public use in Bannockburn.

The recreational use of the Bannockburn Domain will be explored to consider expanding the playground or adding other formal and informal play experiences. As provisions for sports are currently limited, if demand did increase then development may need to consider requirements around this space and could include the addition of irrigation, goal posts, permanent fencing and sports lights. Within the camp area additional power points, and lighting will be investigated.

The Bannockburn Domain is designated in the District Plan 'Recreation Purposes' (D51) which reduces Resource Management Act approval requirements for recreation activities.

### 5.13.2 Buildings and structures

All buildings and structures including signs, temporary structures, lighting, fences and art will require approval from Council as the landowner. They may also require building consent and other approvals.

Any structures should be located where they allow for access within and through the domain and should be designed to be compatible with the amenity of the domain.

Council may provide amenity lighting for carparks and paths where there is a clear public benefit. This will be limited to Council-owned facilities. Any development proposal will need to demonstrate Crime Prevention Through Environmental Design (CEPTD) principles as part of the proposal.

### Objectives

- 1 *To ensure that buildings and other structures do not dominate Bannockburn Domain and are located, designed and maintained so that they do not detract from the amenity of the domain and camping ground, and facilitate public recreational use and enjoyment.*
- 2 *To support the development or redevelopment of buildings and structures on the domain where the need for these has been fully assessed and it is demonstrated that recreation, camping, and community outcomes are better enabled.*
- 3 *To encourage sharing of existing facilities to prevent unnecessary duplication or expansion of facilities.*
- 4 *To ensure that buildings and structures have necessary approvals.*
- 5 *To encourage and allow for networks of paths for pedestrians and/or cyclists*

POLICIES	
1	Buildings on the Domain shall be provided for the specific proven needs of the users where this provision does not detrimentally affect the appearance or utilisation of the Domain.
2	A new building will only be erected where it is not suitable to use a modified existing building, or possible to share facilities with other users.
3	New buildings on the Domain shall be located only where:

POLICIES	
	<p><u>3.1</u> Neither they, nor associated car parking, unduly restrict the area useable for recreation or camping.</p> <p><u>3.2</u> They do not obstruct the entrances to the Domain, either physically or visually.</p> <p><u>3.3</u> They do not detract from the open nature of the Domain, especially as seen from surrounding roads.</p>
4	The design of all buildings and structures proposed to be erected shall be referred to Council or its delegated representative for approval.
5	<p>All new buildings and structures shall be of a size and design that:</p> <p><u>5.1</u> Is such that they provide no more than a service ancillary to the use of the area for sport.</p> <p><u>5.2</u> Is to acceptable architectural standards.</p> <p><u>5.3</u> Is in scale with, and suited to, the character of the Domain.</p> <p><u>5.4</u> If possible, they shall be sited so that they can be extended to provide such further facilities as may be required at a later date.</p>
6	Buildings shall be designed or modified for multi-purpose use where practicable and desirable.

### 5.14 Multipurpose use of Facilities



Some existing facilities could sustain higher levels of use, and the sharing of such facilities would prevent unnecessary duplication and cost.

Sub-letting of facilities by clubs can generate revenue and spread the load of paying for overheads such as power.

### Objectives

- 1 *To encourage the sharing of existing facilities to prevent unnecessary duplication or expansion of facilities.*

POLICIES	
1	The multiple use of buildings and other facilities by sports, cultural bodies and schools shall be actively encouraged.
2	The sub-letting and shared use of leased facilities to other clubs shall be actively encouraged.

## 5.15 Carparking and Access

Car parks support recreational use by users who need to drive to the domain including those travelling longer distances. Car parking areas reduce domain land available for recreation and encourage access by vehicles. While it is preferable to encourage walking and cycling before using a vehicle, the domain is not easily accessible by walking and cycling, and most visitors will use a car to access the area.

The camping ground also attracts people with boats, caravans and multiple vehicles. Consideration should be given around mitigation of cluttered parking. Parking is currently reaching a capacity, and struggles to meet requirements, particularly during peak periods or events. Should growth happen within the camping ground, more parking facilities may be required. However, the location and design of parking areas should not be at the expense of areas useable for camping and recreation, although parking areas may also be useful for other activities. Parking should not be designed to meet peak parking times.

### Objectives

- 1 *To provide and maintain car parks, where appropriate, to a level that is adequate for servicing the usual activities carried out within the Domain.*
- 2 *To provide where practicable additional vehicle access and parking areas at proven peak times but limiting this to preserve the natural qualities of the Domain.*
- 3 *To recover the costs of car park facilities from groups obtaining exclusive use.*

POLICIES	
1	Car parking on areas, other than recognised car parks, or in any way that causes damages to the domain is prohibited.
2	Car parks are for vehicles associated with recreation and other legitimate use of the domain.
3	Regular overnight, residential and long-term parking is not permitted.
4	Car parking shall be available to the public using the domain during the hours of operation defined by the Committee or Council.
5	Parking in areas other than recognised parking areas may be allowed by special permit from the Committee or Council to accommodate extra demand for car parking/event services associated with an infrequent recreational use of the Domain. This permission may be varied or withdrawn if it is anticipated that damage to grounds may be incurred.
6	Car parking areas shall only be provided where there is a proven requirement directly related to the use of the domain, and it is both physically and financially feasible to provide a car parking facility.
7	A detailed site plan set in the context of a plan for the whole Domain shall be prepared for any proposed access way or car parking area.
8	Exclusive use of car parks may be allowed for special sporting and recreation events. Council may set a charge for this exclusive use.
9	Where an application for exclusive use of a car park is successful, Council will arrange for public notification of this use in the public notices section of the local newspaper/s. Applicants will need to meet the costs of public notification.

POLICIES	
10	Groups that have permission to use car parks exclusively may levy a charge on users during the time they have exclusive use. This charge is to be approved by Council and be used to recover costs only.
11	Car parks for users with disabilities may be set aside where car parks are marked or established near facilities.

### 5.16 Lighting of Amenity Areas

Amenity lighting is used to illuminate car parks and footpaths to facilitate safe pedestrian access.

Council may provide amenity lighting where there is a clear public benefit. Furthermore, the provision is limited to Council owned facilities.

Council recognises that the camping ground, may need to operate some form of lighting at night.

Any lighting required will be considered where it is in accordance with Crime Prevention Through Environmental Design (CPTED) principles.

#### Objective

- 1 To provide lighting to facilitate night time use and access where appropriate.

POLICIES	
1	Council may provide amenity lighting where there is a clear public benefit, and where it supports the principles of CPTED.
2	Installation of lighting by Domain occupiers is subject to the approval of Council.
3	Lighting of cycle and pedestrian paths may be provided where appropriate for the safety and convenience of the public.
4	Cables for light fixtures shall be underground wherever possible.
5	Hours of operation of lights shall be limited to those approved by the Committee or Council.
6	Lighting installations shall be designed to avoid excessive light spill and glare into surrounding residential areas.
7	All lighting is to have minimal light spill, give consideration to the night skies and meet District Plan requirements.

### 5.17 Signs

Signs can play an important role in wayfinding and reinforcing a domain's identity and status. Signs are also essential in aiding identification of hazards that visitors might be exposed to. Some areas have important or special stories to tell and can be enhanced by the use of interpretive signage.

The use of promotional or advertising signage is one way that organisations are able to raise income over and above levying their membership, however signs other than those inside club buildings that are not visible from public places are generally not appropriate.

Inward facing signs on fences may be visible from the surrounding domain area and will increase the fence being a visual barrier. Signs must comply with any district plan requirements.

Section 5.3.2: Buildings and structures will also apply to the location of free-standing signs.

#### Objectives

- 1 *To provide sufficient signs of a design appropriate to the domain to facilitate public use and enjoyment of the Domain.*
- 2 *To control the display of club and sponsorship signs on Bannockburn Domain.*

POLICIES	
1	Signs shall be provided to give clear and positive guidance to assist public enjoyment of the domain.
2	Generally, all signs and symbols on the domain shall be of standard design and appropriately placed in their surroundings.
3	The number and size of signs in the domain shall be kept to a minimum to avoid visual detracting from the amenity of the domain.
4	The Council may provide interpretive information for areas of interest at Bannockburn Domain.
5	Where possible signs will be located on existing buildings and structures.
6	Clubroom signs are permitted not more than a total of three-square metres relating to the use of the site (i.e. not advertising signs).
8	Unless specifically approved by Council, advertising signage will not be allowed at Bannockburn Domain.
9	Where advertising signage is approved by Council, it will still be subject to obtaining a resource consent or sited where resource consent is not required.
10	All signs must comply with the Parks and Recreation Signage Guide

### Appendix 1: Reserve Management Plan process from Reserves Act

The following table summarises section 41 of the Reserves Act (1977) – Management Plans, and the process used to develop and revise a management plan. When a plan is being revised the first 2 steps may not be repeated.

