



AGENDA

Ordinary Council Meeting Wednesday, 28 September 2022

Date: Wednesday, 28 September 2022

Time: 10.30 am

**Location: Ngā Hau e Whā, William Fraser Building,
1 Dunorling Street, Alexandra**

(A 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 Council Meeting will be held in Ngā Hau e Whā, William Fraser Building, 1 Dunorling Street, Alexandra and live streamed via Microsoft Teams on Wednesday, 28 September 2022 at 10.30 am. The link to the live stream will be available on the Central Otago District Council's website.

Order Of Business

| | | |
|----------|---|------------|
| 1 | Apologies | 5 |
| 2 | Public Forum..... | 5 |
| 3 | Confirmation of Minutes..... | 5 |
| | Ordinary Council Meeting - 24 August 2022..... | 7 |
| 4 | Declaration of Interest | 16 |
| | 22.7.1 Declarations of Interest Register..... | 16 |
| 5 | Reports | 20 |
| | 22.7.2 Proposal to grant lease over Part of Alexandra Aerodrome Reserve | 20 |
| | 22.7.3 Ratification of Resolution 22.6.4 (Proposed Road Stopping - Part Omeo Gully Road)..... | 25 |
| | 22.7.4 Ratification of Resolution 22.5.4 (Proposed Road Stopping - Part Melmore Terrace)..... | 37 |
| | 22.7.5 Proposed Changes to the Charges of Tyre Disposal at Council's Transfer Stations | 47 |
| | 22.7.6 Update to fees and charges terminology for waste services | 51 |
| | 22.7.7 Update on Toitu carbonreduce programme | 54 |
| | 22.7.8 Policy renewal | 103 |
| | 22.7.9 2022/23 District Wide Grant Applications..... | 128 |
| | 22.7.10 Delegations during the Interim Election Period | 133 |
| | 22.7.11 Carry-forwards from 2021/22 and Forecast Changes for the 2022/23 Financial Year..... | 136 |
| 6 | Mayor's Report..... | 257 |
| | 22.7.12 Mayor's Report | 257 |
| 7 | Status Reports | 266 |
| | 22.7.13 September 2022 Governance Report | 266 |
| 8 | Community Board Minutes | 311 |
| | 22.7.14 Minutes of the Vincent Community Board Meeting held on 6 September 2022 | 311 |
| | 22.7.15 Minutes of the Teviot Valley Community Board Meeting held on 9 September 2022 | 318 |
| | 22.7.16 Minutes of the Cromwell Community Board Meeting held on 12 September 2022 | 325 |
| | 22.7.17 Minutes of the Maniototo Community Board Meeting held on 15 September 2022 | 333 |
| 9 | Committee Minutes..... | 339 |

| | | |
|-----------|--|------------|
| 22.7.18 | Minutes of the Extraordinary Executive Committee Meeting held on 13 September 2022 | 339 |
| 10 | Date of the Next Meeting | 341 |
| 11 | Resolution to Exclude the Public | 342 |
| 22.7.19 | September 2022 Confidential Governance Report..... | 342 |
| 22.7.20 | Confidential Minutes of the Vincent Community Board Meeting held on 6 September 2022 | 342 |
| 22.7.21 | Confidential Minutes of the Teviot Valley Community Board Meeting held on 9 September 2022 | 342 |
| 22.7.22 | Confidential Minutes of the Cromwell Community Board Meeting held on 12 September 2022 | 342 |
| 22.7.23 | Confidential Minutes of the Maniototo Community Board Meeting held on 15 September 2022 | 343 |
| 22.7.24 | Confidential Minutes of the Extraordinary Executive Committee Meeting held on 13 September 2022..... | 343 |

Members His Worship the Mayor T Cadogan (Chairperson), Cr N Gillespie, Cr T Alley, Cr S Calvert, Cr L Claridge, Cr I Cooney, Cr S Duncan, Cr S Jeffery, Cr C Laws, Cr N McKinlay, Cr M McPherson, Cr T Paterson

In Attendance L van der Voort (Acting Chief Executive Officer), J Muir (Three Waters Director), S Righarts (Group Manager - Business Support), L Webster (Acting Executive Manager - Planning and Environment), Q Penniall (Infrastructure Manager), M De Cort (Communications Coordinator), W McEnteer (Governance Manager)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 24 August 2022

**MINUTES OF A COUNCIL MEETING OF THE CENTRAL OTAGO DISTRICT COUNCIL
HELD AT NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING, 1 DUNORLING STREET,
ALEXANDRA AND LIVE STREAMED VIA MICROSOFT TEAMS
ON WEDNESDAY, 24 AUGUST 2022 COMMENCING AT 10.32 AM**

PRESENT: Cr N Gillespie (Chair), His Worship the Mayor T Cadogan (via Microsoft Teams), Cr T Alley, Cr S Calvert, Cr L Claridge, Cr I Cooney, Cr S Duncan, Cr S Jeffery, Cr C Laws, Cr N McKinlay, Cr M McPherson, Cr T Paterson

IN ATTENDANCE: S Jacobs (Chief Executive Officer), L Fleck (Executive Manager – People and Culture), J Muir (Three Waters Director), G Bailey (Acting Executive Manager - Planning and Environment), S Righarts (Chief Advisor), N McLeod (IS Manager), I Evans (Water Services Manager), R Williams (Community Development Advisor), A Rodgers (Principal Policy Planner), C Green (Infrastructure Financial Officer), B Ridgley (Team Leader – Enforcement and Animal Control), M Tohill (Communications Support) and W McEnteer (Governance Manager)

Note: The Chair referred to the death of Barry Becker. Councillors stood for a moment's silence as a mark of respect.

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There was no public forum.

3 CONFIRMATION OF MINUTES

RESOLUTION

Moved: Alley
Seconded: Jeffery

That the public minutes of the Ordinary Council Meeting held on 6 July 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. Crs Cooney, Gillespie, Jeffery and McPherson declared an interest in item 22.6.4. They did not discuss or vote on the item.

5 REPORTS

Note: Cr Jeffery assumed the Chair as the Economic Development and Community Facilities portfolio lead.

Note: Ella Brown and Jo Knight from Sport Central and Owen Booth from Sport Otago joined the meeting for item 22.6.2.

22.6.2 SPORT OTAGO'S GRANT ACCOUNTABILITY REPORT 2021/22

To provide a report on the activity of Sport Otago over the past financial year, as required by the Grants Policy.

RESOLUTION

Moved: Alley
Seconded: Paterson

That the report be received.

CARRIED

Note: Cr Gillespie resumed the Chair.

Note: Cr McKinlay left the meeting at 10.55 am and returned at 10.57 am.

Note: Cr Duncan left the meeting at 10.57 am.

22.6.3 PLAN CHANGE 14 ENVIRONMENT COURT DECISION

To advise Council of the decision of the Environment Court in relation to private Plan Change 14, Shannon Farm, Ripponvale.

RESOLUTION

Moved: McPherson
Seconded: Cooney

That the report be received.

CARRIED

Note: Cr Duncan returned to the meeting at 10.58 am.

Note: Crs Cooney, Gillespie, Jeffery and McPherson declared an interest in item 22.6.4. They did not discuss or vote on the item. Cr Gillespie remained in the Chair for the item.

22.6.4 APPOINTMENT OF HEARINGS PANEL COMMISSIONERS

To outline the transitional arrangements to enable Council to maintain the resource consenting function in the immediate period following the elections.

After discussion it was noted that Cr McPherson did not have deputy Chair accreditation for the Hearings Panel. It was noted that in the case of the unavailability of Cr Gillespie, there would need to be commissioner appointed.

RESOLUTION

Moved: Calvert
Seconded: Claridge

That the Council

-
- A. Receives the report and accepts the level of significance.
- B. Recommended that independent commissioners be appointed to the Hearings Panel. Neil Gillespie be appointed as the independent Chair of the Hearings Panel, Martin McPherson, Stephen Jeffrey and Ian Cooney be appointed as an independent Commissioners to the Hearings Panel.
- C. Agrees that the appointments for Neil Gillespie, Martin McPherson and Ian Cooney will be in place until 20 December 2022 or until such time as the appointment of a new Hearings Panel, whichever is the earlier.
- D. Agrees the appointment of Stephen Jeffrey as an independent Commissioner to provide alternative Commissioner options as necessary for the Hearings Panel and to review this appointment in three years.

CARRIED

22.6.5 DOG CONTROL POLICY AND PRACTICES REPORT 2021-2022

To consider the dog control policy and practices undertaken in the 2021/2022 financial year, in accordance with Section 10A of the Dog Control Act 1996.

RESOLUTION

Moved: Paterson
Seconded: Alley

That the report be received.

CARRIED

Note: Cr McKinlay assumed the Chair as the Three Waters and Waste portfolio lead.

22.6.6 JULY 2022 WEATHER EVENT - WATER AND WASTEWATER

To consider funding of the emergency response and repairs required on water and wastewater infrastructure at Omakau due to flooding of the Manuherekia River in July 2022.

RESOLUTION

Moved: Cooney
Seconded: Laws

That the Council

- A. Receives the report and accepts the level of significance.
- B. Authorises \$165,000 of funding from the Emergency Event Reserve for the response to flooding of the Manuherekia River in July 2022, and repair of wastewater assets.

CARRIED

Note: Cr Duncan assumed the Chair as the Roding portfolio lead.

Note: Cr Cooney left the meeting at 11:22 am.

22.6.7 RATIFICATION OF RESOLUTION 22.2.3 (PROPOSAL TO DISPOSE OF LAND TO WAKA KOTAHİ NEW ZEALAND TRANSPORT AGENCY).

To consider ratifying the proposal to dispose of approximately 1,740 square metres of Record of Title OT13B/86, to Waka Kotahi New Zealand Transport Agency.

RESOLUTION

Moved: McKinlay

Seconded: Paterson

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to ratify Resolution 22.4.4 of the Cromwell Community Board, to:
 - enable the transfer of approximately 1,740 square metres of Record of Title OT13B/860, to Waka Kotahi New Zealand Transport Agency (as agents of the Crown), and;
 - to accept a payment of \$118,000 (One Hundred and Eighteen Thousand Dollars) plus GST (if any) as compensation for the land.

Subject to:

- The income (compensation) being paid to the Cromwell Property General Account and held 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

Note: Cr Cooney returned to the meeting at 11:25 am.

Note: Cr Gillespie resumed the Chair.

Note: The meeting adjourned at 11:56 am and returned at 12.36 pm.

Note: Cr Paterson left the meeting at 11:56 am.

Note: Cr Calvert returned to the meeting at 12.38 pm.

22.6.8 HOUSING POLICY: ENCOURAGING USE OF DIFFERENT HOUSING TYPOLOGIES IN DEVELOPMENTS ON COUNCIL LAND.

To approve a policy that will require Council to consider the use of different housing typologies in developments on Council owned land.

After discussion it was agreed that work should stop on the current housing model programme and instead the Chief Executive Officer should bring a report back to Council with options to consider purchasing options as outlined in the report.

RESOLUTION

Moved: Cooney
Seconded: Cadogan

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the policy that council led developments should consider including provision for different housing typologies using the urban design innovation model, subject to market conditions.
- C. Directs the Chief Executive Officer to hold off any further work on the outstanding action to 'work with sector partners in the region to build a full picture of the housing model for Central Otago and look for opportunities to collaborate to achieve better housing outcomes for the district'.
- D. Directs the Chief Executive Officer provide the Council with advice on preferential purchasing options for smaller foot-print properties as described in the Provision for Different Housing Typologies in Development on Council Owned Land policy.

CARRIED

Note: With the permission of the meeting, item 22.6.10 was taken at this time.

6 MAYOR'S REPORT

22.6.10 MAYOR'S REPORT

His Worship the Mayor spoke to his report before responding to questions.

RESOLUTION

Moved: Cadogan
Seconded: Gillespie

That the Council receives the report.

CARRIED

22.6.9 THREE WATERS REFORM BETTER OFF FUNDING (TRANCHE 1)

To consider projects to be included in the Better Off (Tranche 1) funding proposal.

After discussion it was agreed on which projects should be part of the list for tranche one funding along with a list of contingency projects. It was noted that the Roxburgh Pool project was not on this list as the details had arrived late, but that it could be part of the tranche one funding application.

RESOLUTION

Moved: McPherson
Seconded: Alley

That the Council

-
- A. Receives the report and accepts the level of significance.
- B. Approves the projects for the Funding Proposal for Tranche 1 funding in list 1 of appendix 2 of the report, with the addition of the Roxburgh Pool project (\$108,000), the Cromwell Bike Park Toilets project (\$235,000) and the Alexandra Library Renovation project (\$611,500).
- C. Approves a list of contingency projects to put forward for approval:
- New kerbside bins project,
 - Emergency Electrical Generators project,
 - War Memorials project,
 - Replacing Existing Flags District Wide project,
 - Video project,
 - Park Furniture for Maniātoto and Teviot Valley project,
 - Shade Sails project,
 - Cromwell cemetery upgrade project and
 - Starlink Communications project

CARRIED

Attachments

- 1 Information received from Roxburgh Pool project for the tranche one funding
-

Note: Cr McKinlay left the meeting at 1.32 pm and returned at 1.33 pm.

7 STATUS REPORTS

22.6.11 AUGUST 2022 GOVERNANCE REPORT

To report on items of general interest, receive minutes and updates from key organisations, consider Council's forward work programme, business plan and status report updates.

After discussion it was noted that an earlier draft was attached to the agenda in error.

RESOLUTION

Moved: Cadogan
Seconded: McKinlay

That the Council

- A. Receives the report.
- B. Ratifies the submission sent to the Finance and Expenditure Committee regarding the Water Services Entity Bill.

CARRIED

Attachments

- 1 Updated version of submission sent to the Finance and Expenditure Committee regarding the Water Services Entity Bill.
-

8 COMMUNITY BOARD MINUTES**22.6.12 MINUTES OF THE CROMWELL COMMUNITY BOARD MEETING HELD ON 21 JUNE 2022**
-----**RESOLUTION**

Moved: Duncan
Seconded: Claridge

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 21 June 2022 be noted.

CARRIED

-----**22.6.13 MINUTES OF THE VINCENT COMMUNITY BOARD MEETING HELD ON 26 JULY 2022**
-----**RESOLUTION**

Moved: Duncan
Seconded: Claridge

That the unconfirmed Minutes of the Vincent Community Board Meeting held on 26 July 2022 be noted.

CARRIED

-----**22.6.14 MINUTES OF THE CROMWELL COMMUNITY BOARD MEETING HELD ON 2 AUGUST 2022**
-----**RESOLUTION**

Moved: Duncan
Seconded: Claridge

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 2 August 2022 be noted.

CARRIED

-----**9 DATE OF NEXT MEETING**

The date of the next scheduled meeting is 28 September 2022.

10 RESOLUTION TO EXCLUDE THE PUBLIC
-----**RESOLUTION**

Moved: Alley
Seconded: Claridge

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|---|--|--|
| Confidential Minutes of Ordinary Council Meeting | <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| 22.6.15 - Lease of Ranfurly Lucerne Paddocks | s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| 22.6.16 - August 2022 Confidential Governance Report | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for |

| | | |
|---|--|--|
| | (including commercial and industrial negotiations) | which good reason for withholding would exist under section 6 or section 7 |
| 22.6.17 - Confidential Minutes of the Cromwell Community Board Meeting held on 21 June 2022 | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| 22.6.18 - Confidential Minutes of the Vincent Community Board Meeting held on 26 July 2022 | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| 22.6.19 - Confidential Minutes of the Cromwell Community Board Meeting held on 2 August 2022 | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |

CARRIED

The public were excluded at 1.43 pm and the meeting closed at 1.48 pm.

4 DECLARATION OF INTEREST

22.7.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 596446

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 - Declarations of Interest [↓](#)

| Name | Member's Declared Interests | Spouse/Partner's Declared Interests | Council Appointments |
|-----------------|---|---|--|
| Tamah Alley | Manuherikia Irrigation Co-operative (shareholder) Cromwell Youth Trust (Trustee) Oamaru Landing Service (OLS) (family connection) Cliff Care Ltd (family connection) Aviation Cherries Ltd (Director) | Manuherikia Irrigation Co-operative Society Ltd (shareholder) Emergency Management Otago Group Controller (employee) Aviation Cherries Ltd (Director) | |
| Tim Cadogan | Business South Central Otago Advisory Group (member) Alexandra Squash Club (member) | Two Paddocks (employee) | Airport Reference Group Maniototo Curling International Inc Eden Hore Steering Group Tourism Central Otago Advisory Board Ministerial Working Group on Responsible Camping Ministerial Working Group on representation, governance and accountability of new water entities (member) |
| Shirley Calvert | Central Otago Health Services Ltd (Employee) Cromwell Rotary (member) Cromwell and District Community Trust Old Cromwell Town (subscription member) | | Central Otago Wilding Conifer Group |
| Lynley Claridge | Affinity Funerals (Director) | Affinity Funerals (Shareholder) | Alexandra Council for Social Services |
| Ian Cooney | Monteith's Brew Bar (Manager) | | Omakau Recreation Reserve Committee Promote Alexandra |

| | | | |
|-----------------|---|--|--|
| Stuart Duncan | Penrose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penrose Investments - Dairy Farm at Patearoa (shareholder) Fire and Emergency New Zealand (member) JD Pat Ltd (Shareholder and Director) | Penrose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penrose Investments - Dairy Farm at Patearoa (shareholder) | Otago Regional Transport Committee Patearoa Recreation Reserve Committee Design and Location of the Sun for the Interplanetary Cycle Trail Working Group |
| Neil Gillespie | Contact Energy (Specialist - Community Relations and Environment) Clyde & Districts Emergency Rescue Trust (Secretary and Trustee) Cromwell Volunteer Fire Brigade (Chief Fire Officer) Cromwell Bowling Club (patron) Otago Local Advisory Committee - Fire Emergency New Zealand Returned Services Association (Member) | | Lowburn Hall Committee Tarras Community Plan Group Tarras Hall Committee |
| Stephen Jeffery | G & S Smith family Trust (Trustee) K & EM Bennett's family Trust (Trustee) Roxburgh Gorge Trail Charitable Trust (Chair) Roxburgh and District Medical Services Trust (Trustee) Central Otago Clutha Trails Ltd (Director) Teviot Prospects (Trustee) Teviot Valley Community Development Scheme Governance Group Central Otago Queenstown Network Trust | | |

| | | | |
|---------------------|---|---|--|
| Cheryl Laws | The Message (Director) Wishart Family Trust (Trustee) 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) | | |
| Martin McPherson | Alexandra Blossom Festival | CODC (employee) CODC (employee) (Daughter) | |
| Tracy Paterson | Matakanui Station (Director and shareholder) Matakanui Development Co (Director and shareholder) A and T Paterson Family Trust (trustee) A Paterson Family Trust (trustee) Central Otago Health Inc (Chair) Bob Turnbull Trust (Trustee / Chair) John McGlashan Board of Trustees (member) New Zealand Wool Classers Association (board member) Central Otago A&P Association (member) | Matakanui Station (director and shareholder) Matakanui Development Co (director and shareholder) A Paterson Family Trust (trustee) A and T Paterson Family Trust (trustee) Federated Farmers (on the executive team) Omakau Irrigation Co (director) Matakanui Combined Rugby Football Club (President) Manuherikia Catchment Group (member) Omakau Domain Board Omakau Hub Committee (Chair) | Central Otago Health Inc Manuherikia River Group |

5 REPORTS

22.7.2 PROPOSAL TO GRANT LEASE OVER PART OF ALEXANDRA AERODROME RESERVE

Doc ID: 588528

1. Purpose of Report

To consider granting a lease over part of Part Section 5S Manuherikia Settlement being, part of the Alexandra Aerodrome Reserve, to the Clyde Pony Club.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council to approve a new lease to the Clyde Pony Club over approximately 37 hectares of the Alexandra Aerodrome Reserve land, on the following terms and conditions:

| | |
|---------------------|---|
| Commencement Date | 01 October 2022 |
| Term | Three (3) Years |
| Rights of Renewal | Two (2) rights of renewal of Three (3) years each |
| Final Expiry Date | 30 September 2031 |
| Rental | 2.5% of tenant's subscription income less affiliation fees in accordance with the Councils Leasing and Licensing Policy |
| Cancellation Clause | 6 month cancellation clause to be included in the Lease in accordance with the Airport Securities Act 1966 |

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

2. Background

Lease of Aerodrome Reserve Land

In 2012, Council granted a grazing lease over Lot 1 Deposited Plan (DP) 300842 (Lot 1) and Section 5S Manuherikia Settlement (Section 5S).

The lease was granted for a term of 5 years with one right of renewal of 5 years. The lease expired on 30 June 2022 with the lessee choosing not to pursue a renewal.

Lot 1 has an area of 29.7201 hectares. It is held by Council in fee simple Record of Title 4024.

Section 5S has an area of 53.6216 hectares. It was gazetted as Aerodrome Reserve in 1957 then vested in Council subject to the Airport Securities Act 1961.

An overview of the lease area is shown in figure 1.



Figure 1 – Overview of area leased as shown in green.

In 2017, after losing their previous course in Waikerikeri Valley, the lessee permitted the Clyde Pony Club (the Club) to build a cross-country course over part of Section 5S.

The course was built to competition standard at a cost of approximately \$25,000.

Events held by the club include an annual one-day discipline event, several express events and coaching clinics run by the National Pony Club Association.

The Club also runs training days for non-members to attend.

To secure ongoing right of access to their facility, the Club have now applied to lease the part of Part Section 5S which contains the cross-country course, being approximately 37 hectares.



Figure 2 – Area leased by Clyde Pony Club shown in red

3. Discussion

Aerodrome Reserve Leases

Leases over Aerodrome Reserve can be granted subject to Section 6 of the Airport Securities Act 1966. Section 6 is shown in the extract below:

6 Leasing powers of airport authorities

- (1) *Any airport authority may grant a lease of all or any part of any land, buildings, or installations vested in the airport authority for any purpose that will not interfere with the safe and efficient operation of the airport.*
- (2) *Leases under subsection (1) may be granted by private contract or otherwise to any person for such consideration and on such terms and conditions as the airport authority may determine:
provided that no lessee shall erect or make structural alterations to any building or other installation without first obtaining the approval in writing of the airport authority and in no case shall that authority give its approval if the erection or structural alteration of a building or installation will interfere with the use and enjoyment of the land as an airport.*
- (3) *If at any time during the term of any such lease the property demised or any part thereof is required by the airport authority for the purposes of the airport, the airport authority may terminate the lease as to the whole of the demised property or as to so much thereof as is required as aforesaid.*

Leasing & Licensing Policy

As the Club are a community sporting activity, they have applied to lease the land in accordance with Council's Leasing and Licensing Policy.

Council's Leasing and Licensing Policy permits the policy permits leases to be granted for terms of either:

- 5 years with 2 rights of renewal of 5 years each; or
- 15 years with one right of renewal of 15 years

The Club have applied to lease the land for 3 years. They have also asked for 2 rights of renewal of 3 years each. This is because the Club want to ensure they can meet the financial obligations associated with the proposed lease.

Proposed Terms and Conditions of New Lease

In recognition of the club's request for a shorter term it is proposed that the Lease be granted on the following terms and conditions:

| | |
|---------------------|---|
| Commencement Date | 01 October 2022 |
| Term | Three (3) Years |
| Rights of Renewal | Two (2) rights of renewal of Three (3) years each |
| Final Expiry Date | 30 September 2031 |
| Rental | 2.5% of tenant's subscription income less affiliation fees in accordance with the Councils Leasing and Licensing Policy |
| Cancellation Clause | 6 month cancellation clause to be included in the Lease in accordance with the Airport Securities Act 1966 |

Balance of Land

As shown in figure one above, the original 2012 lease was for an area of 71 hectares. Assuming this lease is granted, the 34 hectare balance will retained for airport purposes.

4. Financial Considerations

The annual rental will be 2.5% of tenant's subscription income less affiliation fees in accordance with the Councils Leasing and Licensing Policy.

The lessee will also be responsible for all outgoings associated with the leasing of the land, including rates.

5. Options

Option 1 – (Recommended)

To agree to grant a lease over part of Section 5S Manuherikia Settlement, being approximately 37 hectares, on the following terms and conditions:

| | |
|---------------------|---|
| Commencement Date | 01 October 2022 |
| Term | Three (3) Years |
| Rights of Renewal | Two (2) rights of renewal of Three (3) years each |
| Final Expiry Date | 30 September 2031 |
| Rental | 2.5% of tenant's subscription income less affiliation fees in accordance with the Councils Leasing and Licensing Policy |
| Cancellation Clause | 6 month cancellation clause to be included in the Lease in accordance with the Airport Securities Act 1966 |

Advantages:

- The Clyde Pony Club's occupation of the land will be legalised and their right of access secured.
- A small income will be generated from the land.
- Makes use of the land not currently required for airport purposes.
- The land will be maintained.
- It is consistent with the Council's Leasing and Licensing Policy.
- It is consistent with the Airport Securities Act 1966.

Disadvantages:

- None as the lease will contain a cancellation clause.

Option 2

To not agree to grant a lease over part of the Alexandra Aerodrome Reserve to the Clyde Pony Club.

Advantages:

- The land would remain available for other purposes.

Disadvantages:

- The Clyde Pony Club's occupation of the land will not be legalised and their right of access will not be secured.
- Possible income stream will be lost.
- The operation of the Clyde Pony Club may cease and a valuable community/club asset may be lost.
- The land will not be maintained.
- It does not recognise the provisions of the Council's Leasing and Licensing Policy.

- It does not recognise the provisions of the Airport Securities Act 1966

6. Compliance

| | |
|---|---|
| Local Government Act 2002 Purpose Provisions | This decision promotes the social and cultural wellbeing of the community by providing access to a popular recreational activity. |
| Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc. | The proposed use of the land is consistent with: <ul style="list-style-type: none"> • The Airport Securities Act 1966; and • Council's Leasing and Licensing Policy |
| Considerations as to sustainability, the environment and climate change impacts | There are no sustainability, environmental or climate change impacts are related to the recommended option. |
| Risks Analysis | There are no apparent risks to Council associated with the recommended option. |
| Significance, Consultation and Engagement (internal and external) | The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded. |

7. Next Steps

- | | |
|--|----------------|
| 1. Council approval | 24 August 2022 |
| 2. Deed of Lease prepared and executed | September 2022 |

8. Attachments

Nil

Report author:



Stephanie McArthur
Statutory Property Officer
27/07/2022

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and Environment
20/09/2022

22.7.3 RATIFICATION OF RESOLUTION 22.6.4 (PROPOSED ROAD STOPPING - PART OMEO GULLY ROAD).

Doc ID: 593831

1. Purpose of Report

To consider ratifying the proposal to stop part of Omeo Gully Road, in accordance with the provisions of the Public Works Act 1981.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to ratify Resolution 22.6.4 of the Vincent Community Board, to:
 - Stop an unformed portion of Omeo Gully Road, being approximately 9,113 square metres, subject to:
 - The applicants paying all costs, including the purchase of the land at valuation.
 - The land being amalgamated with Record of Title 813963.
 - An easement (in gross) in favour of (and as approved by) Earnsclough Irrigation Company Limited being registered on the new Record of Title.
 - The final survey plan being approved by the Chief Executive Officer.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

2. Background

Resolution 22.6.4

At their meeting of 6 September 2022, the Vincent Community Board (the Board) considered a proposal to stop an unformed portion of Omeo Gully Road, being approximately 9,113 square metres.

A copy of the report to the Board dated 06 September 2022 is attached as **Appendix 1**.

On consideration, the Board agreed to the proposal resolving (Resolution 22.6.4) as follows:

- B. *Recommends to Council to approve the proposal to stop an unformed portion of Omeo Gully Road, being approximately 9,113 square metres as shown in figure 1 in Appendix 1, subject to:*
 - The applicants paying all costs, including the purchase of the land at valuation.
 - The land being amalgamated with Record of Title 813963.
 - An easement (in gross) in favour of (and as approved by) Earnsclough Irrigation Company Limited being registered on the new Record of Title.
 - The final survey plan being approved by the Chief Executive Officer.

Delegations of Community Boards

The powers and delegations of community boards are outlined in section 53 of the Local Government Act 2002, and in part 5 of Council's Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer.

Both publications specify that community boards cannot acquire, hold, or dispose of property.

This means that to give effect to (Board) Resolution 22.6.4, Council must now approve the proposal to stop the road.

3. Discussion

Roading Network

The start of the legal road adjacent to the applicant's property is approximately 60 metres wide. As the proposed stopping leaves a 20 metre wide carriage way, the proposal will have no effect on the existing roading network.

Utility Networks

Aurora Energy Limited (Aurora) have confirmed there are no Aurora assets on this portion of the road and have no objections to the road stopping.

Earnsclough Irrigation Company

Earnsclough Irrigation Company have a water race running through the applicant's property. The race runs through the section of the road which the applicants propose to stop.

Earnsclough Irrigation Company have confirmed they support the proposed stopping on the following basis;

- (1) It is a partial width stopping only and access via Omeo Gully Road remains.
- (2) An easement is granted to the Earnsclough Irrigation company to protect the infrastructure which is currently contained in the road reserve as shown in figure 5 in appendix 1.
- (3) The irrigation race is not required to be moved.

Ratification of Resolution 22.6.4

As community boards cannot acquire, hold, or dispose of property, Council must now ratify Resolution 22.6.4. This will give effect to the Board's resolution, which will enable the road stopping and sale of the land to the applicants.

4. Financial Considerations

The financial considerations are as outlined in Resolution 22.6.4.

Council's Roding Policy determines that the applicant is responsible for all costs associated with the road stopping. This includes purchase of the land at valuation as prescribed in the Public Works Act 1981.

The income received will be credited to the non-subsidised Roding Administration account. It will then be used to address other public roading issues.

5. Options

Option 1 – (Recommended)

To agree to ratify Resolution 22.6.4 of the Vincent Community Board to approve the proposal to stop an unformed portion of Omeo Gully Road, being approximately 9,113 square metres, as shown in figure 3, subject to:

- The applicants paying all costs, including the purchase of the land at valuation.
- The land being amalgamated with Record of Title 813963.
- An easement (in gross) in favour of (and as approved by) Earnsclough Irrigation Company Limited being registered on the new Record of Title.
- The final survey plan being approved by the Chief Executive Officer.

Advantages:

- Gives effect to Resolution 22.6.4 of the Vincent Community Board.
- Provision has been made to protect the existing infrastructure owned by Earnsclough Irrigation Company.
- Public access will not be affected as a 20 metre wide carriageway will be retained.
- Income received will be used to address other public roading issues.
- Recognises the provisions of Council's Roading Policy.
- Recognises the provisions of the Public Works Act 1981.

Disadvantages:

- None.

Option 2

To not agree to ratify Resolution 22.6.4 of the Vincent Community Board.

Advantages:

- None.

Disadvantages:

- Would not give effect to Resolution 22.6.4 of the Vincent Community Board.
- Additional income will not be made available to address other public roading issues.
- Does not recognise the provisions of Council's Roading Policy.
- Does not recognise that the proposal is consistent with the Public Works Act 1981.

6. Compliance

| | |
|---|--|
| Local Government Act 2002 Purpose Provisions | This decision promotes the economic wellbeing of the community by generating income from the disposal of land that is held (but not required) for roading purposes which has limited other use. |
| Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc. | Resolution 22.6.4 is consistent with: a) The Public Works Act 1981 b) The Council's Roading Policy. |
| Considerations as to sustainability, the environment and climate change impacts | No sustainability, environmental or climate change impacts are related to the decision to stop the portion of unformed road. |
| Risks Analysis | There are no risks to Council associated with the recommended option. |
| Significance, Consultation and Engagement (internal and external) | The Significance and Engagement Policy has been considered with none of the criteria being met or exceeded. Notice of the completed road stopping will be published in the New Zealand Gazette. |

7. Next Steps

| | |
|--|-------------------|
| 1. Council approval | 28 September 2022 |
| 2. Survey and LINZ Accredited Supplier engaged | October 2022 |
| 3. Survey Plan approved | Early 2023 |
| 4. Gazette notice published | Mid 2023 |

8. Attachments**Appendix 1 - Copy of Report to the Board dated 6 September 2022** [↓](#)

Report author:



Stephanie McArthur
Team Leader – Statutory Property
6/09/2022

Reviewed and authorised by:



Quinton Penniall
Infrastructure Manager
19/09/2022



6 September 2022

22.6.4 PROPOSED ROAD STOPPING - PART OMEO GULLY ROAD

Doc ID: 586442

Purpose of Report

To consider stopping part of Omeo Gully Road, in accordance with the provisions of the Public Works Act 1981, then disposing of the land to the adjoining owner.

Recommendations

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. To recommend to Council to approve the proposal to stop an unformed portion of Omeo Gully Road, being approximately 9,113 square metres, as shown in figure 3, subject to:
 - The applicants paying all costs, including the purchase of the land at valuation.
 - The land being amalgamated with Record of Title 813963.
 - An easement (in gross) in favour of (and as approved by) Earnsclough Irrigation Company Limited being registered on the new Record of Title.
 - The final survey plan being approved by the Chief Executive Officer.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

Background

Omeo Gully Road runs off the western end of Blackman Road (the road). The road, which is unformed, has an overall length of approximately 7,165 metres.

The first 250 metres of the road has a width of approximately 60 metres. The remainder of the road has a width of approximately 20 metres.

An overview of the road is shown below in figure 1.

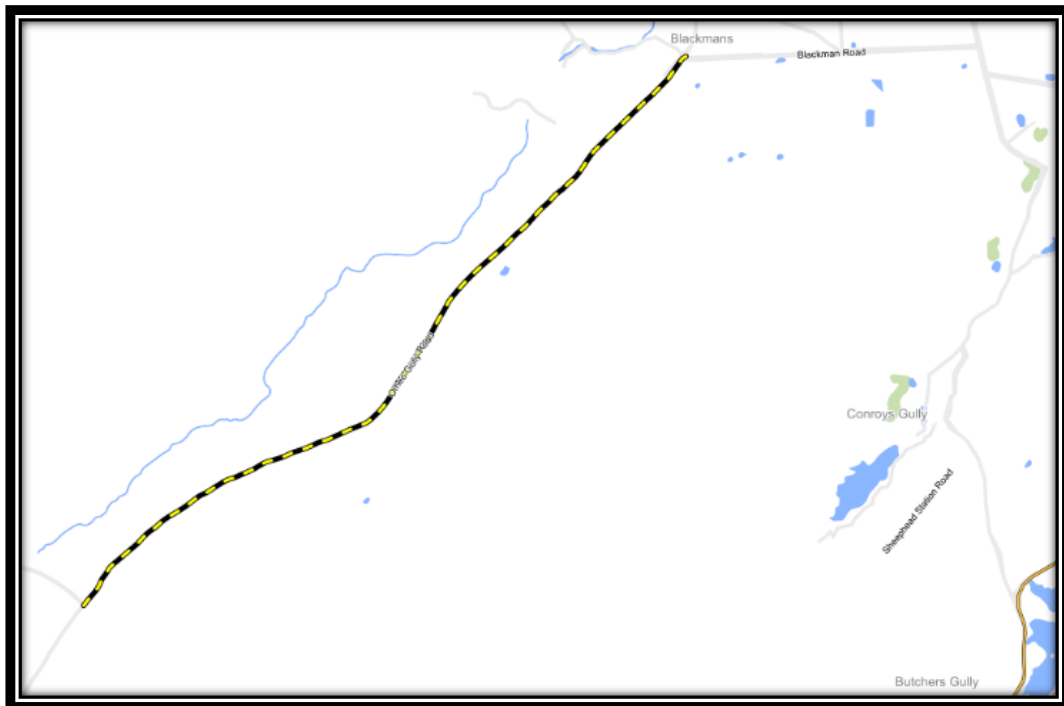


Figure 1 – Overview of Omeo Gully Road

Bart and Jo Thomson (the applicants) own the property at 17 Fraser Dam Road. Their property is described as Lot 1 Deposited Plan (DP) 518953 (Lot 1).

The eastern boundary of Lot 1 adjoins the 60 metre wide stretch of the road. A plan of the applicant's property, and the 60 metre wide stretch of the road is shown below in figure 2.

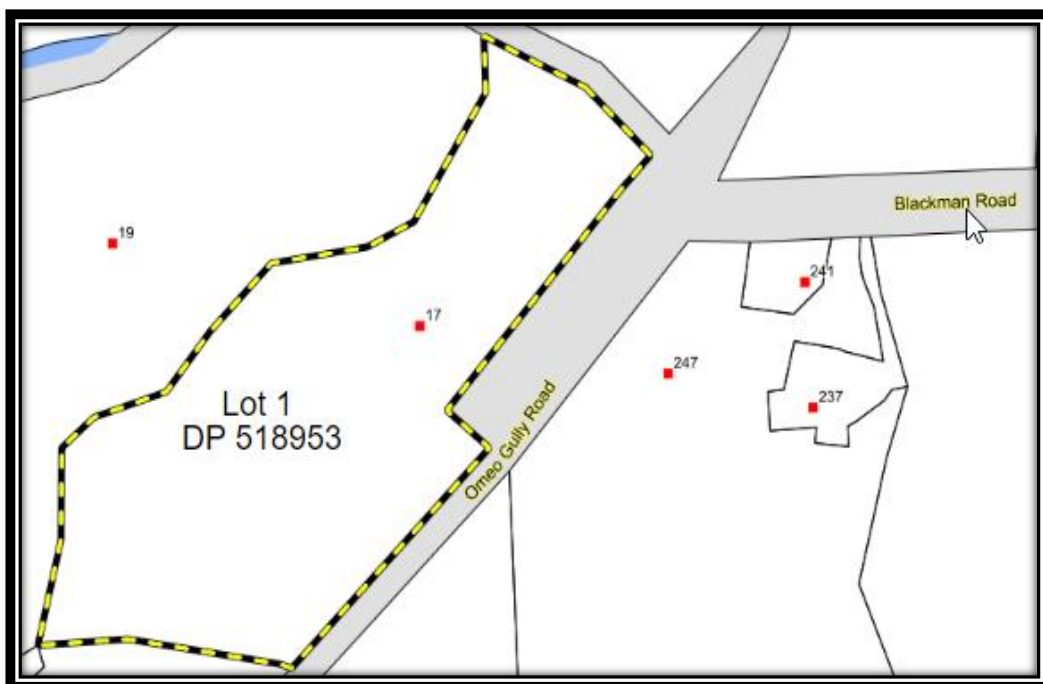


Figure 2 – 17 Fraser Dam, Road (Lot 1 DP 518953)

The applicants have now applied to stop approximately 9,113 square metres of the 60 metre wide stretch of road as shown below in figure 3.



Figure 3 – Section of road the applicants are proposing to stop

Discussion

Roading Network

The start of the legal road adjacent to the applicant's property is approximately 60 metres wide. As the proposed stopping leaves a 20 metre wide carriage way, the proposal will have no effect on the existing roading network as shown below in figure 4.

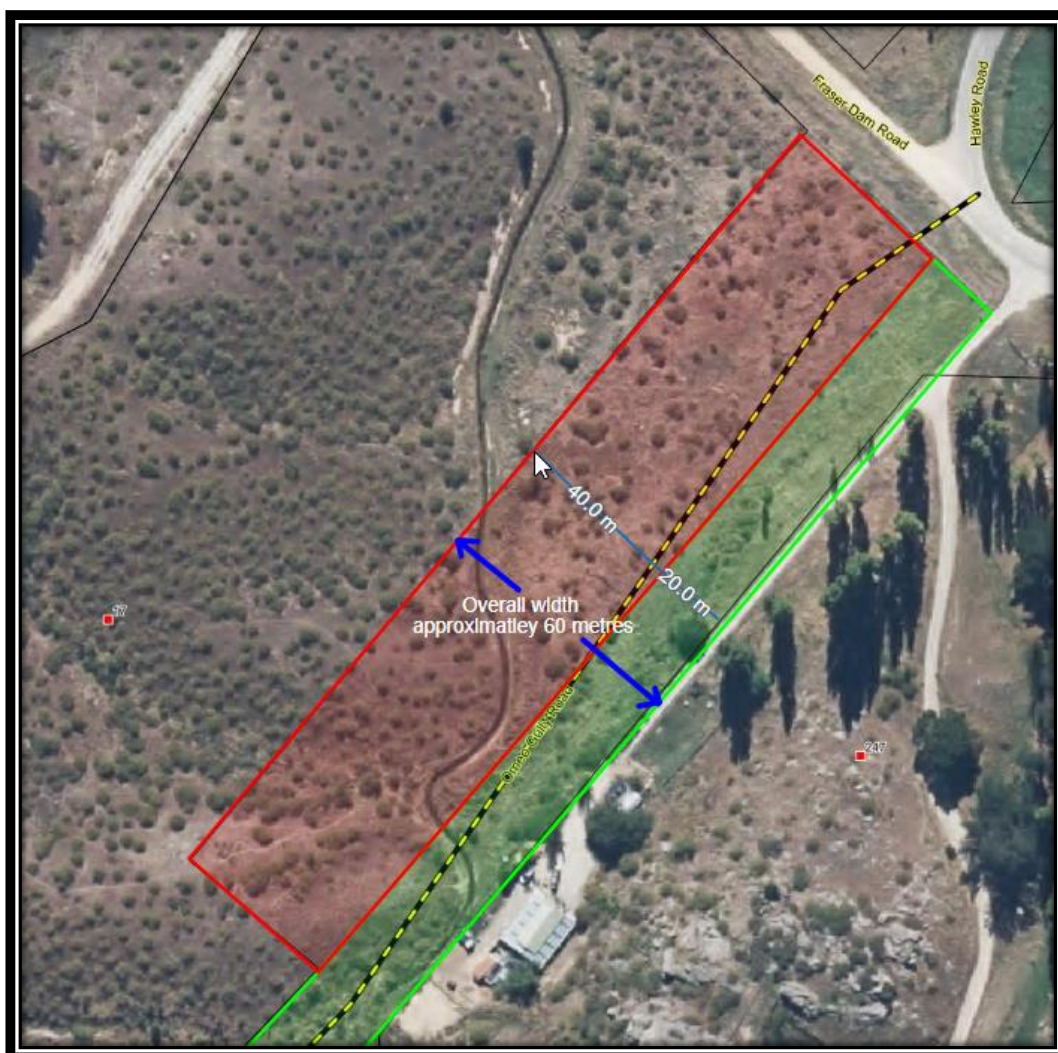


Figure 4 – Overview of the Legal Road adjacent to the applicant's property.

Utility Networks

Aurora Energy Limited (Aurora) have confirmed there are no Aurora assets on this portion of the road and have no objections to the road stopping.

Earnsclough Irrigation Company

Earnsclough Irrigation Company have a water race running through the applicant's property. The race runs through the section of the road which the applicants propose to stop.

Earnsclough Irrigation Company have confirmed they support the proposed stopping on the following basis;

- (1) It is a partial width stopping only and access via Omeo Gully Road remains.
- (2) An easement is granted to the Earnsclough Irrigation company to protect the infrastructure which is currently contained in the road reserve as shown in figure 5 below.
- (3) The irrigation race is not required to be moved.

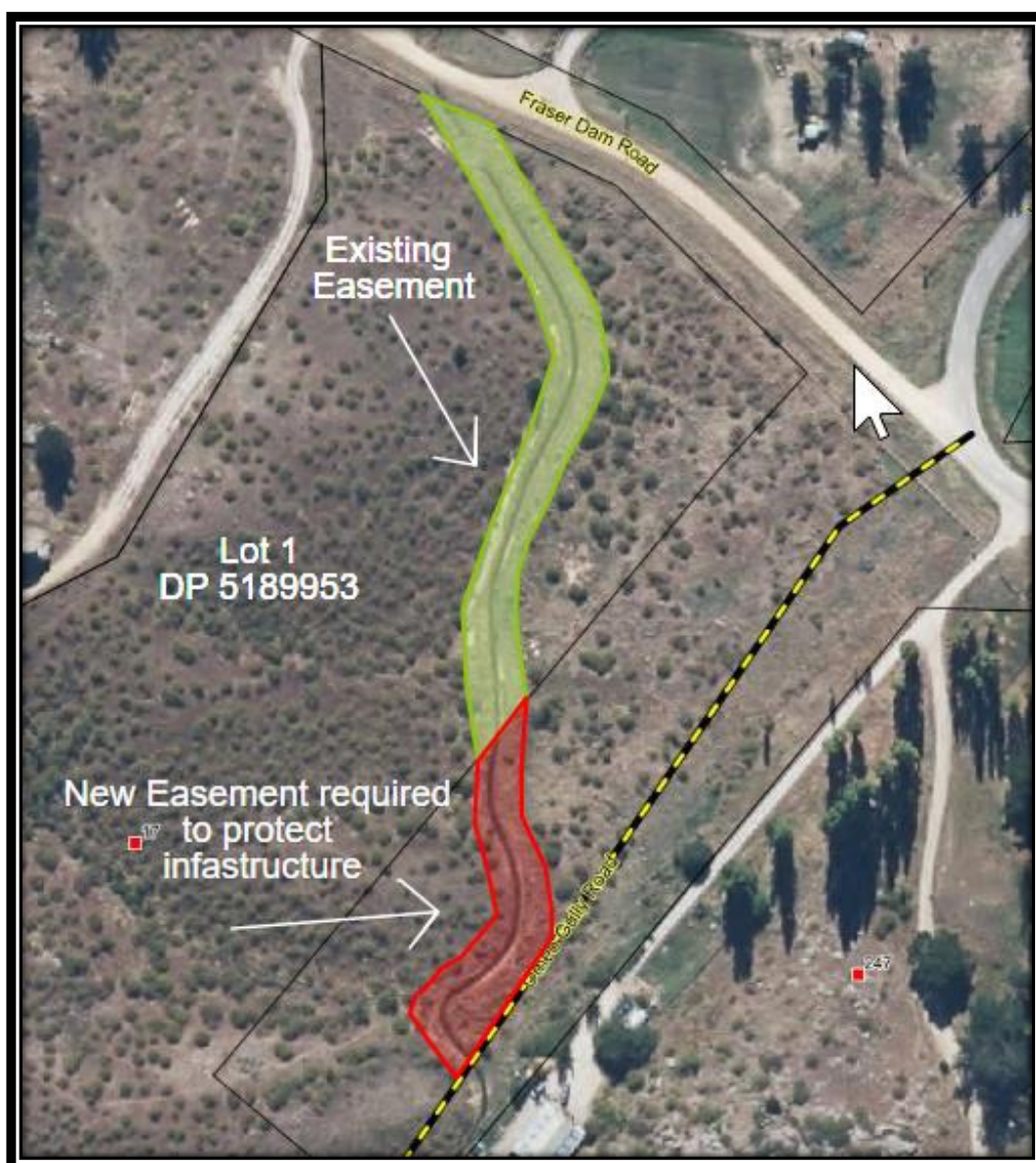


Figure 5 – Overview of Current Easement and Proposed Easement

Legislation and Policy

Council's Roading Policy determines the appropriate statutory procedure for stopping a legal road or any part thereof. The policy for selecting the correct statutory process is outlined in section 8.5 of Council's Roading Policy. The options are as follow:

The Local Government Act 1974 road stopping procedure shall be adopted if one or more of the following circumstances shall apply:

- a) *Where the full width of road is proposed to be stopped and public access will be removed as a result of the road being stopped; or*
- b) *The road stopping could injuriously affect or have a negative or adverse impact on any other property; or*
- c) *The road stopping has, in the judgment of the Council, the potential to be controversial; or*

Vincent Community Board meeting Agenda

6 September 2022

- d) *If there is any doubt or uncertainty as to which procedure should be used to stop the road.*

The Local Government Act process requires public notification of the proposal. This involves erecting signs at each end of the road to be stopped, sending letters to adjoining owners/occupiers and at least two public notices a week apart in the local newspaper. Members of the public have 40 days in which to object.

The Public Works Act 1981 road stopping procedure may be adopted when the following circumstances apply:

- e) Where the proposal is that a part of the road width be stopped and a width of road which provides public access will remain.*
- f) Where no other person, including the public generally, are considered by the Council in its judgment to be adversely affected by the proposed road stopping;*
- g) Where other reasonable access will be provided to replace the access previously provided by the stopped road (i.e. by the construction of a new road).*

It is proposed that Public Works Act 1981 procedure be adopted for this application for the following reasons:

- The proposal is to stop part of the road width only.
- Public access will not be adversely affected.

The Public Works Act 1981 provides for legal road to be stopped, sold, and amalgamated with an adjacent title. In this instance the stopped road would be amalgamated with Record of Title 813963.

Financial Considerations

Council's Roding Policy determines that the applicant is responsible for all costs associated with the road stopping. This includes purchase of the land at valuation as prescribed in the Public Works Act 1981.

The income received will be credited to the non-subsidised Roding Administration account. It will then be used to address other public roading issues.

Options

Option 1 – (Recommended)

To recommend to Council to approve the proposal to stop an unformed portion of Omeo Gully Road, being approximately 9,113 square metres, as shown in figure 3, subject to:

- The applicants paying all costs, including the purchase of the land at valuation.
- The land being amalgamated with Record of Title 813963.
- An easement (in gross) in favour of (and as approved by) Earnscliffe Irrigation Company Limited being registered on the new Record of Title.
- The final survey plan being approved by the Chief Executive Officer.

Vincent Community Board meeting Agenda

6 September 2022

Advantages:

- Provision has been made to protect the existing infrastructure owned by Earnsclough Irrigation Company.
- Public access will not be affected as a 20 metre wide carriageway will be retained.
- Income received will be used to address other public roading issues.
- Recognises the provisions of Council's Roading Policy.
- Recognises with the Public Works Act 1981.

Disadvantages:

- None

Option 2

To not recommend to Council to approve the proposal to stop an unformed portion of Omeo Gully Road.

Advantages:

- None

Disadvantages:

- Additional income will not be made available to address other public roading issues.
- Does not recognise the provisions of Council's Roading Policy.
- Does not recognise that the proposal is consistent with the Public Works Act 1981.