Relevant Sections of the Reserves Act	Public Consultation	Description of Activity	Phase
Section 41 (5)	Optional	Council notifies the public that it is preparing a management plan and calls for submissions (1 month)	Not undertaken for this review.
Section 41 (5)c	Mandatory	Public submissions are received and incorporated into a draft management plan	Management Planning
Section 41 (6) a-c		A draft management plan is made available to the public for further comment (2 months)	
Section 41 (6) d		The draft management plan is edited to incorporate input from public submissions	
Section 41 (6) d		The final document is presented to Council for adoption	
Section 41 (6) e		Council adopts management plan	Implementation
Section 41		All policies come into effect and are enforceable by Council	
Section 41 (4)		The management plan is continually monitored and reviewed	

## Appendix 2: Bannockburn Domain Land Status.

### Documents the land is held in:

- GN 1984/3101 and 1987/4912 Section 164 Block 1 Cromwell Survey District, Survey Office Plan 196060 part comprising 3.5365 hectares in area classified as recreation reserve and vested to the Council.

### Chronological Order of Status Actions

- Gazette 1987 page 4912 - The Reserve is vested in the Council pursuant to Section 26A of the Act.
- Gazette Notice 1984 page 3101 - Section 164 Block 1 Cromwell Survey District, Survey Office Plan 196060 part comprising 3.5365 hectares in area is classified recreation reserve and named Bannockburn Recreation Reserve. Land held under the Reserves Act.

## **22.3.5 2022-23 ANNUAL PLAN BUDGET AND FEES AND CHARGES SCHEDULE**

**Doc ID: 577256**

### **1. Purpose of Report**

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

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### **Recommendations**

That the Cromwell Community Board

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

### **2. Background**

The 2022-23 final budgets for the Cromwell ward have been prepared on Council's request to keep the 2021-22 Long-term Plan (year two) budgets relatively unchanged. The draft budget was presented to the Community Board in February 2022.

At the time of presenting the budgets, the overall Council average annual rates increase was projected be 7.7%, down from 7.8% as adopted for year two of the 2021-31 Long-term Plan. The Cromwell ward's average rates increase, excluding district wide rates and metered water, was projected to be around 2.4%.

When presenting the budget in February, a few changes were identified across the Council and community board activities. These have since been corrected and has resulted in the average rates increase for the Cromwell ward increasing to an average rates increase of 4.1%, an increase of \$50,000. This excludes District-wide rates and metered water. The overall council rates, while still being finalised with Council is also projected to be less than the initially reported 7.7%.

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



### 3. Discussion

Council staff presented draft budgets to each community board for consideration at their February meetings.

This final version of the Cromwell ward annual budget now needs to be incorporated into the all-of-council annual budget as part of the 2022-23 Annual Plan, scheduled to be adopted 01 June 2022.

Appendix 1 shows the cost centres that are funded by Cromwell community ward rates and outlines the changes made between the current year and 2022-23. The ward rate is specific to rateable units in the ward and is not the district wide rate, or metered water.

### 4. Financial Considerations

When presenting the financials to the Community Board in February, it was noted that the Cromwell Ward specific rates increased from year one (2021-22) by \$75k, of which \$63k was included in the 2021-31 Long-term Plan adopted by Council in June 2022. \$12k was as a result of movements in the balance sheet and asset base post adopting the 2021-31 Long-term Plan.

Since the February meeting there has been a further \$50k increase in the Cromwell Ward specific rates of which the majority is against two activities:

- i The Cromwell Town Centre and
- ii The Cromwell Pool

These relate to movements in personnel, depreciation and interest costs. These have been corrected as part of the overall reserve balance movements across the Council.

### 5. Options

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

#### Option 1 - (recommended)

Advantages:

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

Disadvantages:

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

Option 2

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

Advantages:

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

Disadvantages:

- Delay in the annual plan process or the 2022-23 Annual Plan may not accurately reflect the Community Board's prior decisions
- Run the risk of delaying the annual plan process and therefore potentially miss the legislative deadlines
- May not reflect a fair distribution of costs to the rate payer
- Reliance on financial reserves through not reflecting the true cost of activities, and therefore not rating accurately.

## 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, and the 2022-23 Annual Plan is closely aligned to year two of the 2021-31 Long-term Plan.
<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 and collect, the required rates to fund 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.

## 7. Next Steps

Once this report is accepted and changes made where necessary, it will be submitted to Council for recommendation to be included in the final 2022-23 Annual Plan scheduled to be adopted 1 June 2022.

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

## 8. Attachments

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

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

Report author:

Reviewed and authorised by:



Kim McCulloch  
Management Accountant  
12/04/2022

Leanne Macdonald  
Executive Manager - Corporate Services  
12/04/2022

Sundry		AP 2022/23	LTP Year 1 2021/22	LTP Year 1 vs AP 22/23 \$ Change	LTP Year 1 vs AP 22/23 % Change	LTP Year 2 2022/23	LTP Year 2 vs AP 2022/23 \$ Change
3033	Cromwell Promotions	112,048	111,895	(152)	(0.1%)	112,038	(10)
3111	Cromwell General Revenues	(150,166)	(147,295)	2,871	(1.9%)	(150,166)	0
3211	Elected Members - Cromwell	134,294	129,086	(5,208)	(3.9%)	132,284	(2,010)
3431	Cromwell Community Grants	50,625	50,625	0	0.0%	50,625	0
		<b>146,801</b>	<b>144,312</b>	<b>(2,489)</b>	<b>(1.7%)</b>	<b>144,781</b>	<b>(2,020)</b>

Property and Facilities		AP 2022/23	LTP Year 1 2021/22	LTP Year 1 vs AP 22/23 \$ Change	LTP Year 1 vs AP 22/23 % Change	LTP Year 2 2022/23	LTP Year 2 vs AP 2022/23 \$ Change
3351	Property general Cromwell	72,783	55,706	(17,077)	(23.5%)	63,342	(9,441)
3352	Endowment land Cromwell	(61,045)	(61,253)	(208)	0.3%	(61,076)	(31)
3353	Medical centre Cromwell	0	0	0		0	0
3361	Industrial estate Cromwell	(57,893)	(67,141)	(9,248)	16.0%	(58,452)	(559)
3412	Bannockburn Community Centre	8,652	5,328	(3,324)	(38.4%)	5,328	(3,323)
3414	Cromwell Memorial Hall	112,339	76,493	(35,846)	(31.9%)	80,063	(32,276)
3416	Cromwell sports pavillions	13,513	14,168	655	4.8%	13,523	10
3417	Tarras Community Centre	48,995	34,249	(14,746)	(30.1%)	43,098	(5,897)
3418	Cromwell Museum	46,945	45,988	(957)	(2.0%)	46,949	4
3419	Cromwell Resource Centre Building	20,411	20,118	(293)	(1.4%)	20,219	(192)
3757	Cromwell Town Centre	320,977	302,892	(18,085)	(5.6%)	304,646	(16,331)
		<b>525,677</b>	<b>426,549</b>	<b>(99,128)</b>	<b>(18.9%)</b>	<b>457,641</b>	<b>(68,036)</b>

Parks and Reserves		AP 2022/23	LTP Year 1 2021/22	LTP Year 1 vs AP 22/23 \$ Change	LTP Year 1 vs AP 22/23 % Change	LTP Year 2 2022/23	LTP Year 2 vs AP 2022/23 \$ Change
3451	Bannockburn Recreation Reserve Committee	100	100	0	0.0%	101	1
3461	Anderson Park	79,722	82,489	2,767	3.5%	83,618	3,896
3463	Cromwell Reserves	1,258,733	1,226,980	(31,752)	(2.5%)	1,252,042	(6,691)
3491	Cromwell Pool	1,183,682	1,187,628	3,946	0.3%	1,192,566	8,884
3831	Cromwell Cemetery	23,980	25,278	1,298	5.4%	25,379	1,399
3832	Nevis Cemetery	18	9	(9)	(50.2%)	18	0
		<b>2,546,235</b>	<b>2,522,485</b>	<b>(23,751)</b>	<b>(0.9%)</b>	<b>2,553,724</b>	<b>7,488</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>3,218,713</b>	<b>3,093,346</b>	<b>(125,368)</b>	<b>(4.1%)</b>

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

## FEES AND CHARGES 2022-23

THREE WATERS		2022/23 Includes GST	2021/22 Includes GST
Where a service connection for water and/or wastewater, or a wheelie bin is provided to a rating unit in the course of a rating year, the rating unit will be charged a proportion of the full year cost the service as scheduled in the rating section of the 10 year Plan, based on the number of complete months remaining in the financial year.	<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	40	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	23.57	22.24
	Additional mixed recycling bin	4.95	4.67
	Additional glass recycling bin	4.95	4.67

## FEES AND CHARGES 2022-23

ENVIRONMENTAL SERVICES		2022/23 Includes GST	2021/22 Includes GST
<p>Where weighing facilities are available Council reserves the right to charge by weight, where no weighing facilities are available Council reserves the right to charge by volume as assessed by the operator. All fees are user pays (ie waste producer pays) and include a waste minimisation charge to help fund recycling and other waste reduction initiatives. Fees also include charges associated with the Emissions Trading Scheme.</p>	<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
	Fridges (degassing charge)	16.5	-
	Gas bottle disposal (any size)	11	-
	<b>Transfer Station with Weigh Facility</b>		
	General waste charge by weight per tonne	345	334.61
	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)	59.41	56.06
	Additional glass recycling bin (per annum)	59.41	56.06
	Additional rubbish (red) bin (per annum)	282.80	266.85
	Administration fee	50	50

## FEES AND CHARGES 2022-23

ROADING	2022/23 Includes GST	2021/22 Includes GST
<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	At cost	At cost
(other consents, certificates, authorities, services or inspections not specifically provided for to be charged at the cost of time and disbursement)		
<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).		