Compliance

| | |
|---|---|
| Local Government Act 2002 Purpose Provisions | This decision promotes the economic wellbeing of the community by generating income from the disposal of land that is held (but not required) for roading purposes which has limited other use. |
| Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc. | The recommended option is consistent with; <ul style="list-style-type: none"> a) The Public Works Act 1981 b) The Council's Roading Policy |
| Considerations as to sustainability, the environment and climate change impacts | No sustainability, environmental or climate change impacts are related to the decision to stop the portion of unformed road. |
| Risks Analysis | No risks to Council are associated with the recommended option. |
| Significance, Consultation and Engagement (internal and external) | The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded. Notice of the completed road stopping will be published in the New Zealand Gazette. |

Vincent Community Board meeting Agenda

6 September 2022

Next Steps

- | | |
|--|-------------------|
| 1. Community Board approval | 06 September 2022 |
| 2. Council approval | 28 September 2022 |
| 3. Survey and LINZ Accredited Supplier engaged | October 2022 |
| 4. Survey Plan approved | Late 2022 |
| 5. Gazette notice published | Early 2023 |

Attachments**Nil**

Report author:

Reviewed and authorised by:



Stephanie McArthur
Team Leader – Statutory Property
17/08/2022



Quinton Penniall
Acting Executive Manager – Infrastructure Services
17/08/2022

22.7.4 RATIFICATION OF RESOLUTION 22.5.4 (PROPOSED ROAD STOPPING - PART MELMORE TERRACE).

Doc ID: 590747

1. Purpose of Report

To consider ratifying the proposal to stop part of Melmore Terrace in accordance with the provisions of the Public Works Act 1981.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to ratify Resolution 22.5.4 of the Cromwell Community Board, to:
 - enable an unformed portion of Melmore Terrace, being approximately 1,640 square metres as shown in figure 1, to be stopped.

Subject to:

- All costs being paid from the Cromwell Memorial Hall/Events Centre Project budgets.
 - The land (stopped road) being amalgamated with Record of Title OT11A/234.
 - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered on the new Record of Title.
 - The final survey plan being approved by the Chief Executive Officer.
 - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

Resolution 22.5.4

At their meeting of 02 August 2022, the Cromwell Community Board (the Board) considered a proposal to stop approximately 1,640 square metres of Melmore Terrace.

The purpose of the proposed stopping is to enable the land (stopped road) to be amalgamated with Record of Title OT11A/234.

Record of Title OT11A/234 contains the Cromwell Memorial Hall and carpark. Amalgamating the land with Record of Title OT 11A/234 would maximise the design options and overall development of the new Cromwell Memorial Hall/Events Centre.

An overview of the proposed stopping is shown below in figure 1.



Figure 1 – Overview of Proposed Stopping

A copy of the report to the Board dated 02 August 2022 is attached as **Appendix 1**.

On consideration, the Board agreed to the proposal resolving (Resolution 22.5.4) as follows:

- B. *Recommends to Council to approve the proposal to stop an unformed portion of Melmore Terrace, being approximately 1,640 square metres as shown in figure 1, subject to:*
- *All costs being paid from the Cromwell Memorial Hall/Events Centre Project budgets.*
 - *The land being amalgamated with Record of Title OT11A/234 at nil consideration.*
 - *An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered on the new Record of Title.*
 - *The final survey plan being approved by the Chief Executive Officer.*

Delegations of Community Boards

The powers and delegations of community boards are outlined in section 53 of the Local Government Act 2002, and in part 5 of Council's Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer.

Both publications specify that community boards cannot acquire, hold, or dispose of property.

This means that to give effect to (Board) Resolution 22.5.4, Council must now approve the proposal to stop the road and dispose of the land.

3. Discussion

Policy and Legislation

Road stoppings can be affected in accordance with the provisions of either the Public Works Act 1981 or the Local Government Act 2002.

Council's Roading Policy determines the appropriate statutory procedure for stopping a legal road or any part thereof. The policy for selecting the correct statutory process is outlined in section 8.5 of Council's Roading Policy.

The Public Works Act 1981 procedure will be adopted for this application for the following reasons:

- The proposal is to stop part of the road width only.
- Public access will not be adversely affected.

The Public Works Act 1981 provides for legal road to be stopped, sold, and amalgamated with an adjacent title. In this instance the stopped road would be amalgamated with Record of Title OT11A/234.

Ratification of Resolution 22.5.4

As Community Board's cannot acquire, hold, or dispose of property, Council must now ratify Resolution 22.5.4.

This will give effect to the Board's resolution, which will enable the unformed portion of Melmore Terrace, being approximately 1,640 square metres as shown in figure 1, to be stopped, then amalgamated with Record of Title OT11A/234.

4. Financial Considerations

Council's Roding Policy determines that the applicant is responsible for all costs associated with the road stopping including purchase of the land at valuation, however.

At their meeting 06 July 2022, the Council resolved (RES 22.5.3) as follows:

- B. Agrees that when a road stopping is initiated internally, for the specific benefit of Council, that the matters relating to the costs be considered on a case by case basis, by Council, with the overall purpose of the stopping determining whether payment for the land is required.*

In consideration of Resolution 22.5.3, and given the proposed stopping has a public benefit, in this instance it is recommended that the land (stopped road) be amalgamated with Record of Title OT11A/234, at nil consideration.

A summary of the estimated costs associated with the proposal are outlined below in table 1.

| Description | Cost (inc. GST) |
|--------------------|---------------------|
| Valuation | \$ 500.00 |
| Survey & LINZ Fees | \$ 4,500.00 |
| Gazettal | \$ 4,200.00 |
| Legal Fees | \$ 1,800.00 |
| Total | \$ 11,000.00 |

Table 1 – Estimate of costs associated with the proposed stopping

The costs outlined in table 1 will be paid from the existing Cromwell Memorial Hall/Events Centre Project budgets.

5. Options

Option 1 – (Recommended)

To agree to ratify Resolution 22.5.4 of the Cromwell Community Board, to:

- enable an unformed portion of Melmore Terrace, being approximately 1,640 square metres as shown in figure 1, to be stopped.

Subject to:

- All costs being paid from the Cromwell Memorial Hall/Events Centre Project budgets.
- The land (stopped road) being amalgamated with Record of Title OT11A/234.
- An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered on the new Record of Title.
- The final survey plan being approved by the Chief Executive Officer.

Advantages:

- Gives effect to Resolution 22.5.4 of the Cromwell Community Board.
- Is consistent with (Council) Resolution 22.5.3.
- Is consistent with Council's Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer.
- Recognises the provisions of the Public Works Act 1981.
- Will enable the stopping to be affected and permit the land (stopped road) to be amalgamated with Record of Title OT11A/234.

Disadvantages:

- None.

Option 2

To not agree to ratify Resolution 22.4.4 of the Cromwell Community Board.

Advantages:

- None.

Disadvantages:

- Would not give effect to Resolution 22.5.4 of the Cromwell Community Board.
- Would not be consistent with (Council) Resolution 22.5.3.
- Would not be consistent with Council's Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer.
- Would not recognise the provisions of the Public Works Act 1981.
- Would not enable the stopping to be affected or permit the land (stopped road) to be amalgamated with Record of Title OT11A/234.

6. Compliance

| | |
|---|---|
| Local Government Act 2002 Purpose Provisions | This decision enables democratic local decision making and action by, and on behalf of communities by giving effect to a resolution (Resolution 22.5.4) of the Cromwell Community Board. |
| Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc. | <p>The recommended option is consistent with:</p> <ul style="list-style-type: none"> • Council's Roading Policy. • The Public Works Act 1981 • Resolution (of Council) 22.5.3. |

| | |
|--|--|
| | <ul style="list-style-type: none"> Council's Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer. |
| Considerations as to sustainability, the environment and climate change impacts | There are no sustainability, environmental or climate change impacts associated with the recommended option. |
| Risks Analysis | There are no risks associated with the recommended option. |
| Significance, Consultation and Engagement (internal and external) | <p>The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.</p> <p>Public consultation is not required in this instance.</p> |

7. Next Steps

1. Applicant advised of the outcome
2. Contractors engaged
3. Stopping completed

On release of the resolution.
October 2022.
Mid to late 2023.

8. Attachments

Appendix 1 - Copy of Report to the Board dated 02 August 2022. [↓](#)

Report author:

Reviewed and authorised by:




Linda Stronach
Team Leader – Statutory Property
11/08/2022

Quinton Penniall
Infrastructure Manager
15/09/2022



2 August 2022

22.5.4 PROPOSED ROAD STOPPING - PART MELMORE TERRACE

Doc ID: 586942

1. Purpose of Report

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.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council to approve the proposal to stop an unformed portion of Melmore Terrace, being approximately 1640 square metres as shown in figure 1, subject to:
 - All costs being paid from the Cromwell Memorial Hall/Events Centre Project budgets.
 - The land being amalgamated with Record of Title OT11A/234 at nil consideration.
 - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered on the new Record of Title.
 - The final survey plan being approved by the Chief Executive Officer.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

2. Background

At their meeting of 29 March 2022, the Cromwell Community Board considered a proposal to stop approximately 1640 square metres of Melmore Terrace (the Road).

The purpose of the proposed stopping was to maximise the design options and overall development of the new Cromwell Memorial Hall/Events Centre.

Prior to presentation of the report the land was valued (in accordance with the provisions of the Public Works Act) at \$550,000.

A copy of the report to the Board dated 29 March 2022 is attached as **Appendix 1**.

While the Board agreed to the stopping in principle, they also raised a number of concerns regarding the value of the land, and the impact the purchase would have on the Memorial Hall/Events Centre budget.

On consideration, the Board resolved (RES 22.2.4) to leave the report to lie on the table.

Post presentation of the report, the Chair of the Board contacted Council's Chief Executive to discuss the matter and its being left to lie on the table. Specific points raised by the Chair of the Board included:

- The existing [Hall] site being quite limited and challenging,

Cromwell Community Board meeting Agenda

2 August 2022

- The benefits of purchasing the road reserve in front of the hall to increase the size of building platform,
- Why the Board is required to pay for land when they cannot own it, and;
- That the Board would effectively be buying Council land as the Council from the Council.

The Chair of the Board then asked if it were possible for Council to consider transferring the stopped road to the Board for \$1.00 and if the matter could be expedited so as not to cause additional delays to the Cromwell Memorial Hall/Events Centre project.

A report, which is attached as **Appendix 2**, was then put to the Council's meeting of 06 July 2022 to seek clarity on the matter.

On consideration, the Council resolved (RES 22.5.3) as follows:

- B. Agrees that when a road stopping is initiated internally, for the specific benefit of Council, that the matters relating to the costs be considered on a case by case basis, by Council, with the overall purpose of the stopping determining whether payment for the land is required.*

3. Discussion

Original Proposal

As noted in the report to the Board dated 29 March 2022, the proposed stopping was supported by all relevant stakeholders on the conditions outlined in the report.

All stakeholders continue to support the proposed stopping which is shown below in figure 1.

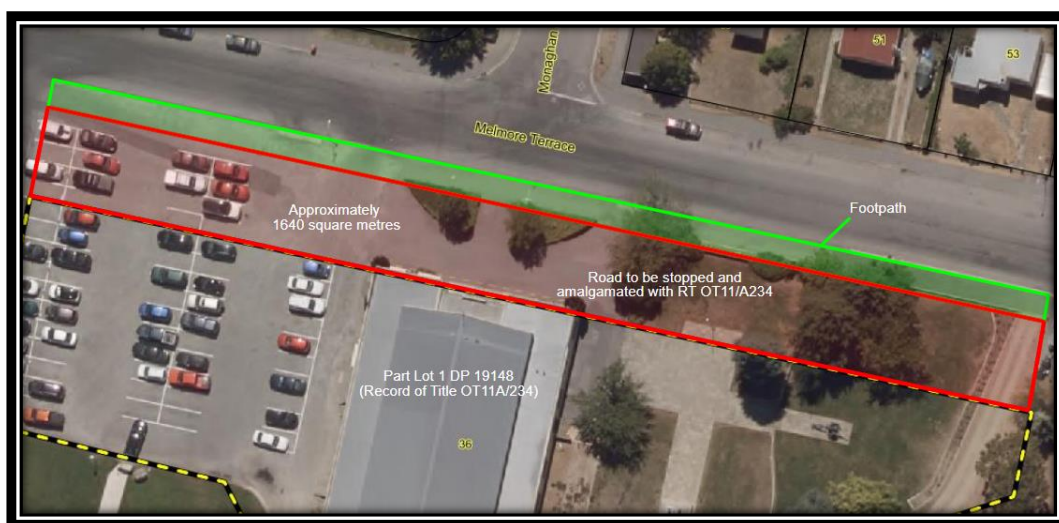


Figure 4 – Overview of Proposed Stopping

Public Benefit

As noted in Resolution 22.5.3, when a road stopping is initiated by Council for a public purpose, they will assess each application based on that level of public benefit.

In this instance, stopping the road and amalgamating it with Record of Title OT11A/234 will maximise the design options and overall development of the new Cromwell Memorial Hall/Events Centre. Maximising that design potential will public benefit.

Cromwell Community Board meeting Agenda

2 August 2022

In consideration of Resolution 22.5.3, and given the proposed stopping has a public benefit, the stopping is now being promoted subject to the road being stopped, and the land amalgamated with Record of Title OT11A/234, at nil consideration.

4. Financial Considerations

Council's Roading Policy determines that the applicant is responsible for all costs associated with the road stopping.

A revised summary of the estimated total costs associated with this proposal are outlined below in table 1.

| Description | Cost (inc. GST) |
|--------------------|---------------------|
| Valuation | \$ 500.00 |
| Survey & LINZ Fees | \$ 4,500.00 |
| Gazettal | \$ 4,200.00 |
| Legal Fees | \$ 1,800.00 |
| Total | \$ 11,000.00 |

Table 1 – Estimate of costs associated with the proposed stopping

The costs outlined in table 1 will be paid from the existing Cromwell Memorial Hall/Events Centre Project budgets.

5. Options

Option 1 – (Recommended)

To recommend to Council to approve the proposal to stop an unformed portion of Melmore Terrace, being approximately 1640 square metres as shown in figure 1, subject to:

- All costs being paid from the Cromwell Memorial Hall/Events Centre Project budgets.
- The land being amalgamated with Record of Title OT11A/234 at nil consideration.
- An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered on the new Record of Title.
- The final survey plan being approved by the Chief Executive Officer.

Advantages:

- The additional area of land will maximise the design options and overall development of the new Cromwell Memorial Hall/Events Centre.
- The stopping will have no impact on the existing formed carriageway or footpaths.
- Aurora's infrastructure will be protected by registration of an easement in their favour.
- Is consistent with Council Resolution 22.5.3.
- The proposal is consistent with the Public Works Act 1981.

Disadvantages:

- Will result in a minor increase in the costs associated with the Cromwell Memorial Hall/Events Centre Project.

Cromwell Community Board meeting Agenda

2 August 2022

Option 2

To not recommend to Council to approve the proposal to stop an unformed portion of Melmore Terrace and to amalgamate the land with Record of Title OT11A/234 at nil consideration.

Advantages:

- Costs associated with the Cromwell Memorial Hall/Events Centre will not increase.

Disadvantages:

- Additional land will not be available for use in conjunction with the new Cromwell Memorial Hall/Events Centre.
- Is not consistent with Council Resolution 22.5.3.
- Does not recognise that the proposal is consistent with the Public Works Act 1981.

Option 3

To recommend to Council to approve the proposal to stop an unformed portion of Melmore Terrace and to amalgamate the land with Record of Title OT11A/234 on other terms and conditions.

Advantages:

- The Board may wish to make their own recommendations regarding the terms and conditions of the proposed stopping.

Disadvantages:

- Other terms and conditions may not:
 - Align with the relevant legislation or policy.
 - Be consistent with Council Resolution 22.5.3.
 - Facilitate the construction of the new Cromwell Memorial Hall/Events Centre.

6. Compliance

| | |
|---|---|
| Local Government Act 2002 Purpose Provisions | This decision promotes the economic wellbeing of the community by generating income from the disposal of land that is held (but not required) for roading purposes which has limited other use. |
| Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc. | All costs associated with the stopping will be paid from the existing Cromwell Memorial Hall/Events Centre Project budget. |
| Considerations as to sustainability, the environment and climate change impacts | No sustainability, environmental or climate change impacts are related to the decision to stop the portion of unformed road. Increasing the footprint of the land available for the purpose of constructing the new Cromwell Memorial Hall/Events Centre (and possible |

Cromwell Community Board meeting Agenda

2 August 2022

| | |
|--|--|
| | museum) will assist with the future sustainability of the site. |
| Risks Analysis | No risks to Council are associated with the recommended option. |
| Significance, Consultation and Engagement (internal and external) | <p>The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.</p> <p>Notice of the completed road stopping will be published in the New Zealand Gazette.</p> |

7. Next Steps

- | | |
|--|-------------------|
| 1. Community Board approval | 02 August 2022 |
| 2. Council approval | 24 August 2022 |
| 3. Surveyor and LINZ Accredited Supplier engaged | September 2022 |
| 4. Survey Plan approved | Late 2022 |
| 5. Gazette notice published (stopping complete) | Early to mid-2023 |

8. Attachments**Appendix 1 - Copy of Report to the Board dated 29 March 2022.****Appendix 2 - Copy of Report to the Council dated 06 July 2022.**

Report author:

Reviewed and authorised by:




Linda Stronach
Team Leader – Statutory Property
7/07/2022

Quinton Penniall
Infrastructure Manager
15/07/2022

22.7.5 PROPOSED CHANGES TO THE CHARGES OF TYRE DISPOSAL AT COUNCIL'S TRANSFER STATIONS

Doc ID: 593885

1. Purpose of Report

To consider changing the charges for the disposal of all types of tyres at Council's transfer stations.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the proposed changes to the charges for the disposal of tyres at Council's transfer stations.
-

2. Background

Large quantities of tyres come through the Council's transfer stations for disposal to landfill each year. Over the last two financial years alone, more than 50 tonne of tyres have been disposed of to the Victoria Flats Landfill.

The cost to dispose of waste to landfill is skyrocketing each year in an attempt to reduce waste volumes and encourage waste diversion. For tyres alone, Council paid just over \$10,700 including GST for disposal at Victoria Flats Landfill during the 2021/22 year.

Tyres that are disposed of at Victoria Flats Landfill are being stockpiled and once a certain quantity of tyres has been stockpiled, the tyres are sent through to Christchurch for recycling.

Following the setting of fees and charges, Council was advised that the price to dispose of tyres to Victoria Flats Landfill was going to increase by approximately \$150+GST per tonne to cover bailing and export costs.

3. Discussion

A Christchurch-based company, Tyre Collection Services Limited (hereafter referred to as TCS), has been approached by the council's waste team for details on their end-of-life tyre recycling schemes. They pride themselves as being the South Island's largest collection service of end-of-life tyres and have been operating for over 10 years.

Initially TCS started with the baling of the tyres they collected which they exported for recycling. The company has continued to grow since then to the extent that they now operate their own processing plant which dismantles the tyres and reduces them down to produce a tyre crumb. The tyre crumb can be used in a variety of applications not limited to horse arena mix, paint adhesives, roading, sports fields and paving.

TCS have advised Council that there are other organisations within the Central Otago district who utilise their services, so they already travel through to the district on a weekly basis.

Removing transport to Victoria Flats landfill would reduce the distances that the tyres are travelling from the Central Otago district, which would also support a reduction Council's carbon emissions.

Currently, Council transfer stations charge for the disposal of car and truck tyres only. Tractor tyres and other similar large tyres are no longer accepted. These charges are displayed in the table below including GST.

| Type of Tyre | Current Transfer Station Fee |
|------------------|------------------------------|
| Car | \$5 |
| Truck | \$22 |
| Tractor / Loader | Not accepted |

TCS have supplied costs for tyre collection. The costs provided show that there would need to be a change to the current charges at the Council's transfer stations in order to cover the costs. The proposed changes to the costs and naming conventions are highlighted in red in the table below.

| Type of Tyre | Current Transfer Station Fee | Proposed Transfer Station Fee (without rims) | Proposed Transfer Station Fee (with rims)** |
|-------------------|------------------------------|--|---|
| Car | \$5 | \$6 | \$12 |
| 4x4 / Small Truck | \$22 | \$10 | \$20 |
| Large Truck | - | \$20 | \$40 |
| Tractor / Loader | Not accepted* | \$115 | \$230 |

*Tractor and loader tyres were accepted in the 2021/22 financial year and the costs were \$86 for disposal. Through the recycling scheme, these tyres would be able to be accepted again.

**Tyres that have not had their rims removed at the time of disposal will incur a charge double the cost of tyres that have had their rims removed. This additional cost is to cover the cost incurred for removing the rims prior to being processed by TCS.

4. Financial Considerations

While an increase is required, the proposed changes to the fees and charges for tyre disposal to recycle directly with TCS is less than the increase of \$150+GST per tonne at Victoria Flats Landfill.

The proposed increase in fees and charges directly relates to the increase required to cover the recycling costs. This is a user pays service.

5. Options

Option 1 – (Recommended)

Updating the fee charged for the disposal of different types of tyres as proposed in the table below, including GST.

| Type of Tyre | Proposed Transfer Station Fee (with rims) | Proposed Transfer Station Fee (without rims) |
|--------------|---|--|
| Car | \$6 | \$12 |

| | | |
|-------------------|-------|-------|
| 4x4 / Small Truck | \$10 | \$20 |
| Large Truck | \$20 | \$40 |
| Tractor / Loader | \$115 | \$230 |

Advantages:

- Allows Council to divert more material from landfill.
- Reduces Council's spend on waste disposal.
- Reduces distances that tyres travel to their final destination.
- Reduces Council's carbon emissions.
- Allows tractor tyres to also be accepted at the Council transfer stations.
- Provides a good news story for the community.

Disadvantages:

- Increases the cost for the majority of customers who would be disposing of car tyres.

Option 2

Status quo – retain the existing charges for the disposal of different types of tyres as stated in the table below, including GST.

| Type of Tyre | Current Transfer Station Fee |
|------------------|------------------------------|
| Car | \$5 |
| Truck | \$22 |
| Tractor / Loader | Not accepted |

Advantages:

- Maintains a lower cost for the disposal of car tyres.

Disadvantages:

- Income received will not cover the cost of disposal.
- Council remains dependent on Victoria Flats Landfill and their increasing costs for the disposal of waste.
- Tractor tyres and other similar tyres still cannot be disposed of through the Council's transfer stations.

6. Compliance

| | |
|---|--|
| Local Government Act 2002 Purpose Provisions | This decision promotes the economic and environmental wellbeing of communities, in the present and for the future by reducing the costs and volumes of waste disposal at Victoria Flats Landfill, as well as reducing the distances travelled by end-of-life tyres to their final destination. |
| Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc. | Yes, particularly the Economic Development Strategy and Sustainability Strategy. |

| | |
|--|--|
| Considerations as to sustainability, the environment and climate change impacts | Yes, this decision will reduce cost of tyre disposal and reduce the distances travelled by end-of-life tyres to their final destination. |
| Risks Analysis | There is a potential health and safety risk around the collection and transportation of end-of-life tyres however this will be managed by the council's Waste and Health and Safety teams in collaboration with TCS. |
| Significance, Consultation and Engagement (internal and external) | This decision does not meet the thresholds of Council's significance and Engagement Policy. |

7. Next Steps

If Council approves the recommendation, the charges for the disposal of a variety of tyres at Council's transfer stations will be updated to cover the costs of end-of-life tyre recycling.

8. Attachments

Nil

Report author:



Lauren Hunter
Solid Waste Team Leader
7/09/2022

Reviewed and authorised by:



Quinton Penniall
Infrastructure Manager
15/09/2022

22.7.6 UPDATE TO FEES AND CHARGES TERMINOLOGY FOR WASTE SERVICES

Doc ID: 593887

1. Purpose of Report

To consider replacing the term “degassing” on Council’s fees and charges with the term “disposal”.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the change in the terminology on the Council’s fees and charges from “degassing” to “disposal”.
-

2. Background

The following statement is currently being displayed on the Council’s Transfer Stations and Recycling Drop-Offs Webpage:

Starting 1 July 2022 there will be a degassed charge for fridges at all transfer stations. Most of the fridges contain hydrofluorocarbons (HFC) and other refrigerant gases. These types of F-gas are highly dangerous for the environment as they cause depletion in the ozone layer. Old fridges must be degassed by a professional before going into the scrap metal and the cost of this has to be passed on.

Degassing services are only available to organisations who have large quantities of appliances, such as Council transfer stations and commercial companies. This service is therefore not available for domestic quantities. Consequently, Council’s transfer stations offer a drop-off service to customers who are expected to pay a \$16.50 degassing fee per appliance. This fee covers the costs incurred by Council who employ a professional degassing company to complete the service using the correct equipment and procedures.

3. Discussion

As a result of the wording in our fees and charges some customers are choosing to degas their old appliances through “at-home” processes to avoid the fee. This “at-home” degassing becomes extremely difficult for the transfer station operators to contest as the appliances have technically been degassed however this has not been completed through the correct processes or with the correct equipment. This has created tension between transfer station staff and customers.

Other than the poor treatment of transfer station operators, the impacts on the environment and the individual/s performing the “at-home” degassing is of high concern. The gases contained within fridges are highly dangerous and should not be released into the atmosphere.

It is considered the current messaging around the disposal and degassing of fridges on the Council's Transfer Stations and Recycling Drop-Offs webpage is not appropriate. This report therefore recommends replacing the term "degassing" with the term "disposal" to ensure that all customers pay for the disposal of fridges regardless of whether "at-home" degassing procedures have been conducted. The intention is that this change would encourage customers not to conduct "at-home" degassing procedures and risk dangerous gases being released into the environment.

4. Financial Considerations

Any financial considerations have already been budgeted for.

5. Options

Option 1 – (Recommended)

Change the term "degassing" to "disposal".

Advantages:

- Removes any confusion around the term "degassing".
- Removes the need for customers to "cut corners" to avoid the "degassing" fee by creating a generic disposal fee.
- Mitigates poor behaviour towards transfer station operators.

Disadvantages:

- May potentially see an increase in the illegal dumping of fridges.

Option 2

Status quo – maintain the "degassing" term.

Advantages:

- The "degassing" term provides the most clarity to the customer on what the \$16.50 fee will be used for.

Disadvantages:

- Allows customers to continue cutting corners by using "at-home" procedures for degassing appliances which has the potential to release dangerous gases into the environment.
- Continues to create conflict in the workplace for Council's transfer station operators.

6. Compliance

| | |
|---|--|
| Local Government Act 2002 Purpose Provisions | This decision promotes the social and environmental wellbeing of communities, in the present and for the future by minimising impacts on the environment and individual/s conducting "at-home" degassing services. |
|---|--|

| | |
|---|--|
| Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc. | Yes, the decision is consistent with Council's Sustainability Strategy. |
| Considerations as to sustainability, the environment and climate change impacts | Yes, this decision will mitigate the existing risks of "at-home" degassing on the environment and to the individual/s conducting the procedure. |
| Risks Analysis | There is a continued risk to the environment and the individual/s conducting the "at-home" degassing procedures if the recommended option is not approved. |
| Significance, Consultation and Engagement (internal and external) | This decision does not meet the thresholds of Council's significance and Engagement Policy. |

7. Next Steps

If the Council approves the recommendation, the term "degassing" will be replaced by the term "disposal" in Council's fees and charges. An update will also be made to Council's Transfer Stations and Recycling Drop-Offs webpage .

8. Attachments

Nil

Report author:

Reviewed and authorised by:



Lauren Hunter
Solid Waste Team Leader
7/09/2022



Quinton Penniall
Infrastructure Manager
20/09/2022

22.7.7 UPDATE ON TOITU CARBONREDUCE PROGRAMME

Doc ID: 592842

1. Purpose

To provide an update on Council's emissions in year two of the Toitū carbonreduce programme.

Recommendations

That the report be received.

2. Discussion

This report provides an update on progress toward the emissions reduction goals set through the Toitū carbonreduce programme.

This is the second time presenting this data to Council, and the second report as part of a five-year emissions reduction programme.

There is a lengthy process in collecting and analysing the relevant data. This report relates to year two of the programme, covering the period from 1 July 2020 to 30 June 2021. Data collection and verification is currently underway for the next reporting period 1 July 2021 to 30 June 2022 and will be reported to Council early 2023.

Certification from Toitū as a carbonreduce organisation involves measuring and reducing emissions against standards set by Toitū and by the legal standard ISO 14064-1:2018. Council has received certification for year two.

Evidence of the reduction was presented through the annual greenhouse gas (GHG) emissions inventory and management report (attached). The inventory provides a complete and accurate account of the GHG emissions that can be directly attributed to council operations.

Year two saw a 2,289.44-tonne of carbon dioxide equivalent (tCO₂e) reduction in overall emissions, representing a 17% reduction from the 2019 baseline.

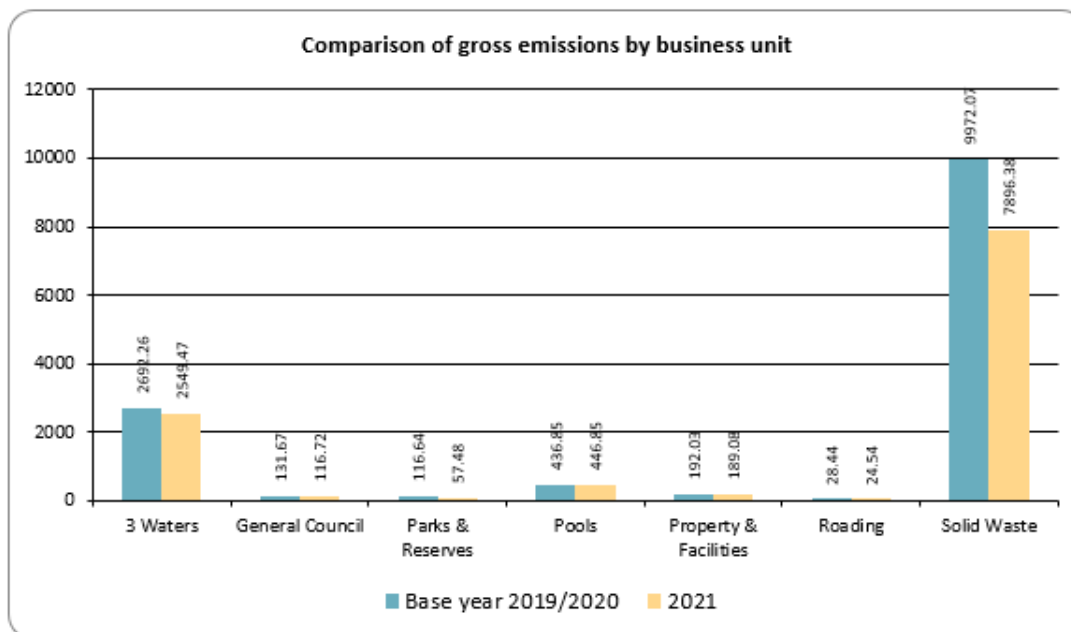
The reduction has been driven by factors relative to the period, rather than systemic changes that will sustain ongoing reductions. The two primary factors reducing emissions in this period were:

- Temporary behavioural changes during the COVID-19 lockdowns, particularly visible in transportation emissions.
- A change in methodology for calculating waste emissions, detailed further in the Solid Waste portion of this report.

These factors lead to a greater reduction than predicted for this period, with a negligible impact on overall emissions reduction goals. Emissions are expected to achieve significant and lasting reductions in the latter years of the programme, with major reductions through the

replacement of the coal-fired boiler in year four and the diversion of organic waste toward the end of year five.

The following table compares GHG operational emissions by business unit.



Three Waters

The Three Waters data includes the total amount of gas emitted during the treatment process, energy use emissions, sludge and screening landfill emissions and relevant road freight.

tCO₂e (tonnes of carbon dioxide equivalent) were reduced 5% to 2549.47 from the baseline of 2692.26.

The reduction in emissions for this unit this is likely due to an adjustment in the methodology used for calculation and the impact of COVID-19.

The sludge amount and flow rate for wastewater can change with a reduction in the tourist population – there is a correlation between a decrease in emissions and a decrease in overnight visitor figures.

General Council

General Council emissions report on fuel consumption, divided into three subcategories: flights, council-owned cars, and rental cars.

tCO₂E reduced by 17% from the baseline 131.67 to 116.72.

This reflects the impact of COVID-19. No international flights were undertaken, with zero emissions in this area. Working from home significantly reduced vehicle miles with lower fuel consumption.

Parks and Reserves

Parks and Reserves data measures waste to landfill (i.e. from public bins), fertiliser use, energy consumption, and LPG use (i.e. public barbecue facilities).

Parks have relatively low emissions, reducing 51% from 116.64 tCO₂e to 57.48 tCO₂e.

There was no significant reason for this reduction in year two.

Pools

Pools data measures emissions from LPG and electricity use, as well as waste to landfill.

There was a slight increase of 2% from 436.85 tCO₂e to 446.85 tCO₂e.

This increase in emissions came from an increase in electricity use. These fluctuations are expected year to year as fluctuations in climate and temperature cause variations to the energy required to cool and heat the facility.

Updates to the heating system in the Cromwell Pool will lead to a reduction in future years.

Property and Facilities

Property and facilities data measures coal emissions, electricity use, diesel consumption, and waste to landfill.

An overall reduction of 2% from 192.03 to 189.08 tCO₂e is attributed to a reduction in coal consumption. This reduction is attributable to fluctuations in temperature.

The coal fired boiler has since been replaced. The subsequent reduction will show in the data from year four.

Roading

Roading data measures emissions from electricity use for street lighting.

A 14% reduction was measured from 28.44 to 24.54 tCO₂e.

Roading emissions are relatively low due to an earlier transition to LED lighting. The new LED's allow lighting to be dimmed slightly in early hours of the morning, reducing overall consumption. Emissions data is predicted to fluctuate and remain low as a result.

Solid Waste

Solid Waste measures emissions from the amount of district waste to landfill, fuel consumption from kerbside collection, and cartage to landfill.

A 21% reduction in emissions, from 9972.07 to 7896.38 tCO₂e, can be attributed to a change in calculation methodology.

The data used to calculate materials sent to landfill was previously based on a set figure for all waste.

Improvements in methodology enable us to calculate based on different materials – separating out items with low emissions (i.e. plastic and glass) from those with higher emissions (i.e. organic waste).

This update increases the understanding of the impact of our solid waste profile and will better enable capture of reductions in the later years of the programme – as initiatives including organic kerbside collections and glass crusher take effect.

3. Attachments

Appendix 1 - Annual greenhouse gas emissions inventory and management report [↓](#)

Appendix 2 - Toitū carbonreduce recertified

Report author:



Quinton Penniall
Infrastructure Manager
19/09/2022

Reviewed and authorised by:



Louise van der Voort
Acting Chief Executive Officer
20/09/2022



GREENHOUSE GAS EMISSIONS INVENTORY AND MANAGEMENT REPORT

Toitū carbonreduce programme

Prepared in accordance with ISO 14064-1:2018 and the Technical Requirements of the Programme



Central Otago District Council

Prepared by (lead author): Zuleyha Bingul- Environmental Engineering Administrator

Dated: 18 July 2022

Verification status: **Toitū Envirocare certification team to complete**

Measurement period: 01 July 2020 to 30 June 2021

Base year period: 01 July 2019 to 30 June 2020

Approved for release by:



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

Quinton Penniall- Infrastructure Manager



DISCLAIMER

The template has been provided by Enviro-Mark Solutions Limited (trading as Toitū Envirocare). While every effort has been made to ensure the template is consistent with the requirements of ISO 14064-1:2018, Toitū Envirocare does not accept any responsibility whether in contract, tort, equity or otherwise for any action taken, or reliance placed on it, or for any error or omission from this report. The template should not be altered (i.e. the black text); doing so may invalidate the organisation's claim that its inventory is compliant with the ISO 14064-1:2018 standard.

This work shall not be used for the purpose of obtaining emissions units, allowances, or carbon credits from two or more different sources in relation to the same emissions reductions, or for the purpose of offering for sale carbon credits which have been previously sold.

The consolidation approach chosen for the greenhouse gas inventory should not be used to make decisions related to the application of employment or taxation law.

This report shall not be used to make public greenhouse gas assertions without independent verification and issue of an assurance statement by Toitū Envirocare.

AVAILABILITY

This report will be presented to elected members and a summary made available on Central Otago District Council's website.

REPORT STRUCTURE

The Inventory Summary contains a high-level summary of this year's results and from year 2 onwards a brief comparison to historical inventories.

Chapter 1, the Emissions Inventory Report, includes the inventory details and forms the measure step of the organisation's application for Programme certification. The inventory is a complete and accurate quantification of the amount of GHG emissions and removals that can be directly attributed to the organisation's operations within the declared boundary and scope for the specified reporting period. The inventory has been prepared in accordance with the requirements of the Programme¹, which is based on the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) and ISO 14064-1:2018 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals². Where relevant, the inventory is aligned with industry or sector best practice for emissions measurement and reporting.

Chapter 2, the reduction plan and progress report, forms the manage step part of the organisation's application for Programme certification.

See Appendix 1 and the related Spreadsheet for detailed emissions inventory results, including a breakdown of emissions by source and sink, emissions by greenhouse gas type, and non-biogenic and bio-genic emissions. Appendix 1 also contains detailed context on the inventory boundaries, inclusions and exclusions, calculation methodology, liabilities, and supplementary results.

This overall report provides emissions information that is of interest to most users but must be read in conjunction with the inventory workbook for covering all of the requirements of ISO 14064-1:2018.

¹ Programme refers to the Toitū carbonreduce and the Toitū carbonzero programmes.

² Throughout this document 'GHG Protocol' means the *GHG Protocol Corporate Accounting and Reporting Standard* and 'ISO 14064-1:2018' means the international standard *Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.

CONTENTS

| | |
|--|----|
| Disclaimer | 3 |
| Availability | 3 |
| Report Structure | 3 |
| Contents | 4 |
| Tables..... | 5 |
| Figures | 5 |
| Executive summary..... | 6 |
| Chapter 1: Emissions Inventory Report | 8 |
| 1.1. Introduction..... | 8 |
| 1.2. Emissions inventory results | 8 |
| 1.3. Organisational context | 11 |
| 1.3.1. Organisation description..... | 11 |
| 1.3.2. Statement of intent | 13 |
| 1.3.3. Person responsible..... | 13 |
| 1.3.4. Reporting period | 14 |
| 1.3.5. Organisational boundary and consolidation approach..... | 14 |
| 1.3.6. Excluded business units | 15 |
| Chapter 2: Emissions Management and Reduction Report | 16 |
| 2.1. Emissions reduction results | 16 |
| 2.2. Significant emissions sources | 22 |
| 2.3. Emissions reduction targets | 22 |
| 2.4. Emissions reduction projects..... | 24 |
| 2.5. Staff engagement | 30 |
| 2.6. Key performance indicators | 30 |
| 2.7. Monitoring and reporting..... | 31 |
| Appendix 1: Detailed greenhouse gas inventory | 32 |
| A1.1 Reporting boundaries | 35 |
| A1.1.1 Emission source identification method and significance criteria | 35 |
| A1.1.2 Included sources and activity data management | 35 |
| A1.1.3 Excluded emissions sources and sinks | 38 |
| A1.2 Quantified inventory of emissions and removals | 38 |
| A1.2.1 Calculation methodology | 38 |
| A1.2.2 Historical recalculations..... | 39 |
| A1.2.3 Liabilities | 39 |
| A1.2.3.1 GHG stocks held | 39 |
| A1.2.3.2 Land-use liabilities..... | 39 |
| A1.2.4 Supplementary results | 40 |
| A1.2.4.1 Contractual instruments for GHG attributes | 40 |
| Appendix 2: Significance criteria used | 41 |
| Appendix 3: Certification mark use | 42 |
| Appendix 4: References | 43 |

| | |
|-----------------------------------|----|
| Appendix 5: Reporting index | 44 |
|-----------------------------------|----|

TABLES

| | |
|--|----|
| Table 1: Inventory summary | 6 |
| Table 2: GHG emissions inventory summary for this measurement period..... | 8 |
| Table 3: Brief description of business units, sites and locations included in this emissions inventory ... | 15 |
| Table 4: Comparison of historical GHG inventories..... | 16 |
| Table 5: Performance against plan | 20 |
| Table 6: Emission reduction targets | 23 |
| Table 7: Projects to reduce emissions | 25 |
| Table 8: Projects to improve data quality..... | 29 |
| Table 9: Projects to prevent emissions from liabilities | 29 |
| Table 10: Direct GHG emissions and removals, quantified separately for each applicable gas | 32 |
| Table 11: Non-biogenic, biogenic anthropogenic and biogenic non-anthropogenic CO ₂ emissions and removals by category | 34 |
| Table 12: GHG emissions activity data collection methods and inherent uncertainties and assumptions | 36 |
| Table 13: GHG emissions sources excluded from the inventory | 38 |
| Table 14: HFCs, PFCs and SF ₆ GHG emissions liabilities..... | 39 |
| Table 15: Land-use liabilities (total)..... | 39 |
| Table 16: Significance criteria used for identifying inclusion of indirect emissions | 41 |

FIGURES

| | |
|--|----|
| Figure 1: Emissions (tCO ₂ e) by Category for this measurement period | 7 |
| Figure 2: GHG emissions (tonnes CO ₂ e) by category | 10 |
| Figure 3: GHG emissions (tonnes CO ₂ e) by business unit..... | 10 |
| Figure 4: Top 10 GHG emissions (tonnes CO ₂ e) by source | 11 |
| Figure 5: Organisational structure | 15 |
| Figure 6: Comparison of gross emissions by category between the reporting periods | 18 |
| Figure 7: Comparison of gross emissions by subcategory between the reporting periods..... | 19 |
| Figure 8: Comparison of gross emissions by business unit between the reporting periods | 20 |
| Figure 9: Performance against target since base year..... | 20 |

EXECUTIVE SUMMARY

This is the annual greenhouse gas (GHG) emissions inventory and management report for Central Otago District Council covering the measurement period 01 July 2020 to 30 June 2021.³

This inventory forms part of the organisation's commitment to gain Programme certification. This inventory reports into the Toitū carbonreduce programme.

Table 1: Inventory summary

| Category (ISO 14064-1:2018) | Scopes (ISO 14064-1:2006) | 2020 | 2021 |
|--|------------------------------|------------------|------------------|
| Category 1: Direct emissions | Scope 1 | 2,428.62 | 2,132.38 |
| Category 2: Indirect emissions from imported energy | Scope 2 | 713.19 | 769.06 |
| Category 3: Indirect emissions from transportation | Scope 3 | 44.16 | 40.39 |
| Category 4: Indirect emissions from products used by organisation | | 10,383.99 | 8,338.69 |
| Category 5: Indirect emissions associated with the use of products from the organisation | | 0.00 | 0.00 |
| Category 6: Indirect emissions from other sources | | 0.00 | 0.00 |
| Total direct emissions | | 2,428.62 | 2,132.38 |
| Total indirect emissions | | 11,141.34 | 9,148.14 |
| Total gross emissions | | 13,569.96 | 11,280.52 |
| Category 1 direct removals | | 0.00 | 0.00 |
| Certified renewable electricity certificates | | 0.00 | 0.00 |
| Purchased emission reductions | | 0.00 | 0.00 |
| Total net emissions | | 13,569.96 | 11,280.52 |

³ Throughout this document "emissions" means "GHG emissions".

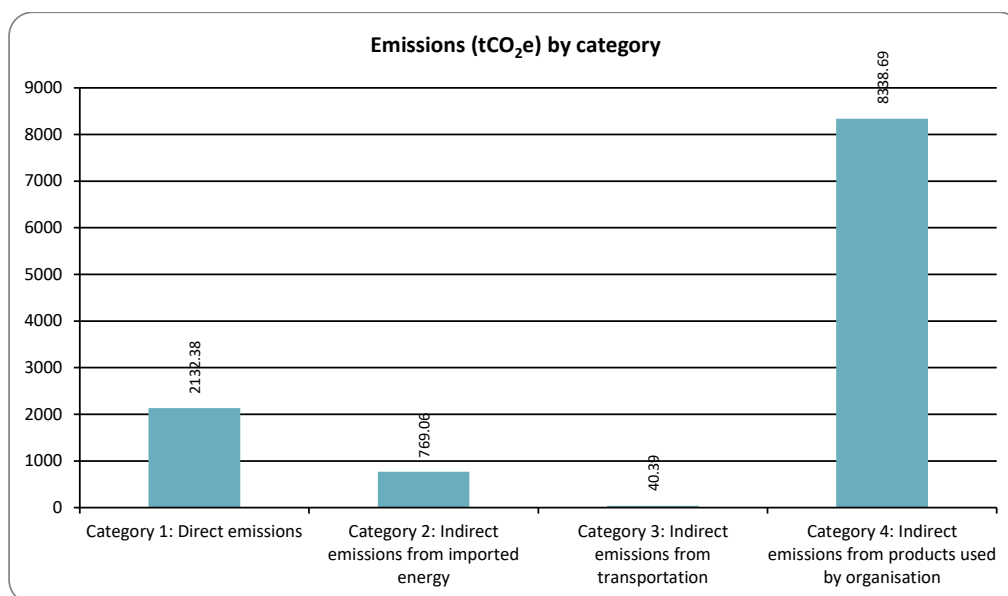


Figure 1: Emissions (tCO₂e) by Category for this measurement period

CHAPTER 1: EMISSIONS INVENTORY REPORT

1.1. INTRODUCTION

This report is the annual greenhouse gas (GHG) emissions inventory and management report for Central Otago District Council.

The inventory is a complete and accurate quantification of the amount of GHG emissions that can be directly attributed to the organisation's operations within the declared boundary and scope for the specified reporting period. The inventory has been prepared in accordance with the requirements of the measure-step 2 of the Programme which is based on the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) and ISO 14064-1:2006 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals³. Where relevant, the inventory is aligned with industry or sector best practices for emissions measurement and reporting.

The inventory report and any GHG assertions are expected to be verified by a Programme-approved, third-party verifier. The level of assurance is reported in a separate Assurance Statement provided to the directors of the certification entity.