## FEES AND CHARGES 2022-23

	PLANNING AND REGULATORY	
	2022/23 Includes GST	2021/22 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
	Over \$5,000 and not exceeding \$10,000	691
	Over \$10,000 and not exceeding \$20,000	1141
	Over \$20,000 and not exceeding \$40,000	1671
	Over \$40,000 and not exceeding \$80,000	1971
	Over \$80,000 and not exceeding \$200,000	2651
	Over \$200,000 and not exceeding \$350,000	3556
	Over \$350,000 and not exceeding \$500,000	3712
	Over \$500,000 and not exceeding \$750,000	4017
	Over \$750,000 and not exceeding \$1,000,000	4467
	Exceeding \$1 million (minimum deposit plus additional time if necessary)	4852
	Rural farm shed with engineers PS1, conservatories, new swimming pools, other consents with <3 inspections (no amenities)	953
	<b>Commercial alterations and new</b>	
	Up to \$10,000	841
	\$10,000 - \$20,000	1441
	\$20,000 - \$40,000	1971
	\$40,000 - \$80,000	2121
	\$80,000 - \$200,000	3251
	\$200,000 - \$350,000	3406
	\$350,000 - \$500,000	3636
	\$500,000 - \$750,000	4167
	Exceeding \$750,000 (minimum deposit plus additional time if necessary)	4242
	BRANZ Levy - (exempt from GST) (projects under \$20,000 are exempt)	\$1 for every \$1000.00 or part thereof
	MBIE Levy - (projects under \$20,444 are exempt)	\$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
	Amendments to Building Consents actual cost of work to be recovered at time and disbursements	\$150.00 deposit + \$150.00 / hour
	Erection of marquee	316
	Heating / fire appliances - free standing	241
	Heating / fire appliances - inbuilt and second-hand	391
	Wetback fire / diesel boilers	391
	Wind machines (horticultural)	N/A
	Inspection cancellation (same day) no fee if cancelled the previous day	150
	<b>Other building charges</b>	
	<b>Certificate of Acceptance</b>	
	Minor work up to \$5,000	1103
	Residential \$5,000 to \$20,000	1478
	Residential \$20,000+	2453
	Commercial – \$615 deposit plus hourly rate	\$675.00 + hourly rate
	Change of Use (initial fee)	252
	Relocation report within the district	\$150 (report) plus \$150 per hour of inspection
	New compliance schedule	\$150.00 / hour
	Amended compliance schedule	110
	WOF monitoring features and renewal	\$150.00 / hour
	Certificate for Public Use	504
	Notice to Fix	225
	Fire Service assessment of building consents (plus costs)	150
	Demolition	300
	Inspection of unsatisfactory work (per visit or inspections not already provided for)	150
	Swimming pool exemption (referred to Council)	N/A
	Swimming pool inspection barriers and compliance (each inspection)	\$150.00 / hour
	Swimming pool registration	55
	Water test fee (fee plus actual test cost)	120
	Assessment of building consent exemption application (deposit) + \$150.00 / hour processing or inspection	\$150.00 / hour
	Title search	27
	Minor variations (to building consents)	\$150.00 / hour
	Building Consent Report (annual fee)	69



## FEES AND CHARGES 2022-23

	PLANNING AND REGULATORY		2022/23	2021/22
			Includes GST	Includes GST
	Project Information Memorandum – Residential		412	412
	Project information memorandum – Commercial		525	525
	Time and disbursements			
	Hourly rates for processing all applications		150	150
	Mileage (dollar(s) per km)		1	1
	Hourly rates for processing all applications		105	105
	ENVIRONMENTAL HEALTH			
	Annual inspection			
	Camping grounds		336	336
	Hairdresser shops		225	168
	Offensive trades		225	168
	Funeral directors		225	168
	Follow up inspection fee (hourly rate)		150	168
	Change of ownership		150	168
	ANNUAL REGISTRATION			
	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
	FOOD CONTROL PLANS / NATIONAL PROGRAMMES			
	Initial registration		403	403
	Annual registration		201	201
	Audit fee			
	Food control plan (single-site)		504	504
	Food control plan (multi-site)		804	804
	National Programme 1		336	336
	National Programme 2		420	420
	National Programme 3		504	504
	Subsequent verifications and enforcement (hourly rate)		168	168
	Site rental fee		N/A	N/A
	BYLAW AND POLICY			
	Trading in Public Place General Bylaw			
	Application fee			
	Fee per annum		420	420
	Class 4 Gambling and Board Venue application fee (deposit)		336	336
	Hourly rates for processing all applications		168	168
	Additional sandwich board		N/A	N/A
	ALCOHOL LICENSING			
	Local Authority Compliance Certificate			
	Building		150	150
	Planning		150	150
	Public notification fee		125	125
Any dog classified as dangerous under the Dog Control Act shall pay 150% of the registration fee prescribed in this.	ANIMAL CONTROL			
	Dog Registration Fees			
	Non-working dogs		55	55
	Working dogs		12	12
	Late penalty fee (percentage of base fee)		150% of annual registration fee	150% of annual registration fee
	Dog Impounding Charges			
	First impounding (for each 12 months)		100	100
	Second impounding (for each 12 months)		150	150
	Third and subsequent impounding (for each 12 months)		200	200
	Sustenance		22	22
	Destruction of dog		At cost	At cost
	Notification		N/A	N/A
	Microchipping		32	32
	Licence to keep more than 3 dogs			
	Application		75	75
	Inspection fee		\$150.00 / hour	\$150.00 / hour
	Annual permit fee		150	150

## FEES AND CHARGES 2022-23

	PLANNING AND REGULATORY	
	2022/23 Includes GST	2021/22 Includes GST
<p><b>REFUNDS</b></p> <p>Refund administration fee</p> <p><b>NOISE CONTROL</b></p> <p><b>Return of Seized Equipment</b></p> <p>Administration charge</p> <p>Storage fee</p> <p>Non-compliance with Excessive Noise Direction</p> <p>Non-compliance with Abatement Notice regarding unreasonable noise</p> <p><b>Contractor charge (add to administration charge)</b></p> <p>Alexandra / Clyde</p> <p>Cromwell</p> <p>Ranfurly</p> <p>Roxburgh / Naseby</p> <p><b>ENFORCEMENT</b></p> <p>Monitoring and enforcement - hourly rate</p>	Refer to Governance and Corporate Services section	Refer to Governance and Corporate Services section
	84	84
	5 (per day)	5 (per day)
	500	-
	750	-
<p>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.</p> <p>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.</p>	<b>PLANNING (all deposits non-refundable)</b>	
	<b>Subdivision Charges</b>	
	<b>Land Subdivision Consent</b>	
	Consent application deposit (notified to formal hearing)	2000
	Consent application deposit (non-notified to formal hearing)	1500
	Consent application deposit (under delegated authority)	900
	Minor boundary adjustment	430
	Plan Certification - 223	150
	Plan Certification - 224(c) (deposit)	260
	Minor amendment to cross lease / unit title plan (deposit)	510
	<b>Other Charges</b>	
	Completion certificates	80
	Overseas Investment Regulations Certificates (deposit)	150
	Compliance certificates / Certificate of Compliance (S139) (deposit)	550
	Certified copy of Council resolution	80
	Registered bond	At cost
	Release from registered bond	At cost
	Right of way consents (deposit) (Section 348 LGA)	225
	Certificate of approval of survey plans (s.226(1)(e)(ii))	150
	Change or cancellation of amalgamation condition (deposit) (Section 241)	160
	Cancellation of easement (Section 243)	160
	Cancellation or amendment of consent notice (Section 221)	180
	<b>Land Use Consent</b>	
	Consent application deposit (notified to formal hearing)	2000
	Consent application deposit (non-notified to formal hearing)	1500
	Consent application deposit (under delegated authority)	600
	Non-compliance with bulk and location requirements - deposit (under delegated authority)	N/A
	Minor breach of standards (deposit)	350
	Application for extension of lapse date (deposit (section 125))	300
	Minor Change or Cancellation of Consent Condition (delegated section 127) (deposit)	400
	Complex Change or Cancellation of Consent Condition (delegated section 127) (deposit)	600
	Change or Cancellation of Consent Condition to Formal Hearing (section 127) (deposit)	1000
	Monitoring Consent Holders (per hour + mileage)	\$150 / hour + mileage
	Hearing of Objection to Resource Consent (deposit)	800
	Resource consent exemption (section 87BB) (fixed fee)	225
	Boundary activity (section 87BA) (fixed fee)	300
	<b>Application for Heritage Orders and Designations (deposit)</b>	
	Outline plan approval (deposit)	390
	Minor, no research (plus public notification)	1000
	Moderate, standard research requirements (plus public notification)	5000
	Major, affects large area of district (plus public notification)	10500

## FEES AND CHARGES 2022-23

	PLANNING AND REGULATORY	2022/23 Includes GST	2021/22 Includes GST
<i>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.</i>	<b>APPLICATION FOR DISTRICT PLAN CHANGE (DEPOSIT)</b>		
	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).	2500	2500
	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).	7500	7500
	Major effect – affects significant part of District Plan / major land use effects (plus public notification and disbursements and all costs associated with conducting a hearing, including Councillors' fees. Applicant to provide all documentation to Council's satisfaction).	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 (non-refundable)	185 (non-refundable)
	Provided in 5 working days (electronic)	263 (non-refundable)	263 (non-refundable)
	Provided in 10 working days (paper)	315 (non-refundable)	315 (non-refundable)
	Provided in 5 working days (paper)	420 (non-refundable)	420 (non-refundable)
	<b>Commercial Search</b>		
	Provided in 10 working days (electronic)	263 (non-refundable)	263 (non-refundable)
	Provided in 5 working days (electronic)	368 (non-refundable)	368 (non-refundable)
	Provided in 10 working days (paper)	368 (non-refundable)	368 (non-refundable)
	Provided in 5 working days (paper)	420 (non-refundable)	420 (non-refundable)
	Other charges (engineering, technical consultancy and valuation fees) – to be in addition to all fees where additional information may be required or a report commissioned, or where attendance at a meeting is requested and for administration, inspection and / or supervision.	At cost	At cost

## FEES AND CHARGES 2022-23

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

## FEES AND CHARGES 2022-23

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

## FEES AND CHARGES 2022-23

POOLS, PARKS AND CEMETERIES		2022/23	2021/22
		Includes GST	Includes GST
<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>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		11	11
Adult - 11 class membership concession (includes pool entry)		110	110
Aqua class only when used with 10/25/50 swim concession card		4.5	4.5
Gold Card, Community Services Card, tertiary student entry and class	17% off the above adult prices		17% off the above adult prices
Gold Card, Community Services Card, tertiary student - 11 class membership concession (includes pool entry)	17% off the above adult prices		17% off the above adult prices
Aqua Fit Class only excluding pool entry	No charge		No charge
<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

## FEES AND CHARGES 2022-23

POOLS, PARKS AND CEMETERIES		2022/23	2021/22
		Includes GST	Includes GST
<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</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
Mānīatoto Area School		522	522
St John's School		154	154
Aquabelles (per season)		412	412
Other groups (per season)		412	412
Professional coaching per hour		27	27

## FEES AND CHARGES 2022-23

PROPERTY AND COMMUNITY FACILITIES		2022/23	2021/22
		Includes GST	Includes GST
A \$25 booking fee is applicable for non-payment on landing	<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
A \$200 bond is required for social functions; a whole day is more than 6 hours, half day is less than 6 hours. Bookings for the Jordan Lounge are made with the Senior Citizens on (03) 448 7007.	Deposit - no reserve status	500	500
	Deposit - reserve land	1000	1000
	<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
	<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



## FEES AND CHARGES 2022-23

PROPERTY AND COMMUNITY FACILITIES		2022/23	2021/22
		Includes GST	Includes GST
	Sporting events - tournaments whole day	145	145
	Sporting events - club nights / half day tournaments	115	115
	Sporting events - schools	115	115
	Hourly rate (only available on application to the Cromwell Community Board)	25	25
	After 1am charge per hour	25	25
	<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.

## FEES AND CHARGES 2022-23

PROPERTY AND COMMUNITY FACILITIES		2022/23 Includes GST	2021/22 Includes GST
	<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
<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>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
<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
	<b>Track lighting is additional to all other fees.</b>		
<i>Track lighting is additional to all other fees.</i>	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
	<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
<i>A \$200 bond is required for social functions in the Stadium</i>	<b>MĀNIATOTO 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>		
	Māniatoto Squash Club	1550	1550
	A&P Association (per show)	825	825

**FEES AND CHARGES 2022-23**

<b>PROPERTY AND COMMUNITY FACILITIES</b>		<b>2022/23</b>	<b>2021/22</b>
		<b>Includes GST</b>	<b>Includes GST</b>
	<b>Mānīatoto seasonal toilets</b>		
	Mānīatoto 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

## FEES AND CHARGES 2022-23

	SERVICE CENTRES, i-SITES AND LIBRARIES	2022/23 Includes GST	2021/22 Includes GST
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
	A4 per sheet more than 20 sheets	N/A	0.2
	A3 per sheet up to 20 sheets	N/A	0.5
	A3 per sheet more than 20 sheets	N/A	0.5
	A2, A1 & A0	N/A	1
	<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
	<b>LIBRARIES</b>		
	Interloan books from outside district (plus and externally imposed charges per	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
	A4 double sided (colour)	2	2
	A3 double sided (black and white)	0.8	0.8
	A3 double sided (colour)	4	4

**FEES AND CHARGES 2022-23**

<b>SERVICE CENTRES, i-SITES AND LIBRARIES</b>		<b>2022/23 Includes GST</b>	<b>2021/22 Includes GST</b>
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
Own paper double sided per sheet (colour)		0.60	1.00
Providing of regular meeting agenda (per agenda)		36	36
<b>SCANNING</b>			
A4 per sheet		0.20	0.20
A4 per sheet more than 20 sheets		N/A	0.20
A3 per sheet		0.50	0.50
A3 per sheet more than 20 sheets		N/A	0.45
A2, A1 & A0		N/A	N/A

**FEES AND CHARGES 2022-23**

<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

## FEES AND CHARGES 2022-23

GOVERNANCE AND CORPORATE SERVICES		
	2022/23 Includes GST	2021/22 Includes GST
<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
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
Printed copy of complete Rating Information Database	460	460
<b>MAPS / AERIAL PHOTOGRAPHY</b>		
<i>Printing as per the above photocopying charges</i>		
Custom maps (per hour cost)	102	102
Electronic copies of aerials	POA	POA
<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>		

## 22.3.6 ROAD NAME APPROVAL REPORT - WOONG TREE DEVELOPMENT

Doc ID: 576153

### 1. Purpose of Report

To consider a request to name ten roads in the second stage of the Woong Tree Development in Cromwell.

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### Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
  - B. Agrees to approve ten road names. Roads to be named Woong Tree Avenue, Tickled Pink Lane, Noble Way, Sandstorm Way, Oak Terrace, Cellar Court, Sparkling Close, Reserve Court, Hadley Place, and Finla Terrace.
- 

### 2. Background

Ten roads are to be named in the second stage of the Woong Tree Development.

### 3. Discussion

The developer has requested the Board considers the names provided. The names selected are a continuation of the Woong Tree wines, vineyard theme and family connections.

Council Roding Policy stipulates that a road should only have one name however two words have been accepted previously if the suggested name is after a pre-named feature or object e.g. Leaning Rock Road or Pinot Noir Drive. In this instance "Tickled Pink" is the name of a Woong Tree wine and Woong Tree is the name of the Estate.

### 4. Financial Considerations

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

### 5. Options

#### Option 1 – (Recommended)

Name the roads as per the following list shown on plan (appendix 1):

- Woong Tree Avenue
- Tickled Pink Lane
- Noble Way
- Sandstorm Way
- Oak Terrace
- Cellar Court
- Sparkling Close
- Reserve Court
- Hadley Place



- Finla Terrace

Advantages:

- Developer's preferred choice.

Disadvantages:

- Roading Policy stipulates roads should only be one name.

#### Option 2

Select alternative names from the brief list provided. Names are associated with the wine industry.

- Vine
- Bacchus
- Barrique

Advantages:

- Developer's choice of alternative names.
- Names meet council policy.

Disadvantages:

- None identified.

#### Option 3

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

Advantages:

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

Disadvantages:

- Names are not the developer's choice.

## 6. 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 providing clear direction to access points for emergency services.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Decision is consistent with other policies.

<b>Considerations as to sustainability, the environment and climate change impacts</b>	Managing change while protecting and enhancing our culture, heritage and landscape is one of council's sustainability goals. Road naming has the ability to celebrate culture and heritage aspects of the area. Road naming has no climate change impacts or benefits.
<b>Risks Analysis</b>	Approval of these road names presents no discernible risk.
<b>Significance, Consultation and Engagement (internal and external)</b>	The decision does not trigger engagement under the Significance and Engagement Policy.

## 7. Next Steps

Council confirms the road names.

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

## 8. Attachments

**Appendix 1 - Plan - Wooing Tree Development.pdf** [↓](#)

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

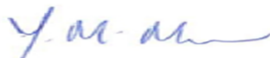
**Appendix 3 - Aukaha List of Approved Maori Road Names.docx** [↓](#)

Report author:



Faye Somerville  
Roading Administration Assistant  
11/04/2022

Reviewed and authorised by:



Julie Muir  
Executive Manager - Infrastructure Services  
28/04/2022

Approved Names

1. Blondie Drive
2. Magnum Drive
3. Vintage Street

Proposed Names

1. Wooing Tree Avenue
2. Tickled Pink Lane
3. Noble Way
4. Sandstorm Way
5. Oak Terrace
6. Cellar Court
7. Sparkling Close (Cul-de-sac)
8. Reserve Court (Private)
9. Hadley Place (Private)
10. Finla Terrace (Private)

Preferred Alternatives

Bacchus  
Barrique  
Vine



**Cromwell Area Road Name Options***Bannockburn*

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

*Northburn*

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

*Tarras*

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

Wong	Willie Wong – local identity.
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*Pisa*

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

*Lowburn*

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

*Cromwell*

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

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

*Generic Names and Terms:*

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

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

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



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

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

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

## **6 MAYOR'S REPORT**

### **22.3.7 MAYOR'S REPORT**

**Doc ID: 579425**

#### **1. Purpose**

To consider an update from His Worship the Mayor.