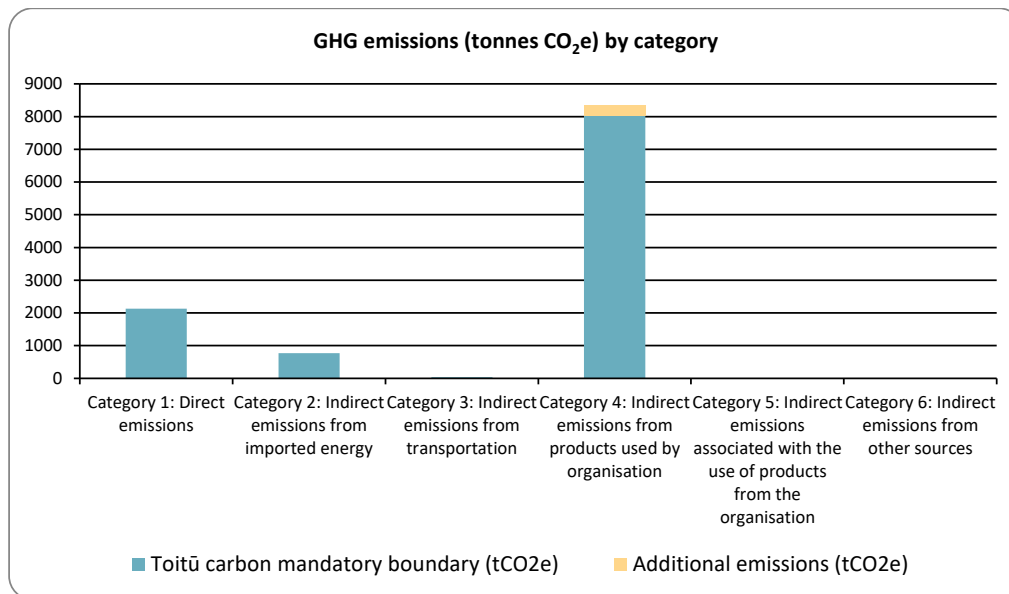
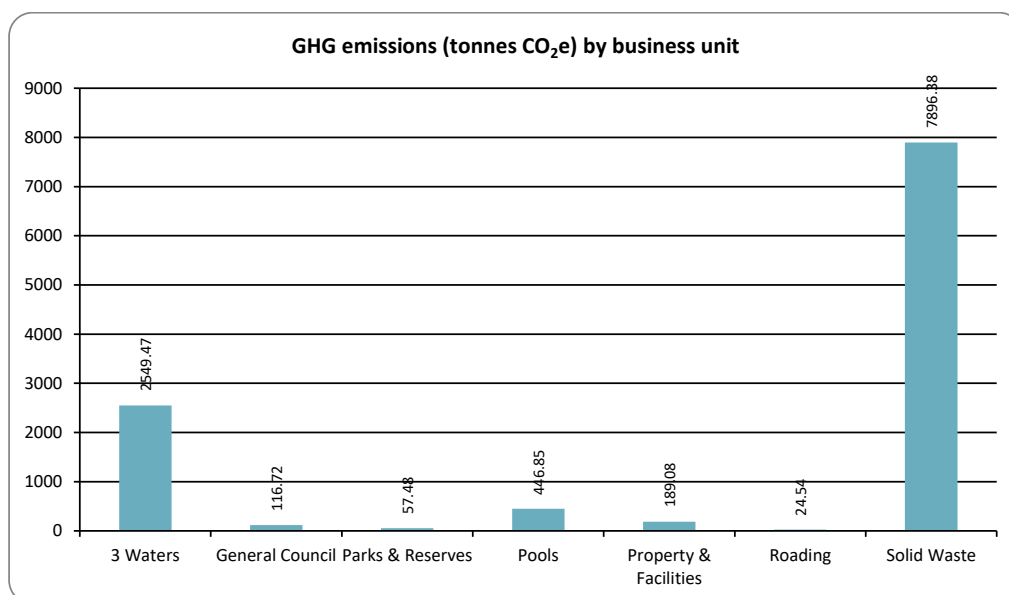
1.2. EMISSIONS INVENTORY RESULTS

Table 2: GHG emissions inventory summary for this measurement period

Measurement period: 01 July 2020 to 30 June 2021.

| Category | Toitū carbon mandatory boundary (tCO ₂ e) | Additional emissions (tCO ₂ e) | Total emissions (tCO ₂ e) |
|--|---|--|--------------------------------------|
| Category 1: Direct emissions | 2,132.38 Wastewater precalculated (tCO ₂ e), Diesel, Petrol regular, Fertiliser use Nitrogen (non-Urea sources), LPG, CO ₂ , LPG stationary commercial, Coal sub-bituminous commercial, Diesel stationary combustion, HFC-32 | 0.00 | 2,132.38 |
| Category 2: Indirect emissions from imported energy | 769.06 Electricity | 0.00 | 769.06 |
| Category 3: Indirect emissions from transportation | 40.39 Freight Road all trucks (average), Air travel domestic (average), Rental Car average (petrol) | 0.00 | 40.39 |
| Category 4: Indirect emissions from products used by organisation | 8,025.51 Waste landfilled screenings (CO ₂ e), Waste to Landfill Sludge (CO ₂), Waste landfilled No LFGR Mixed waste, Waste disposal Glass Closed-loop, Waste disposal Plastic Closed-loop | 313.17 Electricity distributed T&D losses, Diesel | 8,338.69 |
| Category 5: Indirect emissions associated with the use of products from the organisation | 0.00 | 0.00 | 0.00 |

| Category | Toitū carbon mandatory boundary (tCO ₂ e) | Additional emissions (tCO ₂ e) | Total emissions (tCO ₂ e) |
|---|--|---|--------------------------------------|
| Category 6: Indirect emissions from other sources | 0.00 | 0.00 | 0.00 |
| Total direct emissions | 2,132.38 | 0.00 | 2,132.38 |
| Total indirect emissions | 8,834.97 | 313.17 | 9,148.14 |
| Total gross emissions | 10,967.34 | 313.17 | 11,280.52 |
| Category 1 direct removals | 0.00 | 0.00 | 0.00 |
| Certified renewable electricity certificates | 0.00 | 0.00 | 0.00 |
| Purchased emission reductions | 0.00 | 0.00 | 0.00 |
| Total net emissions | 10,967.34 | 313.17 | 11,280.52 |
| | | | |
| Emissions intensity | | Mandatory emissions | Total emissions |
| Full-Time-Equivalent Staff - tCO ₂ e per FTE staff (gross tCO ₂ e / unit) | | 73.12 | 75.20 |
| Head of Population - tCO ₂ e per Head of Population (gross tCO ₂ e / unit) | | 0.47 | 0.48 |
| Rateable Property - tCO ₂ e per Rateable Property (gross tCO ₂ e / unit) | | 0.76 | 0.78 |
| Rates Revenue - tCO ₂ e per Rates Revenue (\$Millions) (gross tCO ₂ e / unit) | | 336.83 | 346.45 |
| Operating revenue (gross tCO ₂ e / \$Millions) | | 176.21 | 181.24 |

Figure 2: GHG emissions (tonnes CO₂e) by categoryFigure 3: GHG emissions (tonnes CO₂e) by business unit

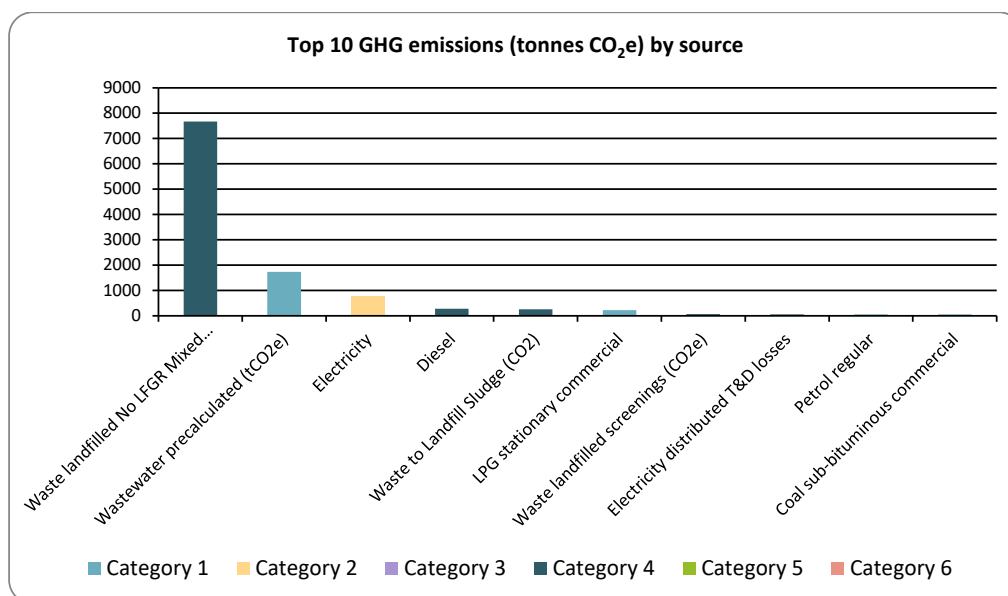


Figure 4: Top 10 GHG emissions (tonnes CO₂e) by source

1.3. ORGANISATIONAL CONTEXT

1.3.1. Organisation description

Central Otago is a unique environment in the lower South Island. The area is made up of distinct communities of interest who have amalgamated over time to become the Central Otago District.

Central Otago District Council is the territorial authority for the district. The Council purpose is to enable democratic local decision-making to meet the current and future needs of communities. Council provides high-quality and cost-effective infrastructure and public services, and performs regulatory functions.

Enhancing well-being is a core council function, guided by conversations and feedback with the people living in the district. Three Community Outcomes have been set: He Ōhaka e Ora Rāia ana / Thriving Economy, Toitū te Whenua / Sustainable Environment and He Hapori, He Haumi / Connected Community. Council plans, strategies, and work programmes relate to these outcomes.

Council has four electoral wards with their own local board and service centre: Cromwell, Maniototo, Teviot Valley, and Vincent. The main Council office is located in Alexandra, within the Vincent Ward.

Council employs 150 full-time equivalent staff. Both staff and services are located across the district to maintain access and local decision making for all communities.

Environmental sustainability and network resilience is a priority for council and is woven through all planning and operations. The Central Otago Long-term Plan was noted by Parliament for its success in embedding these practises, particularly in the Infrastructure Strategy.

Council is continuing to enhance its performance in this regard. Measuring and reducing the Council's carbon footprint is a crucial element, as set out in the Sustainability Strategy 2019-2024.

Commitment to certification

Council is committed to measuring and reducing Council emissions through the Toitū carbon reduce programme. This commitment is reflected in the Sustainability Strategy, a five-year plan adopted in February 2019. The strategy defines specific steps for Council to take toward a sustainable future. Continued certification is a key metric.

GHG Reporting

Emissions in Central Otago fall into three broad categories: those under direct Council control; those outside of Council control but able to be influenced by Council actions; and those outside of both Council control and influence.

The Sustainability Strategy prioritises emissions under direct Council control. Collecting data and measuring the carbon footprint is central to understanding and reducing emissions. The report ranks emission sources from highest to lowest, highlighting opportunities for action.

The reporting also measures our impact over time. As we achieve and record significant reductions through these processes, our ability to influence emissions outside direct Council control increases

Climate Change Impacts

Central Otago District Council declared a climate crisis in September 2019, with a commitment to provide climate change leadership.

A report commissioned in 2017 through Bodeker Scientific, 'The Past, Present, and Future Climate of Central Otago: Implications for the District' outlined the local impact, included a prediction for the district to warm by several degrees by the end of the century.

Although total annual precipitation is not projected to change, the distribution and intensity of rainfall is likely to alter. There is a much greater likelihood of longer, drier periods; and more frequent extreme rainfall events.

Climate change presents direct, indirect and cascading risks to our natural, human, built, economic, and community environment. A resilience plan has been prepared to identify risks to council infrastructure. The plan includes actions and funding required to improve the resilience to events such as those caused by climate change.

Climate change impacts and resilience practises have been embedded throughout Council strategic documents, including the Long-term Plan.

Parent Company Targets

The New Zealand Government has declared a climate emergency committing to urgent action on reducing emissions. The Climate Change Response (Zero Carbon) Amendment Act 2019 provides a framework by which New Zealand can develop and implement clear and stable climate change policies that

- contribute to the global effort under the Paris Agreement to limit the global average temperature increase to 1.5° Celsius above pre-industrial levels
- allow New Zealand to prepare for, and adapt to, the effects of climate change

The changes do four key things:

- set a new domestic greenhouse gas emissions reduction target for New Zealand to:
 - reduce net emissions of all greenhouse gases (except biogenic methane) to zero by 2050
 - reduce emissions of biogenic methane to 24–47 per cent below 2017 levels by 2050, including to 10 per cent below 2017 levels by 2030
- establish a system of emissions budgets to act as stepping stones towards the long-term target
- require the Government to develop and implement policies for climate change adaptation and mitigation
- establish a new, independent Climate Change Commission to provide expert advice and monitoring to help keep successive governments on track to meeting long-term goals

1.3.2. Statement of intent

This inventory forms part of the organisation's commitment to gain Toitū carbonreduce certification. The intended uses of this inventory are:

Intended use and users

The reduction of greenhouse gas emissions is a crucial priority for Central Otago District Council. The report enables a full analysis of our emission profile. The key aim is to use the data and information gained through this process to prepare strategies and undertake individual initiatives to offset our emissions.

The reporting provides a clear understanding of Council performance to our community and other stakeholders (including suppliers and contractors).

Other schemes and requirements

This inventory report will be used to report to Councillors, the Executive team, and Council staff.

1.3.3. Person responsible

Quinton Penniall is responsible for overall emission inventory measurement and reduction performance, as well as reporting results to top management. Quinton Penniall has the authority to represent top management and has financial authority to authorise budget for the Programme, including Management projects and any Mitigation objectives.

State any other people/entities involved

Top management commitment

Central Otago District Council is committed to managing and reducing greenhouse gas emissions.

While this is Council's second year reporting to the Toitū carbonreduce programme, Council has been committed to reducing its emissions and leading the delivery of sustainable outcomes since 2017. Council has:

- Adopted a Sustainability Strategy (2019-2024).
- Declared a 'climate crisis' in the Central Otago region.
- Embedded sustainability practises throughout the Long-term Plan and other strategic documents
- Included considerations about sustainability, the environment and climate impacts on all reports provided to the council and boards.
- Installed publicly accessible electric vehicle charging stations on Council land in main centres throughout the district.
- Replacement of 1850 street lights with LED lights which use 60% less electricity.
- Contributed to a heat transfer system between the Molyneux pool and IceInLine reducing the energy consumption for both facilities.
- Replaced 40% of the Council vehicle fleet with hybrid vehicles.
- Supported an application from the Otago Polytech to the United Nations to develop a regional centre of excellence to deliver projects aligned with the Global Sustainable Development Goals.

Management involvement

1.3.4. Reporting period

Base year measurement period: 01 July 2019 to 30 June 2020

Measurement period of this report: 01 July 2020 to 30 June 2021

This report will be done annually.

Reporting is aligned to Council's financial reporting year.

1.3.5. Organisational boundary and consolidation approach

An operational control consolidation approach was used to account for emissions.⁴

Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards.

Justification of consolidation approach

The Central Otago District Council is organised according to service and function, as shown in the organisation-diagram below. However, the existing organisational structure does not usefully translate into business units for reporting purposes, therefore Central Otago District Council has been divided into seven separate business units to provide more useful information: Three Waters, Roading, Property & Facilities, Parks & Reserves, Pools, Solid Waste and General Council. These better reflect the major greenhouse-gas emission producers within Council's organisational structure. Management of all activities is undertaken from Council's main office at 1 Dunorling Street, Alexandra.

Organisational structure

Figure 5 shows what has been included in the context of the overall structure.

⁴control: the organisation accounts for all GHG emissions and/or removals from facilities over which it has financial or operational control. equity share: the organisation accounts for its portion of GHG emissions and/or removals from respective facilities.



Figure 5: Organisational structure

Table 3. Brief description of business units, sites and locations included in this emissions inventory

| Business unit | Description |
|-----------------------|--|
| Three Waters | Responsible for the supply of water, disposal and treatment of wastewater in the district. |
| Roading | Responsible for the management and maintenance of local roads, and streetlights. |
| Property & Facilities | Responsible for the management and maintenance of Council-owned property and facilities, e.g. offices, libraries, community halls. |
| Parks & Reserves | Responsible for the management and maintenance of public parks and reserves, and sports facilities. |
| Pools | Responsible for the management and maintenance of Council's swimming pools. |
| General Council | This business unit accounts for corporate services and other emission sources which cannot be categorised in a more specific business unit. E.g. fleet vehicles, and air travel. |
| Solid Waste | This business unit accounts for emissions from district waste to landfill. |

1.3.6. Excluded business units

All business units have been accounted for as part of this inventory.

CHAPTER 2: EMISSIONS MANAGEMENT AND REDUCTION REPORT

2.1. EMISSIONS REDUCTION RESULTS

Table 4: Comparison of historical GHG inventories

| Category | 2020 | 2021 |
|--|------------------|------------------|
| Category 1: Direct emissions | 2,428.62 | 2,132.38 |
| Category 2: Indirect emissions from imported energy | 713.19 | 769.06 |
| Category 3: Indirect emissions from transportation | 44.16 | 40.39 |
| Category 4: Indirect emissions from products used by organisation | 10,383.99 | 8,338.69 |
| Category 5: Indirect emissions associated with the use of products from the organisation | 0.00 | 0.00 |
| Category 6: Indirect emissions from other sources | 0.00 | 0.00 |
| Total direct emissions | 2,428.62 | 2,132.38 |
| Total indirect emissions | 11,141.34 | 9,148.14 |
| Total gross emissions | 13,569.96 | 11,280.52 |
| Category 1 direct removals | 0.00 | 0.00 |
| Certified renewable electricity certificates | 0.00 | 0.00 |
| Purchased emission reductions | 0.00 | 0.00 |
| Total net emissions | 13,569.96 | 11,280.52 |

| Category | 2020 | 2021 |
|---|--------|--------|
| | | |
| Emissions intensity | | |
| Full-Time-Equivalent Staff - tCO ₂ e per FTE staff (gross tCO ₂ e / unit) | 92.31 | 75.20 |
| Full-Time-Equivalent Staff - tCO ₂ e per FTE staff (gross mandatory tCO ₂ e / unit) | 74.61 | 73.12 |
| Head of Population - tCO ₂ e per Head of Population (gross tCO ₂ e / unit) | 0.63 | 0.48 |
| Head of Population - tCO ₂ e per Head of Population (gross mandatory tCO ₂ e / unit) | 0.51 | 0.47 |
| Rateable Property - tCO ₂ e per Rateable Property (gross tCO ₂ e / unit) | 0.96 | 0.78 |
| Rateable Property - tCO ₂ e per Rateable Property (gross mandatory tCO ₂ e / unit) | 0.78 | 0.76 |
| Rates Revenue - tCO ₂ e per Rates Revenue (\$Millions) (gross tCO ₂ e / unit) | 435.77 | 346.45 |
| Rates Revenue - tCO ₂ e per Rates Revenue (\$Millions) (gross mandatory tCO ₂ e / unit) | 352.19 | 336.83 |
| Operating revenue (gross tCO ₂ e / \$Millions) | 206.20 | 181.24 |
| Operating revenue (gross mandatory tCO ₂ e / \$Millions) | 201.73 | 176.21 |

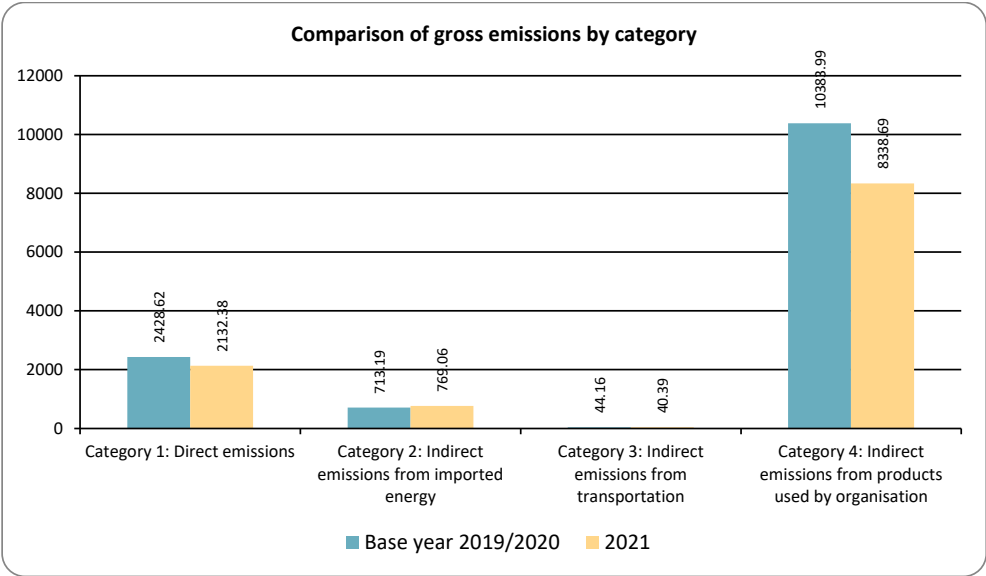


Figure 6: Comparison of gross emissions by category between the reporting periods



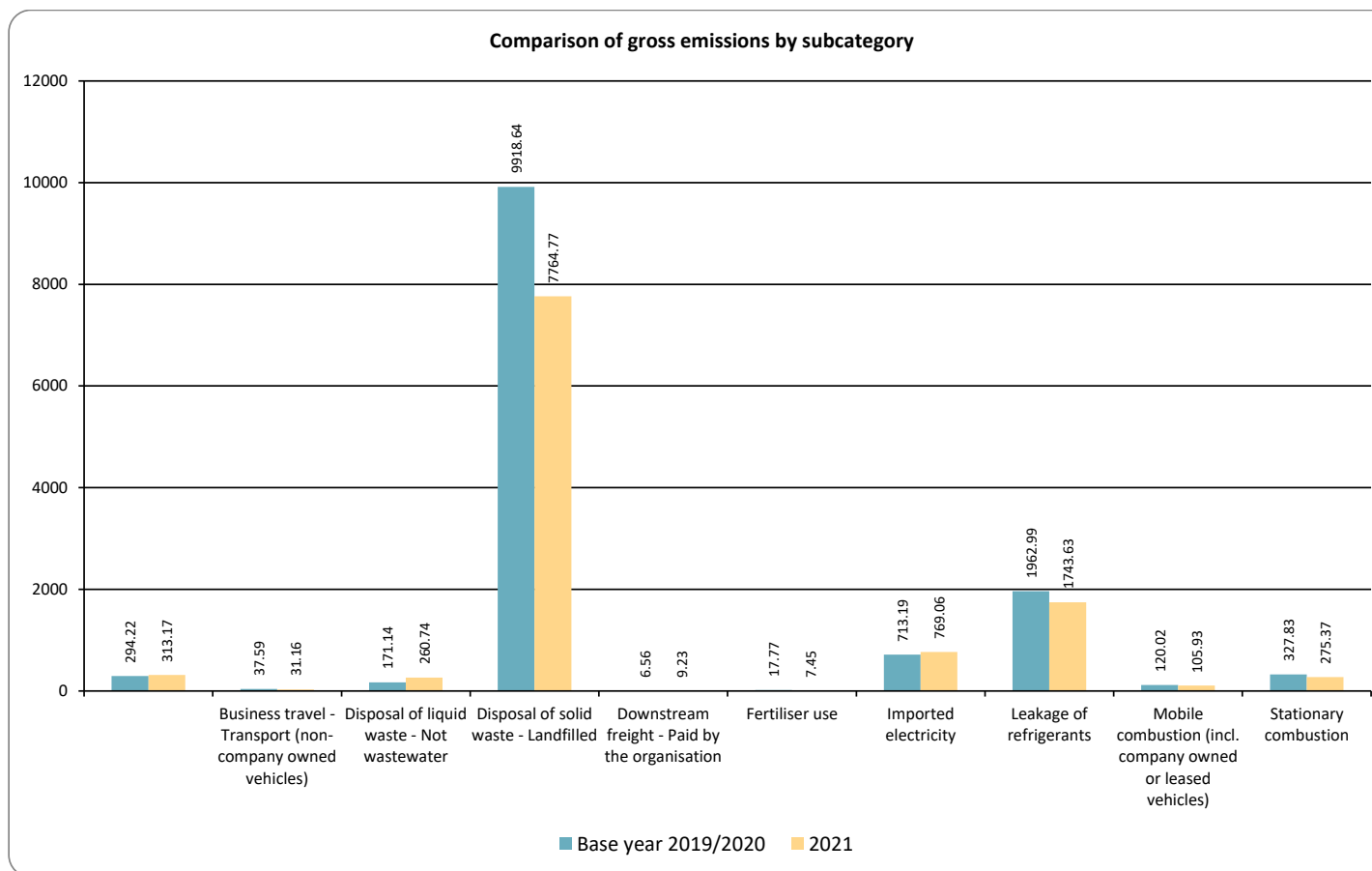


Figure 7: Comparison of gross emissions by subcategory between the reporting periods

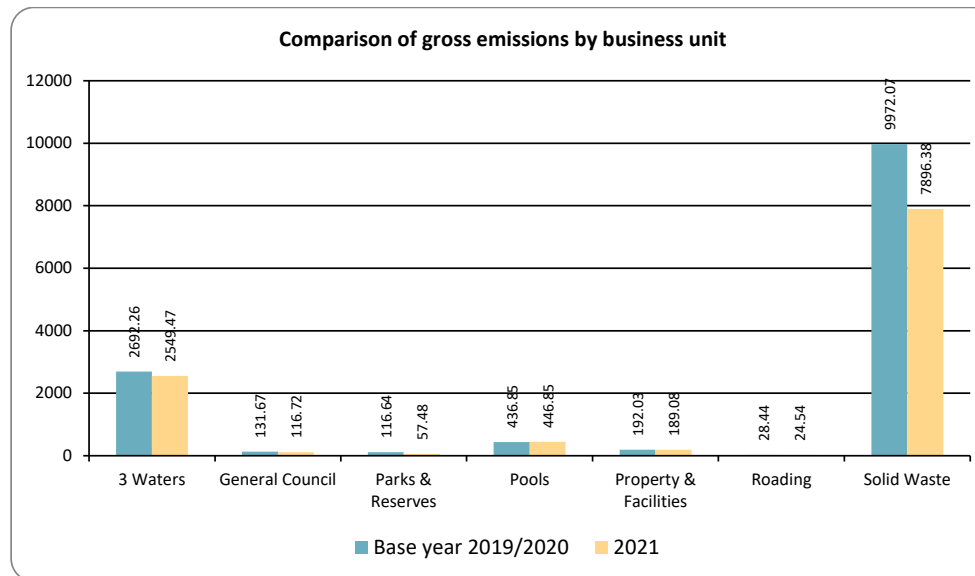


Figure 8: Comparison of gross emissions by business unit between the reporting periods

Performance against target has not been provided

Figure 9: Performance against target since base year

Table 5. Performance against plan

| Target name | Baseline period | Target date | Type of target (intensity or absolute) | Current performance (tCO ₂ e) | Current performance (%) | Comments |
|---|-----------------|-------------|--|--|-------------------------|-----------------------------|
| Cromwell swimming pool LPG boiler replacement | 2019-20 | 1 July 2023 | Absolute | 221.229 (tCO ₂ e) | n/a | Awaiting project completion |

| Target name | Baseline period | Target date | Type of target (intensity or absolute) | Current performance (tCO ₂ e) | Current performance (%) | Comments |
|--|-----------------|-------------|--|--|-------------------------|---|
| Alexandra office coal-fired boiler replacement | 2019-20 | 1 July 2023 | Absolute | 54.144 (tCO ₂ e) | n/a | Awaiting project completion |
| Council waste going to a landfill with gas capture and destruction system | 2019-20 | 1 July 2023 | Absolute | 6.029 (tCO ₂ e) | n/a | Awaiting project completion |
| Improve waste diversion in Council facilities | 2019-20 | 1 July 2022 | Absolute | 6.029 (tCO ₂ e) | 44% | Reduction through the introduction of Bokashi at main Council offices |
| District waste going to a landfill with gas capture and destruction system | 2019-20 | 1 July 2023 | Absolute | 9823.48 (tCO ₂ e) | n/a | Awaiting project completion |
| Replacement of diesel heating at Tarras Hall | 2019-20 | 1 July 2022 | Absolute | 1.058 (tCO ₂ e) | 64% | An energy efficient hearpump has been installed |

2.2. SIGNIFICANT EMISSIONS SOURCES

Significant sources

Council's largest emissions source is the disposal of district waste in a landfill. Disposal of the district's waste to landfill is a Category 4 type of emission and accounts for 73.3% of the Council's gross emissions. Central Otago District Council contracts the management of four transfer stations, kerbside collection, and transfer to landfill to All Waste. All of the Council's kerbside and transfer station waste goes to Victoria Flats Landfill located within the Queenstown Lakes district. The landfill is operated by SCOPE Resources under a build own operate transfer (BOOT) contract with Queenstown Lakes District Council. An agreement permits waste collected in the Central Otago district to be disposed of at the landfill through 2029.

Council's second-largest emissions source is a result of wastewater treatment throughout the district. It is a substantial source as it accounts for the entire district's wastewater production and treatment. Emission from wastewater treatment plants is classified as a Category 1 type of emission and accounts for 13.0% of the Council's gross emissions. Waste generated from wastewater treatment accounts for 2.5% of the Council's mandatory emissions. The incorporation of modern technology and processes during future upgrades will result in lower emissions when compared to the current facilities.

The third-largest emissions source is electricity consumption which has been classified as a Category 2 emission and accounts for 5.4% of the Council's gross emission. Council has 165 metered sites during this reporting period. Some reduction projects outlined in Table 7, while reducing other fuel use, will increase emissions from electricity. Emissions from LPG and Coal-fired boilers account for over 2.1% of the Council's mandatory emissions. Projects to address emissions from these sources are detailed in Table 7.

Activities responsible for generating significant emissions

Significant emissions source activities TBC

Influences over the activities

Activity influence TBC

Significant sources that cannot be influenced

2.3. EMISSIONS REDUCTION TARGETS

The organisation is committed to managing and reducing its emissions in accordance with the Programme requirements. Table 6 provides details of the emission reduction targets to be implemented. These are 'SMART' targets (specific, measurable, achievable, realistic, and time-constrained).

This report has set a target of reducing gross carbon emissions reported in 2019/20 by 55%. This 5-year target is on the basis of absolute reductions in GHG emissions rather than a reduction in emissions intensity. A key challenge will be managing emissions reduction targets as the district continues to grow. This reduction target aligns with the Government Emission reduction plan.

Table 6. Emission reduction targets

| Target name | Baseline | Target date | Type of target (intensity or absolute) | Categories covered | Target | | KPI | Responsibility | Rationale |
|--|----------|-------------|--|--|----------------|--------------------------------|--|--|--|
| Total Gross emissions to be achieved within 5 years from the Base Year | 2019-20 | June 2024 | Absolute | All Categories | 52% reduction | 13,478.03 (tCO ₂ e) | tCO ₂ e per rateable property | Infrastructure Manager and Executive Leadership Team/Senior Managers | Achievable through the application of the developed emissions reduction projects. |
| Category 1, Category 2 and Category 3 emissions to be achieved within 5 years from the Base Year | 2019-20 | June 2024 | Absolute | Category 1 Category 2 Category 3 | 8% reduction | 3,471.96 (tCO ₂ e) | Absolute total tCO ₂ e | Infrastructure Manager and Executive Leadership Team/Senior Managers | Achievable through the application of the developed emissions reduction projects. |
| Emissions specific 'subtargets': | | | | | | | | | |
| Cromwell swimming pool LPG boiler replacement | 2019-20 | June 2024 | Absolute | Category 1 | 66% reduction | 304.7 (tCO ₂ e) | Absolute total tCO ₂ e | Parks and Reserves Manager with support from Infrastructure Manager | Expected reduction due to removal of LPG boiler. An energy efficient water source heatpump will be used for heating. |
| Alexandra office coal-fired boiler replacement | 2019-20 | June 2024 | Absolute | Category 1 | 50% reduction | 98.4 (tCO ₂ e) | Absolute total tCO ₂ e | Property and Facilities Manager with support from Infrastructure Manager | Expected reduction due to removal of coal boiler. An efficient and sustainable alternative will be implemented |
| Double glazing of Alexandra Council office | 2019-20 | June 2024 | Absolute | Category 1 | 10% reduction | | Absolute total tCO ₂ e | Property and Facilities Manager | Expected reductions in heating requirements due to double glazed windows. Will assist in both summer and winter. |
| Transition to electric / hybrid vehicles | 2019-20 | June 2024 | Absolute | Category 1 | 7.5% reduction | 94.1 (tCO ₂ e) | Absolute total tCO ₂ e | Fleet Manager and Executive Leadership Team | Expected reduction through shift to electric/hybrid vehicles and working with staff on efficient driving techniques. |

| Target name | Baseline | Target date | Type of target (intensity or absolute) | Categories covered | Target | | KPI | Responsibility | Rationale |
|--|----------|-------------|--|--------------------------|---------------|------------------------------|--|---|--|
| Replacement of diesel heating at Tarras Hall | 2019-20 | June 2024 | Absolute | Category 1 | 25% reduction | 2.9 (tCO ₂ e) | Absolute total tCO ₂ e | Property and Facilities Manager | Diesel will no longer be the energy source. An energy efficient heatpump system will be used for heating. |
| Council waste going to a landfill with gas capture and destruction system | 2019-20 | June 2024 | Absolute | Category 3 Category 4 | 70% reduction | 92 (tCO ₂ e) | tCO ₂ e per rateable property | External - This work is being undertaken by Queenstown Lakes District Council | Expected reduction through introduction of gas capture systems at Victoria Flats Landfill. |
| Improve waste diversion in Council facilities | 2019-20 | June 2024 | Absolute | Category 3 Category 4 | 15% reduction | 10.8 (tCO ₂ e) | Absolute total tCO ₂ e | Solid Waste Team | Expected reductions through education and the removal of deskside rubbish bins and introduction of recycling and composting options. |
| District waste going to a landfill with gas capture and destruction system | 2019-20 | June 2024 | Absolute | Category 3 Category 4 | 70% reduction | 9,732.2 (tCO ₂ e) | tCO ₂ e per rateable property | External - This work is being undertaken by Queenstown Lakes District Council | Expected reduction through introduction of gas capture systems at Victoria Flats Landfill. |
| Improve waste diversion from district waste collection | 2019-20 | June 2024 | Absolute | Category 3 Category 4 | 5% reduction | | tCO ₂ e per rateable property | Solid Waste Team | Expected reductions through education and district diversion initiatives being implemented. |

2.4. EMISSIONS REDUCTION PROJECTS

In order to achieve the reduction targets identified in Table 6, specific projects have been identified to achieve these targets, and are detailed in Table 7 below.

Table 7. Projects to reduce emissions

| Objective | Project | Responsibility | Completion date | Potential co-benefits | Potential unintended consequences | Actions to minimise unintended consequence |
|---|--|--|-----------------------|--|--|---|
| Waste minimisation strategies and actions | Investigate options for glass recycling (therefore reducing emissions through freight and not being end up in landfill) | Infrastructure Manager | 31/12/2021 | Reduced resource inputs | Increased product wastage if packaging is not fit for purpose | Complete a pilot testing phase prior to roll out across all product |
| Waste minimisation strategies and actions | Household composting workshops | Waste Minimisation Officer | Ongoing | Reduction of waste to landfill and organic waste emissions, change residents waste management behaviour, increase soil nutrient levels & carbon storage capacity. | Households could be tempted to create more food waste as they would have a disposal method available | Education & messaging around reducing food waste in households. |
| Waste minimisation strategies and actions | CODC Alexandra offices bokashi bins | Waste Minimisation Officer | Ongoing | Reduction of waste to landfill and organic waste emissions, change staff behaviour at home, increase soil nutrients in community gardens and improve local food resilience, increase soil carbon storage capacity. | Staff could be tempted to create more food waste as they have a disposal method. | Education & messaging around minimising food waste. |
| Waste minimisation strategies and actions | Council waste going to a landfill with a gas capture and destruction | External- This work is being undertaken by Queenstown Lakes District Council | 1/04/2021 | Expected reduction through introduction of gas capture systems at Victoria Flats Landfill. | None anticipated | n/a |
| Waste minimisation strategies and actions | Reduce district waste by increasing diversion of recyclables and greenwaste | Solid Waste Team | June 2024 and ongoing | Continued education and initiatives to promote diversion of waste from landfill. Further opportunities for greenwaste and construction and demolition waste are being explored. | None anticipated | n/a |

| Objective | Project | Responsibility | Completion date | Potential co-benefits | Potential unintended consequences | Actions to minimise unintended consequence |
|---|--|----------------------------|-----------------|--|---|--|
| Waste minimisation strategies and actions | Improved signage for recycling drop off locations | Waste Minimisation Officer | 20/04/2022 | Reduction of waste to landfill from contaminated recycling. | Households use more single-use packaging as they are able to recycle it. Increased amounts of recycling may increase freight emissions. | Education & messaging on "Reduce, Reuse, Recycle" in priority order as laid out in WMMP. |
| Management, planning and reporting measures | Require a carbon and energy management review process of major projects. | Managers of relevant areas | Ongoing | It will be policy for the Group Manager responsible for a new capital project over \$1M value to convene a carbon and energy review group, including the senior programme advisor (environmental), the project manager, themselves and others as appropriate at the project's outset. The purpose of the review will be to identify ways to minimise the project's carbon footprint (including embodied carbon) and ongoing energy costs and improve resilience. The recommendations of the review will be reported to decision makers before Council commits to a final design. | None anticipated | n/a |
| Management, planning and reporting measures | Run an ongoing staff awareness campaign focussed on areas where staff behaviour can make the most difference.) | Managers of relevant areas | Ongoing | This may include working with staff on efficient driving and improving recording of odometer readings, or on the use of pool covers. Training, reminders and tailored reporting are tools that will be used. A summary of what staff awareness and training work has been carried out will be included in the annual update of this plan | None anticipated | n/a |

| Objective | Project | Responsibility | Completion date | Potential co-benefits | Potential unintended consequences | Actions to minimise unintended consequence |
|---|---|--|-----------------|--|---------------------------------------|--|
| Management, planning and reporting measures | Continue to review, investigate and develop other emission reduction options as opportunities emerge. | Environmental Engineering Team | Ongoing | Technologies are continually evolving and their costs reducing. Options which do not appear viable at present may become so in future. New measures may be included in the plan annually when it is updated. | None anticipated | n/a |
| Measures to improve Energy Efficiency | Replacement of diesel heating at Tarras hall with energy efficient heat pump. | Property and Facilities Manager | Completed | Reduced emissions, diesel is no longer energy source. An energy efficient heat pump system started to be use. | None anticipated | n/a |
| Measures to improve Energy Efficiency | Transition to electric / hybrid vehicles | Fleet Manager | Ongoing | The current vehicle fleet will continue to be progressively replaced with electric/hybrid vehicles where practical. | Electric vehicles require electricity | n/a |
| Measures to improve Energy Efficiency | Replacement of Coal fired boiler at Alexandra Council office | Property and Facilities Manager | Ongoing | The coal fired boiler at the Alexandra Council office has been started to replaced with an energy efficient alternative which is | New system uses electricity | n/a |
| Measures to improve Energy Efficiency | Develop business case for installing solar photovoltaics (PV) at suitable sites | Property and Facilities Manager supported by Environmental Engineering Manager | June 2023 | Council has many sites with peak daytime electricity loads that PV installed there could offset electricity bills. A business case will be developed to assess suitable sites. | None anticipated | n/a |
| Measures to improve Energy Efficiency | Double glazing of Alexandra Council office | Property and Facilities Manager | June 2022 | The Council office in Alexandra will be retrofit with double glazing. This will keep offices warmer and reduce energy costs. | None anticipated | n/a |
| Measures to improve Energy Efficiency | Replacement of LPG fired boiler at Cromwell Pool | Parks and Reserves Manager | Ongoing | Replace Cromwell Pool Boiler with Water-Source-Heat pump | New system uses electricity | n/a |



Table 8 highlights emission sources that have been identified for improving source the data quality in future inventories.

Table 8. Projects to improve data quality

| Emissions source | Actions to improve data quality | Responsibility | Completion date |
|---|--|------------------------|-----------------|
| Waste from Kerbside collection and Transfer Station | Work with waste collection contractor to obtain actual waste weights | Solid Waste Team | Ongoing |
| Fuel consumption from waste freight | Work with waste collection contractor to obtain actual waste weights | Solid Waste Team | Ongoing |
| Waste from Public bins | Work with current contractor to improve data recording | Parks Team | Ongoing |
| Fertilizer use | Work with current contractor to improve data recording | Parks Team | Ongoing |
| Electricity | Work with current supplier to obtain actual electricity consumption | Infrastructure Manager | Ongoing |

The emissions inventory chapter identified various emissions liabilities (see Liabilities section). Table 9 details the actions that will be taken to prevent GHG emissions from these potential emissions sources.

Table 9. Projects to prevent emissions from liabilities

| Liability source | Resource Type | Actions to prevent emissions | Responsibility (Business Unit managers) | Completion date |
|-----------------------------------|-----------------|---|---|-----------------|
| Air Conditioning Units | R410a | Regular servicing and preventing damage to units | Property & Facility Manager | Ongoing |
| Air Conditioning Units | R32 | Regular servicing and preventing damage to units | Property & Facility Manager | Ongoing |
| Air Conditioning Units | R22 | Regular servicing and preventing damage to units | Property & Facility Manager | Ongoing |
| Diesel Tank | Diesel | Regular servicing and preventing damage to units | Property & Facility Manager | Ongoing |
| PH balancing system | CO ₂ | Regular servicing and preventing damage to units | Pool Manager | Ongoing |
| Main Pool Refrigeration equipment | R448a | Regular servicing and preventing damage to units | Pool Manager | Ongoing |
| LPG bottles | LPG | Regular servicing and preventing damage to units | Pool Manager | Ongoing |
| Forestry | CO ₂ | Fire Prevention- working with FENZ Avoid heavy machinery being operated in forests during high risk fire season Council does not permit motorbikes to drive around in forestry areas due to fire risk | Property & Facility Manager | Ongoing |

2.5. STAFF ENGAGEMENT

The complexities of climate change present challenges when raising awareness and communicating across a large organisation.

An organisational sustainability team was established in 2019 to provide greater environmental consciousness within the organisational culture. The team engaged with staff on relevant issues, collected data, and identified areas for improvement. The team achieved cultural shifts within the organisation, including the removal of bins from all desks and encouraging staff to develop new food waste disposal initiatives.

Resourcing was refocused on the immediate pandemic response to COVID-19. This has provided an opportunity to focus on how the sustainability function could be better achieved, and the learnings made through the pandemic incorporated into the new work programme.

The team will be re-established as the new Carbon and Energy Management team, with a focus on reducing emissions and delivering sustainability initiatives. Ongoing senior management support and financial support have been secured.

As part of our emissions management and reduction plan the sustainability team will be re-established as the Carbon and Energy Management team to focus on reducing emissions and delivering sustainability initiatives throughout the organisation.

The team will grow staff awareness of the Council's emissions reduction commitments and the benefits of reducing emissions, and support them to manage their activities' emissions by:

- making training opportunities, such as relevant Toitū Envirocare webinars and Energy and Carbon Management Network events, available to relevant staff; particularly group and activity managers of major GHG-emitting activities;
- improving accessibility and timeliness of data delivery to relevant staff;
- providing training on the Council's sustainability principles as part of an induction programme for all new staff;
- sharing our Toitū carbonreduce certification, reduction targets and successful emission-reduction actions

2.6. KEY PERFORMANCE INDICATORS

Council's mandatory emissions intensity in 2020/21 was 215.35 tonnes of CO₂e per \$M gross turnover. Operating revenue will relate weakly to footprint as greater levels of service or growth in population will both tend to increase revenue and emissions. However, there are much stronger short-term influences, such as the timing of major infrastructure projects. A drop in Council carbon footprint per \$ turnover should occur through the implementation of this plan.

Council emissions, in theory, will have a closer relationship with the number of rateable properties in the district and the district population as these relate back to the extent of the services Council must provide and therefore the size of its operation. The emissions intensity by these measures is shown in Table 2.

2.7. MONITORING AND REPORTING

The key emission sources will be reported to activity managers quarterly. Other emission sources will be reported at least annually for Toitū Carbonreduce programme with more regular reporting implemented where efficient and useful for emissions management.



APPENDIX 1: DETAILED GREENHOUSE GAS INVENTORY

Additional inventory details are disclosed in the tables below, and further GHG emissions data is available on the accompanying spreadsheet to this report (Appendix1-Data Summary Central Otago District Council.xls).

Table 10. Direct GHG emissions and removals, quantified separately for each applicable gas

| Category | CO ₂ | CH ₄ | N ₂ O | NF ₃ | SF ₆ | HFC | PFC | Desflurane | Sevoflurane | Isoflurane | Emissions total (tCO ₂ e) |
|--|-----------------|-----------------|------------------|-----------------|-----------------|------|------|------------|-------------|------------|--------------------------------------|
| Stationary combustion | 274.97 | 0.16 | 0.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 275.37 |
| Mobile combustion (incl. company owned or leased vehicles) | 102.78 | 0.78 | 2.36 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 105.93 |
| Emissions - Industrial processes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Removals - Industrial processes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Leakage of refrigerants | 1,743.29 | 0.00 | 0.00 | 0.00 | 0.00 | 0.34 | 0.00 | 0.00 | 0.00 | 0.00 | 1,743.63 |
| Treatment of waste | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Treatment of wastewater | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Emissions - Land use, land-use change and forestry | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Removals - Land use, land-use change and forestry | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fertiliser use | 0.00 | 0.00 | 7.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.45 |
| Addition of livestock waste to soils | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Addition of crop residue to soils | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Enteric fermentation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Addition of lime to soils | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Open burning of organic matter | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Category | CO ₂ | CH ₄ | N ₂ O | NF ₃ | SF ₆ | HFC | PFC | Desflurane | Sevoflurane | Isoflurane | Emissions total (tCO ₂ e) |
|---------------------|-----------------|-----------------|------------------|-----------------|-----------------|------|------|------------|-------------|------------|--------------------------------------|
| Total net emissions | 2,121.04 | 0.94 | 10.06 | 0.00 | 0.00 | 0.34 | 0.00 | 0.00 | 0.00 | 0.00 | 2,132.38 |



Table 11. Non-biogenic, biogenic anthropogenic and biogenic non-anthropogenic CO₂ emissions and removals by category

| Category | Anthropogenic biogenic CO ₂ emissions | Anthropogenic biogenic (CH ₄ and N ₂ O) emissions (tCO ₂ e) | Non-anthropogenic biogenic (tCO ₂ e) |
|--|--|--|---|
| Category 1: Direct emissions | 0.00 | 0.00 | 0.00 |
| Category 2: Indirect emissions from imported energy | 0.00 | 0.00 | 0.00 |
| Category 3: Indirect emissions from transportation | 0.00 | 0.00 | 0.00 |
| Category 4: Indirect emissions from products used by organisation | 0.00 | 7,666.13 | 0.00 |
| Category 5: Indirect emissions associated with the use of products from the organisation | 0.00 | 0.00 | 0.00 |
| Category 6: Indirect emissions from other sources | 0.00 | 0.00 | 0.00 |
| Total gross emissions | 0.00 | 7,666.13 | 0.00 |

A1.1 REPORTING BOUNDARIES

A1.1.1 Emission source identification method and significance criteria

The GHG emissions sources included in this inventory are those required for Programme certification and were identified with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards as well as the Programme Technical Requirements.

Sources and sinks were identified as a result of personal communications with relevant staff, reviewing Council's financial recordings, supplier reports, and comparison to previous years' data.

Significance of emissions sources within the organisational boundaries has been considered in the design of this inventory. The significance criteria used comprise:

- All direct emissions sources that contribute more than 1% of total Category 1 and 2 emissions
- All indirect emissions sources that are required by the Programme.

No changes to the significance criteria have been made since this inventory was initially developed in the base year.

A1.1.2 Included sources and activity data management

As adapted from ISO 14064-1, the emissions sources deemed significant for inclusion in this inventory were classified into the following categories:

- **Direct GHG emissions (Category 1):** GHG emissions from sources that are owned or controlled by the company.
- **Indirect GHG emissions (Category 2):** GHG emissions from the generation of purchased electricity, heat and steam consumed by the company.
- **Indirect GHG emissions (Categories 3-6):** GHG emissions that occur as a consequence of the activities of the company but occur from sources not owned or controlled by the company.

Table 12 provides detail on the categories of emissions included in the GHG emissions inventory, an overview of how activity data were collected for each emissions source, and an explanation of any uncertainties or assumptions made based on the source of activity data. Detail on estimated numerical uncertainties are reported in Appendix 1.

Table 12. GHG emissions activity data collection methods and inherent uncertainties and assumptions

| GHG emissions category | GHG emissions source or sink subcategory | Overview of activity data and evidence | Explanation of uncertainties or assumptions around your data and evidence |
|---|--|---|--|
| Category 1: Direct emissions and removals | Stationary combustion | LPG stationary commercial, Coal sub-bituminous commercial | LPG - Data has been obtained from supplier invoices. There is a very low level of uncertainty in regard to the spent based data. Coal-Data has been obtained from supplier invoices and it has ben compared distributer invoices. Low level of uncertainty. |
| Category 1: Direct emissions and removals | Mobile combustion (incl. company owned or leased vehicles) | Diesel stationary combustion, Diesel, LPG, Petrol regular | Assumed all supplier reports are accurate and all additional fuel spent has been captured within our internal financial tracking systems. There is a very low level of uncertainty in regard to the spent-based data compared to the fuel card report. |
| Category 1: Direct emissions and removals | Wastewater treatment | Wastewater precalculated (tCO ₂ e) | TOITU WWTP calculation tool was used. There is some uncertainty due to methodology and the lack of available data. |
| Category 1: Direct emissions and removals | Leakage of refrigerants | CO ₂ , HFC-32 | Assumed all supplier reports are accurate and all spent has been captured within internal financial tracking systems. CO ₂ - There is a very low level of uncertainty. |
| Category 1: Direct emissions and removals | Fertiliser use | Fertiliser use Nitrogen (non-Urea sources) | Assumed all supplier reports are accurate and there is a very high level of uncertainty due to supplier data recording. |
| Overall assessment of uncertainty for Category 1 emissions and removals | | 8% | Very low |
| Category 2: Indirect emissions from imported energy | Imported electricity | Electricity | Assumed all supplier reports are accurate and data source has been checked by another external company. |
| Overall assessment of uncertainty for Category 2 emissions and removals | | 2% | Very low |

| GHG emissions category | GHG emissions source or sink subcategory | Overview of activity data and evidence | Explanation of uncertainties or assumptions around your data and evidence |
|---|--|---|---|
| Category 3: Indirect emissions from transportation | Business travel - Transport (non-company owned vehicles) | Rental Car average (petrol), Air travel domestic (average) | Data has been obtained from supplier invoices. There is a very low level of uncertainty in regard to the spent-based data. |
| | Downstream freight - Paid by the organisation | Freight Road all trucks (average) | Data has been obtained from supplier reports and has been assumed accurate. Due to the miscalculation in the previous report, this was assessed as a high level of uncertainty. It has been corrected in the current year's reporting. |
| Overall assessment of uncertainty for Category 3 emissions and removals | | 6% | Very low |
| Category 4: Indirect emissions from products used by organisation | Disposal of solid waste - Landfilled | Waste disposal Glass Closed-loop, Waste disposal Plastic Closed-loop, Waste landfilled No LFGR Mixed waste, Waste landfilled screenings (CO ₂ e) | Assumed all supplier reports are accurate. Data has been compared by using two different sources and invoices. There is a very low level of uncertainty. To improve the data, different emission factors can be applied by identifying the percentage of mixed waste. Due to a lack of data. It was not applied in this inventory report. |
| | Disposal of liquid waste - Not wastewater | Waste to Landfill Sludge (CO ₂) | Assumed all supplier reports are accurate data has been obtained by using invoices. Low level of uncertainty. |
| Overall assessment of uncertainty for Category 4 emissions and removals | | 4% | Very low |

A1.1.3 Excluded emissions sources and sinks

Emissions sources in Table 13 have been identified and excluded from this inventory.

Table 13. GHG emissions sources excluded from the inventory

| Business unit | GHG emissions source or sink | GHG emissions category | Reason for exclusion |
|-------------------------|-------------------------------------|------------------------|---|
| General Council | Office Supplies | Category 3, Category 4 | Carbon emissions originating from the manufacture of office supplies including paper, pens, computers etc. These are accounted de minimis. |
| General Council | Freight | Category 3 | Freight emissions have been excluded from this inventory as currently data cannot be collated with current purchasing and courier systems. |
| General Council | Employee Personal Travel | Category 1, Category 2 | Staff commutes have been excluded from this inventory due to not currently collecting data. |
| General Council | Fugitive Refrigerant - Council Cars | Category 1 | Refrigerants estimated to have leaked from the air-conditioning systems in Council cars. Due to Council's cars being well maintained, this is accounted de minimis. |
| Parks | Fuel | Category 1 | Fuel consumption from grass mowing and park maintenance has been excluded from this inventory due to a lack of data. |
| Roading | Fuel | Category 1 | Fuel consumption from Roding activity has been excluded from this inventory due to a lack of data. |
| Solid Waste | Lifecycle of sold products | Category 3, Category 4 | Council's recycling is managed as a commercial customer and has been excluded due to lack of data. |
| Property and Facilities | Electricity | Category 2, Category 3 | Certain Council sites have been excluded from this inventory as electricity to tenanted facilities is on-charged. |

A1.2 QUANTIFIED INVENTORY OF EMISSIONS AND REMOVALS

A1.2.1 Calculation methodology

A calculation methodology has been used for quantifying the emissions inventory based on the following calculation approach, unless otherwise stated below:

$$\text{Emissions} = \text{activity data} \times \text{emissions factor}$$

The following alternative emissions quantification approaches have been used in this inventory:

- Forest removals using programme supplied template based on growth rate lookup tables.

The quantification approach(es) has not changed since the previous measurement period

All emissions were calculated using Toitū emanage with emissions factors and Global Warming Potentials provided by the Programme (see Appendix 1 - data summary.xls). Global Warming Potentials (GWP) from the IPCC fifth assessment report (AR5) are the preferred GWP conversion⁵.

⁵ If emission factors have been derived from recognised publications approved by the programme, which still use earlier GWPs, the emission factors have not been altered from as published.

Where applicable, unit conversions applied when processing the activity data has been disclosed.

There are systems and procedures in place that will ensure applied quantification methodologies will continue in future GHG emissions inventories.

A1.2.2 Historical recalculations

Historical recalculations have been conducted

Details

Fuel consumption from kerbside collection for 2019-20 reporting period has been recalculated due to error in data source.

A1.2.3 Liabilities

A1.2.3.1 GHG STOCKS HELD

HFCs⁶, PFCs and SF₆ represent GHGs with high global warming potentials. Their accidental release could result in a large increase in emissions for that year, and therefore the stock holdings are reported under the Programme (Table 14).

Table 14. HFCs, PFCs and SF₆ GHG emissions liabilities

| GHG gas stock held | Quantity (kg) | Potential liability (tCO ₂ e) |
|---|-----------------|--|
| CO ₂ | 942.30 | 72.61 |
| Diesel stationary combustion | 1,700.00 | 4.57 |
| HCFC-22 (R-22, Genetron 22 or Freon 22) | 132.20 | 239.28 |
| HFC-32 | 19.28 | 13.01 |
| LPG stationary commercial | 720.00 | 2.18 |
| R-410A | 185.15 | 386.50 |
| Total | 3,698.93 | 718.16 |

A1.2.3.2 LAND-USE LIABILITIES

Organisations that own land subject to land-use change may achieve sequestration of carbon dioxide through a change in the carbon stock on that land. Where sequestration is claimed, then this also represents a liability in future years should fire, flood, management activities or other intentional or unintentional events release the stored carbon.

Table 15. Land-use liabilities (total)

| Site name | Total sequestration during reporting period (tCO ₂ e) | Contingent liability (tCO ₂ e) | Total potential liability (tCO ₂ e) |
|--------------------------------|--|---|--|
| Central Otago District Council | 0 | 3220 | 114112 |

⁶ HFC stock liabilities for systems under 3 kg can be excluded.

A1.2.4 Supplementary results

Holdings and transactions in GHG-related financial or contractual instruments such as permits, allowances, renewable energy certificates or equivalent, verified offsets or other purchased emissions reductions from eligible schemes recognised by the Programme are reported separately here.

A1.2.4.1 CONTRACTUAL INSTRUMENTS FOR GHG ATTRIBUTES

Contractual instruments are any type of contract between two parties for the sale and purchase of energy bundled with attributes about the energy generation, or for unbundled attribute claims. This includes Renewable Energy Certificates.

APPENDIX 2: SIGNIFICANCE CRITERIA USED

Table 16. Significance criteria used for identifying inclusion of indirect emissions

| |
|---------------------------|
| Appendix 2 |
| (No information supplied) |



APPENDIX 3: CERTIFICATION MARK USE



APPENDIX 4: REFERENCES

International Organization for Standardization, 2018. ISO 14064-1:2018. Greenhouse gases – Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals. ISO: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2004 (revised). The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard. WBCSD: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2015 (revised). The Greenhouse Gas Protocol: Scope 2 Guidance. An amendment to the GHG Protocol Corporate Standard. WBCSD: Geneva, Switzerland.

APPENDIX 5: REPORTING INDEX

This report template aligns with ISO 14064-1:2018 and meet Toitū carbonreduce programme Organisation Technical Requirements. The following table cross references the requirements against the relevant section(s) of this report.

| Section of this report | ISO 14064-1:2018 clause | Organisational Technical Requirement rule |
|--|--------------------------------|---|
| Cover page | 9.3.1 b, c, r 9.3.2 d, | TR8.2, TR8.3 |
| Availability | 9.2 g | |
| Chapter 1: Emissions Inventory Report | | |
| 1.1. Introduction | 9.3.2 a | |
| 1.2. Emissions inventory results | 9.3.1 f, h, j | TR4.14 |
| 1.3. Organisational context | 9.3.1 a | |
| 1.3.1. Organisation description | 9.3.1 a | |
| 1.3.2. Statement of intent | | TR4.2 |
| 1.3.3. Person responsible | 9.3.1 b | |
| 1.3.4. Reporting period | 9.3.1 l | TR5.1, TR5.8 |
| 1.3.5. Organisational boundary and consolidation approach | 9.3.1.d | TR4.3, TR4.5, TR4.7, TR4.11 |
| 1.3.6. Excluded business units | | |
| Chapter 2: Emissions Management and Reduction Report | | |
| 2.1. Emissions reduction results | 9.3.1 f, h, j, k 9.3.2 j, k | TR4.14, TR6.18 |
| 2.2. Significant emissions sources | | |
| 2.3. Emissions reduction targets | | TR6.1, TR6.2, TR6.4, TR6.6, TR6.8, |
| 2.4. Emissions reduction projects | 9.3.2 b | TR6.8, TR6.11, TR6.12, TR6.13, TR6.14, TR6.15 |
| 2.5. Staff engagement | | TR6.1, TR6.9 |
| 2.6. Key performance indicators | | TR6.19 |
| 2.7. Monitoring and reporting | 9.3.2 h | TR6.2 |
| Appendix 1: Detailed greenhouse gas inventory | 9.3.1 f, g | TR4.9, TR4.15 |
| A1.1 Reporting boundaries | | |
| A1.1.1 Emission source identification method and significance criteria | 9.3.1 e | TR4.12, TR4.13 |
| A1.1.2 Included emissions sources and activity data collection | 9.3.1 p, q 9.3.2 i | TR5.4, TR5.6, TR5.17, TR5.18, |
| A1.1.3 Treatment of biogenic emissions and removals | 9.3.1 g | TR4.15 |
| A1.1.4 Excluded emissions sources and sinks | 9.3.1 i | TR5.21, TR5.22, TR5.23 |
| A1.2 Quantified inventory of emissions and removals | | |
| A1.2.1 Calculation methodology | 9.3.1 m, n, o, t | |
| A1.2.2 Historical recalculations | | |
| A1.2.3 Liabilities | | |
| A1.2.3.1 GHG stocks held | | TR4.18 |
| A1.2.3.2 Land-use liabilities | 9.3.3. | TR4.19 |

| | | |
|---|---------|----------------|
| A1.2.4 Supplementary results | | |
| A1.2.4.1 Contractual instruments for GHG attributes | 9.3.3 | TR4.16, TR4.17 |
| A1.2.4.2 Carbon credits and offsets | 9.3.3.3 | |
| A1.2.4.3 Purchased or developed reduction or removal enhancement projects | 9.3.2 c | |
| A1.2.4.4 Double counting and double offsetting | | |
| Appendix 2: Significance criteria used | 9.3.1.e | TR4.12 |
| Appendix 3: Certification mark use | | TR3.6 |
| Appendix 4: References | | |
| Appendix 5: Reporting index | | |

22.7.8 POLICY RENEWAL

Doc ID: 593612

1. Purpose of Report

To consider readopting two policies – the Protected Disclosures (Whistle-blowers) Policy and the Risk Management Policy.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Adopts the updated Protected Disclosures (Whistle-blowers) Policy for a period of three years, with an annual review process.
 - C. Adopts the updated Risk Management Policy for a period of three years.
-

2. Background

This report seeks to renew two existing Council policies that are reviewed on an annual cycle: the Protected Disclosures (Whistle-blowers) Policy and the Risk Management Policy.

Both policies have undergone the 'soft review' process, involving:

- Discussion with activity managers and operational staff relating to the practical application and use of the policy
- Checking any relevant legislation for updates
- An environmental scan of any trends, news stories, or relevant experiences from other council's or organisations

Input on the policies will be sought from the Audit and Risk Committee on the 27th of September 2022. Recommendations from the Committee will be discussed with Council and any appropriate policy amendments made.

This is a deviation from the usual process, where the recommendations from the Committee would be written up for a later Council meeting. This is due to the gap in Council meetings through the election, and to ensure adequate policies are in place for ongoing compliance with financial prudence requirements of the Local Government Act 2002, and with the Protected Disclosures (Protection of Whistle-blowers) Act 2022.

3. Discussion

Protected Disclosures (Whistle-blowers) Policy

The Protected Disclosures (Whistle-blowers) Policy has been in place since 2020 and was last reviewed in May 2021.

There has been a legislative update since the policy was last reviewed. The Protected Disclosures (Protection of Whistle-blowers) Act 2022 came into force on 1 July 2022, replacing the Protected Disclosures Act 2000.

The update included:

- Amending the definition of serious wrongdoing
- Clarifying the disclosure processes
- Strengthening protection for disclosers (whistle-blowers) who are reporting serious wrongdoing
- Specific requirements for internal procedures and support for disclosers
- And clarification of terms and processes within the act.

The policy has been updated accordingly, including:

- Amending definition of serious wrongdoing and including clause referencing consistency with the act.
- Providing a procedure derived from the requirements in the act.
- Further detail added to the 'protections' section to further specify the types of support available.

Operational staff did not suggest any further updates to the policy. Ownership of this policy will move from People and Culture to Corporate Services for administrative purposes.

Section 29 of the Act requires every public sector organisation have appropriate internal procedures that meet set requirements, including specifying a process consistent with the Act.

It is standard practise for staff to continue to follow the processes required by a policy that has expired and is under review, however there is a compliance risk by the policy remaining out of date.

It is recommended that the policy remain on an annual review cycle.

There is currently no distinction between the policy review date and the policy expiry.

The short expiry presents difficulties in seeking elected member feedback through the review process and risks falling out of compliance when encountering delays through unexpected circumstances.

It is therefore requested that the policy is adopted for a three-year period, with an annual review. This aligns with the standard three-year timeframe for Council policies and ensures the policy remains compliant should the review face unexpected delays.

Risk Management

The Risk Management Policy ensures an integrated, structured, and coordinated approach to operational risk management throughout all business functions and activities. It was last reviewed in August 2021.

Operational staff feedback on the policy was positive with no changes suggested.

The policy is based on *New Zealand Standard 31000 Risk Management – Principles and Guidelines 2009*. This standard was updated in 2018, with an aim to simplify risk management. The new standard emphasises the importance of an 'iterative nature' – or an ongoing feedback loop where experiences with risk and risk management are used to continuously review and update the approach.

There could be a greater focus on this interaction in the year ahead, with a view for a higher level of staff engagement in the coming review cycle.

It is recommended the policy be readopted in its current form, with the following changes only:

- References to the 2009 standard updated to 2018.
- Minor text adjustments from future tense ('Risk reporting shall detail') to present tense ('Risk reporting details')

The policy originally suggested a three-year review cycle, however has been reviewed annually. A recommendation on the appropriate timeframe will be sought from the Audit and Risk Committee.

4. Financial Considerations

There are no financial considerations.

5. Options

Option 1 – (Recommended)

Adopt the amended policies for the periods specified.

Advantages:

- Compliance with related legislative requirements
- Risk of legislative non-compliance is reduced
- Longer expiration provides further opportunity for elected member input in the review process, removing time pressure

Disadvantages:

- None.

Option 2

Adopt the amended policies for a shorter period. Do not adopt the Procurement Policy while the full review is carried out.

Advantages:

- None.

Disadvantages:

- Risk of legislative non-compliance in expiry of Protected Disclosures (Whistle-blowers) Policy
- Continued risk of falling outside of legislative compliance due to delays in the short review cycle

6. Compliance

| | |
|---|--|
| Local Government Act 2002 Purpose Provisions | This decision promotes the economic wellbeing of communities, in the present and for the future by ensuring the appropriate financial processes and protections are in place. |
| Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc. | This decision is consistent with legislation. |
| Considerations as to sustainability, the environment and climate change impacts | Potential to enhance sustainability impacts through sustainable procurement analysis. No other environmental impact. |
| Risks Analysis | Moderate risk of legal non-compliance identified by the expiry of the Protected Disclosures (Whistle-blowers) Policy. Some mitigation of this risk by the standard practise to continue following procedures from a policy under review. Risk removed with approval of the updated policy. |
| Significance, Consultation and Engagement (internal and external) | Consultation is not required under the Significance and Engagement Policy or the Local Government Act 2002. |

7. Next Steps

The Protected Disclosures (Whistle-blowers) Policy would become operational for three years, with an annual report to Council providing an update on the operation of the policy and seeking recommendations for further adjustments. It would move internally from People and Culture to Corporate Services.

The Risk Management Policy would become operational for three years – or as recommended by the Audit and Risk Committee. The new General Manager – Business Support would seek to draw on a wider range of experiences toward an open systems model for risk management.

8. Attachments

Appendix 1 - Protected Disclosures (Whistle-blowers) Policy [↓](#)

Appendix 2 - Risk Management Policy [↓](#)

Report author:

Reviewed and authorised by:



Alix Crosbie
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7/09/2022



Louise van der Voort
Acting Chief Executive Officer
21/09/2022

Protected disclosures (whistle blowing) policy



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| | |
|------------------------|----------------------|
| Department: | Corporate Services |
| Document ID: | 436240 |
| Approved by: | Council |
| Effective date: | Next council meeting |
| Next review: | 1 year |

Purpose

The purpose of this policy is to explain the principles and objectives for establishing a framework by which serious wrongdoing may be reported and the subsequent protections afforded to the Protected Disclosures (Protection of Whistleblowers) Act 2022.

The policy aims to encourage the reporting of suspected or actual wrongdoing, conducted by or associated with Central Otago District Council. This policy shall assist in the identification of risks associated with the breach of policy and aims to protect the Whistleblower from retaliation which may arise as a result of the report concerning suspected wrongdoing.

Principles and objectives

The key principles which guide activity under this policy are:

- **Transparency** – This policy promotes transparency by allowing employees to report serious wrongdoing without fear of reprisal. The report maker has the right to be kept informed of the progress of any investigation arising from a complaint;
- **Fairness** – All employees will be treated fairly and equally regardless of position or length of service with Council. An employee reporting an instance of serious misconduct is entitled to anonymity;
- **Good Faith** – Any report made in good faith is entitled to the protections afforded by this policy, and this principle guides all activity under this policy. Any report that is found to have not been made in good faith may result in disciplinary action against the Whistleblower;
- **Safety** – Activity under this policy should be conducted in a manner which recognises the rights of both the Whistleblower and the subject of any serious wrongdoing. The safety of all parties must be ensured, and an employee must not be compromised through making a report under this policy.



The objectives of this policy are to:

- Facilitate the disclosure and investigation of serious wrongdoing at Central Otago District Council
- Protect employees who make disclosures of serious wrongdoing

Scope

This policy applies to all Central Otago District Council employees and Elected Members wishing to report cases of serious wrongdoing. For the avoidance of any doubt, any reference to employees or staff in this policy shall include:

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

Definitions

| Word or phrase | Definition |
|--------------------|--|
| Serious wrongdoing | <p>Serious wrongdoing includes any instances of the following:</p> <ul style="list-style-type: none"> • An unlawful use of public funds or resources; or • An act or omission constituting a serious risk to public health or safety or the environment; or • An act or omission that constitutes a serious risk to the maintenance of law; or • An act or omission that constitutes an offence; or • An act or omission by a public official that is oppressive, improperly discriminatory, grossly negligent or that constitutes gross mismanagement. • Any other instances as specified in the Act. |



Policy

Reporting

- Reports can be made in several ways, either internally (e.g. to the Executive Manager – Corporate Services or to the Chief Executive Officer) or externally through the Office of the Ombudsman.
- Employees are encouraged to lodge a report if they suspect serious wrongdoing may have occurred. Relevant supporting information should be supplied when making a report.
- If the Whistleblower wishes to remain anonymous, they may contact the Chair of the Audit and Risk Committee or the Office of the Auditor General.
- In the event that a report of serious wrongdoing relates to a member of the Executive Team or the Chief Executive Officer, then the matter shall be referred to the Chair of the Audit and Risk Committee.
- In the event a report is made, and the complaint falls short of serious wrongdoing, the protections under the policy may not be available, however the complaint may still merit investigation. Complaints falling outside the definition of serious wrongdoing will be examined under usual disciplinary procedures.

Protections

- An employee who reports serious wrongdoing under this policy can claim protection under the Protected Disclosures Act 2000, provided they:
 - Believe the information they are reporting is true or have reasonable grounds to suspect that it is true; and
 - The information is provided in good faith; and
 - They wish for the matter to be investigated; and
 - Want disclosure of that information protected.
- Employees who meet the above criteria are afforded the following protections:
 - No civil, criminal or disciplinary proceedings can be taken against them for making a protected disclosure; and
 - An employee who suffers retaliatory action by their employer for making a protected disclosure may be able to take personal grievance proceedings.
- An employee who makes a protected disclosure has the right to anonymity unless:
 - The employee consents in writing to the disclosure of their identity; or
 - The disclosure of identifying information:
 - is essential to the effective investigation of the protected disclosure; or
 - is essential to prevent serious risk to public health, safety or the environment;or
 - is essential in the interests of transparency and fairness; or



- the concern is raised with a lawyer for the purpose of obtaining legal advice or representation.
- Disclosers are able to access a support person through People and Culture and access all other forms of support as laid out in Act. People and Culture to provide internal support or offer external support including EAP (Employee Assistance Programme) or similar.

Investigations

- Council shall ensure the fair treatment of any employee referred to in a report.
- Investigations will vary depending on the nature of the serious wrongdoing alleged in the report. Within 20 working days of disclosure, a decision on the scale of investigation must be made by the appropriate personnel.
- If warranted, the Chief Executive Officer or the Chair of the Audit and Risk Committee will arrange for a full investigation to be undertaken.
- Any employee who is the subject of a report will be given a reasonable opportunity to respond to the report findings and is entitled to be represented in any discussions relating to an adverse report.

The Ombudsman

- The Protected Disclosures Act 2000 allows for The Ombudsman to receive complaints of serious wrongdoing and provide guidance to organisations investigating cases of serious wrongdoing.

Any employee concerned with the process or outcome of an investigation may refer the matter to The Ombudsman for review.

Relevant legislation

- Protected Disclosures (Protection of Whistleblowers) Act 2022

Related documents

- Central Otago District Council Fraud, Bribery and Corruption Policy
- Central Otago District Council Fraud, Bribery and Corruption Process
- Central Otago District Council Sensitive Expenditure Policy
- Central Otago District Council Staff Interests Policy
- Central Otago District Council House Rules



Document management control

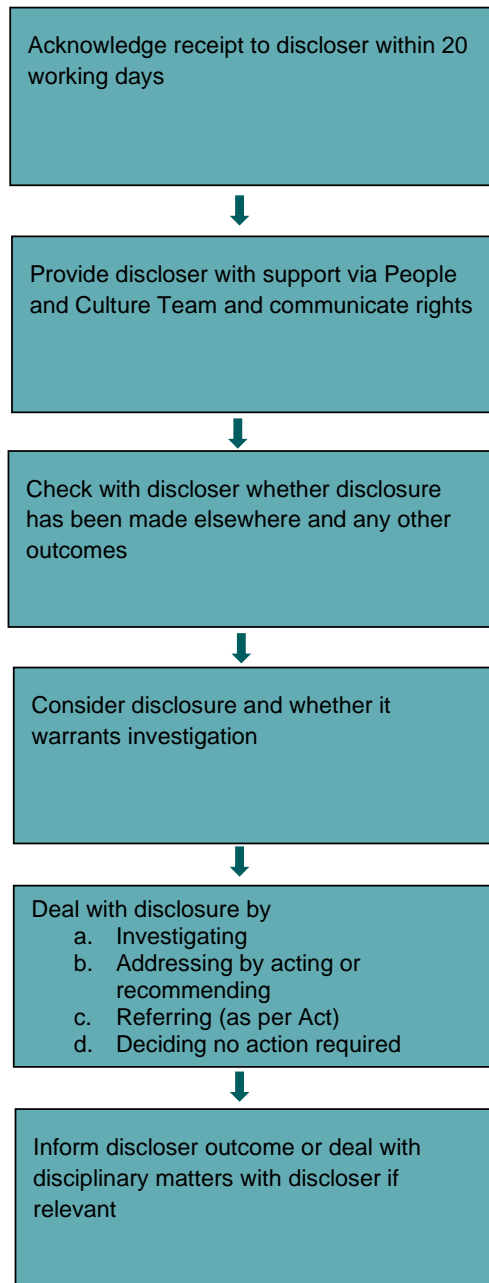
Prepared by: Business Risk and Procurement Manager

File Location Reference: 445967

Date Issued: 18 May 2020



Appendix 1 – Process as Receiver





Risk management policy

| | |
|------------------------|-----------------------------|
| Department: | Risk and Procurement |
| Document ID: | 500614 |
| Approved by: | Council – X September 2022 |
| Effective date: | X September 2022 |
| Next review: | X September 2025 |

Purpose

Risk management is an integral aspect of Central Otago District Council operations.

Effective risk management ensures an integrated, structured and coordinated approach to operational risk management throughout all business functions and activities across the organisation. Risk cannot be eliminated entirely; however, it must be clearly understood, ensuring that any risks taken are appropriate for both the business activity and the business level.

This policy aims to support Council's objectives, providing assurance to both Council and the Audit and Risk Committee that risks are being managed appropriately and in line with objectives and the Council's risk appetite.

This policy is in line with the standards of best practice established by the AS/NZS ISO31000:2018 *Risk Management – Principles and Guidelines*. This shall be achieved through the continual implementation of risk management throughout processes within the organisation and creating a strong organisational risk aware culture.

Principles and objectives

Central Otago District Council's risk management processes are applied in accordance with the following objectives.

- Embed a consistent risk management process with the implementation of a common approach to the identification, assessment, treating and monitoring of risks;
- Provide protection and continuity of core business activities;
- Promote a risk aware culture whereby all employees assume responsibility and proactively manage risk through sound decision making in their day to day activities;
- Define and establish clear responsibilities and structures to ensure risk management practices are incorporated into strategic, operational and project planning and review processes;



- Establish a consistent, clear framework to provide assurance that material risks are identified, regularly reviewed, monitored and managed to an acceptable level, in an open and transparent manner.

Scope

This policy applies to all business, service or activity conducted by Council and all employees of Council.

For the avoidance of any doubt, any reference to employees or staff in this policy include:

- the organisation's employees
- volunteers
- persons seconded to council
- contractors.

Specific risk management policies, procedures and/or guidelines relating to specialised areas remain consistent with the broad directions in this policy.

Definitions

| Word or phrase | Definition |
|-----------------|---|
| Risk | The effect of uncertainty on objectives (adopted from the AS/NZS ISO 31000-2018 Risk Management Standard). Risk may be something unexpectedly occurring which impacts negatively upon council's strategic objectives. Risk is assessed in terms of likelihood and consequence. |
| Risk Assessment | The overall process of risk identification, risk analysis and risk evaluation. |
| Risk Management | An enabling function which adds value to the organisation, increasing the probability of success in achieving strategic objectives. Risk management aims to decrease the potential for legal liability and managing uncertainty; creating an organisation wide environment where the unexpected is minimal and, should it occur, the consequences may be managed effectively. |



| Word or phrase | Definition |
|---------------------------|---|
| Risk Management Framework | The set of components which provide foundations for designing, implementing, monitoring, reviewing and continually improving risk management within the organisation. Components include the Risk Management Policy, Process, Risk Registers. |
| Risk Management Process | The systematic and consistent application of policies, processes and practices of establishing the context, identifying, analysing, evaluating, communicating, treating, monitoring and reviewing risk. |
| Risk Register | A documented record of risks identified. This includes a description of risk, controls, risk levels and treatment plans. |
| Risk Appetite | The level of risk that council is willing to accept in pursuit of its strategic objectives. |
| Risk Tolerance | A measure of the level of risk an organization is willing to accept, used as a key criterion when making risk-based decisions. |
| Risk Owner | The position with authority and accountability for managing a specific risk and any associated risk controls. |

Roles and responsibilities

All staff

Risk Management is the responsibility of all Central Otago District Council staff. The process of identifying and managing risk should underpin all council functions to insure transparency, authority and accountability. To remain effective, both the Risk Management Policy and Framework must be supported by an organisation-wide risk aware culture which will better enable council to achieve strategic goals.



Specific duties by role

To support the Risk Management Framework and ensure an appropriate degree of oversight, transparency and accountability in risk management practices around the organisation, the roles and responsibilities have been outlined in *Appendix One: Risk Management Roles and Responsibilities*.

Policy

Central Otago District Council shall maintain an effective and relevant Risk Management Framework, ensuring a structured, consistent and systematic approach to risk management across the organisation. Risk management documents shall remain relevant to the organisational culture, business objectives and organisational strategies, remaining applicable to all areas and in keeping with Council's risk appetite.

Core Principles

Central Otago District Council establish, implement, maintain and monitor effective risk management processes aligned with the principles and processes described within AS/NZS ISO31000:2018 *Risk Management – Principles and Guidelines*. The following core principles are the foundation for Council Risk Management Processes.

- Facilitation of a risk-aware culture which is integrated into all critical planning and decision-making activities;
- Systematic, structured, transparent, informed and inclusive processes with the engagement of all relevant stakeholders, both internal and external where appropriate, contributing to risk discussions;
- Identifying, assessing, treating and monitoring risks throughout the organisation;
- Recognising and integrating strategic, operational, human and cultural factors into processes;
- Maintaining dynamic and customisable yet resilient risk management processes which are responsive, adapting to a changing environment and Council's risk appetite in a timely manner;
- Reduce the likelihood of negative impacts on Council's strategic directives/objectives by obtaining the best possible information to base decisions from;
- Recognise, respect and support human and cultural factors which may influence risk management decisions.
- The Central Otago District Council Risk Management Framework includes but is not limited to the following:
 - Central Otago District Council Risk Management Policy – provides guidance and a foundation for the management of risk.



- Central Otago District Council Risk Management Process – provides guidance on identification of potential threats to an organisation and defines the strategy for eliminating, mitigating and/or minimising the impact of these risks, as well as processes to effectively monitor and evaluate this strategy.
- Central Otago District Council Strategic Risk Register – register of the organisations strategic and operational risk, with the inclusion of risk ratings and management/treatment plans.
- Central Otago District Council Group Risk Register – risk Register for each business area with the inclusion of risk ratings and management/treatment plans.
- Audit and Risk Committee – the overarching governance body assisting and advising Council in meeting the responsibility and ownership of governance, risk management and internal controls to achieve strategic objectives.
- Relevant information, training and educational activities for the ongoing improvement of risk management processes.
- Informed decisions are to be made based on a comprehensive understanding of the risks involved; It is acknowledged that some risks must be accepted in the achievement of strategic objectives.

Risk Reporting

Reporting of risk is an integral aspect of effective risk management, aiming to support the understanding of risk at all levels - to improve decision making, day to day operations and the achievement of objectives. Risk reporting is a fluid and constantly evolving process.

Risk reporting should focus on the change to the risk profile, outlining any emerging or potential risks which may require escalation.

Risk reports are prepared annually for the Executive Team and bi-annually for the Audit and Risk Committee. Risk management includes continual communications with both internal and external stakeholders.

Risk reporting details the following.

- Risks which stand outside accepted tolerance levels
- Escalating risks
- Emerging risks
- Significant project risks.

Comprehensive reporting on significant risks contributes to effective governance.



Relevant legislation

AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines

Reporting and Monitoring

The policy is reviewed every three years or as required.

Related documents

- Staff Interest Policy
- Fraud, Bribery and Corruption Policy
- Fraud, Bribery and Corruption Process
- Protected Disclosure (Whistle blower) Policy
- Delegations Policy
- Register of Interest

Document Management Control:

Prepared by: Business Risk and Procurement Manager

File Location Reference: 500614

Date Issued: 26 August 2020

Attachments

- | | |
|-----------------|--|
| Appendix One: | Risk Management Roles and Responsibilities |
| Appendix Two: | Risk Likelihood Table |
| Appendix Three: | Risk Consequence Table |
| Appendix Four: | Risk Matrix |



Appendix One

Risk Management Roles and Responsibilities

| Position | Roles and Responsibilities |
|---|--|
| Audit and Risk Committee | <ul style="list-style-type: none"> The Audit and Risk Committee provides governance and oversight in the areas of audit and risk to ensure appropriate systems and best practices are delivered throughout the organisation and its activities. Ensure that strategic planning and business operations are achieved within an effective Risk Management Framework. Review and recommend approval of risk management frameworks, risk-related policies, the Risk-Register and review risk treatment options for critical risks. Supervise Corporate Risk Registers Monitor and review the risk management practices, systems and processes adopted by Council to ensure these remain relevant and appropriate. Monitor Council's risk appetite and exposure and recommend to Council any pre-emptive or corrective actions in respect of risk management frameworks, the Risk Register and risk-related policies. Approve and monitor the internal auditor's annual workplan, ensuring an adequate response to corrective actions are assumed and implemented. |
| Council | <ul style="list-style-type: none"> Nominate members for the Audit and Risk Committee. Confirm appropriate risk governance and management frameworks are in place, ensuring risks are appropriately managed, aiding in the achievement of Council's strategic objectives. Receive and evaluate reports from the Audit and Risk Committee. |
| Chief Executive Officer | <ul style="list-style-type: none"> Lead and promote a risk-aware culture across the organisation. Ensure overall accountability, authority and resources for managing risks within management and operational areas. Champion a strong risk management culture across the organisation. Report critical risks to Council with treatment options. |
| Executive Manager – Corporate Services | <ul style="list-style-type: none"> Oversee the development and implementation of the Risk Management Policy and Risk Management Framework. Ensure that the Risk Framework and Corporate Risk Register are regularly reviewed and maintained and inform the development and effectiveness of risk controls and management plans implemented. |



| Position | Roles and Responsibilities |
|--|--|
| | <ul style="list-style-type: none"> • Ensure appropriate reporting to the Audit and Risk Subcommittee and Council. • Receive disclosures from all members of staff relating to risk concerns or issues. • Review tracking of risks against the Risk Appetite tolerance limits. |
| Executive Team | <ul style="list-style-type: none"> • Champion a strong risk management culture across all of Council. • Maintain situational awareness of council-wide risk exposure, priorities and risk management activities. • Ensure the effective implementation of the organisation-wide Risk Management Framework and promote a risk-aware culture across the organisation. • Develop and maintain an effective Risk Management Policy. • Facilitate the identification, management and monitoring of the organisations Strategic and Operational Risks. • Undertake (at a minimum) a six-monthly review of the Corporate Risk Register, and the appropriateness of all Strategic Risk ratings, priorities, controls and management plans. • Monitor relevant Group Risk Register/s and ensure the appropriateness of all associated risk ratings, priorities, controls and management plans. • To facilitate the management of organisation-wide risks and risk management training. |
| Business Risk and Procurement Manager | <ul style="list-style-type: none"> • Responsible for the maintenance of the Risk Management Framework. • Support the development and provision of risk training and awareness-raising activities across the organisation. • Facilitate (at a minimum) a six-monthly review of the Corporate Risk Register, and inform associated risk ratings, priorities, controls and management plans. • Support the development of relevant business (BAU, project, contract) risk registers and appropriate risk management plans, activities and priorities, including providing specialist advice in relation to new or existing risks, appropriate management strategies and the escalation of risks. • Provide reports to, the Executive Team and the Audit and Risk Committee on Council's Strategic and Operational Risk exposure, to ensure effective oversight and assurance of all business risk management activities. • Alongside the Audit and Risk Committee, develop and manage the delivery of Council's annual internal audit plan and activities. • Support the activities of Council's Audit and Risk Committee. |



| Position | Roles and Responsibilities |
|------------------|---|
| | <ul style="list-style-type: none"> • In conjunction with the Executive Team, develop and review the Risk Management Policy and Risk Management Framework. • Receive disclosures from all members of staff relating to risk concerns or issues. |
| Managers | <ul style="list-style-type: none"> • Champion a risk-aware culture across the organisation and their group and drive implementation of the Risk Management Framework. • Develop and maintain relevant business (BAU, project, contract) risk registers and appropriate risk management plans, activities and priorities. • Implement risk management practices within relevant business areas. This includes ensuring that all operational risks are effectively identified, managed, reviewed and updated regularly. • Report all risks with a residual risk rating of high and critical to the Group Manager and/or Business Risk and Procurement Manager for review. • Prioritise resources, time and budget to those risks rated high and very high; and implement appropriate risk controls or business improvement activities. • Facilitate the identification, management and monitoring of Council's Strategic and Operational Risks, ensuring Risk Management is incorporated into the planning and delivery of the Council's core strategic and business activities. • Undertake (at a minimum) a six-monthly review of the Corporate Risk Register, and the appropriateness of all Operational Risk ratings, priorities, controls and management plans. • Develop and monitor respective Group Risk Register/s and ensure the appropriateness of all associated risk ratings, priorities, controls and management plans. • Alongside the Business Risk and Procurement Manager, facilitate the delivery of the annual internal audit plan and activities, and appropriate corrective or business improvement activities within their group. |
| All Staff | <ul style="list-style-type: none"> • To maintain awareness of risks, risk management and processes associated with risk management. • Ensure compliance with the Risk Management Policy. • Apply risk management practices in all day-to-day business activities. This involves systematically identifying, assessing and treating risks in accordance with the Risk Management Framework. • Ensure that risk management reporting is appropriately undertaken and advise their Manager, or the Business Risk and Procurement Manager of any risks residually rated as high or critical or that they believe require attention. |



| Position | Roles and Responsibilities |
|----------|--|
| | <ul style="list-style-type: none"> Maintain an awareness of current and potential/emerging risks that relate to their area of responsibility. Support the implementation of risk mitigation. |

Appendix two

Risk Likelihood Table

| Score | Rating | Probability | Frequency | Likelihood Criteria |
|-------|----------------|-------------|--|--|
| 5 | Almost Certain | >90% | Frequency of more than once a year | <ul style="list-style-type: none"> Is expected to occur Definite probability |
| 4 | Likely | 60% - 90% | Frequency of occurring once a year | <ul style="list-style-type: none"> Will probably occur |
| 3 | Moderate | 20% - 60% | Frequency of occurring once every 5 years | <ul style="list-style-type: none"> Could occur |
| 2 | Unlikely | 5 – 20% | Frequency of occurring once in 5 -10 years | <ul style="list-style-type: none"> Not generally expected to occur The event hasn't occurred, but could |
| 1 | Rare | <5% | Once every 20 – 50 years. | <ul style="list-style-type: none"> Exceptional circumstances Improbable Small chance of the event occurring Caused by events and/or conditions previously unseen |



Appendix three

Risk Consequence Table

| Risk consequence category | Negligible | Minor | Moderate | Major | Extreme |
|--|--|--|---|--|--|
| | 1 | 2 | 3 | 4 | 5 |
| People and Health and Safety | No injury/harm. A possible near miss. | Minor injury or harm. Medical treatment required | Moderate injury or harm. One or more persons require medical treatment. | Serious injury or harm. | One or more fatalities or permanent disability or injury. |
| Compliance and legal/statutory and regulatory | Negligible compliance breach. Able to be remedied without penalty or notification. | Minor compliance breaches resulting in corrective actions. | Moderate statutory or regulatory breaches resulting in formal investigation by regulatory body, Council liability and fines may be provided. | Major statutory or regulatory breaches and litigation. External investigation, litigation, fines and implications for Executive Team. | Very serious statutory or regulatory breaches and litigation Serious court enforcement, prosecution or judicial review. |
| Environmental | Brief, non-hazardous and short-term impact on localised natural environment or ecosystem. Minor short-term reversible damage to landscapes | Minor damage including temporary pollution or contamination of localised natural environment or ecosystem. Minor reversible damage to landscapes. Temporary reduction of one or more of species. | Widespread damage to local natural environment and ecosystems taking several years to recover and extensive restoration work. Localised reversible damage to landscapes. Moderate reduction of one or more species. | Long-term and significant damage to natural environment and ecosystems taking >5 years to recover and significant restorative work. Localised irreversible damage to landscapes. Significant reduction in one or more species. | Irreversible and extensive damage to significant natural environments and ecosystems. Widespread irreversible damage to landscapes. Permanent loss of one or more species. |
| Reputation and stakeholder relationship | External Reputation not affected. No effort or expense required to recover. | Adverse attention from community groups and district media – no more than 1 day. | Regional and district media attention short term (1-3 days). Partial loss of stakeholder confidence. | Nationwide media attention, more than 3 days. Significant reduction in stakeholder confidence. | Prolonged adverse national media attention. Significant long-term reduction in stakeholder confidence. |



| Risk consequence category | Negligible | Minor | Moderate | Major | Extreme |
|-----------------------------------|---|--|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| | | | Negative association with CODC brand. little effort or expense required to recover. | Negative association with CODC brand. Requires effort or expense to recover and mitigate. | Potential statutory management intervention. Significant damage to CODC brand requiring urgent effort and expense to recover. Involves unplanned council time to address. |
| Financial | Less than 10% loss of revenue, increase in expense or liability. | Between 10% and 19% loss of revenue, increase in expense or liability. | Between 20% and 29% loss of revenue, increase in expense or liability. | Between 30% and 49% loss of revenue, increase in expense or liability. | Greater than 50% loss of revenue, increase in expense or liability. |
| Performance and Capability | A disruption to any service or activity that causes an inconvenience for less than 4 hours. (half a workday) Negligible performance impact. | Minor impact on the quality or delivery of services offered. Disruption to any service or activity lasting less than one day | Some impact on the quality or delivery of services offered. 1 critical service or numerous non-critical service activities which are undeliverable for a minimum of one week. | Considerable impact on the quality or delivery of services offered. Impedes the achievement of objectives. One or a number of critical activities are undeliverable for a period between 2-4 weeks. | Major impact on the quality or delivery of services or operation. Sustained inability to deliver core services. One or a number of critical services or activities are unavailable for a period of more than one month. |
| Assets and Infrastructure | Impairment of a non-critical asset which causes an inconvenience for less than 4 hours. Minor damage to an asset | Impairment of a non-critical asset which interrupts service delivery for less than 1 day. Damage to an asset | Damage to one or more critical assets which interrupts service delivery for at least 1 week. Damage to multiple assets | Extensive damage to one or more critical assets which interrupts service delivery for a month. Loss of an asset | Damage to multiple critical assets which interrupts service delivery for more than 1 month. Loss of multiple assets |
| IS Systems and Data | Non-critical systems or data | Loss of access to non-critical systems or data | Loss of access to critical systems | Loss of access to critical systems and data for | Loss of access to critical systems |



| Risk consequence category | Negligible | Minor | Moderate | Major | Extreme |
|---------------------------|------------------------------------|----------------------|----------------------------------|-----------------------|---------------------------------|
| | 1 | 2 | 3 | 4 | 5 |
| | interrupted for less than 4 hours. | for less than 1 day. | and/or data for at least 1 week. | between 2 to 4 weeks. | and data for more than 1 month. |

Appendix four

Risk Matrix

| Likelihood rating | | Consequence rating | | | | |
|-------------------|---|--------------------|--------|----------|----------|----------|
| | | Negligible | Minor | Moderate | Major | Extreme |
| | | 1 | 2 | 3 | 4 | 5 |
| Almost certain | 5 | Medium | Medium | High | Critical | Critical |
| Likely | 4 | Low | Medium | High | High | Critical |
| Moderate | 3 | Low | Medium | Medium | High | Critical |
| Unlikely | 2 | Low | Low | Medium | High | High |
| Rare | 1 | Low | Low | Low | Medium | High |

| Likelihood rating | | Consequence rating | | | | |
|-------------------|---|--------------------|------------|------------|---------------|---------------|
| | | Negligible | Minor | Moderate | Major | Extreme |
| | | 1 | 2 | 3 | 4 | 5 |
| Almost certain | 5 | Medium (5) | High (10) | High (15) | Critical (20) | Critical (25) |
| Likely | 4 | Medium (4) | Medium (8) | High (12) | Critical (16) | Critical (20) |
| Moderate | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |



| | | | | | | |
|----------|---|---------|------------|------------|------------|------------|
| Unlikely | 2 | Low (2) | Medium (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Medium (4) | Medium (5) |

| | |
|----------|---------|
| | |
| Low | 1 – 3 |
| Medium | 4 - 9 |
| High | 10 - 15 |
| Critical | 16 - 25 |

22.7.9 2022/23 DISTRICT WIDE GRANT APPLICATIONS

Doc ID: 589962

1. Purpose of Report

To consider the first round of the district wide grant applications for the 2022/23 financial year.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Decides the grants to be allocated to the applicants of the community grants.
 - C. Considers the application for a district wide promotions grant.
-

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 community board has grant pools available for both community grants and promotions grants and 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. District wide community grants are funded by the district general rate.

Each community board is delegated the authority to consider applications for activities and projects within its boundaries. Council considers applications for district wide community grant applications.

At this stage, there is no district wide promotions grants pool, however work is currently underway on an Events Strategy for the district which may explore this in more detail.

Council considers grant applications in two rounds annually. Applications for the first round closed at the end of July 2022 for a decision at this meeting. Any funds remaining, will be made available for a second round, with applications closing on the 19th of March for a decision in May 2023.

Annually, there is \$151,000 to distribute in the district wide community grants scheme. The following table illustrates the commitments already made and the amounts left to distribute.

| Type of grant | 2022/23 |
|-----------------------------------|---------------------|
| Community Grants Budget | 151,000 |
| Less distributed previously | 90,273 ¹ |
| Balance left to distribute | 60,727 |

3. Discussion

Community Grants

Five community grant applications have been received in the current round requesting a total of \$69,919.50 dollars. There is \$60,727 to distribute over the two funding rounds in the 2022/2023 financial year. The details of the applications 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 |
|----|---|---|--|-----------------------------|-------------|------------------|
| 1 | Life Education Trust Heartland Otago Southland | Costs towards delivery of the Life Education programme | Subsidise school fees (it costs \$21 per student, schools only pay \$4 per student), costs towards educators salary, vehicle and classroom running costs and classroom resources | 1/08/2022 | \$162,861 | \$3,000.00 |
| 2 | Central Otago Budgeting Services | Supporting members of the community with banking changes. | To cover travel costs, printing/photocopy, meals and wages. | 1/07/2022 | \$7,728.00 | \$7,728.00 |
| 3 | Central Otago Health Incorporated | Administration of incorporated society. | Contribution towards administrative costs which includes: minimal meeting fees, travel costs, secretarial services, advertising and associated costs for director recruitment, accounting costs, applying for grants and all other general administrative costs. | 1/07/2022 | \$30,806.00 | \$7,556.00 |

¹ Resolution 22.4.2 committed a total of \$90,273 of 2022/23 grants funding to the Central Otago District Arts Trust and the Central Otago Heritage Trust

| | | | | | | |
|------------------------|-------------------|--|---|-----------|------------|--------------------|
| 4 | Dunstan Kahui Ako | Ka Mua Ka Muri (Walking backwards into the future) | Transport by bus for outlying children to come in to the exhibition at the museum, food for Mihi Whakatou opening. | 8/11/2022 | \$4,115.50 | \$4,115.50 |
| 5 | Sport Otago | Sport Otago - Operational Funding | Support 3 staff currently based in Central Otago operating a annual budget in 2022/2023 of \$318,471. This cost includes Human Resources, programme deliver costs and operational and travel costs. | 1/07/2022 | \$318,471 | \$47,520.00 |
| TOTAL REQUESTED | | | | | | \$69,919.50 |

Copies of the applications, supporting documentation and staff assessments are provided to Council under separate cover.

Potential Promotions Grant

Although there is no district wide promotions grant pool, Council has previously considered funding events that have a district wide benefit, such as Crankworx and WoolOn.

An application has been received from the Otago Goldfields Heritage Trust, asking Council to consider an application for the 30th Otago Goldfields Heritage Trust Cavalcade to be held in February 2023.

Council has previously funded requests for district wide events from general reserves – and it is recommended in the absence of a district wide event fund, should council be of a mind to grant this request for funding, that general reserves (1111) are once again used for this purpose. This will ensure that the grant pool set aside for community grants remains available for that purpose.

The details of the request for funding are included in the table below, with the application, supporting documentation and staff assessment provided to Council under separate cover.

| No | Name of Organisation | Name of project / service | Purpose of funding | When does the project start | Total costs | Amount requested |
|----|---------------------------------|---------------------------------------|--------------------|-----------------------------|-------------|------------------|
| 1 | Otago Goldfields Heritage Trust | 30 th Goldfields Cavalcade | Event Management | Feb 2023 | \$220,472 | \$10,000 |

4. Financial Considerations

As detailed above, there is \$60,727 to distribute for the 2022/23 Community Grants round.

Should the Council support the applications as requested in full, then there would be no funds available for a second round of district wide community grants as more money has been requested than there is available to distribute over the entire year.

If Council does not allocate its total budget in the first round, any funds remaining, will be made available for a second funding round, with applications closing on the 19th of March 2023 for a decision in May 2023.

If Council is of a mind to grant the request for funding from the Otago Goldfields Heritage Trust, it is recommended that the general reserves fund (1111) is used.

5. Options

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

6. Compliance

| | |
|---|---|
| Local Government Act 2002 Purpose Provisions | 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. |
| Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc. | 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. |
| Considerations as to sustainability, the environment and climate change impacts | There is no direct impact, some applications may have a positive environmental impact from time to time. |
| Risks Analysis | There is an opportunity-cost associated with the potential use of reserves for funding a district wide promotions grant from the general reserves fund. |
| Significance, Consultation and Engagement (internal and external) | 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. |

7. Next Steps

Once the Council 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 - Life Education Trust Staff Assessment (under separate cover) [⇒](#)
- Appendix 2 - Life Education Trust Grant Application (under separate cover) [⇒](#)
- Appendix 3 - Life Education Trust Supporting Documentation (under separate cover) [⇒](#)
- Appendix 4 - Central Otago Budgeting Services Staff Assessment (under separate cover) [⇒](#)
- Appendix 5 - Central Otago Budgeting Services Grant Application (under separate cover) [⇒](#)
- Appendix 6 - Central Otago Budgeting Services Supporting Documentation (under separate cover) [⇒](#)
- Appendix 7 - Central Otago Health Inc Staff Assessment (under separate cover) [⇒](#)
- Appendix 8 - Central Otago Health Inc Funding Application (under separate cover) [⇒](#)
- Appendix 9 - Central Otago Health Inc Supporting Documentation (under separate cover) [⇒](#)
- Appendix 10 - Dunstan Kahui Ako Staff Assessment (under separate cover) [⇒](#)
- Appendix 11 - Dunstan Kahui Ako Grant Application (under separate cover) [⇒](#)
- Appendix 12 - Dunstan Kahui Ako Supporting Documentation (under separate cover) [⇒](#)
- Appendix 13 - Sport Otago Staff Assessment (under separate cover) [⇒](#)
- Appendix 14 - Sport Otago Grant Application (under separate cover) [⇒](#)
- Appendix 15 - Sport Otago Supporting Documentation (under separate cover) [⇒](#)
- Appendix 16 - Otago Goldfields Heritage Trust Staff Assessment (under separate cover) [⇒](#)
- Appendix 17 - Otago Goldfields Heritage Trust Grant Application (under separate cover) [⇒](#)
- Appendix 18 - Otago Goldfields Heritage Trust Supporting Documentation (under separate cover) [⇒](#)

Report authors:



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Media and Marketing Manager

Reviewed and authorised by:



Rebecca Williams
Community Development Advisor
2/09/2022



Sanchia Jacobs
Acting Chief Executive Officer
21/09/2022

22.7.10 DELEGATIONS DURING THE INTERIM ELECTION PERIOD

Doc ID: 586514

1. Purpose of Report

To consider delegating certain duties and powers of the Council to the Chief Executive Officer during the interim election period.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Recommended that Council delegates to the Chief Executive Officer all of its responsibilities, duties and powers except those set out in paragraphs (a) to (h) of clause 32(1), Schedule 7 of the Local Government Act 2002, for the limited time period between the declaration of the election result and the first meeting of the new Council. This is subject to the requirement that the Chief Executive Officer:
 - 1. may only act after consultation with the person elected to the position of Mayor
 - 2. may only attend to those matters that cannot reasonably wait until the first meeting of the new Council
 - 3. report back any such actions to the first meeting of the new Council.
-

2. Background

Clause 14, Schedule 7 of the Local Government Act 2002 provides that a person newly elected to Council may not act until they have made the necessary declaration at the first meeting of Council. This provision combines with sections 115 and 116 of the Local Electoral Act 2001 to the effect that from the day after the declaration of election results until the new members' declaration, neither the outgoing nor the incoming elected members can act in their capacity as members of the Council. The previous members leave office at the same time as the new members come into office.

3. Discussion

This delegation is for the limited time period between the day after declaration of the election result and the first meeting of the new Council. This is subject to the requirement that the Chief Executive Officer may only act after consultation with the person elected to the position of Mayor, and may only attend to those matters that cannot reasonably await the first meeting of the new Council. The Chief Executive Officer would be required to report any decision to the first meeting of Council on 26 October 2022.

It is noted that at its meeting held on 24 August 2022, Council appointed Neil Gillespie, Martin McPherson and Ian Cooney as Commissioners to the Hearings Panel as a transitional arrangement which would complement this delegation (resolution 22.6.4). Note that Stephen Jeffery was appointed to a three year term, so as such does not form part of any interim arrangements.

4. Financial Considerations

There are no financial implications as financial delegations would remain unchanged.

5. Options

Option 1 – (Recommended)

Council delegates its responsibilities, duties and powers to the Chief Executive Officer, except for those contained in Clause 32(1) of Schedule 7 of the Local Government Act 2002.

Advantages:

- Continuity of service and ability to act promptly.

Disadvantages:

- Decisions are not made with the majority of Council.

Option 2

Council does not delegate its responsibilities, duties and powers to the Chief Executive Officer, except for those contained in Clause 32(1) of Schedule 7 of the Local Government Act 2002.

Advantages:

- No decision will be made without the majority vote of Council but decisions will be delayed and there may be no continuity of service.

Disadvantages:

- It does not provide any ability to act promptly or provide continuity of service.