---

#### **Recommendations**

That the Cromwell Community Board receives the report.

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

#### **2. Attachments**

**Nil**

**7 CHAIR'S REPORT**

**22.3.8 CHAIR'S REPORT**

**Doc ID: 579427**

**1. Purpose**

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

---

**Recommendations**

That the report be received.

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**2. Attachments**

Nil

## **8 MEMBERS' REPORTS**

### **22.3.9 MEMBERS' REPORTS**

**Doc ID: 579426**

#### **1. Purpose**

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

-----

#### **Recommendations**

That the report be received.

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#### **2. Attachments**

**Nil**

## 9 STATUS REPORTS

### 22.3.10 MAY 2022 GOVERNANCE REPORT

Doc ID: 578970

#### 1. Purpose

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

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#### Recommendations

That the report be received.

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#### 2. Discussion

##### Minutes from the April meeting of Cromwell Museum

The minutes from the April meeting of the Cromwell Museum was circulated to Members (appendix 1).

##### Status Reports

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

#### 3. Attachments

**Appendix 1 - Minutes of April 2022 Meeting of Cromwell Museum Trust** [↓](#)

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

Report author:

Reviewed and authorised by:



Julie Harris  
Governance Support Officer  
28/04/2022



Sanchia Jacobs  
Chief Executive Officer  
29/04/2022

**Cromwell Museum Trust**  
**Minutes of meeting held on 11 April 2022 at 5.30pm**  
**held at the Museum – 47 The Mall, Cromwell**

**Present** Martin Anderson Chairperson, Joan Lawrence, Jim Walton, Peter Mead, Jennifer Hay.

**Apologies** Anna Harrison, Wayman Roughan.

**Resolved that** the apologies be received.

M Anderson/J Walton

**Carried**

**Minutes**

**Resolved that** the minutes of the meeting held on **22 March 2022** be approved.

J Walton/J Lawrence

**Carried**

**Matters arising from Minutes**

Marilyn unable to attend this meeting but will attend the May meeting to talk about the last deaccession report and her work at the Museum.

**Chairperson's Report**

Verbal report from Martin Anderson re completion of the of the Annual Report.

**Director's Report**

Application to pub charities for Operational Equipment and Exhibition Display Boards – value \$7,929.00 approved.

Port Chalmers School visited the Museum.

Matthew Galloway met with Jennifer re his research on the Clyde Dam. He has received funding of \$20,000 from the Ministry of Culture and Heritage. He advises that there will be no display at Cromwell Museum following this visit as this does not fall under the conditions of the funding.

New Volunteer referral – Jennifer meeting with her on Thursday morning.

Jennifer, Martin and helpers will be visiting the Wanaka Museum on Wednesday 13 April to collect objects planes on loan from them for a new display.

The Museum will be closed on Good Friday.

**Resolved that** the Director's Report be received.

M Anderson/J Walton

**Carried**

**Statistics**

	<b>March</b>	
Statistics for February/March 2022	<b>2022</b>	<b>2021</b>
Donations	182.00	409.40
Visitors	262	415

**Finance**

**Bank Balances as at 31 March 2022**

00 14679.14  
 97 2619.32

**Finance**

<b>Name</b>	<b>Amount</b>
Franck - cleaning	75.00
Phoenix IT -	284.48
Phoenix IT	146.75
Technology Holdings Eftpos	14.80



Technology Holdings -Eftpos Rental	66.28
J Hay – Directors Fee	3583.50
Heartland Technology - photocopier	209.88
Rentokil – hygiene services	22.45
Paper Plus - stationery	98.06
Pulse Energy Alliance - Electricity	379.18
Voyager – ISP Provider	122.17
Paymark Ltd -	20.70
Promote Dunstan – Nevis Books	342.00
	<b>\$5365.25</b>

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

P Mead/J Walton

**Carried**

### **Agenda Items**

#### **2021/22 Annual Report**

Martin Anderson sent the Annual Report and Budget for 2022/23 plus a progress report on Ehive to CODC/Community Board.

#### **Policy Review update**

Jennifer and Jim working together on the policies. Policy Review to be added to the agenda for the May meeting.

#### **Insurance Renewal documents (for signatures)**

Martin Anderson signed the renewal documents on behalf of the Cromwell Museum Trust.

#### **Central Otago Museums Trust – Peter Mead (2 docs attached)**

Documents discussed – concerns about Museums Trust possible expectation of all Museums being expected to follow their wishes.

#### **Representation on Design, Planning group for New Museum**

The Trustees feel strongly that, as an end user, they need to be to be represented on this group.

Martin to write to CEO/Mayor and Chairman of the Community Board – requesting that three people from the Cromwell Museum Trust be on the planning committee to ensure communication between the planners and the Museum.

#### **3D Printer**

Jim to write a paper with information on 3D printers and how one could be used at the Museum.

**Meeting closed 6.30pm**

**Next Meeting 9 May 2022**

\_\_\_\_\_ **Chairperson**

\_\_\_\_\_ **Date**

Status Updates		Committee: Cromwell Community Board			
Meeting	Report Title	Resolution No	Resolution	Officer	Status
11/12/2019	Cromwell Promotions Grant Applications 2020-21 Financial Year (Doc ID 433487)	19.10.7	<p>That the Board:</p> <p>A. <b>Receives</b> the report and accepts the level of significance.</p> <p>B. <b>Approves</b> a grant from the 2020-21 financial year Cromwell Promotions cost centre 3033 2460 to Cromwell and District Promotions Group 2020-21 year projects:</p> <p>a. Media and Communications Manager</p> <p>Requested \$23,100    Approved <b>\$23,100</b></p> <p>b. Community Relationships Manager</p> <p>Requested \$23,100    Approved <b>\$23,100</b></p> <p>c. Marketing and Advertising</p> <p>Requested \$25,500    Approved <b>\$15,000</b></p> <p>d. Operating Expenses</p> <p>Requested \$12,500    Approved <b>\$12,000</b></p> <p>e. Light Up Winter</p> <p>Requested \$10,000    Approved <b>\$9,000</b></p> <p>f. Cherry Festival</p> <p>Requested \$4,000    Approved <b>\$2,000</b></p> <p>g. Fireworks Street Party</p> <p>Requested \$10,000    Approved <b>\$2,000</b></p> <p>h. Spring Market</p> <p>Requested \$2,000    <b>Declined</b></p>	Media and Marketing Manager	<p>December 2019 – Action memo sent to Media and Marketing Manager.</p> <p>February 2020 – no update available.</p> <p>May 2020 – No update – grant will not be accessed until financial year beginning 1 July 2020.</p> <p>June 2020 – As per May update.</p> <p>August 2020 – First Quarter Cromwell Promotions Grant invoiced and approved for payment.</p> <p>September 2020 – no further update.</p> <p>November 2020 – second quarter grant invoiced and approved for payment.</p> <p>December 2020 – no further update,</p> <p>February 2021 – Third Quarter grant invoiced and approved for payment.</p> <p>April 2021 – no update.</p> <p>June 2021 – no update final quarter grant invoiced and approved for payment.</p> <p>July 2021 – financial year now complete staff to follow up with group to get report back complete. May be delayed until AGM / financial reports are tabled – generally September.</p> <p>September 2021 – Group AGM scheduled for 14 September. Report back to be completed after that utilising new digital report back option.</p> <p>October 2021 – Group provided with</p>

			<p>C. <b>Declines</b> a grant of \$10,000 from the 2020-21 financial year Cromwell Promotions cost centre 3033 to WoolOn Creative Fashion Society Incorporated. for costs associated with Marketing and Promotion, event Master of Ceremonies and a proportion of venue hire for WoolOn Creative Fashion Event to be held in Cromwell 14 – 16 August 2020.</p> <p>Requested: \$34,121.50 <b>Declined</b></p> <p>D. <b>Notes</b> that Promotions grants are approved subject to meeting the requirements of the Central Otago District Council grants policy dated August 2019 and recipients should ensure that:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All necessary legal requirements associated with the event or project are the responsibility of and must be met by the grant recipient.</li> <li><input type="checkbox"/> The event or project adheres to other relevant Council policies e.g. sustainability, smoke-free policy.</li> <li><input type="checkbox"/> Information on the event is provided in a timely manner to Central Otago Visitor Centres and Tourism Central Otago for promotional and information purposes.</li> <li><input type="checkbox"/> Grant recipients should acknowledge Council and the relevant Community Board as a funding provider in promotional material as and when appropriate.</li> </ul>		<p>reminder that report back is due with link to online form. Staff to follow up if not received by mid – late October.</p> <p>November 2021 – Staff continue to follow up with group regarding need to complete report back, which is now overdue.</p> <p>February 2022 – Staff have received email confirmation from group chair that report back should be completed early Feb. Staff have advised that report back is required prior to applying to future grant rounds.</p> <p>March 2022 – Report back from Cromwell and Districts Promotions group is still not completed. Staff have continued to follow up by email and in person. Group assures that report is in progress – the delay is attributed to staff / role changes. Staff reconfirmed that report back is now significantly overdue. The group have been advised that they should ensure the report back is completed prior to the Board receiving and assessing the next funding round applications for which applications close on 21 March to allow presenting at May meetings.</p> <p><b>27 Apr 2022</b> Report back provided for inclusion on May 2022 Community Board Agenda. MATTER CLOSED</p>
11/05/2020	Request to Renew the Cromwell Golf Club Lease (PRO 62-3048-L1)	20.2.12	<p>That the Board:</p> <p>A. <b>Receives</b> the report and accepts the level of significance.</p> <p>B. <b>Declines</b> the request for early renewal of the lease held by the Cromwell Golf Club Incorporated Over Section 4 Block XCII Town of Cromwell for a term of 21 years.</p> <p>C. <b>Agrees</b> to the development of a consultation document for the purposes of consulting with the Cromwell Golf Club about the future of the Cromwell</p>	Team Leader - Statutory Property	<p><b>19 Apr 2022</b> May 2020 – Action memo sent to the Property Officer – Statutory.</p> <p>June 2020 – Golf Club advised of the decision. Chair of CCB and staff will attend a meeting of the Golf Club.</p> <p>July 2020 – Chair of Cromwell Community Board and Executive Manager – Planning &amp; Environment attended a meeting with the Golf Club on 21 July to discuss a way forward.</p>