6. Compliance

| | |
|---|--|
| Local Government Act 2002 Purpose Provisions | This decision enables democratic local decision making and action by, and on behalf of communities by allowing continuity of service during the interregnum. |
| Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc. | Yes |
| Considerations as to sustainability, the environment and climate change impacts | There are no considerations that need to be made regarding sustainability or climate change. |
| Risks Analysis | There are no risks associated with this decision. |
| Significance, Consultation and Engagement (internal and external) | |

| | |
|--|--|
| | This decision does not trigger any provisions of the Significance and Engagement Policy. |
|--|--|

7. Next Steps

The Chief Executive Officer will make any decisions as delegated as needed.

8. Attachments

Nil

Report author:



Wayne McEnteer
Governance Manager
12/09/2022

Reviewed and authorised by:



Saskia Righarts
Group Manager - Business Support
14/09/2022

22.7.11 CARRY-FORWARDS FROM 2021/22 AND FORECAST CHANGES FOR THE 2022/23 FINANCIAL YEAR**Doc ID: 591342****1. Purpose of Report**

To consider a revised budget for the financial year 2022/23 including carry-forwards from the 2021/22 financial year and forecast budget changes.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Authorises carry-forwards to complete 2021/22 capital projects of \$23.8m, as per Appendix 1 in the report.
 - C. Authorises additional funding of \$1.3m as per Appendix 1 in the report.
-

2. Background

Since setting the Annual Plan 2022/23, year two of the 2021-31 Long-term Plan, there have been a number of changes to both operational and capital budgets as a result of changes in timing of the commencement or completion of projects, cost increases, or more clarity of information for Council business requirements. As in prior years, this report has combined the identified capital carry-forwards from the 2021/22 financial year, along with proposed changes to operational budgets and created a 2022/23 revised budget.

In 2021/22 there has been significant underspend against budgets mainly due to COVID-19 causing a delay and availability of materials and contractors.

Carry-forwards relate to capital programmes of work that have already commenced or been committed to be undertaken in 2021/22, and approval will allow for completion of these programmes of work.

- i. The capital budget carry forwards from 2021/22 total \$23.8m of which the two most significant carry-forwards are Three Waters capital projects at \$10.3m, followed by property projects at \$7.4m. A high-level breakdown of the total list of capital projects is included in Appendix 1.
- ii. Revisions to operational programme of work in year two of the 2021-31 Long-term Plan includes an increase to income of \$559k with a corresponding increase in expenditure of \$1.9m. This income includes a carry forward of \$489k grant in Tourism Infrastructure Funding from Ministry of Business, Innovation and Employment and \$70k additional income from collaboration partners and septage fees. This increase in income is offset by corresponding increase in expenditure.

3. Discussion

Three years on and COVID-19 with its subsequent varying degrees of lockdown levels has not only delayed work but has also had an impact on supplies and contractors. Each level of lockdown creates a bow wave effect on work programmes which impacts new projects planned due to capacity restraints. Carry-forwards requests from 2021/22 into 2022/23 year total \$23.8m, resulting in a projected capital budgeted spend of \$75m.

Carry-forwards have not been factored into the Annual Plan cash-flow as they did not form part of the budget. As a result, should the full \$75m of project capital works take place, Council may need to approve change in the timing of debt provisions. In such an event a separate paper will be brought to Council seeking approval.

An additional \$1.3m requested in operational budgets mostly relating to the surplus from unspent budget in FY2021/22, for example, District Plan, sustainability review, Earthquake strengthening and resolutions previously passed.

4. Options

Option 1 – (Recommended)

Approve carry-forwards from 2021/22 financial year into 2022/23 financial year (Appendix 1-20) along with the changes to the 2022/23 revised budget as a result of the use of reserves to meet operational and capital work programmes.

Advantages:

- Carry-forwards relate to work that has already commenced or been committed to be undertaken in 2021/22, and approval will allow for completion of these programmes of work.
- This will meet the community's expectation of projects being completed as identified in annual or long-term planning documents.
- Revising budgets allows Council the ability to track revised income and expenditure for both operational and capital budgets and monitor the progress.
- Authorising the revised budgets allows staff the delegation to proceed with the required activities of Council.

Disadvantages:

- Significant carry-forwards in capital budgets may cause new work to be pushed out to outer years.
- Potential increases in Council debt in order to fund the additional 2022/23 capital works.
- Decrease in the updated Council reserves.

Option 2

Do not accept the proposed changes detailed in Appendices 1-20.

Advantages:

- Would allow staff to commence all the 2022/23 planned capital projects or use the 2022/23 budgets to complete the work commenced in 2021-22.

- The year one Long-term Plan budget is not revised.
- No decrease in Council reserves, or possible increase in Council debt would be required.

Disadvantages:

- Future year programmes of work are impacted creating further delays and /or non-completion of projects.
- Council staff would not have the financial delegations to continue with the required works, if there is no authority to spend last year's budget under-spend, which have been transferred to reserves.
- Council is not meeting the intended purpose the income (rates and external funding) has been collected for.
- Potential community concern with delays in council meeting their expectations.

5. Compliance

| | |
|---|--|
| Local Government Act 2002 Purpose Provisions | This decision enables democratic local decision making and action by, and on behalf of communities as carry-forwards reflect work programmes already included in previous annual and long-term plans. Communities have been consulted on these programmes of work. Changes to the revised budget and use of reserves is reflecting allocating funds received in a prior year to the activity the funds were collected for initially. |
| Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan? | This is consistent with the programmes of work included in previous annual and long-term plans. |
| Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc. | Yes, this reflects work Council has approved in the prior years and the public have been consulted on these programmes through annual and long-term planning processes. |
| Considerations as to sustainability, the environment and climate change impacts | Already considered in previous annual and long-term planning documents. |
| Risks Analysis | The impact of capital budgets carry-forwards of \$23.8m into financial year 2022/23 brings the combined capital budget total for the year to \$75m. This amount of capital expenditure in one year is significantly higher than previous years and there is a possibility that it may not be achievable. Total budget expenditure of \$75m would put significant strain on Council's cashflow. |
| Significance, Consultation and Engagement (internal and external) | Not applicable as the significant programmes of work have been consulted with the community as part of previous long-term and annual plans processes. |

6. Next Steps

If approved the carry-forwards and forecast will form the new revised budget and will be included in all financial reports and reported on through-out the year.

7. Attachments

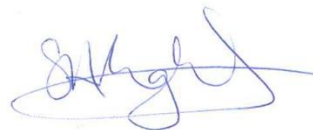
- Appendix 1 - Forecast 1 FY2022/23 [↓](#)
- Appendix 2 - People & Culture 1 [↓](#)
- Appendix 3 - People & Culture 2 [↓](#)
- Appendix 4 - People & Culture 3 [↓](#)
- Appendix 5 - People & Culture 4 [↓](#)
- Appendix 6 - People & Culture 5 [↓](#)
- Appendix 7 - People & Culture 6 [↓](#)
- Appendix 8 - People & Culture 7 [↓](#)
- Appendix 9 - Information Services [↓](#)
- Appendix 10 - Property Opex [↓](#)
- Appendix 11 - Property capex [↓](#)
- Appendix 12 - Community Development 1 [↓](#)
- Appendix 13 - Community Development 2 [↓](#)
- Appendix 14 - CEO [↓](#)
- Appendix 15 - Planning [↓](#)
- Appendix 16 - Planning 2 [↓](#)
- Appendix 17 - Planning 3 [↓](#)
- Appendix 18 - Parks & Recreation [↓](#)
- Appendix 19 - Vehicles [↓](#)
- Appendix 20 - Economic Development [↓](#)

Report author:



Kim McCulloch
Management Accountant
1/09/2022

Reviewed and authorised by:



Saskia Righarts Saskia Righarts
General Manager - Business Support
15/09/2022

Forecast 1 FY2022/23 including carry forwards from FY2021/22**Profit & Loss**

| Division | Account Group | 2022/23 Annual Plan Total Final | 2022/23 Total Forecast | Variance to AP |
|-------------------------------------|---------------|---|------------------------------|----------------------|
| People and Culture | Income | (1,598,226) | (1,598,226) | 0 |
| People and Culture | Expenditure | 1,598,226 | 1,723,948 | 125,723 |
| SubTotal | | 0 | 125,723 | 125,723 |
| Infrastructure | Income | (30,544,026) | (30,605,313) | (61,287) |
| Infrastructure | Expenditure | 25,782,824 | 25,858,924 | 76,100 |
| SubTotal | | (4,761,202) | (4,746,389) | 14,814 |
| Planning and Environment | Income | (33,087,180) | (33,075,460) | 11,720 |
| Planning and Environment | Expenditure | 29,636,252 | 30,488,890 | 852,638 |
| SubTotal | | (3,450,928) | (2,586,570) | 864,358 |
| Corporate Services | Income | (206,763) | (206,763) | 0 |
| Corporate Services | Expenditure | 260,763 | 234,991 | (25,772) |
| SubTotal | | 54,000 | 28,228 | (25,772) |
| CEO | Income | (989,311) | (989,311) | 0 |
| CEO | Expenditure | 986,745 | 1,202,745 | 216,000 |
| SubTotal | | (2,566) | 213,434 | 216,000 |
| Governance and Community Engagement | Income | (4,563,503) | (5,073,365) | (509,862) |
| Governance and Community Engagement | Expenditure | 4,430,008 | 5,080,972 | 650,964 |
| SubTotal | | (133,495) | 7,607 | 141,102 |
| Funding | Income | (475,559) | (475,559) | 0 |
| Funding | Expenditure | (27,803) | (31,203) | (3,400) |
| SubTotal | | (503,362) | (506,762) | (3,400) |
| GrandTotal | | (8,797,553) | (7,464,728) | 1,332,825 |

People & Culture \$125k:

A total \$290k of savings was achieved across People & Culture in FY22, this has fallen to reserves. The request is to take \$125k of this from reserves to fund additional expenditure in FY23.

1. Libraries \$81k increase staff budgets missed in LTP, office expenses building R&M and conference/courses offset by savings within Libraries in FY22.
2. Health & Safety \$21k increase relating to security services, workplace support, vaccinations and staff salaries offset by savings within Health & Safety in FY22
3. Administration additional \$15k increase in hospitality and catering offset from savings in FY22.

Infrastructure \$15k:

Savings within Infrastructure management cost centre of \$70k in FY22, this has fallen to reserves. The request is to take \$15k of this to upskill staff impacted by Three Water reforms.

Planning & Environment \$864k:

A total \$1.6m was achieved across Planning & Environment in FY22 mainly due to COVID subsequent lockdowns, lack of available contractors/material. The request is to take \$864k of this from reserves to fund additional expenditure in FY23.

1. \$258k requested for district plan
2. \$167k requested for Engineer fees for earthquake strengthening work delayed in FY22
3. \$124k requested to correct an omission from Annual Plan for wages at Ranfurly Pool and Omakau Recreation reserve and repair and maintenance at Patearoa Recreation Reserve.
4. \$72k requested of which \$36k already approved by VCB in relation to Clyde Police Lock up, remaining to be used for painting external work on community buildings which has been delayed in FY22 due to contractor availability.
5. \$50k approved by Council per resolution COM 07-07-55 for weed control on trails.
6. \$50k requested for Maniototo office to relating to painting in conjunction with earthquake strengthening works.
7. \$42k requested for Building Control statutory compliance training omitted from Annual Plan.
8. \$38k requested as \$15k Wilding confer Trust control programme not finalised in Maniototo and \$23k board still considering community feedback on wilding pine control.
9. \$23k requested additional for Airport legal concept plans for new hangar and valuers fees.
10. \$22k requested for Council offices in valuers fees and increase costs related to minimum wage increase and additional cleaning due to COVID.
11. \$20k reduction in Farming income omitted from LTP offset by increase in rental and hire of \$8k – net \$12k
12. \$7k requested for cleaning staff wages omitted during the LTP in public toilets Maniototo

Corporate Services \$25k surplus

Forecasting an overall surplus of \$25k, \$55k capitalisation of staff costs relating to Cromwell Master Plan and finance system improvements offset by increase in Information Services of \$29k in customer support.

Governance and Community Engagement \$141k:

A total \$330k of savings was achieved across Governance and Community Engagement in FY22, this has fallen to reserves. The request is to take \$141k of this from reserves to fund additional expenditure in FY23.

1. \$514k additional income, \$489k is the remaining grant from FY22 of the MBIE (Ministry of Business Innovation and Employment) SRR grant (Support, recovery and re-set plan for Tourism); \$25k additional funds from Trail partners.
2. \$5k reduction in income Visitor Centres due to low visitor numbers.
3. \$509k additional expenditure offset by additional income above.
4. \$50k additional funds approved by Council resolution in the LTP 2021-31 relating to Central Otago Museum Trust omitted in outer years of LTP.
5. \$35k additional budget requested for promotional grants not uplifted in FY22.
6. \$19k additional budget requested for bicultural regional identity story.
7. \$16.6k additional budget requested for marketing/advertising, conference/courses and staff uniforms - Visitor Centres
8. \$14k additional budget requested for management consultants funded from prior year savings- Economic Development.

CEO \$216k

A total \$280k of savings was achieved across the Chief Executive Office in FY22, this has fallen to reserves. The request is to take \$216k of this from reserves to fund additional expenditure in FY23.

1. \$120k additional budget requested to accommodate pay increase in FY23.
2. \$60k additional budget requested for sustainability review.
3. \$36k savings from other departments for Aukaha.

Capital forecast including carry forwards

| Division | Carry forwards to 2022/ 23 | Total Annual Plan Budget FY2022/ 23 | AP plus CF | Additional funds requested FY23 | Total Forecast FY2022/ 23 |
|--------------------------------------|----------------------------|-------------------------------------|-------------------|---------------------------------|---------------------------|
| Council Property and Facilities | 7,414,611 | 16,190,475 | 23,605,086 | 910,718 | 24,515,804 |
| Customer Services and Administration | 44,526 | 50,000 | 94,526 | - | 94,526 |
| Finance | 115,858 | 481,114 | 596,972 | - | 596,972 |
| Information Services | 1,233,282 | 259,500 | 1,492,782 | - | 1,492,782 |
| Libraries | 326,570 | 165,385 | 491,955 | - | 491,955 |
| Parks and Recreation | 1,069,697 | 1,481,591 | 2,551,288 | - | 2,551,288 |
| Planning | 348,250 | 58,250 | 406,500 | - | 406,500 |
| Roading | 2,431,887 | 7,205,000 | 9,636,887 | 300,000 | 9,936,887 |
| Three Waters | 10,347,015 | 23,986,665 | 34,333,680 | - | 34,333,680 |
| Waste Management | 505,461 | 400,000 | 905,461 | - | 905,461 |
| Grand Total | 23,837,157 | 50,277,980 | 74,115,137 | 1,210,718 | 75,325,855 |

Council Property and Facilities

Carry forward \$7.4m plus additional budget requested of \$910k

| Division | Annual Plan 22/23 | Carry Forward to FY22/23 | Sum of Additional Funds requested | Total Forecast FY22/23 |
|--|----------------------|-----------------------------|--|---------------------------|
| Council Property and Facilities | 16,190,475 | 7,414,611 | 910,718 | 24,515,804 |
| Airports | 1,424,000 | 21,000 | 0 | 1,445,000 |
| Commercial & Other Property | 13,784,525 | 4,985,012 | 5,000 | 18,774,537 |
| Community Buildings | 766,750 | 650,178 | 38,800 | 1,455,728 |
| Council Offices | 51,500 | 1,193,365 | 577,650 | 1,822,515 |
| Elderly Persons Housing | 153,500 | 113,752 | 65,000 | 332,252 |
| Public Toilets | 10,200 | 451,304 | 224,268 | 685,772 |

Carry forward \$7.4m related to projects already started as detailed above.

Additional budget requested:

1. \$510k Council building upgrades of William Fraser Building approved by Council resolution FY22.
2. \$120k New public toilets budget in FY23/24 request to bring forward.
3. \$86k additional budget offset by TIF grant received in FY22 for Clyde toilets
4. \$65k EPH shower lining not budgeted and additional painting.
5. \$50k Ranfurly council offices additional budget required for sustainable heating.
6. \$36k Clyde Hall additional budget required.
7. \$11.9k Molyneux park public toilet additional required due to increase costs.
8. \$10k additional funds for replacement of heat pumps
9. \$5.3k additional funds for Maniototo stadium safety rails.
10. \$5k additional funds required for Teviot Valley fencing contributions omitted from outer years of LTP 2021-31.

Customer Services and Administration

Carry forward \$44k related to project for furniture and fittings.

Finance

Carry forward \$115k related to purchase of vehicles delayed due to COVID.

Information Services

Carry forward \$1.2m related to projects already started as detailed below.

| Division | Annual Plan 22/ 23 | Carry Forward to FY22/ 23 | Sum of Additional Funds requested | Total Forecast FY22/ 23 |
|--|-----------------------|---------------------------------|--|----------------------------|
| Information Services | 259,500 | 1,233,282 | 0 | 1,492,782 |
| Asset Management Information Systems | 0 | 92,330 | -17,330 | 75,000 |
| Business Continuity and Emergency Management | 0 | 15,614 | 252 | 15,866 |
| Cyber Security | 5,000 | 0 | 13,787 | 18,787 |
| Enhanced Customer Experience Digital Services | 100,000 | 128,123 | -8,043 | 220,080 |
| Enhanced User Experience ICT | 84,000 | 64,985 | -8,985 | 140,000 |
| Enterprise Resource Planning Information Systems | 10,000 | 229,338 | 3,208 | 242,546 |
| Financial Performance Improvement | 0 | 268,695 | -9,000 | 259,695 |
| Geographic Information Systems | 40,000 | 102,773 | -11,606 | 131,167 |
| Information and Records Management | 10,000 | 181,447 | 50,843 | 242,290 |
| Internet and Network | 3,000 | 148,177 | -36,326 | 114,851 |
| IS Service Management | 2,500 | 0 | 0 | 2,500 |
| People Information Systems | 0 | 1,800 | 28,200 | 30,000 |
| Server, Storage and Back-up | 5,000 | 0 | -5,000 | 0 |

Libraries

Carry forward \$326k related to the Alexandra Library fitout.

Parks and Recreation

Carry forward \$1.07m related to projects already started as detailed below.

| Division | Annual Plan 22/ 23 | Carry Forward to FY22/ 23 | Sum of Additional Funds requested | Total Forecast FY22/ 23 |
|-----------------------------|-----------------------|---------------------------------|--|----------------------------|
| Parks and Recreation | 1,481,591 | 1,069,697 | 0 | 2,494,288 |
| Camps | 5,000 | 5,000 | | 10,000 |
| Cemeteries | 50,000 | 92,868 | | 142,868 |
| Litter Bins | 8,200 | 2,916 | | 11,116 |
| Parks and Reserves | 1,213,843 | 788,157 | | 2,002,000 |
| Swimming Pools | 187,048 | 156,801 | | 286,849 |
| Trails | 17,500 | 23,955 | | 41,455 |

Planning

Carry forward \$348k related to the Dog Pound.

Roading

Carry forward \$2.4m related to projects already started as detailed below.

| Division | Annual Plan 22/ 23 | Carry Forward to FY22/ 23 | Sum of Additional Funds requested | Total Forecast FY22/ 23 |
|---------------------------------|-----------------------|---------------------------------|--|----------------------------|
| Roading | 7,205,000 | 2,431,887 | 300,000 | 9,936,887 |
| Roading Management Unsubsidised | 0 | 0 | 400,000 | 400,000 |
| Subsidised Roding | 6,755,000 | 2,289,612 | -100,000 | 8,944,612 |
| Unsubsidised Community Roding | 450,000 | 142,275 | 0 | 592,275 |

Additional budget of \$400k was approved by Council resolution in FY22 for Cornish point road seal extension. Offset by \$100k removal of subsidised roading budget due to no longer being funded by Waka Kotahi.

Three Waters

Carry forward \$10.34m related to projects already started as detailed below.

| Division | Annual Plan 22/ 23 | Carry Forward to FY22/ 23 | Sum of Additional Funds requested | Total Forecast FY22/ 23 |
|---------------------------|-----------------------|---------------------------------|--|----------------------------|
| Three Waters | 23,986,665 | 10,347,015 | 0 | 34,333,680 |
| Stormwater Renewals | 380,000 | 0 | -67,568 | 312,432 |
| Wastewater Improvements | 7,170,000 | 1,498,565 | 12,435 | 8,681,000 |
| Wastewater Renewals | 1,148,105 | 0 | -12,435 | 1,135,670 |
| Water Stimulus Fund | 0 | 0 | 0 | 0 |
| Water Supply Improvements | 12,957,000 | 7,402,743 | 0 | 20,359,743 |
| Water Supply Renewals | 2,331,560 | 1,445,707 | 67,568 | 3,844,835 |

Waste Management

Carry forward \$505k related to the following projects.

- St Bathans Closed Landfill Remediation
- Roxburgh Transfer Station
- Glass Crushing Plant

Forecast 1 impact on reserves

| Reserve/ Rate type | Amount |
|-------------------------------|-------------------|
| Dis Wtr | 8,916,018 |
| Dis Gen | 6,882,781 |
| Crm R&C | 2,717,030 |
| Crm W&S | 1,943,487 |
| Dis WW | 1,497,278 |
| Dis W&PT | 1,023,315 |
| Vin R&C | 789,488 |
| Dis Lib | 722,327 |
| Dis Wst Min | 508,377 |
| Dis Plan | 315,725 |
| Mto R&C | 314,787 |
| Vin W&S | 224,615 |
| Dis Moly | 179,177 |
| Tvt R&C | 130,723 |
| Vin Democ | 75,530 |
| Dis T&W | 62,540 |
| Vin Prom | 34,946 |
| Mto W&S | 24,156 |
| Dis TCO | 16,688 |
| Tvt W&S | 14,440 |
| Dis Econ | 14,000 |
| Mto Democ | 9,856 |
| Crm Democ | 7,482 |
| Dis Uni | - 44,068 |
| | 26,380,699 |

Approval forms signed by Executive Managers:

[People & Culture 1](#)

[People & Culture 2](#)

[Information Services 1](#)

[Vehicles](#)

[Community & Development](#)

[Property Capex](#)

[Property Opex](#)

[CEO](#)

[Planning](#)

[Economic Development](#)

[Building](#)

[Libraries](#)

[Parks & Recreation](#)



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|----------------------|--------------|-------------|-------------------|
| Date form submitted* | 03/08/2022 | | |
| Cost Centre Manager* | Rachel Ennis | Department* | Health and Safety |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---|------------------------------------|-------------------------|------------|
| Project / General Ledger name* | 3325 Health vaccinations | Reserve title and Ward* | District |
| Cost Centre* | 1240 Health and safety | Reserve GL code* | 1240 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | 21023 High risk vaccinations | Under-spend prior year | \$37,161 |
| Council Approval | 28 Sept 2022 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$3,000 required for FY23.

Surplus budget in FY22 requested to use in FY23 for staff occupation vaccination.

2. Authorisation (Indicates spending on project can begin)

| | | | |
|---------------------------|---|-----------|--|
| Executive Manager | Louise Fleck | Signature | |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August





Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|-------------------|
| Date form submitted* | 03/08/2022 |
| Cost Centre Manager* | Rachel Ennis |
| Department* | Health and Safety |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|------------------------------------|--------------------------------|------------|
| Project / General Ledger name* | 3325 Health vaccinations | Reserve title and Ward* | District |
| Cost Centre* | 1240 Health and safety | Reserve GL code* | 1240 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | 21023 High risk vaccinations | Under-spend prior year | \$37,161 |
| Council Approval | 28 Sept 2022 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$3,000 required for FY23.

Surplus budget in FY22 requested to use in FY23 for staff occupation vaccination.

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|-----------------------------|------------------|--|
| Executive Manager | Louise Fleck | Signature | |
| Finance Manager checklist | GL/Project code | | |
| | Reserve code | | |
| | Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August





Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|----------------------|--------------|-------------|-------------------|
| Date form submitted* | 03/08/2022 | | |
| Cost Centre Manager* | Rachel Ennis | Department* | Health and Safety |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---|--|-------------------------|------------|
| Project / General Ledger name* | 3090 Security services | Reserve title and Ward* | District |
| Cost Centre* | 1240 Health and safety | Reserve GL code* | 1240 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | 20156 Security Service - Central Stories | Under-spend prior year | \$37,161 |
| Council Approval | 28 Sept 2022 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$5,400 required for FY23.

Surplus budget in FY22 requested to use in FY23 for security services at Central Stories.

2. Authorisation (Indicates spending on project can begin)

| | | | |
|---------------------------|----------------------|-----------|--|
| Executive Manager | Louise Fleck | Signature | |
| Finance Manager checklist | GL/Project code | | |
| | Reserve code | | |
| | Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August





Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|-------------------|
| Date form submitted* | 03/08/2022 |
| Cost Centre Manager* | Rachel Ennis |
| Department* | Health and Safety |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|---------------------------------------|--------------------------------|------------|
| Project / General Ledger name* | 3090 Security services | Reserve title and Ward* | District |
| Cost Centre* | 1240 Health and safety | Reserve GL code* | 1240 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | 20264 Additional security services | Under-spend prior year | \$37,161 |
| Council Approval | 28 Sept 2022 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$750 required for FY23.

Surplus budget in FY22 requested to use in FY23 for security services at Central Stores.

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|-----------------------------|------------------|--|
| Executive Manager | Louise Fleck | Signature | |
| Finance Manager checklist | GL/Project code | | |
| | Reserve code | | |
| | Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August





Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|-------------------|
| Date form submitted* | 03/08/2022 |
| Cost Centre Manager* | Rachel Ennis |
| Department* | Health and Safety |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|---------------------------------|--------------------------------|------------|
| Project / General Ledger name* | 3276 Staff workplace support | Reserve title and Ward* | District |
| Cost Centre* | 1240 Health and safety | Reserve GL code* | 1240 |
| CAPEX/ PJ code (GL Code) or | | Under-spend prior year | \$37,161 |
| OPEX/ OP code (GL Code) | | Project end date | |
| Council Approval | 28 Sept 2022 | Forecast period | Forecast 1 |


1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$1,249 required for FY23.

Surplus budget in FY22 requested to use in FY23 for Workplace support services (employee assistance programme).

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|---|
| Executive Manager | Louise Fleck | Signature |  |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August





Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|----------------------|--------------|-------------|----|
| Date form submitted* | 03/08/2022 | | |
| Cost Centre Manager* | Louise Fleck | Department* | HR |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---|----------------------------|-------------------------|------------|
| Project / General Ledger name* | 19203013 Communications | Reserve title and Ward* | District |
| Cost Centre* | 1920 | Reserve GL code* | 1111 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | | Under-spend prior year | \$4,000 |
| Council Approval | 28 Sept 2022 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Surplus budget in FY22 requested to use in FY23 for staff wellbeing

2. Authorisation (Indicates spending on project can begin)

| | | | |
|---------------------------|---|-----------|--|
| Executive Manager | Sanchia Jacobs | Signature | |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|----------------------|--------------|-------------|----|
| Date form submitted* | 03/08/2022 | | |
| Cost Centre Manager* | Louise Fleck | Department* | HR |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---|--|-------------------------|------------|
| Project / General Ledger name* | 14413100 Library Management Stationery | Reserve title and Ward* | District |
| Cost Centre* | 1441 Libraries | Reserve GL code* | 1111 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | | Under-spend prior year | \$15,000 |
| Council Approval | 28 Sept 2022 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$1,500 required for FY23. Surplus budget in FY22 requested to use in FY23 for staff wellbeing.

2. Authorisation (Indicates spending on project can begin)

| | | | |
|---------------------------|---|-----------|--|
| Executive Manager | Sanchia Jacobs | Signature | |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August

Forecast – Request for Reserves Form



(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|------------------------------|
| Date form submitted* | 16/08/2022 |
| Cost Centre Manager* | Nathan McLeod |
| Department* | Information Services Manager |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|--|--------------------------------|--|
| Project / General Ledger name* | Various, refer to Doc ID 591182 Carry Forwards worksheet | Reserve title and Ward* | Dis Plan 1611 5200 \$15,614 for emergency management. |
| Cost Centre* | 1919 | Reserve GL code* | Dist Gen Rate 1111 5200 for \$1,217,668 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | Various, refer to Doc ID 591182 Carry Forwards worksheet | Under-spend prior year | Various, refer to Doc ID 591182 Carry Forwards worksheet |
| Project end date | Various, refer to Doc ID 591182 Carry Forwards worksheet | Forecast period | Forecast 1 |
| Council Approval | 22 September 2021 | | |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Various, refer to [Doc ID 591182](#) Carry Forwards worksheet. I have also attached a copy of the Doc ID 591182 for reference. The following is a summary of the carry forwards and their purpose.

| | |
|---|--------------------|
| On-hold – Pending GM – Business Support or Risk & Procurement | \$55,000 |
| WIP – Pending invoice from ORC for aerals, MAGIQ Cloud contract signed, delays due to IS team changes and recruitment, changes to Finance team, plus ongoing projects such as Digitisation and My CODC - Convert Forms to Online Forms. | \$1,026,068 |
| Reallocated specifically to Records Digitisation project as agreed by the business. | \$17,540 |
| Future Asset Management Information System for Property & Facilities Note: Pending discussions 29 August 2022. | \$74,790 |
| EMT Star Link & Emergency Management Kit. Note: IS Manage for Emergency Management – Cost Centre 1611 | \$15,614 |
| Allocating savings to various IS projects Forecast 1 2022/23 | \$42,470 |
| Moving Timesheet savings to ELMO Human Resource Information System | \$1,800 |
| | \$1,233,282 |

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|-----------------------------|------------------|--|
| Executive Manager | Sanchia Jacobs | Signature | |
| Finance Manager checklist | GL/Project code | | |
| | Reserve code | | |
| | Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 11/08/22

Cost Centre Manager* Garreth Robinson

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Property General District
Cost Centre* 1351
CAPEX/ PJ code (GL Code) or N/A
OPEX/ OP code (GL Code) 13513220
Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward*
Reserve GL code*
Under-spend prior year N/A
Project end date N/A
Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Based on actuals from 21/22 and inflation drivers for revaluations.

Increase budget by 10k for 22/23

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
 Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 11/08/22

Cost Centre Manager* Garreth Robinson

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Property General District Cost

Cost Centre* 1351

CAPEX/ PJ code (GL Code) N/A

or

OPEX/ OP code (GL Code) 13513155

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward*

Reserve GL code*

Under-spend prior year \$5700

Project end date N/A

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

21/22 \$5700 unspent reforecast into 22/23 funds required for update of the AMP 2019

reforecast into \$5700 22/23

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code

Reserve code

Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 9/8/22

Cost Centre Manager* Christina Martin

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* William Fraser Building
Cost Centre* 1311
CAPEX/ PJ code (GL Code) or N/A
OPEX/ OP code (GL Code) 1311 2870
Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Dis Gen
Reserve GL code* 13115200
Under-spend prior year N/A
Project end date N/A
Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

* **Additional budget request \$10,000.**

* **Due to increased costs to the Wanaclean contract for cleaning the building due to increases to wage costs (min wage) and increased cleaning requirements due to COVID-19.**

2. Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 11/08/2022

Cost Centre Manager* Janice Remnant

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Admin Building Mto

Cost Centre* 1313

CAPEX/ PJ code (GL Code) N/A
or

OPEX/ OP code (GL Code) 13132630

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Dis Gen

Reserve GL code* 13135200

Under-spend prior year \$49K

Project end date N/A

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

External painting to be done in conjunction with EQ works.

Unspent \$49,000 from 22/23. Request to forecast into 22/23

RF

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August

✓



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 7/8/2022

Cost Centre Manager* Tara Bates

Department* Property and Facilities

CURRENT GL EXPENSE

Project / General Ledger name* Alexandra Airport – Development of new hangar precinct

Cost Centre* 1811

CAPEX/ PJ code (GL Code) or

OPEX/ OP code (GL Code) 3170, 3190, 3220

Council Approval 22 September 2022

FUNDING FROM RESERVES

Reserve title and Ward* Dis Gen

Reserve GL code* 18115200

Under-spend prior year \$23,400

Project end date 30/6/2022

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

New hangar precinct of 20-30 hangar sites is planned and budgeted for in 2022/23. Early planning including preparation of hangar sites concept plan, rental valuation for new hangar lease sites and legal fees for agreements to lease was anticipated to start in 2021/22. However due to staff workloads this has been delayed and now is required in 2022/23. The Airports GL was underspent by \$23,000 and there was additional unbudgeted income of around \$30,000 to offset the additional spend in 2023.

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 8/8/22

Cost Centre Manager* Christina Martin

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Vincent Public Toilets
 Cost Centre* 2861
 CAPEX/ PJ code (GL Code) N/A
 or
 OPEX/ OP code (GL Code) 2861 2920
 Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* District & WPT
 Reserve GL code* 2861 5200
 Under-spend prior year N/A
 Project end date N/A
 Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

* The property team reduced Public Toilet GL's at LTP budget input. The cost centre 1861 (District Public Toilets) and 4861 (E/M Public Toilets) was disestablished. However, not enough budget was included in 2861 and 7861 to cover the Initial Contract (sanitary bins/hand soap) in cost code 2920.

* New toilets in the Vincent area to be budgeted for. Omakau and Miners Land.

* See attached spread sheet for workings. Additional required 2861 \$5,400

2. Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

Finance Manager
checklist

GL/Project code
 Reserve code
 Correct Reserve fund

Please return signed form to Finance Manager by 31 August



| Name | Subject | GL | Montl | Yearly | GL | Annual | Budget required | Notes |
|---------------------------------------|------------|----------|--------|---------|----------|----------|-----------------|------------------------|
| William Fraser BLDG | Cleaning | 13112070 | 130.67 | 1568.04 | 28612070 | 8685.88 | 6700 | |
| William Fraser BLDG | Equip Hire | 13112920 | 299.61 | 3595.32 | 28612920 | 10957.32 | 11000 | New toilet Miners Land |
| SC Cromwell - 42 The Mall | Equip hire | 13122920 | 24.14 | 289.68 | 78612070 | 957.48 | 1000 | |
| Rox SC - 120 Scotland | Equip hire | 13142920 | 62.76 | 753.12 | 78612920 | 4711.00 | 4800 | |
| 43 Tarbert St - Alex Library | Equip hire | 14422920 | 4.83 | 57.96 | | | | |
| Crom Library - 43 The Mall | Equip hire | 14432920 | 14.49 | 173.88 | | | | |
| Airport | Equip hire | 18112920 | 24.14 | 289.68 | | | | |
| Alex Comm Centre - Skird St | Equip hire | 24112920 | 57.93 | 695.16 | | | | |
| Molyneux Park Stadium | Equip hire | 24122070 | 251.59 | 3019.08 | | | | |
| Moly Aquatic Centre - Boundary Rd | Equip hire | 24922920 | 182.79 | 2193.48 | | | | |
| Golden Block Toilets Alex | Cleaning | 28612070 | 45.93 | 551.18 | | | | |
| Tarbert St Public Toilets Alex | Cleaning | 28612070 | 54.37 | 652.44 | | | | |
| Pioneer Park Toilets - Centennial Ave | Cleaning | 28612070 | 38.62 | 463.44 | | | | |
| Molyneux Park & BMX Park | Cleaning | 28612070 | 235.38 | 2824.56 | | | | |
| Golden Block Toilets Alex | Equip hire | 28612920 | 48.28 | 579.36 | | | | |
| Tarbert St Public Toilets Alex | Equip hire | 28612920 | 48.28 | 579.36 | | | | |
| Champagne Gully Toilets Alex | Equip hire | 28612920 | 82.94 | 995.28 | | | | |
| Alex Rowing Club Toilets | Equip hire | 28612920 | 9.66 | 115.92 | | | | |
| Pioneer Park Toilets - Centennial Ave | Equip hire | 28612920 | 343.97 | 4127.64 | | | | |
| Clyde Public Toilets Sunderland St | Equip hire | 28612920 | 125.88 | 1510.56 | | | | |
| Dunorling Boat Ramp Toilets Alex | Equip hire | 28612920 | 14.49 | 173.88 | | | | |
| Clyde Railway Station - Fraser St | Equip hire | 28612920 | 43.45 | 521.40 | | | | |
| Clyde Rowing Club (Weatherall Creek) | Equip hire | 28612920 | 38.62 | 463.44 | | | | |
| Ettrick Hall | Equip hire | 28612920 | 11.00 | 132.00 | | | | |
| Marshall Road Toilet | Equip hire | 28612920 | 11.00 | 132.00 | | | | |
| Omakau Exeloo | Equip hire | 28612920 | 9.66 | 115.92 | | | | |
| Crom Pool | Equip hire | 34912920 | 216.16 | 2593.92 | | | | |
| Crom Pool Outside Public Toilets | Equip hire | 38612920 | 49.39 | 592.68 | | | | |
| Crom Lode Lane Public Toilets | Equip hire | 38612920 | 669.48 | 8033.76 | | | | |
| Alpha St Toilets Cromwell | Cleaning | 38612920 | 39.37 | 472.44 | | | | |
| Alpha St Toilets Cromwell | Equip hire | 38612920 | 56.62 | 679.44 | | | | |
| Achil St Toilets Cromwell | Equip hire | 38612920 | 86.90 | 1042.80 | | | | |
| Dustin Park Toilets-Cromwell | Equip hire | 38612920 | 24.14 | 289.68 | | | | |
| Tarras Public Toilets | Equip hire | 38612920 | 42.90 | 514.80 | | | | |
| Cromwell Murray Tce Public Toilets | Equip hire | 38612920 | 185.42 | 2225.04 | | | | |
| Ranfurly Public Toilets | Equip hire | 58612920 | 146.71 | 1760.52 | | | | |
| Derwent St Naseby Toilets | Equip hire | 58612920 | 72.41 | 868.92 | | | | |
| Roxburgh Entertainment Centre | Equip hire | 74142070 | 24.47 | 293.64 | | | | |
| Milfers Flat Toilets | Cleaning | 78612070 | 79.79 | 957.48 | | | | |
| Scotland St. Roxburgh Public Toilets | Equip hire | 78612920 | 293.13 | 3517.56 | | | | |
| Milfers Flat Toilets | Equip hire | 78612920 | 9.66 | 115.92 | | | | |
| Scotland Street Playground Toilets | Equip hire | 78612920 | 71.80 | 861.60 | | | | |
| Pinders Pond | Equip hire | 78612920 | 18.00 | 216.00 | | | | |



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 7/8/2022

Cost Centre Manager* Christina Martin

Department* Property and Facilities

CURRENT GL EXPENSE

Project / General Ledger name* Poolburn Hall – Detailed Seismic Assessment

Cost Centre* 4111

CAPEX/ PJ code (GL Code) or

OPEX/ OP code (GL Code) 3160

Council Approval 22 September 2022

FUNDING FROM RESERVES

Reserve title and Ward* Vin R & C

Reserve GL code* 41115200

Under-spend prior year \$16,200

Project end date 30/6/2022

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

DSA/prelim design and cost estimate of strengthening work delayed in 2021/22 due to consideration of different procurement options such as AOG contract and CODC Panel and issues with previous supplier. DSA etc now needs to proceed in 2022/23 using unspent budget from 2021/22.

Statutory requirement for all council-owned earthquake prone buildings to be strengthened to minimum 34%NBS. DSA/prelim design and cost estimate of strengthening work are required for council to make informed decision of timing for strengthening or long term future of building.

The Council-owned earthquake-prone building policy requires this work to be carried out asap.

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 15 August 2022

Cost Centre Manager* Christina Martin

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Clyde Museum

Cost Centre* 4415

CAPEX/ PJ code (GL Code) or N/A

OPEX/ OP code (GL Code) 44152630

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Vincent R & C

Reserve GL code* 4115200

Under-spend prior year

Project end date

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Additional budget of \$46,000 approved via VCB 21.9.3 to move the Clyde Police Lock-up. To be funded from the Vincent General Reserves (4111).

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 7/8/2022

Cost Centre Manager* Christina Martin

Department* Property and Facilities

CURRENT GL EXPENSE

Project / General Ledger name* Clyde Railway Station – Detailed Seismic Assessment

Cost Centre* 4415

CAPEX/ PJ code (GL Code) or

OPEX/ OP code (GL Code) 3160

Council Approval 22 September 2022

FUNDING FROM RESERVES

Reserve title and Ward* Vin R & C

Reserve GL code* 44145200

Under-spend prior year \$14,350

Project end date 30/6/2022

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

DSA/prelim design and cost estimate of strengthening work delayed in 2021/22 due to consideration of different procurement options such as AOG contract and CODC Panel and issues with previous supplier. DSA etc now needs to proceed in 2022/23 using unspent budget from 2021/22.

Statutory requirement for all council-owned earthquake prone buildings to be strengthened to minimum 34%NBS. DSA/prelim design and cost estimate of strengthening work are required for council to make informed decision of timing for strengthening or long term future of building.

The Council-owned earthquake-prone building policy requires this work to be carried out asap.

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August

1



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 11/08/22

Cost Centre Manager* Janice Remnant

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Naseby Hall

Cost Centre* 5421

CAPEX/ PJ code (GL Code) or N/A

OPEX/ OP code (GL Code) 54212630

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Mto R7C

Reserve GL code* 54215200

Under-spend prior year \$1K

Project end date

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Uncompleted painting work due to contract staff shortages from Covid.

Request reforecast unspent budget of \$1k to complete work in 22/23

RF

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 7/8/2022

Cost Centre Manager* Janice Remnant

Department* Property and Facilities

CURRENT GL EXPENSE

Project / General Ledger name* Naseby Hall – Detailed Seismic Assessment

Cost Centre* 5421

CAPEX/ PJ code (GL Code) or

OPEX/ OP code (GL Code) 3160

Council Approval 22 September 2022

FUNDING FROM RESERVES

Reserve title and Ward* Mto R & C

Reserve GL code* 54215200

Under-spend prior year \$19,610

Project end date 30/6/2022

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

DSA/prelim design and cost estimate of strengthening work delayed in 2021/22 due to consideration of different procurement options such as AOG contract and CODC Panel and issues with previous supplier. DSA etc now needs to proceed in 2022/23 using unspent budget from 2021/22.

Statutory requirement for all council-owned earthquake prone buildings to be strengthened to minimum 34%NBS. DSA/prelim design and cost estimate of strengthening work are required for council to make informed decision of timing for strengthening or long term future of building.

The Council-owned earthquake-prone building policy requires this work to be carried out asap.

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 11/08/22

Cost Centre Manager* Janice Remnant

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Naseby Hall

Cost Centre* 5421

CAPEX/ PJ code (GL Code) or N/A

OPEX/ OP code (GL Code) 54213303

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Mto R&C

Reserve GL code* 54215200

Under-spend prior year

Project end date

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Staff cleaning salaries omitted in error from LTP. Request \$250 for 22/23

Request additional budget of \$250 for 22/23

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August





Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 7/8/2022

Cost Centre Manager* Janice Remnant

Department* Property and Facilities

CURRENT GL EXPENSE

Project / General Ledger name* Maniototo Stadium
Detailed Seismic
Assessment

Cost Centre* 5412

**CAPEX/ PJ code (GL Code)
or**

OPEX/ OP code (GL Code) 3160

Council Approval 22 September 2022

FUNDING FROM RESERVES

Reserve title and Ward* Mto R & C

Reserve GL code* 54125200

Under-spend prior year \$26,180

Project end date 30/6/2022

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

DSA/prelim design and cost estimate of strengthening work delayed in 2021/22 due to consideration of different procurement options such as AOG contract and CODC Panel and issues with previous supplier. DSA etc now needs to proceed in 2022/23 using unspent budget from 2021/22.

Statutory requirement for all council-owned earthquake prone buildings to be strengthened to minimum 34%NBS. DSA/prelim design and cost estimate of strengthening work are required for council to make informed decision of timing for strengthening or long term future of building.

The Council-owned earthquake-prone building policy requires this work to be carried out asap.

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

**Finance Manager
checklist**

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 7/8/2022

Cost Centre Manager* Janice Remnant

Department* Property and Facilities

CURRENT GL EXPENSE

Project / General Ledger name* Maniototo
Community Halls
(Wedderburn and
Patearoa Halls) –
Detailed Seismic
Assessment

Cost Centre* 5417

CAPEX/ PJ code (GL Code)
or

OPEX/ OP code (GL Code) 3160

Council Approval 22 September 2022

FUNDING FROM RESERVES

Reserve title and Ward* Mto R & C

Reserve GL code* 54175200

Under-spend prior year \$31,540

Project end date 30/6/2022

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

DSA/prelim design and cost estimate of strengthening work delayed in 2021/22 due to consideration of different procurement options such as AOG contract and CODC Panel and issues with previous supplier. DSA etc now needs to proceed in 2022/23 using unspent budget from 2021/22.

Statutory requirement for all council-owned earthquake prone buildings to be strengthened to minimum 34%NBS. DSA/prelim design and cost estimate of strengthening work are required for council to make informed decision of timing for strengthening or long term future of building.

The Council-owned earthquake-prone building policy requires this work to be carried out asap.

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 11/08/22

Cost Centre Manager* Janice Remnant

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Comm Halls Mto

Cost Centre* 5417

CAPEX/ PJ code (GL Code) or N/A

OPEX/ OP code (GL Code) 5417 2630

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Mto R&C

Reserve GL code* 54175200

Under-spend prior year \$4244

Project end date

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Uncompleted external painting work at Wedderburn Hall due to contract staff shortages from Covid.

Request unspent budget of \$4244 to complete work in 22/23 be reforecast

RF

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code

Reserve code

Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 10/08/22

Cost Centre Manager* Janice Remnant

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Pioneer Store
Naseby
Cost Centre* 5358
CAPEX/ PJ code (GL Code) or N/A
OPEX/ OP code (GL Code) 53582630
Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Mto W & S
Reserve GL code* 51115200
Under-spend prior year \$2736
Project end date N/A
Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Combine underspend in 2100 and 2630 will drop back into the reserve account.

External painting not completed in 22/22 due to contractors Covid staffing issues during optimal time to undertake external painting.

Reschedule budget \$ 2736 for work to be done in 22/23

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist
GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 7/8/2022

Cost Centre Manager* Janice Remnant

Department* Property and Facilities

CURRENT GL EXPENSE

Project / General Ledger name* Naseby Store – Detailed Seismic Assessment

Cost Centre* 5538

CAPEX/ PJ code (GL Code) or

OPEX/ OP code (GL Code) 3160

Council Approval 22 September 2022

FUNDING FROM RESERVES

Reserve title and Ward* Mto W & S

Reserve GL code* 51115200

Under-spend prior year \$14,630

Project end date 30/6/2022

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

DSA/prelim design and cost estimate of strengthening work delayed in 2021/22 due to consideration of different procurement options such as AOG contract and CODC Panel and issues with previous supplier. DSA etc now needs to proceed in 2022/23 using unspent budget from 2021/22.

Statutory requirement for all council-owned earthquake prone buildings to be strengthened to minimum 34%NBS. DSA/prelim design and cost estimate of strengthening work are required for council to make informed decision of timing for strengthening or long term future of building.

The Council-owned earthquake-prone building policy requires this work to be carried out asap.

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 10/08/22

Cost Centre Manager* Janice Remnant

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Mto Stadium

Cost Centre* 5412

CAPEX/ PJ code (GL Code) or N/A

OPEX/ OP code (GL Code) 54122630

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Mto R&C

Reserve GL code* 54125200

Under-spend prior year \$10,714

Project end date

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

External and internal painting works committed to contractors in 21/22, but contractors were unable to complete works due to Covid and staffing issues, then weather not favourable for painting.

Request \$10,714 unspent 21/22 budget that will have dropped into reserves, be reforecast into 22/23 So planned painting works can be undertaken.

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort

Signature

Finance Manager checklist

GL/Project code

Reserve code

Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 10/08/09

Cost Centre Manager* Janice Remnant

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Mto Stadium

Cost Centre* 5412

CAPEX/ PJ code (GL Code) or N/A

OPEX/ OP code (GL Code) 54123303

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* MTO R&C

Reserve GL code* 54125200

Under-spend prior year N/A

Project end date N/A

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Cleaning staff wages were omitted from LTP budgets in error.

Request additional \$2,250 in 22/23

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort

Signature

Finance Manager checklist

GL/Project code

Reserve code

Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 10/09/22

Cost Centre Manager* Janice Remnant

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Public Hall Ranfurly

Cost Centre* 5415

CAPEX/ PJ code (GL Code)
or

OPEX/ OP code (GL Code) 54152630

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Mto R&C

Reserve GL code* 54155200

Under-spend prior year \$6022

Project end date

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Budget for external painting not required as the painting on the building had not deteriorated as anticipated. Request unspent budget \$6022 be used for repairs prior to painting in 22/23 and additional \$5k for external repairs to ensure weather tightness.

Request re forecast into 22/23 unspent budget \$6022

RF

Request additional \$5k for repair works

Additional

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager
checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 10/08/00

Cost Centre Manager* Janice Remnant

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Public Hall Ranfurly

Cost Centre* 5415

CAPEX/ PJ code (GL Code)
or

OPEX/ OP code (GL Code) 54153303

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Mto R&C

Reserve GL code* 54155200

Under-spend prior year N/A

Project end date N/A

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Cleaning staff budget omitted in error form LTP.

Request additional \$300 in 22/23

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 11/08/22

Cost Centre Manager* Janice Remnant

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Mto Public Toilets

Cost Centre* 5861

CAPEX/ PJ code (GL Code) or N/A

OPEX/ OP code (GL Code) 5861 2630

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Mto R & C

Reserve GL code* 54165200

Under-spend prior year \$3K

Project end date

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Painting works not completed due to contractor Covid staffing issues, unspent budget 21/22

Reforecast \$3k 22/23 to complete planned work.

RF

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 11/08/22

Cost Centre Manager* Janice Remnant

Department* Property

CURRENT GL EXPENSE

Project / General Ledger name* Mto Public Toilet

Cost Centre* 5861

CAPEX/ PJ code (GL Code) N/A

or

OPEX/ OP code (GL Code) 58613303

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Mto R & C

Reserve GL code* 54165200

Under-spend prior year N/A

Project end date N/A

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Cleaning staff wages omitted in error during LTP.

Request \$26K based on 21/22 actuals for 22/23

Additional

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

[Signature]

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August

✓



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 7/8/2022

Cost Centre Manager* Christina Martin

Department* Property and Facilities

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|--|--------------------------------|------------|
| Project / General Ledger name* | Roxburgh Entertainment Centre – Detailed Seismic Assessment | Reserve title and Ward* | Tvt R & C |
| Cost Centre* | 7414 | Reserve GL code* | 74145200 |
| CAPEX/ PJ code (GL Code) or | | Under-spend prior year | \$26,450 |
| OPEX/ OP code (GL Code) | 3160 | Project end date | 30/6/2022 |
| Council Approval | 22 September 2022 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

DSA/prelim design and cost estimate of strengthening work delayed in 2021/22 due to consideration of different procurement options such as AOG contract and CODC Panel and issues with previous supplier. DSA etc now needs to proceed in 2022/23 using unspent budget from 2021/22.

Statutory requirement for all council-owned earthquake prone buildings to be strengthened to minimum 34%NBS. DSA/prelim design and cost estimate of strengthening work are required for council to make informed decision of timing for strengthening or long term future of building.

The Council-owned earthquake-prone building policy requires this work to be carried out asap.

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

**Finance Manager
checklist**

GL/Project code
Reserve code
Correct Reserve fund



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 7/8/2022

Cost Centre Manager* Christina Martin

Department* Property and Facilities

CURRENT GL EXPENSE

Project / General Ledger name* Millers Flat Hall – Detailed Seismic Assessment

Cost Centre* 7411

CAPEX/ PJ code (GL Code) or

OPEX/ OP code (GL Code) 3160

Council Approval 22 September 2022

FUNDING FROM RESERVES

Reserve title and Ward* Tvt R & C

Reserve GL code* 74115200

Under-spend prior year \$16,910

Project end date 30/6/2022

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

DSA/prelim design and cost estimate of strengthening work delayed in 2021/22 due to consideration of different procurement options such as AOG contract and CODC Panel and issues with previous supplier. DSA etc now needs to proceed in 2022/23 using unspent budget from 2021/22.

Statutory requirement for all council-owned earthquake prone buildings to be strengthened to minimum 34%NBS. DSA/prelim design and cost estimate of strengthening work are required for council to make informed decision of timing for strengthening or long term future of building.

The Council-owned earthquake-prone building policy requires this work to be carried out asap.

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 11/08/22

Cost Centre Manager* Janice Remnant

Department* Property/Parks

CURRENT GL EXPENSE

Project / General Ledger name* Recreation Reserve Committee Patearoa

Cost Centre* 5451

CAPEX/ PJ code (GL Code) or N/A

OPEX/ OP code (GL Code) 2350

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward*

Reserve GL code* 54155200

Under-spend prior year \$6,000

Project end date N/A

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Committee undertook voluntary works in 21/22 to save funds, but asked for fund to be reallocated into 22/23

Reforecast \$6K unspent into 22/23

RT

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 11/08/22

Cost Centre Manager* Janice Remnant

Department* Property/Parks

CURRENT GL EXPENSE

Project / General Ledger name* Recreation Reserve Committee Patearoa

Cost Centre* 5451

CAPEX/ PJ code (GL Code) or N/A

OPEX/ OP code (GL Code) 54512100, 2950, 3120

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward*

Reserve GL code* 54515200

54515200

Under-spend prior year N/A

Project end date N/A

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Unbudgeted income from building occupancy of \$6,780 will cover these budget change requests

2100 R & M for buildings - \$5K

2950 mowing and spray for ground passed back to Council - \$1K

3120 water use from school building occupation \$500

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort
Planning and Environment

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 15 August 2022

Cost Centre Manager* Janice Remnant

Department* Property/Parkes

CURRENT GL EXPENSE

Project / General Ledger name* Ranfurly Pool Staff remuneration

Cost Centre* 5491

Ranfurly Pool CAPEX/ PJ code (GL Code) N/A
or

OPEX/ OP code (GL Code) 54913300

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Mto R & C

Reserve GL code* 54915200

Under-spend prior year N/A

Project end date

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Wages for Pool Staff were omitted from LTP

Request additional \$87,200 based on 21/22 yr.

2. Authorisation (Indicates spending on project can begin)

Executive Manager Louise van der Voort

Signature

Finance Manager checklist

GL/Project code

Reserve code

Correct Reserve fund

| Row Labels | Carry forward to FY22/23 | Additional funds required | Total Revised Budget FY22/23 | Summary Comments for Additional Budgets |
|---------------------|--------------------------|---------------------------|------------------------------|---|
| Crm R&C | 2,326,177 | 0 | 9,978,102 | |
| 34145200 | 2,186,177 | 0 | 9,838,102 | Memorial Hall Building and salaries CF |
| 34175200 | 140,000 | 0 | 140,000 | Memorial Hall Building salaries CF |
| Crm W&S | 1,934,908 | 0 | 5,752,328 | |
| 33515200 | 158,485 | 0 | 713,485 | Fencing Contribution, Property Building |
| 37575200 | 1,776,423 | 0 | 5,038,843 | Town Centre Land, Grounds Paths and Fences |
| Dis Gen | 1,687,289 | 692,650 | 5,204,119 | |
| 13115200 | 641,319 | 517,650 | 1,162,469 | 02/08/22 CM GR CNL resolution 21.8.21 approved the capital funding for the recommended boiler replacement at \$575K to be loan funded. |
| 13125200 | 624,060 | 0 | 1,824,240 | |
| 13135200 | 256,558 | 50,000 | 319,558 | 05/08/22 request \$50k more funding to repalce with electrical bolier to comply with sustainability requirments. Includes upgrade to KVA capacity, boiler and replacement radiators for efficiency |
| 13145200 | 5,000 | 0 | 5,000 | |
| 13315200 | 113,752 | 65,000 | 332,252 | EPH jxr inspections shower linings are failing \$25K. 08/08/22 jxr External cladding rotten similar problem idenified at 140 Scotland St request additional \$40K |
| 13515200 | 25,600 | 60,000 | 115,600 | GR 5/08/22 CF \$25,600 unspent funds for buildings contingency, GR 5/08/22 increased costs for HVAC and replacing failed units to 22/23, request \$10K, Museum Storage Civil Defense design fees \$50K - |
| 18115200 | 21,000 | 0 | 1,445,000 | |
| Dis Lib | 314,516 | 0 | 1,414,516 | |
| 14435200 | 314,516 | 0 | 1,414,516 | |
| Dis W&PT | 367,221 | 137,405 | 513,626 | |
| 51115200 | 0 | 120,000 | 120,000 | \$350,000 budget in 23/24, request \$120K brought forward to secure TIF funding |
| 18615200 | 1,287 | 0 | 1,287 | |
| 28615200 | 352,100 | 9,810 | 361,910 | Debbie's Cromwell PJ underspends totalling \$9,810 + PJ21017 Pioneer Park \$2,100 |
| 38615200 | 11,834 | 7,595 | 24,429 | refer to Capex Details ex magiq CF's |
| 58615200 | 2,000 | 0 | 2,000 | Mto Toilet CF |
| 78615200 | 0 | 0 | 4,000 | |
| Mto R&C | 1,354 | 5,300 | 122,154 | |
| 50395200 | 0 | 0 | 0 | |
| 54125200 | 1,354 | 0 | 98,354 | materials purchased labour to completed labour still to be done. |
| 54155200 | 0 | 0 | 0 | |
| 54175200 | 0 | 0 | 6,000 | |
| 54215200 | 0 | 0 | 12,500 | |
| 54125200 | 0 | 5,300 | 5,300 | jxr work still in progress got missed in CF from 20/21 but work is committed for internal stadium rail for H & S requirments |
| Mto W&S | 1,072 | 0 | 26,022 | |
| 51115200 | 0 | 0 | 9,950 | |
| 53555200 | 1,072 | 0 | 16,072 | |
| 53565200 | 0 | 0 | 0 | |
| Tvt R&C | 71,254 | 0 | 620,254 | |
| 74115200 | 0 | 0 | 55,000 | |
| 74145200 | 71,254 | 0 | 565,254 | |
| Tvt W&S | 5,000 | 5,000 | 10,000 | |
| 71115200 | 5,000 | 5,000 | 10,000 | Dragon Den form for this project was approved for \$5K each year, but not entered in correctly into Performance. AP 21/22 Forecast 2: corrected mistake for this year and \$5K required for Parks Team project. |
| Vin R&C | 386,070 | 33,500 | 513,070 | |
| 44135200 | 0 | 0 | 0 | |
| 24115200 | 351,500 | 0 | 351,500 | |
| 44105200 | 0 | 0 | 0 | |
| 44115200 | 20,500 | 33,500 | 64,000 | Clyde Hall - Replace entrance carpet \$3.5k Additional budget required. Also 02/08/22 Fire & accessibility report received for building consent. Issue with bringing up to code the use of the mezzanine. Working issue through with users groups. Once resolved I will then make a final application to OCT. Reconfiguration of the 50Sqm ATC will help resolve the mezzanine issue. The area was due for refurbishment next year. Recommend bringing forward the project budget from LTP23/24 of \$30,000. CARRY FORWARD + bring forward CAPEX \$30K. |
| 44135200 | 0 | 0 | 12,000 | |
| 44145200 | 14,070 | 0 | 14,070 | |
| 44155200 | 0 | 0 | 71,500 | |
| Vin W&S | 269,750 | 86,863 | 361,613 | |
| 21115200 | 68,542 | -17,042 | 51,500 | |
| 23515200 | 5,000 | 0 | 10,000 | |
| 23535200 | 112,125 | 17,042 | 129,167 | |

Error carry forward of \$50k should have been requested not new additional funds of \$50k requested. Has been changed in Magiq by Kim on Monday 15/08/22, but still showing on this table.

Carry forward remaning budget \$84,083 as per email and add additoinal budget of \$86,863 from TIF funding.

| | | | |
|-------------|-----------|---------|------------|
| 41115200 | 84,083 | 86,863 | 170,946 |
| Grand Total | 7,364,611 | 960,718 | 24,515,804 |

Authorisation (indicates spending on project can begin)

Executive Manager Louise van der Voort Signature

Planning and Environment

| | |
|------------------------------|---|
| Finance Manager checklist | GL/Project code Reserve Code Correct Reserve Fund |
|------------------------------|---|



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|----------------|--------------------|--------------------------|
| Date form submitted* | 12 August 2022 | | |
| Cost Centre Manager* | Paula Penno | Department* | Community and Engagement |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|------------------------------|--------------------------------|------------------|
| Project / General Ledger name* | Cromwell Community Grants | Reserve title and Ward* | General reserves |
| Cost Centre* | 3431 | Reserve GL code* | 3111 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | | Under-spend prior year | \$8,500 |
| | | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$8,500 grant allocated to the Lake Dunstan Charitable Trust in last year's funding round has not been uplifted yet (resolution 21.8.2). Request that \$8,500k be transferred into the 2022/23 financial year and funded from reserves (3111).

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|--|
| Executive Manager | Sanchia Jacobs | Signature | |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|----------------|--------------------|--------------------------|
| Date form submitted* | 12 August 2022 | | |
| Cost Centre Manager* | Paula Penno | Department* | Community and Engagement |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|-------------------|--------------------------------|------------------|
| Project / General Ledger name* | Regional Identity | Reserve title and Ward* | General reserves |
| Cost Centre* | 1042 | Reserve GL code* | 1111 |
| | | Under-spend prior year | \$81,736 |
| CAPEX/ PJ code (GL Code) or | | Project end date | |
| OPEX/ OP code (GL Code) | | Forecast period | Forecast 1 |
| Council Approval | 22 September 2021 | | |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Request that \$19,000 unspent project money from last financial year (1042 2945) be carried forward to 2022/23 for the Regional Identity bicultural project. (To be funded from reserves 1111).

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|--|
| Executive Manager | Sanchia Jacobs | Signature | |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|----------------|--------------------|--------------------------|
| Date form submitted* | 12 August 2022 | | |
| Cost Centre Manager* | Paula Penno | Department* | Community and Engagement |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|-----------------------|--------------------------------|------------------|
| Project / General Ledger name* | Community Development | Reserve title and Ward* | General reserves |
| Cost Centre* | 1213 | Reserve GL code* | 1111 |
| | | Under-spend prior year | \$33,801 |
| CAPEX/ PJ code (GL Code) or | | Project end date | |
| OPEX/ OP code (GL Code) | | Forecast period | Forecast 1 |
| Council Approval | 22 September 2021 | | |


1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$9,932 unspent salary contribution from the govt's \$50k Welcoming Communities grant for 2021/22 needs to be carried through to the 2022/23 financial year, and be funded from reserves (1111).

\$50k has been transferred from the Community Development projects line (1213 3016) and transferred to 1431 3016 (District Grants - committed grants) to fund the Central Otago district museum project (as per the 2021 LTP decision).

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|---|
| Executive Manager | Sanchia Jacobs | Signature |  |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|----------------|--------------------|--------------------------|
| Date form submitted* | 12 August 2022 | | |
| Cost Centre Manager* | Paula Penno | Department* | Community and Engagement |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|----------------------------------|--------------------------------|--|
| Project / General Ledger name* | Creative Communities New Zealand | Reserve title and Ward* | General reserves |
| Cost Centre* | 1437 | Reserve GL code* | 1111 |
| | | Under-spend prior year | \$10,449 (less CODC's contribution to advertising) |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$9,895 CCNZ funds remain unspent at the end of the financial year. Recommended that these funds be carried through to 2022/23 as this is CNZ funds and not rates.

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|---|
| Executive Manager | Sanchia Jacobs | Signature |  |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|----------------|--------------------|--------------------------|
| Date form submitted* | 12 August 2022 | | |
| Cost Centre Manager* | Paula Penno | Department* | Community and Engagement |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|--------------------------|--------------------------------|------------------|
| Project / General Ledger name* | Vincent Community Grants | Reserve title and Ward* | General reserves |
| Cost Centre* | 2431 | Reserve GL code* | 2111 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | | Under-spend prior year | \$0 |
| | | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

As per VCB resolution 22.4.4, partial funding of the grant to Alexandra District Museum Inc (trading as Central Stories) is to come from general reserves. Therefore, \$26,667 has been added to the 2022/23 VCB grant budget (2431 2435), and be funded from reserves (2111).

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|--|
| Executive Manager | Sanchia Jacobs | Signature | |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|--------------------------|
| Date form submitted* | 12 August 2022 |
| Cost Centre Manager* | Paula Penno |
| Department* | Community and Engagement |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|------------------------------|--------------------------------|------------------|
| Project / General Ledger name* | Cromwell Community Grants | Reserve title and Ward* | General reserves |
| Cost Centre* | 3431 | Reserve GL code* | 3111 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | | Under-spend prior year | \$8,500 |
| | | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$8,500 grant allocated to the Lake Dunstan Charitable Trust in last year's funding round has not been uplifted yet (resolution 21.8.2). Request that \$8,500k be transferred into the 2022/23 financial year and funded from reserves (3111).

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|--|
| Executive Manager | Sanchia Jacobs | Signature | |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|----------------|--------------------|--------------------------|
| Date form submitted* | 12 August 2022 | | |
| Cost Centre Manager* | Paula Penno | Department* | Community and Engagement |


| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|-------------------|--------------------------------|------------------|
| Project / General Ledger name* | Regional Identity | Reserve title and Ward* | General reserves |
| Cost Centre* | 1042 | Reserve GL code* | 1111 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | | Under-spend prior year | \$81,736 |
| | | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Request that \$19,000 unspent project money from last financial year (1042 2945) be carried forward to 2022/23 for the Regional Identity bicultural project. (To be funded from reserves 1111).

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|---|
| Executive Manager | Sanchia Jacobs | Signature |  |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|----------------|--------------------|--------------------------|
| Date form submitted* | 12 August 2022 | | |
| Cost Centre Manager* | Paula Penno | Department* | Community and Engagement |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|-----------------------|--------------------------------|------------------|
| Project / General Ledger name* | Community Development | Reserve title and Ward* | General reserves |
| Cost Centre* | 1213 | Reserve GL code* | 1111 |
| | | Under-spend prior year | \$33,801 |
| CAPEX/ PJ code (GL Code) or | | Project end date | |
| OPEX/ OP code (GL Code) | | Forecast period | Forecast 1 |
| Council Approval | 22 September 2021 | | |


1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$9,932 unspent salary contribution from the govt's \$50k Welcoming Communities grant for 2021/22 needs to be carried through to the 2022/23 financial year, and be funded from reserves (1111).

\$50k has been transferred from the Community Development projects line (1213 3016) and transferred to 1431 3016 (District Grants - committed grants) to fund the Central Otago district museum project (as per the 2021 LTP decision).

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|---|
| Executive Manager | Sanchia Jacobs | Signature |  |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|--------------------------|
| Date form submitted* | 12 August 2022 |
| Cost Centre Manager* | Paula Penno |
| Department* | Community and Engagement |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|----------------------------------|--------------------------------|--|
| Project / General Ledger name* | Creative Communities New Zealand | Reserve title and Ward* | General reserves |
| Cost Centre* | 1437 | Reserve GL code* | 1111 |
| | | Under-spend prior year | \$10,449 (less CODC's contribution to advertising) |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$9,895 CCNZ funds remain unspent at the end of the financial year. Recommended that these funds be carried through to 2022/23 as this is CNZ funds and not rates.

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|---|
| Executive Manager | Sanchia Jacobs | Signature |  |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|----------------|--------------------|--------------------------|
| Date form submitted* | 12 August 2022 | | |
| Cost Centre Manager* | Paula Penno | Department* | Community and Engagement |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|--------------------------|--------------------------------|------------------|
| Project / General Ledger name* | Vincent Community Grants | Reserve title and Ward* | General reserves |
| Cost Centre* | 2431 | Reserve GL code* | 2111 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | | Under-spend prior year | \$0 |
| | | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

As per VCB resolution 22.4.4, partial funding of the grant to Alexandra District Museum Inc (trading as Central Stories) is to come from general reserves. Therefore, \$26,667 has been added to the 2022/23 VCB grant budget (2431 2435), and be funded from reserves (2111).

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|--|
| Executive Manager | Sanchia Jacobs | Signature | |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|----------------|
| Date form submitted* | 15/07/2022 |
| Cost Centre Manager* | Sanchia Jacobs |
| Department* | CEO |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|---|--------------------------------|------------|
| Project / General Ledger name* | Sustainability review & Staff recruitment | Reserve title and Ward* | District |
| Cost Centre* | 1913 | Reserve GL code* | 1111 |
| CAPEX/ PJ code (GL Code) or | | Under-spend prior year | |
| OPEX/ OP code (GL Code) | 19133280&19133159 | Project end date | |
| Council Approval | 28 September 2022 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Sustainability review and remaining pay increases for fy23

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|-----------------------------|------------------|--|
| Executive Manager | Sanchia Jacobs | Signature | |
| Finance Manager checklist | GL/Project code | | |
| | Reserve code | | |
| | Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|--------------|--------------------|----------|
| Date form submitted* | 25 July 2022 | | |
| Cost Centre Manager* | Lee Webster | Department* | Planning |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|------------------------|--------------------------------|------------|
| Project / General Ledger name* | ResourceMgmt Prof fees | Reserve title and Ward* | District |
| Cost Centre* | | Reserve GL code* | 1111 |
| CAPEX/ PJ code (GL Code) or | | Under-spend prior year | \$282,859 |
| OPEX/ OP code (GL Code) | 16713200 | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Carry forward of remaining budget from FY22 relating to District Plan changes

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|--|
| Executive Manager | Louise van der Voort | Signature | |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|----------------------|-------------|-------------|---------------------|
| Date form submitted* | 4/08/22 | | |
| Cost Centre Manager* | Nick Lanham | Department* | Strategy and Policy |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|------------------------|--------------------------------|---|
| Project / General Ledger name* | Management consultants | Reserve title and Ward* | Targeted reserve - Dis Econ District reserves |
| Cost Centre* | Economic Development | Reserve GL code* | 111 |
| CAPEX/ PJ code (GL Code) or | | Under-spend prior year | (\$13,220) |
| OPEX/ OP code (GL Code) | 10393180 | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

20/21 income in advance of \$21k was not carried into 21/22 financial year. This income was from MBIE (via DCC) for regional economic collaboration. \$14k has been calculated as the difference (surplus) between income received from MBIE and the expense for the project over the 20/21 and 21/22 financial years.

Requesting \$14k

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|--|
| Executive Manager | Saskia Righarts | Signature | |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |



Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|----------------|--------------------|------------------------|
| Date form submitted* | 22 August 2022 | | |
| Cost Centre Manager* | Lee Webster | Department* | Planning & Environment |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|------------------------------|--------------------------------|---------------|
| Project / General Ledger name* | 16512250 Building Compliance | Reserve title and Ward* | District Plan |
| Cost Centre* | 1651 Building | Reserve GL code* | 1111 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | | Under-spend prior year | \$116k |
| Council Approval | 28 September 2022 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

\$42k additional budget required for compliance training for building inspectors to comply with statutory regulations. This has been held online and free training in previous years due to COVID restrictions.

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|--|
| Executive Manager | Louise van der Voort | Signature | |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |



Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 31 August 2022

Cost Centre Manager* Gordon Bailey

Department* P & E

CURRENT GL EXPENSE

Project / General Ledger name* Omakau Domain
 1. New irrigation
 2. Playground upgrade
 3. Omakau Rec external cladding

Cost Centre* 44595288

CAPEX/ PJ code (GL Code) or
 1. PJ11243
 2. PJ11256
 3. PJ19098

OPEX/ OP code (GL Code)

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* #N/A

Reserve GL code* 44595200
Under-spend prior year \$54,805

Project end date

Forecast period Forecast 1

14 Justification for use of reserves*

1. No water supply and the location of the hub building being undecided put this project on hold. Carrying forward enables a new project, resurfacing the cricket wicket and cricket nets, to be completed. Both assets are in very poor condition. The wicket s required t be completed for club centenary celebrations at Labour weekend 2022.
2. Project more efficiently delivered with the rest of the project funding set aside for this work in future years, including 2022/23.
3. Project completed. Surplus carried forward to contribute to the hockey/tennis court resurfacing (PJ22066) project.

15 Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

GL/Project code



3. Project stalled due to funding challenges. Project can proceed through combining project surpluses. Working group (informal) is ready to progress once this matter is addressed through combining PJ 18726, PJ21161.
4. Project not progressed due to other priorities. Works can progress in short term.
5. Project not progressed due to other priorities and timing of subdivision work,
6. Project completed with surplus. Allocating that surplus to PJ19015 (pump track) will enable that project to proceed.

13 Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

**Finance Manager
checklist**

GL/Project code

Reserve code

Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 31 August 2022

Cost Centre Manager* Gordon Bailey

Department* P & E

CURRENT GL EXPENSE

Project / General Ledger name* Millers Flat
 1. Garden
 Renewal
 2. Cenotaph
 repairs
Cost Centre* 74511010
CAPEX/ PJ code (GL Code) or 1. PJ 20077
 2. PJ20078
OPEX/ OP code (GL Code)
Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Tvt W & S
Reserve GL code* 71115200
Under-spend prior year \$4,440
Project end date
Forecast period Forecast 1

10 Justification for use of reserves*

1. Upgrade of one garden completed in 2022. Carry forward would enable additional garden improvements in Millers Flat.
2. Funding required to complete maintenance work following receipt of the assessment report

11 Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

Finance Manager checklist

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 31 August 2022

Cost Centre Manager* Gordon Bailey

Department* P & E

CURRENT GL EXPENSE

Project / General Ledger name*

Molyneux Park

1. Fencing Contributions
2. Irrigation controllers
3. Construct Scooter track
4. Drinking fountain
5. Underground power lines
6. Rubber playground matting

Cost Centre*

24611010

CAPEX/ PJ code (GL Code) or

PJ11205
PJ18726
PJ19015
PJ 19016
PJ19154
PJ21157
PJ21161

OPEX/ OP code (GL Code)

Council Approval

22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward*

Dis Moly

Reserve GL code*

24615200

Under-spend prior year

\$175,177

Project end date

Forecast period

Forecast 1

12 Justification for use of reserves*

1. Combine with PJ 21157 to provide sufficient funding for that project.
2. Combine with pump track funding to maximise the opportunity for that project. Irrigation controller replacement not required.

3 Authorisation (Indicates spending on project can begin)**Executive Manager****Signature**

A handwritten signature in black ink, appearing to be "J. Smith", written over a horizontal line.

**Finance Manager
checklist****GL/Project code**
Reserve code
Correct Reserve fund**Please return signed form to Finance Manager by 31 August**



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 31 August 2022

Cost Centre Manager* Gordon Bailey

Department* P & E

CURRENT GL EXPENSE

Project / General Ledger name*

Roxburgh Reserves

1. Signs bins and structures
2. Underground services data collection

Cost Centre*

74611010

CAPEX/ PJ code (GL Code) or

PJ11241
PJ21156

OPEX/ OP code (GL Code)

Council Approval

22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward*

Teviot W & S

Reserve GL code*

71115200

Under-spend prior year

\$4,694

Project end date

Forecast period

Forecast 1

4 Justification for use of reserves*

1. Furniture supplied, funding required for install
2. Combine with PJ20081 to complete Teviot gardens renovation

5 Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

Finance Manager checklist

GL/Project code

Reserve code

Correct Reserve fund

Please return signed form to Finance Manager by 31 August



4. Programme of spring renewals ready to commence
5. Work is contracted but delayed until ground conditions improve (spring).
6. Project not progressed due to other priorities. Project priced and ready to award.

17 Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

A handwritten signature in black ink, appearing to be "J. A.", written over a light grey background.

**Finance Manager
checklist**

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 31 August 2022

Cost Centre Manager* Gordon Bailey

Department* P & E

CURRENT GL EXPENSE

Project / General Ledger name*

Pioneer Park
1. Irrigation sprinklers
2. Irrigation renewals
3. Banners for McArthur Gardens
4. Outdoor exercise equipment

Cost Centre*

24631010

CAPEX/ PJ code (GL Code) or

PJ20086
PJ20088
PJ21164
PJ21165

OPEX/ OP code (GL Code)

Council Approval

22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward*

Vin W & S

Reserve GL code*

21115200

Under-spend prior year

\$17,315

Project end date

Forecast period

Forecast 1

18 Justification for use of reserves*

1. Contribute to ongoing programme in the new year enabling more to be achieved with the budget.
2. Contribute to ongoing programme in the new year enabling more to be achieved with the budget.
3. Combine with PJ20087 to improve garden renewal progress
4. Work not progressed due to funding level versus cost of equipment. Combining with funding in 2022/23 will enable a project to be delivered.



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 31 August 2022

Cost Centre Manager* Gordon Bailey

Department* P & E

CURRENT GL EXPENSE

Project / General Ledger name*

Other Reserves

Alexandra

1. Playground
safety bark

2. Parks signs bins

3. Alexandra event
signage

4. Reserve and
street garden
renewals

5. Irrigation William
Fraser

6. Additional play
equipment

Blackmore Park

Cost Centre*

24621010

**CAPEX/ PJ code (GL Code)
or**

PJ11211

PJ11212

PJ18722

PJ20100

PJ21127

PJ21163

OPEX/ OP code (GL Code)

Council Approval

FUNDING FROM RESERVES

Reserve title and Ward* Vin W & S

Reserve GL code* 21115200

Under-spend prior year \$59,106

Project end date

Forecast period Forecast 1

16 Justification for use of reserves*

1. Work programmed for completion prior to Christmas.
2. Delays in design process. Work has been progressed for completed in the new year.
3. Combine with PJ 11212 to enable fuller programme of improvements to be completed.



Finance Manager
checklist

Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 31 August 2022

Cost Centre Manager* Gordon Bailey

Department* P & E

CURRENT GL EXPENSE

Project / General Ledger name* PJ20076 – Paint Big Fruit Sculpture

Cost Centre* 3463 7764 – CromRes
Bins, Signs & Structures Replacement

CAPEX/ PJ code (GL Code) PJ20076
or 3463 7764

OPEX/ OP code (GL Code)

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Cromwell Bannockburn
Ward* Domain

Reserve GL code*

Under-spend prior \$10,000
year

Project end date

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Funds required for Bannockburn Domain Development Plan following RMP

Underspend in Big Fruit Reserve to be used for Bannockburn Domain Development Plan

2. Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

Finance Manager checklist

GL/Project code

Reserve code

Correct Reserve fund



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

** Fields must be completed*

| | |
|-----------------------------|----------------|
| Date form submitted* | 31 August 2022 |
| Cost Centre Manager* | Gordon Bailey |
| Department* | P & E |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|--|--------------------------------|--------------|
| Project / General Ledger name* | 1. Beam Construction Alexandra Cemetery 2. Plant Arnott Street buffer 3. Extension of Roadway 4. Plant shelterbelt | Reserve title and Ward* | Vin W & S |
| Cost Centre* | 28311010 | Reserve GL code* | 21115200 |
| CAPEX/ PJ code (GL Code) or | PJ11050 PJ 18089 PJ20109 PJ21166 | Under-spend prior year | \$71,048 |
| OPEX/ OP code (GL Code) | | Project end date | 30 June 2023 |
| Council Approval | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

1. Funding required to renovate the excavation area around the new beams. The beams were completed late in the year and grass establishment was not achievable. Work to be completed in spring 2022.
2. Combine project savings with PJ1089 to complete the Arnott Street boundary fencing (project per VCB resolution 2020).
3. Combine project savings with PJ1089 to complete the Arnott Street boundary fencing (project per VCB resolution 2020). Will also enable the levelling of the site left vacant by the departure of the grazing tenant in preparation for being added to the Open Space contract.
4. Project was delayed by Aurora's cable install work – which is still in progress. Council project to commence in spring 2022.

**2. Authorisation** (Indicates spending on project can begin)**Executive Manager****Signature**

A handwritten signature in blue ink.

**Finance Manager
checklist****GL/Project code**
Reserve code
Correct Reserve fund



Please return signed form to Finance Manager by 31 August

Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|----------------|
| Date form submitted* | 31 August 2022 |
| Cost Centre Manager* | Gordon Bailey |
| Department* | P & E |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|-------------------------|--------------------------------|--------------|
| Project / General Ledger name* | Cromwell Cemetery Kiosk | Reserve title and Ward* | Vin Democ |
| Cost Centre* | 48311010 | Reserve GL code* | 48315200 |
| | | Under-spend prior year | \$7,482 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | PJ 17167 | Project end date | 30 June 2023 |
| Council Approval | | Forecast period | Forecast 1 |

3. Justification for use of reserves*

Kiosk frames have been built. Panel design is in progress. Once completed the project will be progressed.

4. Authorisation (Indicates spending on project can begin)

| | |
|----------------------------------|-----------------------------|
| Executive Manager | Signature |
| Finance Manager checklist | GL/Project code |
| | Reserve code |
| | Correct Reserve fund |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|----------------|--------------------|-------|
| Date form submitted* | 31 August 2022 | Department* | P & E |
| Cost Centre Manager* | Gordon Bailey | | |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|-------------------------------|--------------------------------|--------------|
| Project / General Ledger name* | Naseby Cemetery Ashes Beam | Reserve title and Ward* | MTO Democ |
| Cost Centre* | 28311010 | Reserve GL code* | 58325200 |
| | | Under-spend prior year | \$2,493 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | PJ21162 | Project end date | 30 June 2023 |
| Council Approval | | Forecast period | Forecast 1 |

5. Justification for use of reserves*

Project completed. Project saving carried forward would enable some preliminary planning to be completed for the cemetery extension which is programmed later in the LTP.

6. Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

**Finance Manager
checklist**

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

** Fields must be completed*

| | | | |
|-----------------------------|----------------|--------------------|-------|
| Date form submitted* | 31 August 2022 | | |
| Cost Centre Manager* | Gordon Bailey | Department* | P & E |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|-------------------------|--------------------------------|--------------|
| Project / General Ledger name* | Ranfurly Cemetery Kiosk | Reserve title and Ward* | MTO Democ |
| Cost Centre* | 58311010 | Reserve GL code* | 58315200 |
| | | Under-spend prior year | 4482 |
| CAPEX/ PJ code (GL Code) | PJ18171 | Project end date | 30 June 2023 |
| or | | | |
| OPEX/ OP code (GL Code) | | Forecast period | Forecast 1 |
| Council Approval | 22 September 2021 | | |

7. Justification for use of reserves*

Kiosk frames have been built. Panel design is in progress. Once completed the project will be progressed.

8. Authorisation (Indicates spending on project can begin)

| | |
|----------------------------------|-----------------------------|
| Executive Manager | Signature |
| | |
| Finance Manager checklist | GL/Project code |
| | Reserve code |
| | Correct Reserve fund |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed


| | |
|-----------------------------|----------------|
| Date form submitted* | 31 August 2022 |
| Cost Centre Manager* | Gordon Bailey |
| Department* | P & E |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|-------------------------------|--------------------------------|--------------|
| Project / General Ledger name* | Litter Bin Replacements 17/18 | Reserve title and Ward* | DIST Wst Min |
| Cost Centre* | 15151010 | Reserve GL code* | 15155200 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | PJ17098 | Under-spend prior year | \$2,916 |
| Council Approval | 22 September 2021 | Project end date | 30 June 2022 |
| | | Forecast period | Forecast 1 |

9. Justification for use of reserves*

Additional funds bought into the new financial year enables more bins to be replaced than new project budget allows. A direct result of cost escalations in product supply.

10. Authorisation (Indicates spending on project can begin)

| | |
|----------------------------------|---|
| Executive Manager | Signature |
| Finance Manager checklist |  |
| GL/Project code | |
| Reserve code | |
| Correct Reserve fund | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

** Fields must be completed*

Date form submitted* 31 August 2022

Cost Centre Manager* Gordon Bailey

Department* P & E

CURRENT GL EXPENSE

Project / General Ledger name*

1. Signs Bins and Structure Alex Town Centre
2. Sprinkler replacements
3. Irrigation Controller, valve
4. Street and Reserve garden renewals
5. Underground services data capture

Cost Centre* 27571010

CAPEX/ PJ code (GL Code) PJ 17116
or PJ 20083

PJ20084

PJ20101

PJ 21153

OPEX/ OP code (GL Code)

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Vin W & S

Reserve GL code* 27575200

Under-spend prior year \$56,853

Project end date

Forecast period Forecast 1

11. Justification for use of reserves*

Continuation of work started in autumn. Still assets to be renewed.

12. Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

**Finance Manager
checklist**

GL/Project code
Reserve code
Correct Reserve fund



Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|----------------|
| Date form submitted* | 31 August 2022 |
| Cost Centre Manager* | Gordon Bailey |
| Department* | P & E |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|--------------------------------------|--------------------------------|-----------|
| Project / General Ledger name* | Anderson Park | Reserve title and Ward* | Crm R & C |
| | 1. Irrigation Sprinklers | | |
| | 2. New Signs | | |
| | 3. Replace irrigation controllers | | |
| | 4. Replace decorative lighting | | |
| | 5. Installation of drinking fountain | | |
| | 6. Garden replacement programme | | |
| | 7. Retrofit netball court lights | | |
| | 8. Replacement of fence | | |
| Cost Centre* | 34631010 | Reserve GL code* | 34615200 |
| | | Under-spend prior year | \$98,327 |
| CAPEX/ PJ code (GL Code) or | PJ17094 | Project end date | |
| | PJ17101 | | |
| | PJ18725 | | |
| | PJ20070 | | |
| | PJ20071 | | |
| | PJ20074 | | |
| | PJ21124 | | |
| | PJ21125 | | |



OPEX/ OP code (GL Code)

Forecast period Forecast 1

Council Approval

22 September 2021

13. Justification for use of reserves*

Garden renewal programme underway with the main spend committed to spring 2022.

Budget shortfall on netball light replacement can be addressed through carrying forward the project savings as indicated.

14. Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

A handwritten signature in blue ink, appearing to be "J. Smith", written over a horizontal line.

Finance Manager
checklist

GL/Project code

Reserve code

Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

** Fields must be completed*

| | |
|-----------------------------|----------------|
| Date form submitted* | 31 August 2022 |
| Cost Centre Manager* | Gordon Bailey |
| Department* | P & E |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|--|--------------------------------|------------|
| Project / General Ledger name* | Clyde Recreation Reserve Renewal of water line | Reserve title and Ward* | #N/A |
| Cost Centre* | 44535288 | Reserve GL code* | 44535200 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | PJ18729 | Under-spend prior year | \$35,108 |
| Council Approval | 22 September 2021 | Project end date | |
| | | Forecast period | Forecast 1 |

15. Justification for use of reserves*

Contract priced and ready to award – the continuity of power points and cable replacement programme across the camp ground.

16. Authorisation (Indicates spending on project can begin)

| | |
|----------------------------------|-----------------------------|
| Executive Manager | Signature |
| | |
| Finance Manager checklist | GL/Project code |
| | Reserve code |
| | Correct Reserve fund |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | |
|-----------------------------|----------------|--------------------------|
| Date form submitted* | 31 August 2022 | |
| Cost Centre Manager* | Gordon Bailey | Department* P & E |

| | | | |
|---------------------------------------|---|--------------------------------|------------|
| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
| Project / General Ledger name* | Clyde Fraser Domain 1. Signs bins and structures 2. Greenway shared use signage 3. Cenotaph assessment | Reserve title and Ward* | VIN R & C |
| Cost Centre* | 44611010 | Reserve GL code* | 44615200 |
| CAPEX/ PJ code (GL Code) or | PJ11235 PJ18101 PJ21149 | Under-spend prior year | \$15,669 |
| OPEX/ OP code (GL Code) | | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

17. Justification for use of reserves*

1. Contribute to ongoing programme in the new year enabling more to be achieved with the budget.
2. Project stalled by other associated projects. Work now ready to produce and install.
3. Funding required to assist with RSA cenotaph handrail project (RC application costs).

18. Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

Finance Manager checklist

GL/Project code

Reserve code

Correct Reserve fund



Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|----------------|
| Date form submitted* | 31 August 2022 |
| Cost Centre Manager* | Gordon Bailey |
| Department* | P & E |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|--------------------------------------|--------------------------------|-----------|
| Project / General Ledger name* | Cromwell Reserves | Reserve title and Ward* | Crm W & S |
| | 1. Irrigation sprinklers | | |
| | 2. Fencing contributions | | |
| | 3. Landscaping upgrades | | |
| | 4. Drinking fountain Cecil Anderson | | |
| | 5. Fitness track | | |
| | 6. Drinking Fountain Alpha Street | | |
| | 7. Irrigation Jolly's Road | | |
| | 8. Cenotaph assessment | | |
| | 9. Underground Services data collect | | |
| Cost Centre* | 34631010 | Reserve GL code* | 31115200 |
| | | Under-spend prior year | \$111,907 |
| CAPEX/ PJ code (GL Code) or | PJ11227 | Project end date | |
| | PJ17089 | | |
| | PJ17097 | | |
| | PJ17112 | | |
| | PJ18128 | | |
| | PJ20073 | | |




| | | |
|--------------------------------|-------------------|-----------------------------------|
| | PJ20097 | |
| | PJ21126 | |
| | PJ21129 | |
| | PJ21150 | |
| | PJ21154 | |
| OPEX/ OP code (GL Code) | | Forecast period Forecast 1 |
| Council Approval | 22 September 2021 | |

19. Justification for use of reserves*

1.

20. Authorisation (Indicates spending on project can begin)

| | |
|----------------------------------|---|
| Executive Manager | Signature |
| |  |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund |

Please return signed form to Finance Manager by 31 August

Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|----------------|
| Date form submitted* | 31 August 2022 |
| Cost Centre Manager* | Gordon Bailey |
| Department* | P & E |



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

** Fields must be completed*

Date form submitted* 31 August 2022

Cost Centre Manager* Gordon Bailey

Department* P & E

CURRENT GL EXPENSE

Project / General Ledger name*

- Maniototo Reserves
1. Fencing Contributions
 2. Maniototo Park irrigation
 3. Naseby Rec Flying Fox
 4. John street playground replace fort
 5. Install drinking fountain
 6. Cenotaph assessment
 7. Underground services

Cost Centre*

54621010

CAPEX/ PJ code (GL Code) or

1. PJ18160
2. PJ 19040
3. PJ21131
4. PJ21132
5. PJ21133
6. PJ21151
7. PJ21155

OPEX/ OP code (GL Code)

Council Approval

22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Mto R & C

Reserve GL code* 54625200

Under-spend prior year \$101,476

Project end date

Forecast period Forecast 1

8 Justification for use of reserves*

1. Amalgamate with Charlemont street garden upgrade budget to support toilet install project.
2. Amalgamate with Charlemont street garden upgrade budget to support toilet install project.
3. Funding required to cover the contract payment made in the new year at the conclusion of the physical works.



4. Project commenced in August 2022. Funding carried forward to be amalgamated with the new budget to enable the contract (Ranfurly playground upgrade) to be delivered.
5. Project commenced in August 2022. Funding carried forward to be amalgamated with the new budget to enable the contract (Ranfurly playground upgrade) to be delivered.
6. Funding required to complete maintenance work following receipt of the assessment report
7. Combine with park seat budget, which is inadequate for the current cost of furniture,

9 **Authorisation** (Indicates spending on project can begin)

acting

Executive Manager

Signature

A handwritten signature in black ink, appearing to be 'JB' or similar.

**Finance Manager
checklist**

GL/Project code

Reserve code

Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | |
|-----------------------------|---------------|--------------------------|
| Date form submitted* | | |
| Cost Centre Manager* | Gordon Bailey | Department* P & E |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|---|--------------------------------|----------------------|
| Project / General Ledger name* | AlexTownCentre - CapEx Landscaping & planting | Reserve title and Ward* | Alexandra River Park |
| Cost Centre* | 2757 7760 | Reserve GL code* | 2757 7760 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | PJ21147 | Under-spend prior year | \$11,928 |
| Council Approval | 22 September 2021 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Committed consultancy work not yet invoiced

2. Authorisation (Indicates spending on project can begin)

| | |
|----------------------------------|-----------------------------|
| Executive Manager | Signature |
| <i>ding</i> | |
| Finance Manager checklist | GL/Project code |
| | Reserve code |
| | Correct Reserve fund |



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted*

Cost Centre Manager*

Gordon Bailey

Department*

P & E

CURRENT GL EXPENSE

Project / General Ledger name*

Cromwell Heat Pump/CromPool Capex Machinery & Plant

Cost Centre*

3491 7571

CAPEX/ PJ code (GL Code)

PJ19050

or

OPEX/ OP code (GL Code)

Council Approval

22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward*

Cromwell Pool

Reserve GL code*

3491 7571

Under-spend prior year

\$156,801

Project end date

Forecast period

Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

For retentions and unvoiced work still to be completed.

2. Authorisation (Indicates spending on project can begin)

Executive Manager

Acting

Signature

Finance Manager checklist

GL/Project code

Reserve code

Correct Reserve fund



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | |
|-----------------------------|---------------|--------------------------|
| Date form submitted* | | |
| Cost Centre Manager* | Gordon Bailey | Department* P & E |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|--------------------|--------------------------------|------------|
| Project / General Ledger name* | ClydeRRC - Carpets | Reserve title and Ward* | |
| Cost Centre* | 4453 75515 | Reserve GL code* | 4453 75515 |
| | | Under-spend prior year | \$1500.00 |
| CAPEX/ PJ code (GL Code) | PJ21159 | Project end date | |
| or | | Forecast period | Forecast 1 |
| OPEX/ OP code (GL Code) | | | |
| Council Approval | 22 September 2021 | | |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Supply chain issues

2. Authorisation (Indicates spending on project can begin)

| | |
|----------------------------------|-----------------------------|
| Executive Manager | Signature |
| Acting | |
| Finance Manager checklist | GL/Project code |
| | Reserve code |
| | Correct Reserve fund |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|---------------|--------------------|----------------------|
| Date form submitted* | | Department* | Parks and Recreation |
| Cost Centre Manager* | Gordon Bailey | | |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|---|--------------------------------|------------------------|
| Project / General Ledger name* | Additional Power points for camp | Reserve title and Ward* | Clyde Camp Earnsclough |
| Cost Centre* | ClydeRRC-Capex Machinery & Plant - \$5,000.00 | Reserve GL code* | 4453 7571 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | PJ21134 | Under-spend prior year | 2021/22 |
| Council Approval | 22 September 2021 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

This is for Omakau camp – suggest it is reallocated to resurfacing artificial Cricket block on the domain. Cricket club celebrating its centenary later in 2022, Club have asked for block to be resurfaced as existing surface has deteriorated.

2. Authorisation (Indicates spending on project can begin)

Executive Manager

Acting

Signature

Finance Manager checklist

GL/Project code

Reserve code



Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

** Fields must be completed*

| | |
|-----------------------------|----------------------|
| Date form submitted* | |
| Cost Centre Manager* | Gordon Bailey |
| Department* | Parks and Recreation |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|---|--------------------------------|------------|
| Project / General Ledger name* | WPines-General Grant Grant to Wilding Pine Group | Reserve title and Ward* | Vincent |
| Cost Centre* | 1230 2435 \$20,000.00 | Reserve GL code* | 1230 2435 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | 1230 2435 | Under-spend prior year | 2021/22 |
| Council Approval | 22 September 2021 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?



The original request for funding was submitted to the 2015-2025 LTP,

the decision was made to up grant from \$10000 to \$20000 for an annual plan 2016/17.

Council agreed to \$20,000 per annum Wilding Pine grant in LTP years 1-10.

For the 2022/23 year this grant was accidentally not included and should be reinstated.

2. Authorisation (Indicates spending on project can begin)

| | | | |
|------------------------------------|---|------------------|---|
| Executive Manager Acting |  | Signature |  |
| GL/Project code | | | |



**Finance Manager
checklist**

**Reserve code
Correct Reserve fund**

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|----------------------|
| Date form submitted* | |
| Cost Centre Manager* | Gordon Bailey |
| Department* | Parks and Recreation |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|---|--------------------------------|---------------------------------|
| Project / General Ledger name* | Maniototo Reserves Wilding Pine Control OtherResMto – Contract ordered work | Reserve title and Ward* | Maniototo Reserves Maniototo |
| Cost Centre* | 5462 2630 \$15,000.00 | Reserve GL code* | 5462 2630 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | OP20242 5462 2630 | Under-spend prior year | 2021/22 |
| Council Approval | 22 September 2021 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Wilding conifer group were unable to provide definitive areas for wilding removal due to changes in staff. This will occur during 2022/23.

2. Authorisation (Indicates spending on project can begin)

Executive Manager

Acting

Signature



**Finance Manager
checklist**

GL/Project code

Reserve code

Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|----------------------|
| Date form submitted* | |
| Cost Centre Manager* | Gordon Bailey |
| Department* | Parks and Recreation |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--|---|--------------------------------|-------------------------------|
| Project / General Ledger name* | Other Reserves Alexandra Wilding pine control OtherResAlex – Contract ordered work | Reserve title and Ward* | Other Reserves - Alexandra |
| Cost Centre* | 2462 2630 \$22,862.00 | Reserve GL code* | 2462 2630 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | OP20243 | Under-spend prior year | 2021/22 |
| Council Approval | 22 September 2021 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Work programme delayed while community board deliberates on wilding removals. Decision not expected until early 2023.

2. Authorisation (Indicates spending on project can begin)

Executive Manager

Acting

Signature



**Finance Manager
checklist**

GL/Project code

Reserve code

Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted* 31 August 2022

Cost Centre Manager* Gordon Bailey

Department* P & E

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|-----------------------|--------------------------------|--------------|
| Project / General Ledger name* | Teviot Valley | Reserve title and Ward* | Teviot R & C |
| | Walkways | | |
| | Walkway trail markers | | |
| Cost Centre* | 74631010 | Reserve GL code* | 74635200 |
| | | Under-spend prior year | \$11,415 |
| CAPEX/ PJ code (GL Code) or | PJ20091 | Project end date | |
| OPEX/ OP code (GL Code) | | Forecast period | Forecast 1 |
| Council Approval | 22 September 2021 | | |

6 Justification for use of reserves*

Project stalled due to Roxburgh swimming pool project delays (trail adjacent to demolition site) and waiting for outcome of trail funding application.

Work beside pool awarded and now ready to commence.

7 Authorisation (Indicates spending on project can begin)

Executive Manager

Acting
Finance Manager checklist

Signature

GL/Project code
Reserve code
Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|----------------------|
| Date form submitted* | |
| Cost Centre Manager* | Gordon Bailey |
| Department* | Parks and Recreation |

| | | | |
|--|---|--------------------------------|------------|
| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
| Project / General Ledger name* | Trails Maintenance Track Resurfacing Cromwell | Reserve title and Ward* | Cromwell |
| Cost Centre* | 1465 77612 \$5,000.00 | Reserve GL code* | 1465 77612 |
| CAPEX/ PJ code (GL Code) or OPEX/ OP code (GL Code) | PJ11121 | Under-spend prior year | 2021/22 |
| Council Approval | 22 September 2021 | Project end date | |
| | | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Work programmed for later this year

2. Authorisation (Indicates spending on project can begin)

Executive Manager

Acting

Finance Manager checklist

GL/Project code

Reserve code

Correct Reserve fund

Signature

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

Date form submitted*

Cost Centre Manager* Gordon Bailey

Department* Parks and Recreation

CURRENT GL EXPENSE

Project / General Ledger name* PJ21152
TrailsMaint – Track
Resurface
Alex/Clyde Walkway

Cost Centre* 1465 7761
\$2,540.00

CAPEX/ PJ code (GL Code)
or

OPEX/ OP code (GL Code)

Council Approval 22 September 2021

FUNDING FROM RESERVES

Reserve title and Ward* Vincent/Earnscleugh

Reserve GL code* 1465 7761

Under-spend prior year 2021/22

Project end date

Forecast period Forecast 1

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Due to supply issues with components of the counter delivery has been delayed until Aug/Sept.