			Golf Course.		<p>September – December 2020 – NZ Golf working with Golf Club to progress.</p> <p>February 2021 – Awaiting further response from Golf NZ.</p> <p>April 2021 – Discussions continue with Golf NZ.</p> <p>June 2021 – Awaiting further response from Golf NZ.</p> <p>August - October 2021 – Golf NZ working with Cromwell Golf Club.</p> <p>November 2021 – Staff are working with the club and considering options. No further update is available at this stage.</p> <p>December 2021 – Consultation ongoing.</p> <p>February 2022 – Matter not progressing at this point. Will advise Board if conversations reopen. ON HOLD</p>
30/06/2020	Central Lakes Equestrian Club Licence to Occupy (PRO 62-3012-L1)	20.3.10	<p>That the Board:</p> <p>A. <b>Receives</b> the report and accepts the level of significance.</p> <p>B. <b>Agree</b> to grant a new licence to occupy to the Central Lakes Equestrian Club over a reduced area of 7.3 hectares on the Cromwell Aerodrome Reserve for a period of five (5) years commencing from 1 July 2020.</p> <p>C. <b>Agree</b> that the licence will be under the same terms and conditions as the previous licence with the following amendments and additional conditions:</p> <ol style="list-style-type: none"> <li>The rent to be reviewed on adoption of Council's proposed Community Occupation Policy.</li> <li>Allowance for either party to terminate the licence to occupy with 6 months written notice.</li> </ol>	Property and Facilities Officer (Cromwell)	<p><b>19 Apr 2022</b></p> <p>June 2020 – Action memo sent to the Property and Facilities Officer – Cromwell.</p> <p>July 2020 – Followed up with Equestrian Club in relation to determining the reason that mowing stopped, as stopping mowing is contrary to their licence to occupy. A valuation is being sought on the 7.3ha of land as grazing, which will enable further discussion to be had (if required) in relation to the cost of mowing as opposed to a lease value before any licence to occupy if formally drawn up.</p> <p>September 2020 – A valuation to let land as grazing land has been received, to ascertain the best way of moving forwards.</p>

					<p>November 2020 – Licence to Occupy has been prepared and is with club for signing as per the original resolution.</p> <p>December 2020 – The club made changes to the Licence to Occupy which has been returned to them with a letter advising that they cannot amend this document. They have been asked to write in indicating the issues they have with the licence.</p> <p>February 2021 – Workshop with the Board to be held 8 March 2021.</p> <p>April – May 2021 – Central Lakes Equestrian Club have not accepted the terms and conditions of the new Licence to Occupy as they disagree with the condition to mow the runway in lieu of rent. However, on further investigation it has also been identified that the Cromwell Community Board do not have delegation to issue the Licence to Occupy on the Cromwell Aerodrome under the Airport Authorities Act 1966. Therefore, a report will go to Council to consider the Board's recommendation.</p> <p>June 2021 – Property Officer preparing a report to Council.</p> <p>August 2021 – Licence to Occupy approved by Council with licence fee option. Licence now being prepared.</p> <p>October 2021 – Meeting with Equestrian Club scheduled for 22 October 2021.</p> <p>November 2021- A letter informing Club of Council's resolution and enclosing new Licence to Occupy (LTO) for signing sent to Club at end of September. Awaiting formal response from Club as to whether they want to proceed with the new LTO with reviewed licence fee. Property Manager advised</p>
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					<p>feedback from the Club at meeting in October was that they were not happy with licence fee so has requested another meeting with Club to discuss.</p> <p>December 2021 –Council's Property Manager and Property Officer met with representatives of CLEC on Tuesday 7 December. The Club confirmed they do not agree with Council's resolution from 22 October as they think they should not have to pay any rental for the Licence to Occupy over the Airport land as keeping it maintained is sufficient. They will not sign the Licence to Occupy which includes a licence fee of \$525 plus GST per annum based on a valuation for grazing and prefer to give up the land. The Property Manager suggested they have opportunity to put their case to Council directly at next meeting in New Year.</p> <p>January 2022 – Club to attend January Council meeting to discuss.,</p> <p>March 2022 – Resolution stands. Council staff will negotiate with club to get Licence to Occupy finalised.</p>
8/03/2021	Cromwell Pool Heating Upgrade	21.2.6	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves additional funding of up to \$162,000 for the Cromwell Pool water sourced heating project from the Cromwell Reserves Contribution cost centre.</p>	Parks and Recreation Manager	<p><b>12 Mar 2021</b> Action memo sent to the Parks and Recreation Manager</p> <p><b>09 Apr 2021</b> The procurement plan is currently being prepared.</p> <p><b>30 Apr 2021</b> Request for proposal to engage a suitable contractor was sent out late April with evaluation of tenders received scheduled for late May.</p> <p><b>02 Jun 2021</b> The evaluation process for selecting a preferred contractor for undertaking the heat pump upgrade has taken place. Work is</p>

					<p>continuing on background checks before appointing a preferred contractor. This is expected to occur in early June.</p> <p><b>19 Jul 2021</b> Preferred contractor has been identified. Work is now progressing to prepare documentation for this contract.</p> <p><b>24 Aug 2021</b> Heat pump ordered, expected to arrive in approximately 6 months' time. In process of preparing detailed design work for pricing by preferred contractor.</p> <p><b>07 Oct 2021</b> Hanlons Plumbing have been appointed as contractor for this work. The heat pump is due around Feb 2022</p> <p><b>10 Nov 2021</b> Final designs have been prepared and are being priced by the contractor Hanlons. Price is expected mid-November.</p> <p><b>21 Jan 2022</b> Formal contract documents are being developed for this work.</p> <p><b>17 Mar 2022</b> The heat pump is expected this week (14 - 18 March 2022). Work on the installation projected to take place after Easter.</p> <p><b>28 Apr 2022</b> Work is currently taking place.</p>
20/04/2021	Hardship Grant Application Cromwell and Districts Promotion Group	21.3.5	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves a promotion grant to Cromwell and Districts Promotion Group for the period of 1 July to 30 September 2021. The amount of the grant to be funded from the 2021-2022 Cromwell Promotions Grant budget and used for the Light Up Winter Event July 2021 only.</p> <p>Requested       \$35,000</p> <p>Approved\$15,000</p>	Media and Marketing Manager	<p><b>22 Apr 2021</b> Action memo sent to the Media and Marketing Manager</p> <p><b>20 May 2021</b> Applicant advised of board decision with details on when and how to uplift grant.</p> <p><b>07 Jul 2021</b> Promotions group invoice received and authorised for payment.</p> <p><b>26 Aug 2021</b> Event completed. Staff to follow up and seek a report back as soon as possible.</p> <p><b>27 Sep 2021</b></p>

					<p>Group advised that report back is now due - link to online form provided. Staff will continue to follow up as necessary.</p> <p><b>08 Nov 2021</b> No further update available.</p> <p><b>19 Jan 2022</b> Staff continue to follow up with chair and treasurer. Email received from chair advising that report back should be completed by early Feb. Staff continue to follow up.</p> <p><b>11 Mar 2022</b> Staff have continued to follow up in writing and in person. Group assure staff that reporting in progress and they are just awaiting final financial details to be added. Staff have reminded that the report back should be completed prior to requesting funding through the upcoming funding round closing 21 March which will be presented to Board meetings in May.</p> <p><b>27 Apr 2022</b> Report back received and presented on meeting agenda for May meeting. MATTER CLOSED</p>
18/05/2021	Submissions on the Long-term Plan 2021-31 Consultation Document	21.4.3	That the Cromwell Community Board recommends to the Council that staff are requested to investigate the request for a toilet from the Cromwell Bike park further and provide a report for consideration in a future annual or long-term plan.	Property and Facilities Officer (Cromwell)	<p><b>24 Aug 2021</b> Cromwell Bike Park committee to undertake a usage study of the toilet facilities at the site in summer to reflect peak usage</p> <p><b>24 Nov 2021</b> Property and Facilities Officer - Cromwell has emailed Bike Park committee to follow up and remind them of survey requirements. These should be available end of February 2022.</p> <p><b>07 Jan 2022</b> this is a double up</p> <p><b>17 Mar 2022</b> The survey has been received and a report is being prepared which will be presented to a future Cromwell Community Board meeting.</p>