2. Authorisation (Indicates spending on project can begin)

Executive Manager

Acting
Finance Manager
checklist

Signature

GL/Project code

Reserve code

Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|---------------|--------------------|----------------------|
| Date form submitted* | | Department* | Parks and Recreation |
| Cost Centre Manager* | Gordon Bailey | | |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|---|--------------------------------|---------------------|
| Project / General Ledger name* | Track resurfacing Alex/Clyde TrailsMain- Tracks Resurface Alex/Clyde WW | Reserve title and Ward* | Vincent/Earnscleugh |
| Cost Centre* | 1465 7761 \$5,000.00 | Reserve GL code* | 1465 7761 |
| CAPEX/ PJ code (GL Code) | PJ11120 | Under-spend prior year | 2021/22 |
| or | | Project end date | |
| OPEX/ OP code (GL Code) | | Forecast period | Forecast 1 |
| Council Approval | 22 September 2021 | | |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Work held over until programmed unsafe tree work along this track is completed.

2. Authorisation (Indicates spending on project can begin)

Executive Manager

Signature

Finance Manager checklist

GL/Project code

Reserve code

Correct Reserve fund

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|---------------|--------------------|----------------------|
| Date form submitted* | | Department* | Parks and Recreation |
| Cost Centre Manager* | Gordon Bailey | | |

| | | | |
|---------------------------------------|---------------------------------------|--------------------------------|------------|
| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
| Project / General Ledger name* | TrailsMaint – Track Maintenance Grant | Reserve title and Ward* | |
| Cost Centre* | 1465 3125 \$50,000.00 | Reserve GL code* | 1465 3125 |
| CAPEX/ PJ code (GL Code) or | | Under-spend prior year | 2021/22 |
| OPEX/ OP code (GL Code) | 1465 3125 | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

This grant is to be carried forward as per Council resolution of 20 Sept 2015 (COM 07-07-55) – “funds unallocated will be carried forward to the following year”.

Funds not allocated in 2021/22 year.

2. Authorisation (Indicates spending on project can begin)

| | |
|----------------------------------|-----------------------------|
| Executive Manager | Signature |
| <i>Acting</i> | |
| Finance Manager checklist | GL/Project code |
| | Reserve code |
| | Correct Reserve fund |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | |
|-----------------------------|----------------------|
| Date form submitted* | |
| Cost Centre Manager* | Gordon Bailey |
| Department* | Parks and Recreation |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|---|--------------------------------|------------------------------------|
| Project / General Ledger name* | Clyde Camping Ground -Managers Residence Internal Finish. ClydeRRC - Carpets | Reserve title and Ward* | Clyde Camping Ground - Earnscleugh |
| Cost Centre* | 4453 75515 \$13,000.00 | Reserve GL code* | 4453 75515 |
| CAPEX/ PJ code (GL Code) or | PJ21160 | Under-spend prior year | 2021/22 |
| OPEX/ OP code (GL Code) | | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

Due to supply issues and timing of being able to get the work done this wasn't able to happen in the 2021/22 financial year.

2. Authorisation (Indicates spending on project can begin)

Executive Manager

Acting

Signature

GL/Project code



**Finance Manager
checklist**

**Reserve code
Correct Reserve fund**

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|-----------------------------|----------------------------------|--------------------|---------|
| Date form submitted* | 4/08/2022 | | |
| Cost Centre Manager* | General Manager Business Support | Department* | Finance |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|---------------------------------------|-------------------|--------------------------------|------------|
| Project / General Ledger name* | Vehicle purchases | Reserve title and Ward* | Dis Gen |
| Cost Centre* | 1917 | Reserve GL code* | 1111 |
| CAPEX/ PJ code (GL Code) or | As per below | Under-spend prior year | \$115,858 |
| OPEX/ OP code (GL Code) | | Project end date | June 2023 |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |


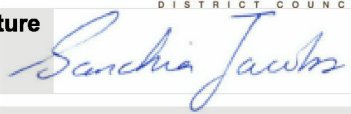
1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

| | | |
|-----------------------------------|-------------------|--|
| PJ21001 - Property 1 | \$ 26,839 | |
| PJ21002 - Pool - 4 | \$ 8,119 | |
| PJ21003 - Pool - 5 | \$ 40,755 | |
| PJ21004 - Pool - 6 | \$ 4,808 | |
| PJ21005 - Proposed Animal vehicle | \$ 35,337 | |
| | | |
| TOTAL | \$ 115,858 | |

Delay in some vehicle purchases due to COVID and supply issues, savings in other budgets to be used to offset increase in purchase prices.

2. Authorisation (Indicates spending on project can begin)

| | | | |
|----------------------------------|--|------------------|--|
| Executive Manager | Sharee Tuffley | Signature |   |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |

Please return signed form to Finance Manager by 31 August



Forecast – Request for Reserves Form

(To be completed for all individual Request for use Reserves in accordance with the [Reserves Policy](#))

* Fields must be completed

| | | | |
|----------------------|-------------|-------------|---------------------|
| Date form submitted* | 4/08/22 | | |
| Cost Centre Manager* | Nick Lanham | Department* | Strategy and Policy |

| CURRENT GL EXPENSE | | FUNDING FROM RESERVES | |
|--------------------------------|------------------------|-------------------------|---|
| Project / General Ledger name* | Management consultants | Reserve title and Ward* | Targeted reserve - Dis Econ District reserves |
| Cost Centre* | Economic Development | Reserve GL code* | 111 |
| CAPEX/ PJ code (GL Code) or | | Under-spend prior year | (\$13,220) |
| OPEX/ OP code (GL Code) | 10393180 | Project end date | |
| Council Approval | 22 September 2021 | Forecast period | Forecast 1 |

1. Justification for use of reserves*

Include a detailed description and reasons for reserve request. What factors led to the change in forecast?

20/21 income in advance of \$21k was not carried into 21/22 financial year. This income was from MBIE (via DCC) for regional economic collaboration. \$14k has been calculated as the difference (surplus) between income received from MBIE and the expense for the project over the 20/21 and 21/22 financial years.

Requesting \$14k

2. Authorisation (Indicates spending on project can begin)

| | | | |
|---------------------------|---|-----------|--|
| Executive Manager | Saskia Righarts | Signature | |
| Finance Manager checklist | GL/Project code Reserve code Correct Reserve fund | | |



Please return signed form to Finance Manager by 31 August

6 MAYOR'S REPORT

22.7.12 MAYOR'S REPORT

Doc ID: 596111

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Council receives the report.

As this is the last meeting of this Council, this will of course be my last report to it. I want to start off by saying what a privilege it has been to lead such a supportive and cohesive group of individuals through a tumultuous three years. I have looked back on the first report I gave to council this time in 2019 and marvelled that just around the corner totally unseen lay the havoc that was, and to a degree is, the Covid 19 pandemic. The calm, considered leadership that was exhibited by all of you through that time, both in the community-facing part of our roles through to the sometimes hard decisions we had to make as a group when our economic bases were predicted to be utterly changed was a big factor I believe in how well our community responded.

Calm, considered leadership was also what this Council has displayed in the face of the Three Waters and Resource Management reforms. While a number of other councils have chosen a path offering nothing but opposition, a path that has got them nowhere, this council has opposed while recognising that Parliament makes the laws whether we like them or not. I was very grateful for the support I received from this council in sitting on the Representation, Governance and Accountability Working Group where I was able to influence the inevitable Bill that currently sits before Parliament in a number of ways to the benefit of ours and other small councils.

It has been a privilege and almost all the time a pleasure to lead this group over the last 3 years and I thank you all for the part you have played in that.

I would also like to thank my Deputy, Neil, who has been, as he was in my first term, literally a tower of support, offering wise counsel especially through the challenging times, of which there were many.

And of course thanks must go to staff, especially Rebecca and now Wayne, for their skills and support provided to this council over the Term.

I recognise too that this is the final meeting for two members of this Council, something I will discuss at the end of this report.

I also congratulate Councillor Stu Duncan on his re-election unopposed for the Mānīatoto Ward. I look forward to sitting alongside him in the new Council post October 8.

I note the passing of Her Majesty Queen Elizabeth the Second. While there had been concerns about her health for some time, her passing on 9 September still came as a shock and was felt, to varying degrees, by many in our community. I note in reading back over this report that I have used the expression "calm, considered leadership" twice. Those words very well describe what Her Majesty brought to the Commonwealth and the world for the 70 years of Her service.

In relation to the Three Waters, I presented to the Select Committee on the Water Services Entities Bill on 29 August. I used the opportunity, as agreed, to primarily push our concerns regarding a lack of standardised pricing; a cudgel the new council will need to pick up when the economic Bill is released late this month or early next.

I mentioned in my last report that I had written to Immigration Minister Wood in relation to issues with staffing that had been raised with me by numerous business leaders across the district. Some significant changes to the immigration settings were made within days of that letter and I would like to think it played some small part in that result. In that letter I asked for an opportunity to meet with the Minister personally to discuss the situation on the ground further and can now advise I will be seeing him *kanohi ki te kanohi* when I am in Wellington on other matters on 17 November. Similarly, I wrote to Deputy Leader of the ACT Party Brooke van Velden following a letter from her advising that her housing Bill had been drawn from the ballot. This Bill, if passed, would bring in a GST-sharing scheme to fund infrastructure across New Zealand to help connect homes to communities. The Bill would provide for Government to share 50 per cent of the GST revenue of a new house with the local council that issued the building consent. This would help councils cover infrastructure costs associated with new housing developments and growing suburbs. I will be meeting her at Parliament on 18 November to discuss this further and get a better understanding of how it would work if passed.

It is nice to be back at the head of the table following joining our last meeting from home having been isolated with Covid. Thanks to Deputy Mayor Neil for Chairing that meeting in my physical absence. Covid also meant I missed out on the South Asian Festival held that following weekend in Alexandra which by all accounts was a huge success. I was really disappointed to miss out on such a celebration of diversity in our community and I was very pleased to hear how well it was supported.

Huge congratulations go to Dylan Rushbrook and Antz Longman from Tourism Central Otago for nominations in the Tourism NZ Awards for the Tourism Industry Champion Award and the Emerging Tourism Leader Award respectively. These guys are the only individual representatives of a Regional Tourism Organisation to be nominated for these prestigious awards and TCO itself is up for the Industry Collaboration Award for its part of the Otago Cycle Trail Collaboration Initiative. These are a staggering peer-driven endorsement of the incredible work that TCO does.

I have attended a number of Ministerial Responsible Camping Working Group meetings as we prepare for submissions to the Self-contained Motor Vehicles Bill which is heading to Select Committee now. Submissions close 13 October. Key points under the Bill are that we will finally get a legislated and enforceable set of regulations as to what are and aren't "self-contained" vehicles. Also, if passed in current form, there will be a new national rule that if on council land, must be in a self-contained vehicle unless council deems a place suitable for non-self-contained. I anticipate that this will result in the need for CODC to bring in a by-law clarifying our position on this. In addition, when it comes to LINZ land, freedom camping will not be permitted except in accordance with a freedom camping notice specifically made. I am not aware what LINZ's intentions are in this regard in relation to Lake Dunstan sites, but I feel it's important this remain operating as the effect on other places around the lake and the township if they don't will be significant.

As mentioned at the start of this report, this is the last meeting for two of our group, Councillors Jeffery and Calvert. Both have been around this table for nine years and I thank them both for their hard work and dedication to the district and once I have had my report received, I will give them an opportunity to speak.

2. Attachments

Appendix 1 - Letter to Minister Wood regarding Immigration and Employment Issues [↓](#)

Appendix 2 - Letter to Brooke van Velden regarding the Housing Infrastructure Bill [↓](#)

Report author:



Tim Cadogan
Mayor
19/09/2022

THE OFFICE OF THE MAYOR

16 August 2022

Minister of Immigration Michael Wood
Parliament Buildings
WELLINGTON

By email m.wood@ministers.govt.nz

Dear Minister

Employment And Immigration Issues – Central Otago District

Firstly, may I offer you my personal congratulations on your appointment as Minister of Immigration. I had a close and productive working relationship with the previous Minister, Kris Faafoi and I look forward to having the same with you.

I write to you to give you on the ground information in relation to the employment crisis we face across many industries here in Central Otago, the impact the shortages are having on local businesses and the crucial role immigration can play in resolving these issues.

I have been approached by many sectors of the business community seeking help and intervention with these issues, from the obvious examples of our horticultural, viticultural and hospitality industries as well as the particularly vulnerable aged-care sector. The impact is also being felt on the land with the skilled farm workers from overseas that our economy relied on pre-pandemic still struggling to get into the country. I have even had a local automotive repair and refurbishment business owner contact me with his concerns about the lack of suitably qualified people within New Zealand and the difficulties in getting such from overseas through the immigration process, such is the depth of the issue.

I am unsure how well you know our district. It stretches across 10,000 square kilometres but with just 25,000 people, it has one of the lowest population densities in the country. Our nearest metropolitan centre is Dunedin which is 2 -2.5 hours away, (meaning it is not within commuting distance).

Central Otago has consistently had very limited unemployment with our unemployment rate over the last 20 years sitting around half the national average. In December 2021 unemployment in the district was estimated to be about 1.9%, which is back to pre-covid levels. MSD data shows that there are currently 93 Work ready Job seekers in Central Otago.



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

mayor@codc.govt.nz
www.codc.govt.nz

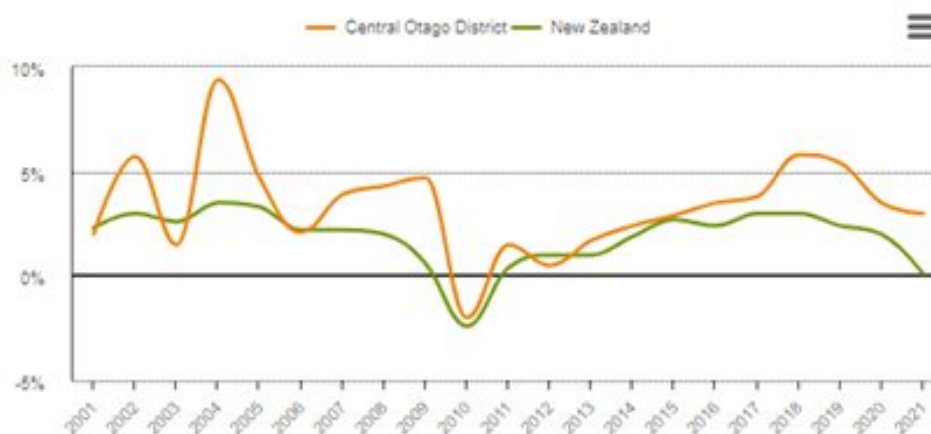


THE OFFICE OF THE MAYOR



Our employment growth has also consistently outstripped the national average, as shown in the graph below courtesy of Infometrics:

Employment growth, 2001-2021



In other words, the answers to our problems do not realistically lie in people commuting from other areas or in our local unemployed population.

Our demands are accentuated during the horticultural and viticultural harvests and the peak tourist season. This demand for seasonal staff is extremely high compared to local population (25,000) and number of job seekers (93). Horticulture and viticulture alone estimate demand for seasonal roles in December/January will increase from 5064 in 20/21 to 6,350 in 25/26. Prior to COVID the bulk of these roles were filled by RSE and international backpackers and while increases to the RSE numbers achieved through working with Minister Faafoi were gratefully received, more of these workers are needed for the coming season. I cannot emphasise enough the importance of the RSE workers to our local economy and of course the reciprocating importance both financially and culturally with our Pacific Island neighbours.

The horticulture and viticulture industries are significant sources of export earnings, and I am saddened to hear the stories of significant portions of our last crop rotting on the ground due to there being no one to pick them.

THE OFFICE OF THE MAYOR



I see the help desperately needed from your Office as being:

1. An urgent increase in the number of visas being allowed and processed in the areas of employment where our need is greatest.
2. A fixing of what appears to be a broken system at the coalface for making visa applications and for the processing from there. A recent article in the Otago Daily Times (<https://www.rnz.co.nz/news/national/472606/21-work-visas-granted-as-employers-struggle-to-get-staff>) encapsulates many of the frustrations I am hearing from local employers.
3. Proper value placed on international backpackers. We need to value our international backpackers for the work that they undertake while in the country and within this district rather than just view them as a low-value tourist.
4. There is a need to treat temporary/short term work visas differently from permanent migration when considering overall immigration numbers as it is the temporary/short term category who are most likely to meet our acute demands.
5. Data on employer sponsored work visas being made available at a district level. This lack of intelligence currently creates difficulty at a district to understand the impact of visa settings on worker numbers and makes playing a proactive role in mitigating any changes in immigration policy or numbers very difficult. I presume this information would not be hard to access or collate.
6. There is a need to signal immigration policy changes in advance to allow businesses to plan and invest for change.

I would very much like to discuss these issues in person with you at any time that is convenient to you, and I also invite you to come to our district to discuss the matters we are faced with first-hand with affected employers. I am in the fortunate position of having been re-elected unopposed so can confirm I will be travelling to Wellington several times before the end of the year and would welcome an opportunity to meet with you in person on any of the following dates, being October 17/18, November 17/18 and November 22/23.

On a positive note, to end, may I thank Immigration New Zealand for funding the Welcoming Communities programme and accepting Central Otago to be part of it. I see this programme as a proactive/constructive partnership between local and central government to ensuring migrants settle well.

Another very positive step is that Immigration New Zealand now have a relationship manager based in inland Otago which is greatly supporting the flow of information between businesses and the department.

THE OFFICE OF THE MAYOR



Thank you for taking the time to read this correspondence Minister and I hope to talk soon.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Tim Cadogan".

Tim Cadogan
Mayor Central Otago District

THE OFFICE OF THE MAYOR



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

mayor@codc.govt.nz
www.codc.govt.nz



18 August 2022

Brooke van Velden
ACT Party Deputy Leader and Housing Spokesperson
By email: susan.tomlinson@parliament.govt.nz

Kia ora Brooke

Thank you for your recent letter advising that your Housing Infrastructure (GST-Sharing) Bill has been drawn from the biscuit tin.

The lack of housing and the resulting affordability issue and from there the staffing crisis this is causing is one of the biggest issues facing my district at present, so anything that can be done from Wellington that supports my Council being able to respond to the situation is most welcome.

I have viewed the Bill and would very much like the opportunity to discuss it further with you. I will be in Wellington several times before the end of the year and would welcome an opportunity to meet with you in person on any of the following dates, being October 17/18, November 17/18 and November 22/23.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Tim Cadogan".

Tim Cadogan
Mayor Central Otago District

THE OFFICE OF THE MAYOR



7 STATUS REPORTS

22.7.13 SEPTEMBER 2022 GOVERNANCE REPORT

Doc ID: 596176

1. Purpose

To report on items of general interest, receive minutes and updates from key organisations, consider Council's forward work programme, business plan and status report updates.

Recommendations

That the Council receives the report.

B.

2. Discussion

Forward Work Programme

Council's forward work programme has been included for information (see appendix 1).

Organisational Business Plan

The updated 2022/23 Business Plan has been included for information (see appendix 2).

Quarterly Business Plan Update

Attached is the quarterly report against the 21/22 business plan for the last quarter. The first quarterly report for the 22/23 business plan will be circulated with the papers for the first business meeting of the new Council in November (see appendix 3).

Status Reports

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

3. Attachments

Appendix 1 - Council Forward Work Programme [↓](#)

Appendix 2 - Organisational Business Plan [↓](#)

Appendix 3 - Business Plan 21/22 Quarterly Report for April-June 2022 [↓](#)

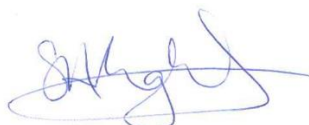
Appendix 4 - Council Status Update [↓](#)

Report author:

Reviewed and authorised by:



Wayne McEnteer
Governance Manager
20/09/2022



Saskia Righarts
Group Manager - Business Support
20/09/2022

Updated 28 June 2022

Council
Forward Work Programme 2022

| Area of work and Lead Department | Reason for work | Council role (decision and/or direction) | Expected timeframes Highlight the month(s) this is expected to come to Council in 2022 | | | | | | | | | | | | |
|---|---|--|---|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|-----|---|
| | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| Annual Plan and Annual Report 2022/23 | | | | | | | | | | | | | | | |
| Annual Plan Executive Manager Corporate Services | Legislative requirement under the Local Government Act 2002. | Decisions required: Budget direction and decisions required on the Consultation Document (if required)/letters and key supporting documentation. | W | | | | | | D | | | D | D | | W |
| Cromwell Masterplan | | | | | | | | | | | | | | | |
| Cromwell Masterplan (Town Centre) Executive Manager: Planning & Environment | Cromwell Community Board and Council priority. | Decision required: Workshops and decisions required as the work progresses (<i>Schedule to be confirmed</i>). | | | | | | | | | | | | | |
| Three waters reform | | | | | | | | | | | | | | | |
| Water reform Water Services Manager/Executive Manager Infrastructure | Key central government legislative priority. | Decision required: Workshops and decisions required as the reform progresses (<i>Schedule to be confirmed</i>). | | | | | | | | U | | | | | |
| Council's role in housing | | | | | | | | | | | | | | | |
| Housing Chief Advisor | Key Council priority. | Decision required: Agree council's role in the housing. | | | D | D | | | | D | | | | | |
| District Plan review | | | | | | | | | | | | | | | |
| District Plan Review Planning Manager/Executive Manager Planning & Environment | Legislative requirement under the Resource Management Act 1991. | Decision required: Workshops and decisions required as this work progresses. | W & D | | W | W | | | D | | W | W & D | | D | W |
| Future for Local Government Review | | | | | | | | | | | | | | | |
| Local government review Chief Advisor | Key central government priority | Decision required: Workshops and input into the review | W | | W | | | | | | | | | U | |

Updated 28 June 2022

| Area of work and Lead Department | Reason for work | Council role (decision and/or direction) | Expected timeframes Highlight the month(s) this is expected to come to Council in 2022 | | | | | | | | | | | |
|--|----------------------|---|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Sustainability Strategy Action Plan | | | | | | | | | | | | | | |
| Sustainability Strategy Environmental Services Manager/Executive Manager Infrastructure | Key Council priority | Decision required: Updates and decisions required as this action plan is implemented. | | | | | | | | | U | | | |

Key – W = workshop, D = decision, U = update



2022/23 Organisational Business Plan

Where we are now

Currently *Where we are now July 2022*

- A provincial district council responsible for the delivery of services over a large geographic area
- 164 staff (when all budgeted roles are filled) responsible for delivering a wide range of services
- An \$93.056 million budget for this financial year (OPEX \$50.700 million and CAPEX \$42.356 million)
- Working in a sector which is facing significant reform
- Working in a competitive employee market which it is making it hard to attract and retain staff in some critical areas of the business
- Large infrastructure and assets portfolio with varying ages
- Rapidly increasing capital costs and supply chain issues
- Ongoing impacts of COVID-19 (workforce and environmental/financial)

SWOT Analysis

Strengths

- Team culture & team expertise
- Commitment to deliver on work programmes
- Relationships (contractors / community / elected members / internal)
- Technology enables a mobile workforce

Opportunities

- Staff training, development and career progression
- Improved processes and systems
- Enhance customer experience and engagement
- Improved collegiality and removing silos

Weaknesses

- Resourcing levels
- Systems and processes not fit-for-purpose
- Not enough focus on customer experience and expectations
- Inadequate project planning

Threats

- Retention, workload and staff well-being
- Reform
- Not meeting customer expectations
- Uncertain economic environment

Key risks *Our potential roadblocks*

- Resourcing (loss of staff/continuity/retention/workload)
- Unplanned projects / events impacting on delivery (e.g. natural disaster)
- Reform – unexpected consequences / legislative change
- Damage to infrastructure due to unforeseen events (including impacts of climate change)
- Cyber security / Information / Privacy
- Ongoing organisational impacts of COVID-19
- Supply chain issues
- Poor advice and decision making
- Inflation and rising interest costs leading to unbudgeted cost increases
- Ability to obtain external funding
- Poor project planning

Where we want to be

Future *Where we want to be by June 2023*

Reform

- Three waters – preparing the organisation for transition and adequately resourced
- RMA reform – ensuring the organisation is actively participating in the reforms and prepared for any changes afoot
- Future for Local Government Review – ensuring the organisation and our community is informed and we actively participate in the review with the best interests of Central Otago residents and the local government sector in mind

Customer

- Focus on improving customer experience across the organisation, with less waste and bureaucracy
- Delivering on our commitment to the community (delivering on Year 2 LTP projects)

Workforce

- Employer of choice
- Skilled workforce
- Focus on training and development
- Collaboration

Environment and growth

- Mitigating climate change effects and embedding sustainability initiatives
- Managing growth

Te Tiriti o Waitangi (Treaty of Waitangi) Commitments

- Continuing the organisation's journey in upskilling on te Ao Māori, including Te Reo and meeting our commitments under the Treaty of Waitangi
- Enhancing the organisation's relationship with Aukaha and successful delivery on the first year of the partnership agreement

Organisational strategy and performance

- Develop council vision
- Systems improvements – customer focussed delivery and Digital and Information Strategy and Action Plan progressed
- Quarterly reporting on organisational performance
- Business continuity
- Improved project planning processes

How we get there

Key projects / initiatives

Reform

- Three Waters transition underway
- Engagement with the community over the Future for Local Government Review report and feedback on the draft report
- Engagement with the RMA reform
- Seeking opportunities to get ahead of the reform curve with best practice

Customer

- A plan developed to engage with the community to understand their needs better
- Plan developed for 2024-34 LTP and effective pre-engagement with the community late 2022/early 2023
- Delivering on all Year 2 LTP projects

Workforce

- Training and development frameworks developed
- Recognition framework developed
- A focus on leadership training

Environment and growth

- Year 2 LTP sustainability initiatives delivered
- Sustainable provision of growth through spatial planning and district plan changes
- Build sustainability culture across the organisation
- Emissions management project plan developed

Te Tiriti o Waitangi (Treaty of Waitangi) Commitments

- Relationship with Aukaha strengthened and successful delivery on year one of the partnership agreement
- Otago Polytechnic Te Reo in the Workforce and Certificate in Bicultural Competency courses
- Ongoing development opportunities in te Ao Māori

Organisational strategy and performance

- Delivery of the council vision
- Quarterly performance reporting
- Support and monitor the implementation of Digital and Information Strategy
- Develop an organisational business continuity plan
- Improving project management practices

How we know we're there

Key performance measures

- Achievement of performance measures contained in the 2021-31 Long-term Plan
- Achievement in external audits (e.g. carbon emissions measuring)
- Customer satisfaction survey results
- Customer, stakeholder and elected member feedback
- Demonstrated delivery of Year 2 LTP commitments and projects identified in this business plan

- Improved staff engagement results and employee retention
- Projects delivered according to timelines in project plans
- Reduction in Council's carbon emissions
- Relationship with Aukaha has been cemented



Organisational 2021/22 Business Plan Quarterly Report (Period April to June 2022)

This report provides a high-level overview against key priorities in the 2021/22 organisational business plan.

Reform

- *Three waters*: There continued to be a significant focus on three waters during this period. As part of a wider executive team restructure, Julie Muir was appointed as the Three Waters director during this quarter. Julie continues to oversee the organisation's three waters and capital programme as well as being appointed as the director for Otago/Southland. The key focus was in the people and workforce workstream, with the initial development of the guidelines for staff transition and the development of a portal called 'Staffroom' (where impacted staff can now access directly key information as it is released).
- *Resource management reform*: There were no significant developments during this period. It is anticipated that the Spatial Planning and the National and Built Environments Bill will be introduced into Parliament later this year.
- *Review into the future of local government*: There were no significant developments during this quarter. The draft report on the future for local government was originally due in June 2022, but has been deferred twice and is now due to the Minister on 28 October 2022.

Customer

- LTP 2024-34 planning continued during this quarter, with a focus on the initial steps which are scheduled to begin from later this year. A report is scheduled to come to the November Council meeting, which will outline plans for early conversations with both elected members and the community.
- The parks and recreation team continue their work on gaining a better understanding of the work we do from a customer point of view. The initial training was completed during this period and the approach is in the process of being rolled out to our contractor and wider parks and recreation team.



- Work continues improving the ability for customers to interact easily and efficiently with council, with the addition of further online forms. The focus has been on building consents, various forms have been released in this space. The apply for a building consent or PIM is currently being piloted, with useful feedback helping further enhance the form. Planning of resource consents forms development is underway.

Workforce

- In recognition of the workload of staff, and the impacts of COVID-19 on well-being, staff were allocated a 'well-being' day this quarter. Staff were required to send in a photo of how they used this day (whether it be to go walking, biking or simply relax with a book). This one-off initiative was exceptionally well received and valued by staff.
- Planning begun during this quarter for an all of staff afternoon focused on organisational learning and well-being.

Environment and Growth

- The spatial planning project for the Teviot Valley is now well underway. The project plan was presented to the Teviot Valley Community Board and approved by Council on 1 June 2022.

Treaty of Waitangi Commitments

- The organisation continues to work on strengthening their relationship with Aukaha, the agreement was considered and approved at the Council meeting on 27 April 2022. Planning for the first relationship meeting between senior staff was initiated in this quarter.



Organisational strategy and performance

- During this period, three audits were commissioned to ensure the organisation is performing as well as we can. These audits are on procurement, cyber security and information services.
- The business planning process continues to evolve, and during this period the process for the 2022/23 business plan was agreed by the executive team and developed in quarter 1 of 2022/23. Planned work in this area includes a more streamlined process to enable earlier development of the 2022/23 business plan, and more rigour around the development and release of the quarterly reports.
- The infrastructure department and the information services team are continuing to embed the project management portfolio management software application "Sentient PPM" into their project management process. Sentient PPM to providing improved governance and management of projects within these spaces, through improved of project management practices.
- The moving of MAGIQ Enterprise related documents into CentralDocs development, testing and planning is well underway. This is a key project to enable council to move onto MAGIQ Cloud platform and to get property files online.
- Records digitisation of property files is 37% through the 15,000 properties.
- Telephone system and computer renewal projects are underway. Various options are being explored.
- Council has been working with the other Otago Councils to renew Central Otago's urban aerals, with flying planned for the upcoming aviation season during late 2022 through to early 2023.
- The Digital and Information Strategy has been finalised.
- Plans and assessments related to cybersecurity, information and records management, and privacy have been progressed. The actions plans are to be initiated in the last quarter of 2022.

| Status Updates | | Committee: Council | | | |
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| Meeting | Report Title | Resolution No | Resolution | Officer | Status |
| 18/12/2019 | Business Case for Central Stories Building | | <p>That the Council:</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees that once Council has made decisions on the i-SITE review and draft Museum Strategy, the business case to then go to Vincent Community Board for comment and report back to Council.</p> | Community and Engagement Manager | <p>January-July 2020 – Action memo sent to Community and Engagement Manager. Awaiting outcomes of the i-SITE review and museum strategy adoption before proceeding.</p> <p>September-October 2020 – Council/Vincent Community Board discussions are underway through the LTP workshop programme.</p> <p>November 2020-June 2021 – Allowing for the district museum strategy development process to occur before proceeding. The Central Stories project will not be included in the 2021 Long-term Plan consultation document.</p> <p>July-October 2021 – In the next few months Council staff will be undertaking work on Council investment in the museum sector. This information will feed into future decision-making for the Central Stories building.</p> <p>November 2021-September 2022 – The community-led museum strategy is now completed and staff are undertaking an investment strategy for the museum sector. Outcomes from this work will influence how the business case for Central Stories will be progressed.</p> |

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| 25/10/2017 | Council Owned Land, Pines Plantation Area North of Molyneux Park Netball Courts, Alexandra – Consider Sale/Development by Joint Venture of Residential Land (PRO 61-2079-00) | 17.9.9 | <p>Recommendations</p> <p>A. <u>RESOLVED</u> that the report be received and the level of significance accepted.</p> <p>B. <u>AGREED</u> to the sale of part of Lot 25 DP 3194 and part of Lot 6 DP 300663, located south of the Transpower corridor at the north end of Alexandra and adjacent to the Central Otago Rail trail.</p> <p>C. <u>APPROVED</u> the Vincent Community Board's recommendation for sale of the land by way of a joint venture development and sale of Lots, the minimum terms and conditions including:</p> <ul style="list-style-type: none"> The joint venture partner funding development with no security registered over the land. Council receiving block value. Council receiving 50% of the net profit, with a minimum guaranteed of \$500,000. Priority order of call on sales income: <p>First: Payment of GST on the relevant sale.</p> <p>Second: Payment of any commission and selling costs on the relevant sale.</p> <p>Third: Payment to the Developer of a fixed portion of the estimated Project Development Costs per lot as specified in the Initial Budget Estimate and as updated by the Development Costs Estimate breakdown.</p> <p>Fourth: Payment of all of the balance settlement monies to Council until it has received a sum equivalent to the agreed block value.</p> <p>Fifth: Payment of all of the balance settlement monies to Council until it has received</p> | Property and Facilities Manager | <p>November 2017 – Action Memo sent to the Property Officer.</p> <p>November 2017 – Council solicitor has provided first draft of RFI document for staff review.</p> <p>December 2017 – Request for Proposals was advertised in major New Zealand newspapers at the end of November 2017 with proposals due by 22 December. Three complying proposals received.</p> <p>February 2018 – Requests received. Council staff have been finalising the preferred terms of agreement to get the best outcome prior to selecting a party, including understanding tax implications.</p> <p>March – April 2018 – Staff finalising the preferred terms of agreement.</p> <p>June 2018 – Preferred developer approved. All interested parties being advised week of 11 June. Agreement still being finalised to enable negotiation to proceed.</p> <p>August 2018 – Risk and Procurement Manager finalising development agreement to allow development to proceed.</p> <p>September 2018 – The development agreement is under final review.</p> <p>October 2018 – The development agreement is with the developer's accountant for information. Execution imminent.</p> |
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| | | | <p>an amount equivalent to the agreed minimum profit share to Council.</p> <p>Sixth: Payment of all of the balance to the Developer for actual Project Costs incurred in accordance with this Agreement.</p> <p>Seventh: Payment of all of the balance amounts (being the Profit Share) to be divided 50 / 50 (after allowance for payment of the Minimum Profit to Council.</p> <p>D. <u>AGREED</u> to delegate to the Chief Executive the authority to select the preferred joint venture offer and negotiate "without prejudice" a joint venture agreement.</p> <p>E. <u>AGREED</u> that the Chief Executive be authorised to do all necessary to achieve a joint venture agreement.</p> | | <p>January 2019 – Development agreement was signed by AC & JV Holdings before Christmas. Subdivision plan now being developed for resource consent application and removal of trees expected to start mid to late January.</p> <p>March 2019 – Concept plan is in final draft. Next step is for the surveyor to convert to a scheme plan and apply for resource consent. The fencer is booked in for March.</p> <p>April 2019 – Security fencing has been completed. Felling of trees expected to commence in the next month. Concept plan is in final draft. Next step is for the surveyor to apply for resource consent.</p> <p>May 2019 - Tree felling commenced 20 May and is expected to take up to 6 weeks to complete. Subdivision scheme plan close to being finalised before resource consent application., June 2019 – Tree felling complete. Subdivision consent expected to be lodged in July or August.</p> <p>July 2019 – Subdivision consent expected to be lodged in August.</p> <p>September – October 2019 - The affected party consultation process with NZTA, Transpower and DOC for the application to connect Dunstan Road to the State Highway is almost complete. The developer is also close to finalising the subdivision plan to allow for the resource consent to be lodged.</p> <p>November 2019 – Subdivision consent was lodged on 22 November 2019.</p> <p>January 2020 – Subdivision consent granted 18 December 2019.</p> |
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| | | | | <p>February 2020 – The developer is working on engineering design for subdivision to be approved by Council. Work expected to start on site for subdivision in approximately 6 weeks.</p> <p>May – August 2020 – Due to Covid 19, engineering design and construction start date delayed. As of May, engineering design mostly complete and work on site expected to start soon with a staged approach. Also awaiting outcome of Shovel Ready Projects application which may affect how this development progresses.</p> <p>September 2020 – Work expected to start on site in October for Stage 1 and some sections will be marketed. Stage 1 completion scheduled for April 2021.</p> <p>November 2020 – Due to one of the shareholders passing away in late June the developer AC/JV Holdings has been working on a succession plan which should be finalised in early November. The need to agree succession has meant recent delays to the development but Staff are in regular contact with the contractor to ensure that works begin as soon as possible. , Once succession arrangements are confirmed it will enable construction to progress and sections to be put on market as soon as possible. To further ensure this outcome a variation to the development agreement will be prepared which will confirm stages and tighten progress requirements.</p> <p>December 2020 – Lawyer is drafting variation to agreement for discussion with developer.</p> <p>January 2021 – Construction has commenced. Work programme to be fully finalised in coming weeks.</p> |
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| | | | | | <p>February 2021 – 3910 contract executed. Detailed update was emailed to the board separate to this Status Report.</p> <p>March–July 2021 – Work progressing according to contract.</p> <p>September 2021 – Construction work progressing, although slightly behind due to COVID-19 alert level restrictions.</p> <p>October 2021 – Development work programme generally on track. Stage 1 is approximately 2 weeks behind schedule due to COVID-19, although Stage 2 is ahead and Stage 3 is on schedule. As of September 2021, sales figures were Stage 1 – 16 sold; Stage 2 – 13 sold, 3 unsold; Stage 3 – 10 sold, 9 unsold or under offer.</p> <p>November 2021- November: 224c has been issued for stage 1. Awaiting LINZ to issue Title. Stage 2 roading will be sealed week of 22nd November.</p> <p>January 2022- Titles have now issued for the 16 sections in Stage 1 with settlement for all sections on 20 January. Stage 2 224C Application has been applied for and titles are expected late January 2022. Stage 3 progress is on track. Current sales are as follows: Stage 1 - 16/16 lots under contract (settlement 20 January) Stage 2 - 15/16 lots under contract Stage 3 - 11/19 lots under contract</p> <p>February 2022 - All 16 sections sold and settled in January 2022 in Stage 1, 15 out of 16 sections sold in Stage 2 and 12 sections sold, three under offer and four unsold in Stage 3.</p> |
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| | | | | | <p>March 2022 – Stage two 223c and 224c applications submitted. Awaiting approval.</p> <p>April 2022 – No update. Awaiting approval.</p> <p>May 2022 - Stage 2 Titles received and settled. Work is on track for Stage 3.</p> <p>23 Jun 2022 No further update available.</p> <p>12 Aug 2022 Stage 3 Title are due March next year and Stage 4 are due for title June next year.</p> <p>15 Sep 2022 No Change.</p> |
| 25/09/2019 | Consideration of New Zealand Standard (NZS) 4404:2020 (Doc ID 422658) | 19.8.10 | <p>Recommendations</p> <p>A. <u>RESOLVED</u> that the report be received, and the level of significance accepted.</p> <p>B. <u>AGREED</u> to adopt NZS 4404:2010 as Council's subdivision standard subject to the development of an updated addendum for local conditions.</p> | Infrastructure Manager | <p>October 2019 – Action memo sent to the Environmental Engineering Manager.</p> <p>November 2019 – Drafting of an updated addendum is underway and expected to be included in report to Council in early 2020.</p> <p>December 2019 – Workshops continuing for updating engineering standards. The Environmental Engineering team will be working with planning to ensure the design standards from the Cromwell masterplan are developed alongside the updated engineering standards.</p> <p>January 2020 - November 2020 – No change.</p> <p>December 2020 – The status of this work will be reviewed in February 2021 and a further update provided then.</p> <p>January 2021 – February 2022 – No change.</p> |

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| | | | | | <p>March 2022 – Due to work programme commitments this item has been deferred. Looking to potentially add to the 2023 work schedule.</p> <p>April 2022 – No change</p> <p>19 May 2022 No change.</p> <p>23 Jun 2022 No change.</p> <p>08 Aug 2022 No change.</p> <p>19 Sep 2022 No change.</p> |
| 15/07/2020 | Lease of Kyeburn Reserve - Ratification | 20.5.4 | <p>Recommendations</p> <p>That the Council:</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to grant the Kyeburn Committee a lease pursuant to Section 61(2A) of the Reserves Act 1977, on the following terms:</p> <ol style="list-style-type: none"> 1. Permitted use: Community Hall 2. Term: 33 years 3. Rights of Renewal: None 4. Land Description Sec 20 Blk V11 Maniototo SD 5. Area: 0.4837 hectares 6. Rent: \$1.00 per annum if requested <p>Subject to the Kyeburn Hall Committee</p> | Property and Facilities Officer (Māniatoto) | <p>July – Action memo sent to Property and Facilities Officer – Maniototo.</p> <p>August 2020 – Advised Kyeburn Hall Committee of Council's resolution and waiting for confirmation of their status as an Incorporated Society before issuing the lease.</p> <p>September – December 2020 – Kyeburn Hall Committee to follow up progress on getting their status as an Incorporated Society, in response to email sent to them September 2020.</p> <p>January 2021 – Waiting for confirmation of their status as an Incorporated Society before issuing the lease.</p> <p>February – April 2021 – Property and Facilities Officer - Ranfurly to meet Committee in May 2021 and discuss next steps.</p> |

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| | | | <ol style="list-style-type: none"> 1. Becoming an Incorporated Society 2. Being responsible for all outgoings, including utilities, electricity, telephone, rubbish collection, rates, insurance and ground maintenance | | <p>June 2021 – May meeting was postponed until July 2021, July 2021 – Meeting request to the Committee for July 2021 was declined by the Committee citing workloads and health issues of committee members. The Committee will make contact when their schedule allows.</p> <p>August 2021 – ON HOLD until meeting able to take place</p> <p>18 May 2022 No change to the status of this item. Still on hold.</p> <p>09 Aug 2022 No change on hold</p> <p>14 Sep 2022 No Change. On Hold</p> |
| 18/11/2020 | Ripponvale Community Water Funding Options | 20.9.4 | <p>Recommendations</p> <p>That the Council:</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees that properties on the Ripponvale Community Water Scheme pay half the \$600,000 costs of upgrading the Ripponvale network to meet the New Zealand Drinking Water Standards, and minimum engineering standard requirements.</p> <p>C. Agrees that the Council share of \$300,000 be funded from the water stimulus fund allocation.</p> <p>D. Agrees that Ripponvale Community Water Scheme accumulated \$100,000 funds can be used to contribute to the \$300,000 to be funded by properties on the Ripponvale Community Water Scheme.</p> | Water Services Manager | <p>November 2020 – Action memo sent to the Water Services Manager.</p> <p>December 2020 – Obtaining legal advice on rating options. Ripponvale Committee advised of decision. Information package being prepared for communicating with suppliers who wish to discuss transfer to council ownership.</p> <p>January 2021 – Ripponvale Community Water have been asked to supply the customer database, we are still awaiting this information. Until we receive this data, we are unable to progress.</p> <p>February 2021 – Site visit held between Fulton Hogan maintenance team, Stantec Water Engineer and Council Water Engineers prior to taking over the operation and maintenance of the scheme. Staff are currently getting a legal review on options for rates charging.</p> |

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| | | | <p>E. Agrees that existing properties on the Ripponvale Community Water Scheme will have the option of paying their share of the \$300,000, less any contribution by the Ripponvale Community Water Scheme, by either a lump sum payment or as a targeted rate.</p> <p>F. Agrees that transfer of the scheme will occur on 30 March 2021, and that Council will not meet any costs accrued prior to 30 March 2021.</p> <p>G. Agrees that properties on the Ripponvale Community Water Scheme be charged the standard rates for a council water connection from 30 March 2021.</p> <p>H. Agrees that properties within the Ripponvale Community Water Scheme supply area be included within the Cromwell Water Supply Area, and that development contributions be applied to all properties that connect to this supply from 30 March 2021.</p> | <p>March – April 2021 – Council has taken over management of supply. Legal requirements for targeted rate being investigated. Fulton Hogan & Switchbuild scoping and pricing work required.</p> <p>May - June 2021 – A report on the Ripponvale Supply will be provided to the September Council meeting.</p> <p>September 2021 - A report has been provided to the September Council meeting. Further information will be provided to the November meeting.</p> <p>October 2021 – No change.</p> <p>November 2021 – Work has commenced and due to be completed March 2022.</p> <p>December 2021 – January 2022 – No change.</p> <p>February 2022 – March 2022 – Work along the Kawarau Gorge road is now complete, telemetry has been installed in pump stations and critical spares ordered. Further options for additional work are being considered.</p> <p>April 2022 – Staff from Council now evaluating options for the next stages of work to be delivered.</p> <p>17 May 2022 Pricing is currently being sought for water meters for all users on the scheme.</p> <p>21 Jun 2022 Meters have been received and will be installed by July 2022.</p> <p>05 Aug 2022 Meter installation is currently ongoing.</p> <p>19 Sep 2022</p> |
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| | | | | | Water meter installation is now complete. Rounding out the first stage of upgrades. MATTER CLOSED |
| 24/03/2021 | District Plan Review Programme | 21.2.10 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approve the District Plan review programme as outlined in Appendix 1</p> | Principal Policy Planner | <p>30 Mar 2021 Action memo sent to report writer.</p> <p>21 Apr 2021 Review of Industrial Chapter underway; RFP for Residential section review being drafted; GIS mapping project progressing; e-Plan contract approved</p> <p>16 Jun 2021 Expert noise and transportation reports to support the Industrial Chapter review have been commissioned. RFP for the Residential section of the Plan closes 18 June.</p> <p>28 Jul 2021 RFP for Residential Chapter Review released and contract awarded - initial workshop with stakeholders completed and review underway; GIS mapping plan change notified; ePlan contract awarded and operative District Plan in ePlan and being tested by planners; Industrial zone plan change for Cromwell (reflecting Cromwell Spatial Plan) being finalised; Industrial Chapter Review underway</p> <p>08 Sep 2021 Issues and Options for review of Residential Chapter drafted; submissions on GIS mapping plan change closed - 3 in support so no hearing required; ePlan testing complete with mapping being updated and incorporated; engagement with affected landowners is upcoming as part of Industrial Chapter Review.</p> <p>18 Oct 2021 Residential chapter being drafted; ePlan mapping underway; Industrial Zone changes to be notified.</p> <p>15 Nov 2021</p> |

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| | | | | | <p>Cromwell Industrial zone plan changes publicly notified ; Residential chapter and new map zoning progressed and to be workshopped with Council in December; decision on Plan Change 17 (GIS Mapping) made by Council and to be advertised; ePlan mapping being worked on with Isovist who have completed the text.</p> <p>11 Jan 2022 Submissions on plan change closed on 18th December. Nine submissions were received. Residential chapter review and draft chapter workshop with Councillors at December Council workshop. Community engagement commenced on Naseby Dark Sky plan change.</p> <p>24 Feb 2022 Summary of submissions on Industrial Plan Change notified. Residential chapter review and mapping continuing. Work on Dark Sky plan change ongoing.</p> <p>06 Apr 2022 Notification of Summary of Submissions on Industrial Plan Change has closed and work will begin on evaluating submissions in preparation for drafting of Section 42A report; work on the new residential chapter (including medium density and heritage design guidelines) is being finalised for release to Schedule 1 parties; dark sky provisions being finalised; necessary changes to the Heritage Precinct chapter of the District Plan to bring in the heritage guidelines is being drafted; project plan for Teviot Valley Spatial Plan is currently being drafted; ePlan currently being tested with a view to release as the official version of the operative District Plan</p> <p>20 May 2022 Work is progressing.</p> <p>20 Jun 2022</p> |
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| | | | | | <p>Residential Chapter Review was approved by Council for notification. This will be notified on 9th July 2022.</p> <p>15 Aug 2022 Draft residential chapter was publicly notified for its first round of submissions on 9th July 2022 and the public have been invited to lodge submissions. This round of submissions closes 2nd September 2022.</p> <p>16 Sep 2022 Submissions have closed on Plan Change 19 and are in the process of being summarised (170 submissions received), A traffic report on Plan Change 18 (Industrial) has been commissioned to address Waka Kotahi's submission., Plan Change 20 (Heritage Precincts update in light of PC19) is being drafted and heritage guidelines .</p> |
| 1/06/2021 | Submissions on the 2021-31 Long-term Plan Consultation Document | 21.4.3 | N. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan to proceed with the preferred option in the consultation document for the Omakau Hub. | Community and Engagement Manager | <p>11 Jun 2021 Action memo sent to Communication and Engagement Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>29 Jul 2021 A community collective is progressing the hub project. Financial input from Council is programmed for year three of the 2021-24 of the Long-term Plan.</p> <p>09 Sep 2021 No further update until July 2023, when funds are due to be released.</p> |
| 1/06/2021 | Submissions on the 2021-31 Long-term Plan Consultation Document | 21.4.3 | L. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan that staff convene a meeting of Central Otago District Council, Central Otago Hockey Association, Central Lakes Trust and Molyneux Turf Incorporated to discuss a way forward on the proposed multi-use turf and facilities at Molyneux Park. | Parks and Recreation Manager | <p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021</p> |