15/06/2021	Cromwell Big Fruit sculpture painting budget request	21.5.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves allocating \$50,000 from Cromwell General Reserves, for the repainting of the Big Fruit sculpture in the 2021/2022 financial year.</p>	Parks Officer - Projects	<p><b>18 Jun 2021</b> Action memo sent to the Parks Officer - Projects and Finance</p> <p><b>19 Jul 2021</b> Project brief being reviewed in July. In August a procurement process will commence with works likely to be scheduled for early in the new year when overnight temperatures are suitable.</p> <p><b>24 Aug 2021</b> Works scheduled for early 2022 - ON HOLD</p> <p><b>10 Jan 2022</b> Procurement is planned for the work to take place in March 2022.</p> <p><b>17 Mar 2022</b> Work in progress and we are currently in discussion with the preferred contractor.</p> <p><b>28 Apr 2022</b> Completed. MATTER CLOSED</p>
15/06/2021	Revocation of Part of Greenway Reserve off Waenga Drive	21.5.6	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Recommends Council agrees to progressing the revocation of the Local Purpose (Amenity) Reserve classification from the specified 619m<sup>2</sup> (subject to survey) area from Lot 201 DP 359519 for the reasons set out in the report.</p> <p>C. Recommends Council publicly notify the proposed revocation in accordance with section 24(2)(b) of the Reserve Act 1977.</p> <p>D. Recommends (following the successful completion of the public notification process, and decision) that the Minister of Conservation is notified in writing of the Council decision and request that the specified part of Waenga Drive Greenway Reserve be approved for revocation and notified in the Gazette.</p> <p>E. Recommends that if reserve status of the specified Part of Waenga Drive Greenway Reserve is</p>	Parks and Recreation Manager	<p><b>18 Jun 2021</b> Action memo sent to the Parks and Recreation Manager</p> <p><b>19 Jul 2021</b> Report considered by Council to confirm the revocation of part of the reserve. This is now progressing through the public submission stage which closes in August with the Hearing Panel to hear submissions in September..</p> <p><b>24 Aug 2021</b> Submissions have closed. 12 submissions were received. Report prepared for Hearings Panel's September meeting.</p> <p><b>07 Oct 2021</b> The Hearings Panel have met and their recommendation will go to the November Council meeting.</p> <p><b>08 Nov 2021</b> Council considered a recommendation from the Hearing Panel to revoke the reserve status of the land. Council adopted that recommendation and will ask the Minister of</p>

			<p>successfully revoked via <i>Gazette</i> notice, that all affected parties are notified and the underlying land is disposed of, subject to subdivision, to the adjoining landowner being Foodstuffs South Island Properties Limited on behalf of Cromwell New World.</p> <p>F. Recommends that the remainder of Lot 201 DP 359519 of the Waenga Drive Greenway Reserve (excluding the relevant part of Waenga Drive Greenway Reserve in recommendation B above) remain as Local Purpose (Amenity) Reserve.</p>		<p>Conservation to formally revoke the reserve status over part of the reserve and notify the revocation in the <i>Gazette</i>. The applicant has asked that Council delay this process until they have obtained the resource consents required for the development.</p> <p><b>21 Jan 2022</b> Resource Consent has been lodged.</p> <p><b>17 Mar 2022</b> The New World expansion application RC210493 is currently on hold while the applicant considers additional safety improvements to one of the accesses. The applicant has advised that this information is due soon and once received the processing of the application can recommence.</p> <p><b>28 Apr 2022</b> Awaiting advice from Department of Conservation.</p>
29/07/2021	Cromwell Town Hall/Events Centre Project	21.6.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Receives the project structure.</p> <p>C. Approves the programme of work for the Cromwell Town Hall/Events Centre.</p> <p>D. Approves the establishment of an Advisory Group and appoints Anna Harrison and Nigel McKinlay to that group.</p> <p>E. Approves that the Advisory Group determines if an external stakeholder group is required and if so makes such a recommendation to the Cromwell Community Board.</p> <p>F. Agrees to apply for/confirm external funding for the Cromwell Town Hall/Events Centre.</p>	Property and Facilities Manager	<p><b>04 Aug 2021</b> Action memo sent to the Property and Facilities Manager and Finance</p> <p><b>24 Aug 2021</b> Advisory group established and initial meetings held. Report to be brought to Cromwell Community Board (CCB) regarding External Stakeholder Group at its September meeting.</p> <p><b>27 Sep 2021</b> Per CCB resolution 21.7.5, invites for an Expression Of Interest (EOI) to join the External Stakeholder Group have been sent to identified groups.</p> <p><b>10 Nov 2021</b> Tenders have gone out for architect. Evaluation is underway.</p> <p><b>06 Dec 2021</b> Architect has been engaged.</p> <p><b>18 Jan 2022</b> Architects to complete stakeholder engagement with advisory group.</p> <p><b>17 Mar 2022</b></p>

					In progress. <b>28 Apr 2022</b> Investigation stage in progress to develop concepts and high level costs.
7/09/2021	Promotion Grant Applications 2021 - 22 First Round	21.7.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves a promotions grant to Cromwell and Districts Promotions Group and declines a promotions grant to Central Otago District Arts Trust:</p> <p>1. <b>GRA210739436 Cromwell and Districts Promotions Group – Operational, Staff, Marketing and events as outlined in the application</b>  Year 1 LTP 2021/22 applied \$87,143  Approved Total \$64,270 as detailed</p> <p style="padding-left: 40px;">\$17,760 Contractor – Media and Communications</p> <p style="padding-left: 40px;">\$17,760 Contractor – Community Relations</p> <p style="padding-left: 40px;">\$11,250 Advertising</p> <p style="padding-left: 40px;">\$9,000 Operating Expenses (excl bad debts and donations)</p> <p style="padding-left: 40px;">\$3,000 Christmas Parade traffic management</p> <p style="padding-left: 40px;">\$2,000 Cherry Festival 2021</p> <p style="padding-left: 40px;">\$3,500 Street Party and Fireworks 2021</p> <p>Year 2 LTP 2022/23 applied \$104,000  \$0 declined  Year 3 LTP 2023/24 applied \$106,000</p>	Media and Marketing Manager	<p><b>13 Sep 2021</b> Action memo sent to the Media and Marketing Manager and to Finance</p> <p><b>27 Sep 2021</b> Correspondence sent to applicants confirming grants decisions - both approve and decline. For approved grant purchase order raised and provided for invoicing.</p> <p><b>08 Nov 2021</b> No further update available.</p> <p><b>01 Feb 2022</b> Group's activities continue to be affected by COVID settings. Fireworks event deferred to March may not proceed until settings are changed. Christmas event and Cherry Events did take place.</p> <p><b>11 Mar 2022</b> No further update anticipated until end of financial year when report back will be required.</p> <p><b>27 Apr 2022</b> As per March update - no further update expected until after end of financial year.</p>

			<p>\$0 declined</p> <p><b>2. GRA210750451 Central Otago District Arts Trust – Cover to Cover events</b></p> <p>Year 1 LTP 2021/22 applied \$1,600 \$0 declined</p> <p>Year 2 LTP 2022/23 applied \$3,200 \$0 declined</p> <p>Year 3 LTP 2023/24 applied \$4,800 \$0 declined</p>		
7/09/2021	Cromwell Greenway Reserves Disc Golf Proposal	21.7.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to the development of a disc golf course on Anderson Park and accepts the donation of the course assets from Connect Cromwell.</p> <p>C. Authorises the Parks and Recreation Manager to negotiate an appropriate nine-hole course layout with Connect Cromwell.</p> <p>D. Require that the facility be completed by 30 June 2023, or the approval is relinquished.</p>	Parks Officer - Projects	<p><b>13 Sep 2021</b> Action memo sent to the Parks Officer - Projects</p> <p><b>07 Oct 2021</b> Disc golf course layout to be mapped out with Connect Cromwell on 29 October 2021.</p> <p><b>10 Nov 2021</b> 10 Nov 2021 Site Meeting to scope course has been completed. Awaiting map from Connect Cromwell.</p> <p><b>10 Jan 2022</b> Awaiting site map from Connect Cromwell.</p> <p><b>17 Mar 2022</b> Installation is programmed for the week of 14 March 2022.</p> <p><b>28 Apr 2022</b> Completed. MATTER CLOSED</p>
7/09/2021	Notice of Intention to Prepare a Reserve Management Plan	21.7.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to notify its intention to prepare a Reserve Management Plan for the Bannockburn Recreations Reserve legally described as Section 164 Block 1 Cromwell Survey District, S O Plan 19606 – 3.5365 hectares.</p>	Parks and Recreation Manager	<p><b>13 Sep 2021</b> Action memo sent to the Parks and Recreation Manager</p> <p><b>07 Oct 2021</b> No progress at this stage.</p> <p><b>08 Nov 2021</b> There has been no progress on this at this stage.</p> <p><b>21 Jan 2022</b></p>

					<p>Discussions are underway with the Bannockburn Recreation Reserve Committee on the preparation of the Reserve Management Plan and to discuss with them their ideas for the reserve to include in the plan.</p> <p><b>17 Mar 2022</b> Draft plan expected for the next Board meeting.</p> <p><b>28 Apr 2022</b> Draft Reserve Management Plan coming to the 9 May meeting for consideration.</p>
19/10/2021	Cromwell Community Board Community Grant Applications 2021-24 Financial Year	21.8.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to withhold any grant funding for years beyond year one until the conclusion of the Grant Policy Review in November 2021</p> <p>C. Approves a community grant for Lake Dunstan Charitable Trust for a community tool shed dependent on permission and consents from LINZ for the cost of the container and the fitout of the container.</p> <p style="text-align: right;">2021/22 Requested: \$20,088.44 Approve: \$8580</p> <p>D. Declines a community grant for Central Otago Motorcycle Club to cover the cost of their lease. The lease payment to be rebated in accordance with conditions of the lease.</p> <p style="text-align: right;">2021/22 Requested: \$23,000 Decline: \$0</p> <p>E. Declines a community grant for Cromwell Speedway for operational expenses.</p> <p style="text-align: right;">2021/22 Requested: \$20,000 Decline: \$0</p>	Community Development Advisor	<p><b>26 Oct 2021</b> Action memo sent to the Community Development Officer and to Finance.</p> <p><b>08 Nov 2021</b> Applicants have been contacted and notified of the outcome of their applications. No further update at this time.</p> <p><b>10 Jan 2022</b> All applicants have been contacted and notified of the outcome of their applications. Some recipients have not yet uplifted their grant.</p> <p><b>17 Mar 2022</b> Cromwell Lions, Rotary and St Johns House have uplifted their grants. Awaiting invoice from Lake Dunstan Charitable Trust to uplift their grant.</p> <p><b>28 Apr 2022</b> Lake Dunstan Charitable Trust have not yet uplifted their grant.</p>

			<p>F. Declines a community grant for Cromwell Youth Trust salary costs for a youth worker.</p> <p>2021/22 Requested: \$60,000 Decline: \$0</p> <p>2022/23 Requested: \$60,000 Decline: \$0</p> <p>2023/24 Requested: \$60,000 Decline: \$0</p> <p>G. Approves a community grant for Cromwell Rotary and Cromwell Lions for the St John House Build Resource Consent Fees.</p> <p>2021/22 Requested: \$4,937 Approve: \$4,937</p>		
23/11/2021	Murray Tce Carparking	21.9.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the allocation of one carpark to the Hangout for the purpose of loading, unloading, and storing their passenger van on Part Lot 47 DP 18370 as shown in green in figure 4 of the report, at no charge.</p> <p>C. Authorise the Chief Executive to do all that is necessary to give effect to the resolution.</p>	Property and Facilities Officer (Cromwell)	<p><b>30 Nov 2021</b> Action memo sent to Property and Facilities Officer - Cromwell</p> <p><b>30 Nov 2021</b> Email sent to Youth Centre Trust manager Rhys Smith advising of resolution, Email sent to Roading requesting a private parking sign be put in place, Roading have contacted FH to price private wording and marking across area</p> <p><b>07 Jan 2022</b> Fulton Hogan have been contacted to put up relevant signage</p> <p><b>23 Feb 2022</b> Purchase order provided to FH to have works carried out</p> <p><b>17 Mar 2022</b> Work now complete.</p>
23/11/2021	Central Otago Branch of the Vintage Car Club of New Zealand	21.9.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the request for funding from the Central</p>	Property and Facilities Officer (Cromwell)	<p><b>30 Nov 2021</b> Action memo sent to the Property and Facilities Officer and to Finance</p> <p><b>30 Nov 2021</b> Letter sent to COVCC advising of resolution,</p>

	Incorporated request for funding		<p>Otago Vintage Car Club to assist with the cost of sealing part of their leased area.</p> <p>C. Approves funding not exceeding \$4,586.08 from the Cromwell Otago Vintage Car Club funds. Funds to assist with the cost of sealing part of their leased area but subject to copies of the invoices from contractors being provided at the conclusion of the project.</p>		<p>Email sent to finance to request GL to open a purchase order when payment is due</p> <p><b>07 Jan 2022</b> waiting on works to be completed and copies of invoices to be provided before payment can be made to club</p> <p><b>23 Feb 2022</b> Waiting invoices from COVCC to reimburse club</p> <p><b>17 Mar 2022</b> No change to this item. Awaiting invoices from the Central Otago Vintage Car Club so they may be reimbursed.</p>
15/02/2022	Cromwell Cemetery Development Plan	22.1.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Subject to any land currently under contract for disposal, classify the remainder of Lot 3 Deposit Plan 505292 as Local Purpose – (Cemetery) Reserve under the provisions of the Reserves Act 1977.</p> <p>Subject to</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Public consultation in accordance with the Reserves Act 1977.</li> <li><input type="checkbox"/> The consent of the Minister of Conservation</li> </ul> <p>C. Extend designation 200 (subject to the process under the Resource Management Act 1991) to include the newly classified area above.</p> <p>D. Approves the proposed Cromwell Cemetery Development Plan 2021.</p> <p>E. That funding be included in future long-term plans to provide for implementation of the plan.</p> <p>F. Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolution.</p> <p style="text-align: right;">ith Mr Murray recording his vote against</p>	Parks Officer - Projects	<p><b>21 Feb 2022</b> Action memo sent to the Parks Officer - Projects.</p> <p><b>17 Mar 2022</b> The process for the design and classification of the Cemetery Reserve is underway.</p> <p><b>28 Apr 2022</b> Status updates on hold while the classification process takes place.</p>

15/02/2022	Appointments to External Bodies	22.1.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees that the delegations register is updated to:</p> <ul style="list-style-type: none"> <li>(i) reflect that the Cromwell Resource Centre Trust is known as Cromwell Community House,</li> <li>(ii) reflect the increase in the number of liaison positions to the Cromwell District Museum from one to two,</li> <li>(iii) reflect the role of the Board in the facilitation of the appointment of representatives to the Central Otago Sports Trust and the Cromwell Resource Centre Trust.</li> </ul> <p>C. That a liaison position to the Cromwell and Districts Promotions Group is added to the list of external appointments.</p> <p>D. That the Board work with the committee of Old Cromwell Inc to change its representative role to a liaison position.</p>	Governance Manager	<p><b>21 Feb 2022</b> Action memo sent to the Governance Manager.</p> <p><b>16 Mar 2022</b> Currently working with the various group to make the required changes.</p> <p><b>28 Apr 2022</b> Work continues on this.</p>
29/03/2022	Application to Resurvey and Increase Easement Plan Area	22.2.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to the area of the easement corridor on Lot 7 DP 433991 being resurveyed and increased in size (as shown in figure 6 of the report), to legalise the existing infrastructure and to allow an additional power cable to be installed to meet the applicant's increased power requirements, subject to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The applicants obtaining all permits and consents associated with installing the additional cable.</li> <li><input type="checkbox"/> The applicants paying all costs associated with surveying the infrastructure and with the preparation and registration of the revised easement agreement.</li> </ul>	Team Leader - Statutory Property	<p><b>06 Apr 2022</b> Action memo sent to the Team Leader - Statutory Property</p> <p><b>07 Apr 2022</b> Applicant advised of outcome (report to CNL for Minister of Conservation's consent approved and ready to present to their meeting of 27 April 2022) - MATTER CLOSED</p>



			<input type="checkbox"/> The Chief Executive approving the new easement plan and agreement. <input type="checkbox"/> The Chief Executive being satisfied with any reinstatement/remediation works following any earthworks on the Reserve. <input type="checkbox"/> The consent of the Minister of Conservation. C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.		
29/03/2022	Proposal to dispose of part of Record of Title OT13B/860 to Waka Kotahi New Zealand Transport Agency as agents of the Crown.	22.2.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to:</p> <p style="padding-left: 40px;">Dispose of approximately 2720 square metres of Record of Title OT13B/86, being the parcels marked "A" and "B" as identified in figure 2 of the report, to:</p> <p>A.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Waka Kotahi New Zealand Transport Agency as agents of the Crown.</li> <li><input type="checkbox"/> In accordance with the provisions of the Public Works Act.</li> <li><input type="checkbox"/> For \$184,000 (One Hundred and Eighty Four Thousand Dollars) plus GST (if any).</li> </ul> <p>Subject to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The income being paid to the Cromwell Property General Account and held for the purpose of for the purpose of purchasing, enhancing, and/or maintaining, land within the Cromwell ward.</li> </ul> <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>	Team Leader - Statutory Property	<p><b>06 Apr 2022</b> Action memo sent to the Team Leader - Statutory Property and Finance</p> <p><b>07 Apr 2022</b> Further information requested - new report drafted for presentation to the Board's June meeting.</p>

**10            DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 21 June 2022.

**11 RESOLUTION TO EXCLUDE THE PUBLIC**

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**Recommendations**

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>Confidential Minutes of Ordinary Board Meeting</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>22.3.11 - May 2022 Confidential Governance Report</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

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