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| | | | | | <p>Meeting convened on 5 July 2021. Molyneux Turf Incorporated (MTI) preparing additional information.</p> <p>08 Sep 2021 Additional information not yet received from MTI.</p> <p>18 Oct 2021 Additional information not yet received from MTI, and unable to progress until then. ON HOLD.</p> <p>11 Nov 2021 No further update at this stage.</p> <p>11 Jan 2022 No Further update.</p> <p>09 Feb 2022 No further update available.</p> <p>05 Apr 2022 No information has been received from the Hockey Assn to provide and update on.</p> <p>19 May 2022 No further update at this time as no changes to this item.</p> <p>21 Jun 2022 Molyneux Turf Incorporated (MTI) have successfully employed an independent consultant Chris Wright, who has extensive experience in sports turf development including the \$4 million dual-fields at Logan Park (Dunedin), Kings High School turf (Dunedin, and further projects in Christchurch, Wellington, Hawkes Bay and Nelson. , The consultant completed the first stage of the feasibility report in November 2021, and MTI has extended the study to explore another location additional to Molyneux Park as a further option for consideration.</p> <p>10 Aug 2022 No further update available</p> <p>15 Sep 2022 No further update available</p> |
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| 1/06/2021 | Submissions on the 2021-31 Long-term Plan Consultation Document | 21.4.3 | E. Agrees to the recommendation from the Cromwell Community Board on the draft 2021-31 Long-term Plan that staff are requested to investigate the request for a toilet from the Cromwell Bike park further and provide a report for consideration in a future annual or long-term plan. | Property and Facilities Officer (Cromwell) | <p>11 Jun 2021 Action memo sent to Property and Facilities Officer Cromwell. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>06 Jul 2021 Email sent to Cromwell Bike Park committee to request an extensive survey of usage be carried out to determine what toilet facility may be required in the future.</p> <p>08 Sep 2021 Cromwell Bike Park committee to undertake a usage study of the toilet facilities at the site in summer to reflect peak usage.</p> <p>11 Nov 2021 Committee are doing a survey of usage over the summer months to enable Council to determine type of toilet required., A reminder has been sent 11/11/2021 to ensure this is carried out and reported back to Council.</p> <p>07 Jan 2022 The Bike Park committee are currently carrying out a survey (through survey monkey) to determine usage of the bike park - to end of Feb 22.</p> <p>09 Feb 2022 Property Office awaiting survey results to determine toilet requirements. Results due end of February 2022.</p> <p>21 Feb 2022 Survey received by P & FO Cromwell - information being assessed to enable report to be prepared to CCB</p> <p>05 Apr 2022 The survey from the Club has been completed. Staff are preparing a report for Council for the September 2022 meeting requesting funding in the 2023/24 AP</p> |
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| | | | | | <p>17 May 2022 A report is being prepared for Council to consider funding the project from the AP 23/24. The report will be presented on 28/9/2022</p> <p>08 Jun 2022 Report to Council being prepared for next financial year</p> <p>14 Jul 2022 Report being prepared and scheduled for Council meeting November 2022</p> <p>12 Aug 2022 Report being prepared and scheduled for Council meeting November 2022</p> <p>14 Sep 2022 P & FO Cromwell has put together details for Better Off Funding being considered. A report will also be prepared and scheduled for Council if funding is still required.</p> |
| 1/06/2021 | Submissions on the 2021-31 Long-term Plan Consultation Document | 21.4.3 | K. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan that staff provide a report regarding a request Ice Inline for future consideration. | Parks and Recreation Manager | <p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Background data for report being collated.</p> <p>08 Sep 2021 No further progress.</p> <p>18 Oct 2021 No further progress on requested report considering IceInLine's Long-Term Plan (LTP) submission.</p> <p>11 Nov 2021 No further update at this stage.</p> <p>11 Jan 2022 No Further update</p> <p>09 Feb 2022 No further update</p> <p>05 Apr 2022</p> |

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| | | | | | <p>No information has been received from Ice in Line to provide and update on.</p> <p>20 Jun 2022 The Vincent Community Board have agreed to consult on this request during the next Annual Plan.</p> <p>10 Aug 2022 No further update available</p> <p>15 Sep 2022 No further update available.</p> |
| 1/06/2021 | Submissions on the 2021-31 Long-term Plan Consultation Document | 21.4.3 | J. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan that staff are requested to investigate a request for an extension of the junior playground at Pioneer Park and provide a report for consideration in a future annual or long-term plan. | Parks and Recreation Manager | <p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Preparatory work that will support further investigation and underpin a report for consideration is being undertaken. Funding to be considered for 2022-2023 Annual Plan.</p> <p>08 Sep 2021 No further progress.</p> <p>18 Oct 2021 Investigation of request for extension of junior playground at Pioneer Park and report for consideration on hold until closer to a future annual or long-term plan. ON HOLD.</p> <p>11 Nov 2021 No further update at this stage.</p> <p>11 Jan 2022 No further update.</p> <p>09 Feb 2022 No further update.</p> <p>05 Apr 2022 No update to report at this time.</p> <p>19 May 2022 No further update as no changes at this time.</p> |

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| | | | | | <p>20 Jun 2022 No further update available.</p> <p>12 Aug 2022 No further update available.</p> <p>15 Sep 2022 This will be considered as part of Councils playground policy development.</p> |
| 1/06/2021 | Submissions on the 2021-31 Long-term Plan Consultation Document | 21.4.3 | R. Agrees to the recommendation from the Maniototo Community Board on the draft 2021-31 Long-term Plan that Council request staff to consider the suggestion of filling in the ice rink with water, add planting and creating walkways and report back to the Board. | Parks and Recreation Manager | <p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Request under consideration.</p> <p>08 Sep 2021 No further progress.</p> <p>18 Oct 2021 No further progress on requested report considering filling the ice rink in the Maniototo with water and adding planting and walkways nearby.</p> <p>11 Nov 2021 No further update at this stage.</p> <p>11 Jan 2022 No further update.</p> <p>09 Feb 2022 There is no LTP budget allocation for this. No further update available.</p> <p>05 Apr 2022 No further update to report at this time.</p> <p>19 May 2022 A report is being prepared for the Vincent Community Board consideration on potential funding request.</p> <p>20 Jun 2022</p> |

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| | | | | | <p>Background work involving the water department has been completed to understand water supply issues. Site visits with Parks and Reserves Capital Projects officer is arranged for July to look at options to be included in the report to the Maniototo Community Board.</p> <p>09 Aug 2022 Staff site visit postponed - rescheduled for 6 September 2022.</p> <p>14 Sep 2022 On 6 September 2022 – Staff at Ranfurly met with Parks Staff to review issue and provide some options and costs to be presented to MCB in due course.</p> |
| 1/06/2021 | Submissions on the 2021-31 Long-term Plan Consultation Document | 21.4.3 | P. Agrees to the recommendation from the Teviot Valley Community Board on the draft 2021-31 Long-term Plan to proceed with the preferred option in the consultation document for the Roxburgh Pool. | Parks and Recreation Manager | <p>11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021.</p> <p>28 Jul 2021 Funding allocated pending request from Pool Committee.</p> <p>08 Sep 2021 Funding not yet requested.</p> <p>18 Oct 2021 Roxburgh Pool funding request not yet received, and unable to progress until then. ON HOLD.</p> <p>11 Nov 2021 No further update at this stage.</p> <p>11 Jan 2022 No further update.</p> <p>09 Feb 2022 No further update available.</p> <p>05 Apr 2022 Council funding has not been requested.</p> <p>19 May 2022 No update at this time as there has been no change to this item.</p> |

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| | | | | | <p>20 Jun 2022 No funding request received to date. ON HOLD</p> <p>10 Aug 2022 Funding has been requested for the pool project, but further information from the pool committee is being sought.</p> <p>15 Sep 2022 \$500,000 allocated through the LTP has now been paid to the pool project – MATTER CLOSED</p> |
| 30/06/2021 | Cromwell Menz Shed - New Lease | 21.5.12 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to lease the proposed area to the Cromwell Menz Shed</p> <p>C. Agrees to a lease over 1000m² (more or less) of land (shown in Figure 1) located on the Cromwell Transfer Station/Closed Landfill site, being part of Lot 3 DP526140.</p> <p>D. Authorise the Chief Executive to do all that is necessary to give effect to this resolution.</p> | Property and Facilities Officer (Cromwell) | <p>05 Jul 2021 Action memo sent to Property and Facilities Officer - Cromwell.</p> <p>06 Jul 2021 Cromwell Menz Shed updated on resolution., Meeting arranged between property and infrastructure for 9 July to discuss actions required.</p> <p>26 Jul 2021 Meeting scheduled with Menz Shed for 30 July to review and discuss Draft Lease.</p> <p>17 Aug 2021 Working alongside the Menz Shed to prepare an appropriate lease</p> <p>08 Sep 2021 Lease document being finalised.</p> <p>18 Oct 2021 Lease document still being finalised.</p> <p>11 Nov 2021 11/11/2021 Lease document still a work in progress, as needed to identify the final lease area and water metering charges.</p> <p>07 Jan 2022 Lease document provided to Menz Shed in Dec 21. Reviewing currently</p> <p>09 Feb 2022 Final lease is available for Menz Shed to sign.</p> <p>06 Apr 2022</p> |

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| | | | | | <p>Staff are preparing another report to Cromwell Community Board for further clarification on the lease.</p> <p>18 May 2022 Property Statutory Officer is preparing a report for Cromwell Community Board for clarity on the lease</p> <p>20 Jun 2022 Property Statutory Officer presenting a report to CCB on Clarification of the terms of the Cromwell Menz Shed Lease at meeting of 21 June 22</p> <p>15 Aug 2022 The lease paperwork is currently with the Menz Shed.</p> <p>15 Sep 2022 The lease paperwork is currently with the Menz Shed</p> |
| 11/08/2021 | Naseby Water Supply | 21.6.11 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to proceed with construction of a clarifier, pH correction, and flocculation tank to be funded from tranche 1 of the water stimulus funding.</p> <p>C. Directs staff to investigate options for an alternative water source for the Naseby water supply, including consideration of a single Maniototo water treatment site.</p> | Three Waters Director | <p>16 Aug 2021 Action Memo sent to report writer.</p> <p>09 Sep 2021 Clarifier being tendered. Investment Logic Map workshop for Maniototo water supplies scheduled for 18th October.</p> <p>14 Oct 2021 No change.</p> <p>24 Nov 2021 Construction of new clarifier underway with delivery in January 2022. Concrete slab construction underway, second hand clarifier due to be delivered and installed prior to Christmas. Workshop to identify options for new source held on 24 November.</p> <p>13 Jan 2022 The second-hand clarifier was installed and commissioned the week before Christmas and has been operating successfully since. A second clarifier will be delivered late January with installation programmed for February/March.</p> <p>22 Feb 2022</p> |

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| | | | | | <p>Clarifiers have been installed and pH dosing design has been completed.</p> <p>28 Mar 2022 The pH dosing to begin installation April 2022.</p> <p>17 May 2022 Work is currently underway to modify the building to accommodate the dosing tanks and equipment.</p> <p>21 Jun 2022 Work is currently programmed to be completed by the first week of July.</p> <p>05 Aug 2022 pH correction work has been extended to August as a result of supply chain delays.</p> <p>19 Sep 2022 Upgrade fully implemented. MATTER CLOSED</p> |
| 11/08/2021 | Cromwell Aerodrome - Refueling Facility | 21.6.6 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees in principle to approve the issuing of a licence to occupy to RD Petroleum for refuelling facility at Cromwell Aerodrome comprising two 10,000 litre tanks for avgas and Jet A1 fuel.</p> <p>C. Authorises the CEO to confirm approval of final location and design of refuelling facility to include safe and secure access for all potential users.</p> <p>D. Authorises the CEO to approve acceptable terms and conditions for the Licence to Occupy similar to the Licence for the refuelling facility at Alexandra Airport and do all that is necessary to give effect to the resolutions.</p> | Property Officer | <p>16 Aug 2021 Action Memo sent to report writer.</p> <p>08 Sep 2021 Applicant informed of decision. Site meeting upcoming to finalise fuel tank position. Licence to Occupy (LTO) being drafted.</p> <p>18 Oct 2021 Site meeting was held with applicant to discuss fuel tank location. Applicant will provide full proposal to inform drafting of LTO.</p> <p>11 Nov 2021 11/11/2021 Council Property staff met representative from RD Petroleum on site at Cromwell Aerodrome at end of September to discuss position of fuel facility. RD Petroleum confirmed they would create two separate access ways for truck to use for filling and maintenance and for other users vehicles. They will now proceed with further design and provide plans to Council in the New Year.</p> <p>10 Jan 2022</p> |

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| | | | | | <p>No change to status.</p> <p>22 Feb 2022 Staff reviewing proposed layout of the fuel facility provided by RD Petroleum.</p> <p>05 Apr 2022 No change at this time.</p> <p>19 May 2022 Layout reviewed and accepted. Lease document requested from RD Petroleum and information regarding power connection for Council.</p> <p>21 Jun 2022 No further update available.</p> <p>12 Aug 2022 RD Petroleum investigating power options after some issues. Updated location plan currently being reviewed.</p> <p>15 Sep 2022 Location plan approved.</p> |
| 22/09/2021 | Plan Change 18 Cromwell Industrial Resource Area Extension | 21.7.12 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Recommends that Plan Change 18 be notified and processed in accordance with the First Schedule to the Resource Management Act 1991.</p> | Principal Policy Planner | <p>27 Sep 2021 Action memo sent to the Principal Policy Planner</p> <p>18 Oct 2021 Plan Change prepared.</p> <p>15 Nov 2021 Plan Change notified 28 October, submissions close December 9.</p> <p>11 Jan 2022 Plan change notified October and submissions closed in December 2021.</p> <p>24 Feb 2022 Summary of submissions notified</p> <p>06 Apr 2022 Summary of submissions has closed and work will begin on evaluating the submissions and preparing the section 42A planners report</p> <p>20 May 2022 Have commissioned technical reports and are awaiting their outcome.</p> <p>20 Jun 2022</p> |

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| | | | | | <p>Meeting with traffic engineers and Waka Kotahi regarding intersection upgrades to occur.</p> <p>15 Aug 2022 No further update at this time.</p> <p>16 Sep 2022 Awaiting second Technical Report from Abley.</p> |
| 3/11/2021 | i-SITE NZ Future Network Proposal | 21.8.3 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Authorises staff to submit a non-binding expression of interest on behalf of Ranfurly and Roxburgh i-SITEs to become Tier Two centres.</p> <p>C. Authorises staff to submit a non-binding expression of interest on behalf of Alexandra and Cromwell information centres to become Tier One or Two centres.</p> | Ranfurly i-SITE Team Leader | <p>08 Nov 2021 Action memo sent to report writer.</p> <p>23 Nov 2021 The Central Otago i-SITE's of Ranfurly and Roxburgh submitted a non-binding expression of interest to the i-SITE New Zealand board to become Tier Two Centres, as authorised by the Central Otago District Council Councillors, on the 4th November. The Central Otago i-SITEs submitted a non-binding expression of interest to the i-SITE New Zealand Board on the 4th November 2021, on behalf of the Alexandra Information Centre and the Forage Information Centre. The expression of interest submission was in favour of both centres becoming Tier Two Centres. The binding expression of interest time frame of end November, as indicated in the i-SITE report, has been extended by i-SITE New Zealand. Timeframes will be confirmed during i-SITE New Zealand's Board meeting in February 2022. The Central Otago i-SITEs are waiting on further details to be supplied by the i-SITE NZ Board.</p> <p>13 Jan 2022 The Central Otago i-SITE's are still waiting on more detailed information to come from the VIN Inc Board. Most recent indication is that this will be supplied in February 2022.</p> <p>24 Feb 2022</p> |

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| | | | | | <p>VIN Inc board awaiting formal response from MBIE before progressing conversation with I-SITE owners. It is expected an update will be given at the April council meeting.</p> <p>31 Mar 2022 MBIE have indicated their response will be provided mid-April, therefore an update will be provided at the next Council meeting, in June 2022.</p> <p>19 May 2022 No further update is available.</p> <p>20 Jun 2022 MBIE have indicated to the VIN Inc Board that they will support a proposal. The VIN Inc Board are now finalising that proposal, and will consult with I-SITE owners over the next four months. Staff will bring reports for decision to Councillors as required.</p> <p>12 Aug 2022 No further update is available.</p> <p>14 Sep 2022 A new report will be presented to Councillors in 203 with a proposed direction for Central Otago's i-SITE management, once more details are received from VIN Inc and Central Government in March 2022. MATTER CLOSED</p> |
| 3/11/2021 | Proposal to Revoke Part of the Greenway Reserve off Waenga Drive, Cromwell | 21.8.5 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees with the Hearings Panel recommendation to the revocation of the Local Purpose (Amenity) Reserve classification from the specified 619m2 (subject to survey) area from Lot 201 DP 359519.</p> <p>C. Agrees to notify the Minister of Conservation in writing of the resolution and request the revocation be approved and notified by <i>Gazette</i> notice.</p> | Parks and Recreation Manager | <p>09 Nov 2021 Action memo sent to report writer.</p> <p>11 Nov 2021 Applicant has asked to hold off writing to the Minister of Conservation until they have secured a Resource Consent for the proposal.</p> <p>11 Jan 2022 Application reviewed seeking Resource Consent.</p> <p>15 Feb 2022 Application being processed by council's Planning team.</p> <p>05 Apr 2022</p> |

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| | | | | | <p>The revocation process is being prepared by Council property team.</p> <p>09 Jun 2022 Awaiting advice from Department of Conservation.</p> <p>20 Jul 2022 Consultation with Iwi about to begin.</p> <p>15 Aug 2022 Consultation with Iwi underway.</p> |
| 3/11/2021 | Plan Change 17 - GIS Mapping | 21.8.6 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves Plan Change 17 without modification in accordance with Clause 10 (1) of the First Schedule to the Resource Management Act 1991.</p> <p>C. Directs that the decision to approve Plan Change 17 be publicly notified, and the Central Otago District Plan be amended.</p> | Principal Policy Planner | <p>09 Nov 2021 Action memo sent to report writer.</p> <p>15 Nov 2021 No further update at this stage.</p> <p>11 Jan 2022 No further update.</p> <p>24 Feb 2022 No further update.</p> <p>06 Apr 2022 Awaiting ePlan map testing - currently underway</p> <p>20 May 2022 Work on this is still in progress.</p> <p>20 Jun 2022 Awaiting finalisation of e-plan. In progress.</p> <p>15 Aug 2022 Awaiting finalisation of e-plan. In progress</p> <p>16 Sep 2022 No change to status</p> |
| 3/11/2021 | Options for Disinfection of Community Water Supplies | 21.8.8 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Notes that current chemical deliveries arrangements result in a lack of resilience in provision of service.</p> <p>C. Directs staff to provide a report outlining the work required to meet Hazardous Substances and New Organism Act requirements for the delivery of chlorine to existing treatment sites.</p> | Water Services Manager | <p>09 Nov 2021 Action memo sent to report writer.</p> <p>30 Nov 2021 Lake Dunstan water supply design has been altered to chlorine gas and this will also be undertaken at all Council supplies when they are due to be upgraded. A hazard assessment has also recently been completed at all sites and we are expecting a report on requirements prior to Christmas.</p> <p>10 Jan 2022</p> |

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| | | | D. Agrees to the phased transition of chlorine gas disinfection as community water supplies are upgraded | | <p>A hazard assessment report was received in December identifying a number of issues across Council water treatment supplies. Staff are now working on prioritising the issues to develop a programme of work to rectify these issues. None of the issues are preventing the production of safe drinking water.</p> <p>22 Feb 2022 Water supplies will be transitioned across to chlorine disinfection as they are upgraded. A report on Hazardous Substances and New Organisms Act requirements will be presented at a future meeting.</p> <p>28 Mar 2022 The report has been received and is currently being reviewed and actions prioritised.</p> <p>17 May 2022 Priority list is still being developed.</p> <p>21 Jun 2022 No update.</p> <p>05 Aug 2022 No change.</p> <p>19 Sep 2022 MATTER CLOSED</p> |
| 8/12/2021 | Eden Hore Central Otago Steering Group and Charitable Trust | 21.9.3 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Authorises the continuation of the Eden Hore Central Otago Steering Group for a second term, through to the end of 2023.</p> <p>C. Approves the establishment of the Eden Hore Central Otago Charitable Trust for the purpose of holding and utilising community-raised funds towards projects and activities that benefit the collection and related experiences.</p> | Community and Engagement Manager | <p>14 Dec 2021 Action memo sent to the Community and Engagement Manager and to Finance</p> <p>14 Dec 2021 Steering group terms of reference has been forwarded to members for signing., Trustees to be appointed to the Eden Hore Central Otago Charitable Trust</p> <p>10 Jan 2022 Awaiting final signatures for steering group terms of reference document. Staff are still approaching potential trustees for the Eden Hore Central Otago Charitable Trust</p> <p>14 Feb 2022</p> |

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| | | | | | <p>Next meeting for the steering group is scheduled for March 2022</p> <p>31 Mar 2022 The steering group continues to support the Eden Hore Central Otago programme. Appointment of EHCO trustees continues.</p> <p>19 May 2022 No further update available.</p> <p>21 Jun 2022 No further update available.</p> <p>12 Aug 2022 Signing and registration of the trust deed is underway.</p> <p>16 Sep 2022 An application for incorporation as a charitable trust board is with the NZ Companies Office.</p> |
| 26/01/2022 | Alexandra Airport Masterplan | 22.1.3 | <p>That the Council</p> <p>B. Adopts the proposed Alexandra Airport Masterplan.</p> <p>C. That a business and financial strategy be developed to support the implementation of the Airport Masterplan.</p> | Property Officer | <p>03 Feb 2022 Action memo sent to report writer.</p> <p>22 Feb 2022 Copy of adopted Masterplan will be uploaded to Council's website. Business and financial strategy planning has begun for the new hangar precinct budgeted in Year 2 of the LTP 2021-31.</p> <p>05 Apr 2022 The Masterplan has been added to the CODC website.</p> <p>19 May 2022 Masterplan included in Vincent Spatial Plan press release to inform public it has been adopted and is available on CODC website. Work progresses on planning for next stage of development and business plan.</p> <p>20 Jun 2022 Business plan and concept plans for new hangar precinct are in progress</p> <p>12 Aug 2022 No change</p> <p>15 Sep 2022 Business plan and concept plans for new hangar precinct are in progress</p> |

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| 26/01/2022 | CouncilMARK programme | 22.1.9 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Notes the Mayor's report containing the feedback received from a selection of mayors on their involvement in the programme.</p> <p>C. Notes the November 2021 advice from staff remains unchanged regarding timing of participation in CouncilMARK insofar as it relates to the demand the wider reform programme is placing on the organisation.</p> <p>D. Directs the Chief Executive Officer to have a discussion on participation in this programme with the 2022-25 Council at the first meeting of 2023.</p> <p>ith Crs Alley, Calvert, Claridge and Paterson voting against</p> | Group Manager - Business Support | <p>03 Feb 2022 Action memo sent to report writer.</p> <p>23 Feb 2022 The CEO will engage with the 2022/2025 Council early in their term as per the agreed resolution. On hold until January 2023.</p> |
| 9/03/2022 | Council's role in affordable housing: Policy direction | 22.2.8 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Notes the updated information on progressive home ownership (secure homes) and urban design innovation (promoting different housing typologies)</p> <p>C. Notes that both the progressive home ownership (secure homes) and urban design innovation (promoting different housing typologies) models will likely promote affordable housing in Central Otago.</p> <p>D. Agrees that council led developments should consider including provision for different housing typologies using the urban design innovation model, subject to market conditions.</p> <p>E. Directs staff to produce a policy document that reflects this position.</p> | Group Manager - Business Support | <p>15 Mar 2022 Action memo sent to report writer.</p> <p>06 Apr 2022 Report coming to April Council meeting with recommendations for next steps.</p> <p>19 May 2022 The development of the housing policy is on hold until the outcome of the affordable housing survey is know, and Council has provided further direction. ON HOLD.</p> <p>16 Sep 2022 This work will continue under resolution 22.6.8. MATTER CLOSED</p> |

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| | | | <p>F. Directs staff to apply for external funding to further explore opportunities to deliver affordable housing (such as the progressive home ownership model – secure homes).</p> <p>G. Directs staff to work with sector partners in the region to build a full picture of the housing model for Central Otago and look for opportunities to collaborate to achieve better housing outcomes for the district.</p> <p>The motion was carried on a division 8:3</p> <p><u>In Favour:</u> Crs T Cadogan, N Gillespie, T Alley, S Calvert, I Cooney, S Duncan, S Jeffery and C Laws</p> <p><u>Against:</u> Crs N McKinlay, M McPherson and T Paterson</p> <p style="text-align: right;">CARRIED 8/3</p> | | |
| 9/03/2022 | William Fraser Office Renovation Project (Stage Six) | 22.2.9 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves additional funding of \$177,000 towards the William Fraser Office Renovation Project (stage six) to upgrade the main bathroom facilities. This additional funding is to be drawn from District Reserves.</p> | Property and Facilities Officer (Vincent and Teviot Valley) | <p>15 Mar 2022 Action memo sent to report writer and to Finance.</p> <p>06 Apr 2022 Designer progressing plans to building consent/tender stage.</p> <p>19 May 2022 Designer working with structural engineer to finalise plans.</p> <p>20 Jun 2022 The designer has completed their work. Awaiting structural engineers final plans.</p> <p>11 Aug 2022 Structural engineers final plans received. Tender to be loaded onto the Government Electronic Tender Service web site on 19 November.</p> <p>15 Sep 2022 Tender underway, closes 10 October.</p> |

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| 27/04/2022 | Central Otago District Council's Relationship with Aukaha | 22.3.11 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to formalise its relationship with mana whenua through a partnership protocol agreement with Aukaha Ltd.</p> <p>C. Endorses the draft partnership protocol, as attached as appendix two to the report.</p> <p>D. Agrees to allocate \$70,000 towards the agreement in the 2022-23 financial year, with \$35,000 coming from existing budgets and \$35,000 included as new expenditure.</p> <p>ith Councillors Duncan, Laws and McKinlay recording their vote against</p> | Community Development Advisor | <p>05 May 2022 Action memo sent to the Community Development Advisor, the Chief Executive Officer and to Finance.</p> <p>18 May 2022 A preliminary conversation has taken place with Aukaha to formalise the agreement and agree on the workplan for the 2022/23 financial year.</p> <p>09 Aug 2022 The inaugural hui was held between the executive management teams of both organisations on 12 July 2022. The partnership agreement was signed and conversations began on the workplan for the year. The next hui is planned for later in the year in Dunedin.</p> <p>14 Sep 2022 A second hui between the Aukaha and CODC management teams will take place on 23 September 2022. It is anticipated that further discussion on the annual workplan will take place at that meeting.</p> |
| 1/06/2022 | Earthquake Prone Buildings | 22.4.3 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the thoroughfares identified to have priority buildings that are potentially earthquake prone and directs staff to contact individual owners.</p> <p>C. Accepts there are no strategic routes within Central Otago District.</p> | Regulatory Services Manager | <p>20 Jun 2022 Letter drafted and expected to be sent to building owners by 24th June 2022.</p> <p>12 Aug 2022 On 28 June 2022 letters were drafted and sent to owners identified as High Risk Category A, and given a year to comply with the required actions given in accordance with the regulations.</p> <p>14 Sep 2022 No further update at this stage.</p> |
| 1/06/2022 | Plan Change 19 - Residential Chapter Review and Re-Zoning | 22.4.4 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> | Principal Policy Planner | <p>08 Jun 2022 Action memo sent to the Principal Policy Planner.</p> <p>28 Jun 2022 Scheduled to be notified on 9 July 2022.</p> <p>15 Aug 2022</p> |

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| | | | <p>B. Directs that Plan Change 19 be notified in accordance with Clause 5 of the first Schedule to the Resource Management Act 1991.</p> <p>C. Approves the release of the draft Medium Density Residential Guidelines for public consultation.</p> | | <p>Plan Change 19 was publicly notified for its first round of submissions on 9th July 2022 and the public have been invited to lodge submissions. This round of submissions closes 2nd September 2022.</p> <p>16 Sep 2022 Submission closed and summary being prepared (170 submission received)</p> |
| 6/07/2022 | Museum Investment Strategy | 22.5.11 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Notes discussions held to date on the Museum Investment Strategy.</p> <p>C. Agrees to progress the work on investigating a model for the districtisation of museum funding.</p> <p>D. Approves financial modelling be carried out on the operational and capital funding impacts of a district funding model.</p> | Senior Strategy Advisor | <p>08 Jul 2022 Action memo sent to the Senior Strategy Advisor.</p> <p>12 Aug 2022 Consultants have been engaged for this work. Data collation has begun.</p> <p>13 Sep 2022 Financial data has been provided to the consultant, Rationale, and modelling is underway.</p> |
| 6/07/2022 | Three Waters Reform Better Off Funding (Tranche 1) | 22.5.31 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Notes that the Better Off Funding will be split into two tranches, with Tranche 1, \$3.21M, being available from 1 October 2022, and Tranche 2, \$9.63M, expected to be available from 1 July 2024.</p> <p>C. Notes that to receive this funding, Council needs to supply a list of projects/initiatives to the Department of Internal Affairs for approval.</p> <p>D. Authorises the Chief Executive to sign the Funding Agreement in Appendix 1 of the report.</p> <p>E. Agrees that projects to the value of \$3.21M will be put forward in the Funding Proposal.</p> <p>F. Agrees that further details on projects to be included will come to a future meeting for prioritisation.</p> | Infrastructure Finance Officer | <p>08 Jul 2022 Action memo sent to the Infrastructure Financial Officer and to Finance.</p> <p>15 Aug 2022 Details for prioritisation will be presented to the August meeting.</p> <p>19 Sep 2022 Application to DIA being progressed on basis of resolution from August Council meeting. Matter closed.</p> |

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| 6/07/2022 | Speed Limit changes | 22.5.5 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Directs a transfer from the bylaw process to the National Land Speed Register process as the legal mechanism for making speed limit changes as of 1 August 2022.</p> <p>C. Repeals the Speed Limit Bylaw 2007 as of 1 August 2022.</p> <p>D. Notes the level of engagement and thanks all submitters for their contribution.</p> <p>E. Approves speed limit changes to be made as consulted on in the Speed Limit Bylaw Statement of Proposal in full, with the following changes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conroys Road, Alexandra to have a single 80km speed limit for the entire street with a new curve advisory sign to be installed <input type="checkbox"/> Crawford Hills Road and Galloway Road, Galloway to remain at 100km. <input type="checkbox"/> Updates to speed limits on Roxburgh East Road to 60km from the highway to the Roxburgh Dam, 40km over the Roxburgh Dam and 100km on the approaches as outlined in Map 6. <input type="checkbox"/> Radford Road, Lowburn to reduce to 80km. <input type="checkbox"/> Cornish Point Road to have a speed limit of 60km for its entirety. <input type="checkbox"/> Hall Road, Bannockburn (in the portion outlined in Map 13) and Pipeclay Gully Road (entire road) in Bannockburn to reduce to 50km <input type="checkbox"/> Richards Beach Road to have a speed limit of 50km for its entirety. | Senior Strategy Advisor | <p>08 Jul 2022 Action memo sent to the Senior Strategy Advisor.</p> <p>08 Jul 2022 Documentation - including Let's Talk Platform - updated to reflect changes made during meeting. Work underway for speed limit changes to go into effect on 1 August.</p> <p>12 Aug 2022 Speed limit changes are currently being entered into the new national database. New speed limit signs are being set up now but will be covered until the end of August.</p> <p>13 Sep 2022 Council's maintenance contractor has installed all new speed limit signage. Signage is covered awaiting sign off on the interim speed management plan from Waka Kotahi. As of writing, verbal approval has been received. The signage will be uncovered when it is confirmed - this is expected prior to the September meeting.</p> |
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| | | | <ul style="list-style-type: none"> <input type="checkbox"/> A 50km speed zone to be retained for the Naseby Urban Area. <input type="checkbox"/> Swimming Dam Road in Naseby to have a speed limit of 30km from the campground to the dam, as outlined on Map 17. <input type="checkbox"/> The approaches to Naseby to retain present speed limits as outlined on Map 17. <input type="checkbox"/> Goff Road, Naseby to remain at the present speed limit. <input type="checkbox"/> Pearson Road and Sandflat Road, Cromwell to remain at 100km, with further consultation planned <input type="checkbox"/> Earnsclough Road, Clyde 50km zone extended to Hawksburn Road as outlined on Map 5. <input type="checkbox"/> Little Valley Road speed limit reduced to 80km as outlined on Map 3. <p>F. Recommends the following roads be subject to further consultation on their speed limits:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gilligan's Gully, Alexandra, subject to further data from traffic counting. <input type="checkbox"/> Letts Gully Road, Alexandra. <input type="checkbox"/> Fruitgrowers Road, Clyde. <input type="checkbox"/> Lauder Road, Lauder. <input type="checkbox"/> Bannockburn Road from Bannockburn Bridge to the Cromwell Urban Zone. <input type="checkbox"/> Pearson Road, Cromwell. <input type="checkbox"/> Sandflat Road, Cromwell. <input type="checkbox"/> Cambrians Road, Cambrians, with specific request for an indication of preferred speed between 50km, 40km, and 30km. <input type="checkbox"/> St Bathans Urban Area, with specific request for an indication of preferred speed between 50 km, 40km, and 30km. | | |
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| | | | <input type="checkbox"/> Clark Road, Pisa Moorings, for consideration at 80km along its entirety. | | |
| 6/07/2022 | Requests to take over private water supplies | 22.5.6 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to draft a letter to the Chief Executive of Taumata Arowai requesting the use of the tools at their disposal in the Act, to deter suppliers from ceasing supply.</p> <p>C. Notes the requirements on Council under the Local Government Act 2002 as amended by the Water Services Act 2021 to assess private water supplies and work collaboratively with a supplier, the consumers, and Taumata Arowai to find a solution.</p> <p>D. Notes that transition of Council's three waters asset ownership, management, and operations will create increased workload on an existing workforce that has no available capacity.</p> <p>E. Notes that any work to assess private supplies, and work with Taumata Arowai will require engagement of external resources to undertake this work.</p> <p>F. Agrees that costs for external suppliers to either undertake the water assessments and liaison with Taumata Arowai and community, or to backfill existing staff undertaking this work, are to be recovered from the private supplier, as provided in the Water Services Act 2021.</p> <p>G. Agrees that private suppliers are encouraged to self-manage and engage commercial water supply and treatment companies to support them until new water entities are established, or they are required to be registered in 2025.</p> <p>H. Approves the engagement of registered water carriers to provide drinking water on a cost recovery basis, in the event that Taumata Arowai direct Council as the supplier.</p> | Water Services Team Leader | <p>08 Jul 2022 Action memo sent to the Water Services Team Leader.</p> <p>15 Aug 2022 Taumata Arowai have been notified of the Lindis Irrigation approach to Council about taking over and our request to them for supporting information prior to making any decision.</p> <p>19 Sep 2022 All requests received will be considered on a case by case basis and will be reported through to council. MATTER CLOSED</p> |

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| 6/07/2022 | Water Services Capital Works Programme 2022-24 | 22.5.8 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees that the capital funding plan for water services provided in the 2021 Long-term Plan and 2022/23 Annual Plan is to be fully spent on water services capital work prior to 30 June 2024.</p> <p>C. Agrees that projects which are programmed in 2024/25 and 2025/26 may be accelerated to fully spend the budgets approved in the 2021 Long-term Plan and 2022/23 Annual Plan.</p> <p>D. Authorises the Major Project Governance Group to provide oversight of the 2023/24 and 2024/25 Water Services capital work programme.</p> <p>E. Directs the Chief Executive Officer to provide the new water entity with details of any projects that were programmed in the 2021 Long-term Plan that are deferred or not completed by 30 June 2024 for re-programming into the Entity D Asset Management Plan and Funding Plan.</p> | Three Waters Director | <p>08 Jul 2022 Action memo sent to the Executive Manager - Infrastructure Services and Water Services Lead.</p> <p>08 Aug 2022 No change.</p> <p>19 Sep 2022 All recommendations are now being implemented. MATTER CLOSED</p> |
| 6/07/2022 | Alexandra Library Renovation Project | 22.5.9 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the Alexandra Library Renovation Project concept plan.</p> <p>C. Approves the Chief Executive Officer to progress the concept plan through the detailed design, construction partner, and construction quotes project phases while awaiting the outcome of the Three Waters Better Off Support Package application.</p> <p>D. Agrees that if this project is not approved by Council as being included the Three Waters Better Off</p> | Property and Facilities Officer (Vincent and Teviot Valley) | <p>08 Jul 2022 Action memo sent to the Property and Facilities Officer - Vincent and Teviot Valley and to Finance.</p> <p>11 Aug 2022 The architect has been given the go ahead with detailed design. Application to the Better Off Funding is being progressed. Procurement plan for construction partner in draft.</p> <p>15 Sep 2022 Architect progressing well on detailed design. Project is approved to be included in Tranche 1 of the Better off Funding application. Tender for construction partner underway, closes 29 September.</p> |

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| | | | Support Package, the Chief Executive Officer is to progress with a cosmetic upgrade budgeted for. | | |
| 24/08/2022 | August 2022 Governance Report | 22.6.11 | That the Council A. Receives the report. B. Ratifies the submission sent to the Finance and Expenditure Committee regarding the Water Services Entity Bill. | Governance Manager | 29 Aug 2022 Action memo sent to Officer. 14 Sep 2022 The ratification was noted. MATTER CLOSED |
| 24/08/2022 | Appointment of Hearings Panel Commissioners | 22.6.4 | That the Council A. Receives the report and accepts the level of significance. B. Recommended that independent commissioners be appointed to the Hearings Panel. Neil Gillespie be appointed as the independent Chair of the Hearings Panel, Martin McPherson, Stephen Jeffrey and Ian Cooney be appointed as an independent Commissioners to the Hearings Panel. C. Agrees that the appointments for Neil Gillespie, Martin McPherson and Ian Cooney will be in place until 20 December 2022 or until such time as the appointment of a new Hearings Panel, whichever is the earlier. D. Agrees the appointment of Stephen Jeffrey as an independent Commissioner to provide alternative Commissioner options as necessary for the Hearings Panel and to review this appointment in three years. | Regulatory Services Manager | 29 Aug 2022 Action memo sent to Officer. 14 Sep 2022 Appointments have been made. No further action until a new Hearings Panel is established after the elections. MATTER CLOSED |
| 24/08/2022 | July 2022 Weather Event - Water and Wastewater | 22.6.6 | That the Council A. Receives the report and accepts the level of significance. B. Authorises \$165,000 of funding from the Emergency Event Reserve for the response to | Water Services Manager | 29 Aug 2022 Action memo sent to Officer and to finance. 19 Sep 2022 Resolution implemented. MATTER CLOSED |

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| | | | flooding of the Manuherekia River in July 2022, and repair of wastewater assets. | | |
| 24/08/2022 | Ratification of Resolution 22.2.3 (Proposal to dispose of land to Waka Kotahi New Zealand Transport Agency). | 22.6.7 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to ratify Resolution 22.4.4 of the Cromwell Community Board, to:</p> <ul style="list-style-type: none"> - enable the transfer of approximately 1,740 square metres of Record of Title OT13B/860, to Waka Kotahi New Zealand Transport Agency (as agents of the Crown), and; - to accept a payment of \$118,000 (One Hundred and Eighteen Thousand Dollars) plus GST (if any) as compensation for the land. <p>Subject to:</p> <ul style="list-style-type: none"> - The income (compensation) being paid to the Cromwell Property General Account and held for the purpose of purchasing, enhancing, and/or maintaining, land within the Cromwell ward. <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p> | Team Leader - Statutory Property | <p>29 Aug 2022 Action memo sent to Officer and to finance.</p> <p>30 Aug 2022 Various stakeholders advised of outcome. Completion of the roundabout and the construction of the new footpaths and landscaping to be managed by Waka Kotahi contractors. Survey, gazettal, and sale/settlement to be managed by external parties.</p> <p>15 Sep 2022 Agents of applicant advised of outcome. Contractors and lawyers will manage the survey/disposal and settlement. MATTER CLOSED.</p> |
| 24/08/2022 | Housing Policy: Encouraging use of different housing typologies in developments on Council land. | 22.6.8 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the policy that council led developments should consider including provision for different housing typologies using the urban design innovation model, subject to market conditions.</p> <p>C. Directs the Chief Executive Officer to hold off any further work on the outstanding action to 'work with sector partners in the region to build a full picture</p> | Group Manager - Business Support | <p>29 Aug 2022 Action memo sent to Officer.</p> <p>16 Sep 2022 Work will start on this project when staff resourcing is confirmed. ON HOLD</p> |

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| | | | <p>of the housing model for Central Otago and look for opportunities to collaborate to achieve better housing outcomes for the district'.</p> <p>D. Directs the Chief Executive Officer provide the Council with advice on preferential purchasing options for smaller foot-print properties as described in the Provision for Different Housing Typologies in Development on Council Owned Land policy.</p> | | |
| 24/08/2022 | Three Waters Reform Better Off Funding (Tranche 1) | 22.6.9 | <p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the projects for the Funding Proposal for Tranche 1 funding in list 1 of appendix 2 of the report, with the addition of the Roxburgh Pool project (\$108,000), the Cromwell Bike Park Toilets project (\$235,000) and the Alexandra Library Renovation project (\$611,500).</p> <p>C. Approves a list of contingency projects to put forward for approval:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New kerbside bins project, <input type="checkbox"/> Emergency Electrical Generators project, <input type="checkbox"/> War Memorials project, <input type="checkbox"/> Replacing Existing Flags District Wide project, <input type="checkbox"/> Video project, <input type="checkbox"/> Park Furniture for Maniātoto and Teviot Valley project, <input type="checkbox"/> Shade Sails project, <input type="checkbox"/> Cromwell cemetery upgrade project and <input type="checkbox"/> Starlink Communications project | Infrastructure Finance Officer | <p>29 Aug 2022 Action memo sent to Officer and to finance.</p> <p>19 Sep 2022 All recommendations are now being implemented. MATTER CLOSED</p> |

8 COMMUNITY BOARD MINUTES

22.7.14 MINUTES OF THE VINCENT COMMUNITY BOARD MEETING HELD ON 6 SEPTEMBER 2022

Doc ID: 595899

Recommendations

That the unconfirmed Minutes of the Vincent Community Board Meeting held on 6 September 2022 be noted.

1. Attachments

Appendix 1 - Minutes of the Vincent Community Board Meeting held on 6 September 2022

**MINUTES OF A MEETING OF THE VINCENT COMMUNITY BOARD
HELD IN THE NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING, 1 DUNORLING STREET,
ALEXANDRA AND LIVE STREAMED VIA MICROSOFT TEAMS
ON TUESDAY, 6 SEPTEMBER 2022 COMMENCING AT 2.00 PM**

PRESENT: Cr M McPherson (Chairperson), Dr R Browne, Cr L Claridge, Cr I Cooney,
Ms A Robinson, Ms S Stirling-Lindsay

IN ATTENDANCE: S Jacobs (Chief Executive Officer), L van der Voort (Executive Manager -
Planning and Environment), S Righarts (Chief Advisor), G Bailey (Parks and
Recreation Manager), G Robinson (Property and Facilities Manager),
K McCullough (Corporate Accountant), R Williams (Community Development
Adviser), S McArthur (Statutory Property Officer), W McEnteer (Governance
Manager) and J Harris (Governance Support Officer)

1 APOLOGIES

There were no apologies for this meeting.

2 PUBLIC FORUM

Nigel Murray – Lower Manorburn working group

Mr Murray spoke to the agenda item regarding a grant application for their native regeneration project.

Bruce Potter – Waiata Productions

Mr Potter spoke to the promotions grant application to support the costs of the performance right for 'Les Miserables – the musical' production in Alexandra.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Browne

Seconded: Stirling-Lindsay

That the public minutes of the Vincent Community Board Meeting held on 26 July 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

22.6.2 2022/23 COMMUNITY AND PROMOTIONS GRANTS APPLICATIONS

To consider the first round of the community and promotions grant applications for the 2022/23 financial year.

After discussion it was agreed that the community grants should be allocated according to staff guidance.

COMMITTEE RESOLUTION

Moved: Stirling-Lindsay

Seconded: Browne

That the Vincent Community Board:

- C. Receives the report and accepts the level of significance.
- D. Allocates \$6,000 to the Alexandra and Districts Youth Trust towards rent for the Alexandra Youth Hub from the 2022/23 community grants budget.
- E. Allocates \$4,600 to the Alexandra Toy Library towards a new toilet and carpet upgrade from the 2022/23 community grants budget.
- F. Allocates \$1,500 to the Earnscleugh Community Society Inc towards maintaining the Community Hall from the 2022/23 community grants budget.
- G. Allocates \$1,235 to the Lower Manorburn Reserve working group towards a planting and protection project from the 2022/23 community grants budget.
- H. Notes that the Blacks Hill cricket surfaces on Omakau reserve will be funded as part of the Parks department's budget.

CARRIED

After discussion it was agreed that the promotions grants should be allocated according to staff guidance.

COMMITTEE RESOLUTION

Moved: Stirling-Lindsay

Seconded: Browne

- I. Allocates \$8,000 to the Prospector Race Ltd for event marketing from the promotions grants budget in the 2022/23 financial year.
- J. Allocates \$5,000 to the Waiata Theatre Productions Ltd towards performance rights for Les Misérables from the promotions grants budget in the 2022/23 financial year.

CARRIED

22.6.3 ALEXANDRA RIVER PARK

To approve the development of the Alexandra River Park and authorise that the draft concept plan for the Alexandra River Park proceed to detailed design.

COMMITTEE RESOLUTION

Moved: Claridge
Seconded: McPherson

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to develop the Alexandra River Park.
- C. Approves the concept design for the Alexandra River Park, and agrees to proceed with detailed design.
- D. Notes that the final detailed design will be presented to the Vincent Community Board for approval.
- E. Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolution.

CARRIED

22.6.4 PROPOSED ROAD STOPPING - PART OMEO GULLY ROAD

To consider stopping part of Omeo Gully Road, in accordance with the provisions of the Public Works Act 1981, then disposing of the land to the adjoining owner.

COMMITTEE RESOLUTION

Moved: Stirling-Lindsay
Seconded: Browne

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. To recommend to Council to approve the proposal to stop an unformed portion of Omeo Gully Road, being approximately 9,113 square metres, as shown in figure 3, subject to:
 - The applicants paying all costs, including the purchase of the land at valuation.
 - The land being amalgamated with Record of Title 813963.
 - An easement (in gross) in favour of (and as approved by) Earnsclough Irrigation Company Limited being registered on the new Record of Title.
 - The final survey plan being approved by the Chief Executive Officer.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

22.6.5 VINCENT INTERIM FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2022

To consider the financial performance overview as at 30 June 2022.

COMMITTEE RESOLUTION

Moved: McPherson

Seconded: Robinson

That the report be received.

CARRIED

6 MAYOR'S REPORT**22.6.6 MAYOR'S REPORT**

His Worship the Mayor was not present at this meeting.

7 CHAIR'S REPORT**22.6.7 CHAIR'S REPORT**

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

- Attended the South East Asian Festival.
 - Working on the Blossom Festival event in a couple of weeks.
 - Commented on the noticeable buoyancy in Alexandra and optimism
 - Thanked the Members for their work over this triennium.
-

COMMITTEE RESOLUTION

Moved: McPherson

Seconded: Browne

That the report be received.

CARRIED

8 MEMBERS' REPORTS**22.6.8 MEMBERS' REPORTS**

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

Dr Browne reported on the following:

- Attended governance training organised by the Dunedin Museum
 - Performed with the Dunedin Symphony Orchestra in the Dunedin Town Hall
-

- Attended the AGM of the Central Otago Environmental Society
- Attended a seminar on Women in the Goldfields at the Cromwell Museum
- Attended the Alexandra and District Museum Inc board meeting.

Ms Robinson reported on the following:

- Attended the Dunstan zone cross country event
- Attended a Clyde school fundraiser
- Attended the AGM of the Ida Valley Plants Society
- Mentioned that the Vallance Cottage Working Group opening day was coming up

Ms Stirling-Lindsay reported on the following:

- Attended an art event at the Central Otago Arts Trust.
- Attended an Alexandra Community House meeting.
- Attended a stroke event.
- Noted the work in the lead up to the Blossom Festival.
- Mentioned that Māori Language week is on in September.
- Mentioned that it is Mental Health week after the blossom festival.

Cr Claridge reported on the following:

- Attended the August Council Meeting.
- Acknowledged Russell Garbutt's contributions to the Community Board over the triennium.

Cr Cooney reported on the following:

- Attended the Planning and Regulatory portfolio pre-agenda meeting.
- Attended the August Council meeting.
- Noted his recent employment at Monteiths in Alexandra.

COMMITTEE RESOLUTION

Moved: McPherson
Seconded: Claridge

That the report be received.

CARRIED

9 STATUS REPORTS

22.6.9 SEPTEMBER 2022 GOVERNANCE REPORT

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

COMMITTEE RESOLUTION

Moved: Browne
Seconded: Stirling-Lindsay

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 31 October 2022.

11 RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: McPherson
Seconded: Claridge

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|--|--|--|
| Confidential Minutes of Ordinary Board Meeting | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| 22.6.10 - September 2022 Confidential Governance Report | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |

CARRIED

The public were excluded at 3.06 pm and the meeting closed at 3.09 pm.

22.7.15 MINUTES OF THE TEVIOT VALLEY COMMUNITY BOARD MEETING HELD ON 9 SEPTEMBER 2022

Doc ID: 596105

Recommendations

That the unconfirmed Minutes of the Teviot Valley Community Board Meeting held on 9 September 2022 be noted.

1. Attachments

Appendix 1 - Minutes of the Teviot Valley Community Board Meeting held on 9 September 2022

**MINUTES OF A MEETING OF THE TEVIOT VALLEY COMMUNITY BOARD
HELD IN THE ROXBURGH SERVICE CENTRE, 120 SCOTLAND STREET, ROXBURGH
AND LIVE STREAMED VIA MICROSOFT TEAMS ON FRIDAY, 9 SEPTEMBER 2022
COMMENCING AT 2.02 PM**

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

IN ATTENDANCE: T Cadogan (Mayor), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Group Manager - Business Support), R Williams (Community Development Advisor), K McCullough (Corporate Accountant), C Martin (Property & Facilities Officer), W McEnteer (Governance Manager) and J Harris (Governance Support Officer)

Note: The Chair referred to the death of Her Majesty the Queen. The meeting stood for a moment's silence as a mark of respect.

1 APOLOGIES

There were no apologies for this meeting.

Note: Ms Aitchison arrived at the meeting at 2.04 pm.

2 PUBLIC FORUM

Peter MacDougall – Teviot Valley Museum Inc

Mr MacDougall spoke in support of the Teviot Valley Museum funding application before responding to questions.

Ritchie McNeish – Roxburgh Golf Course

Mr McNeish spoke regarding the Roxburgh golf club lease. He spoke in particular about the large number of volunteer hours that are put in on behalf of the club. He then responded to questions.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Feinerman

That the public minutes of the Teviot Valley Community Board Meeting held on 16 June 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

22.5.2 2022/23 COMMUNITY AND PROMOTIONS GRANTS APPLICATIONS

To consider the first round of the community and promotions grants applications for the 2022/23 financial year.

After discussion it was agreed that the Teviot Museum should receive a grant, subject to completing the purchase of the masonic lodge building.

COMMITTEE RESOLUTION

Moved: Jeffery

Seconded: Gunn

That the Teviot Valley Community Board:

- K. Receives the report and accepts the level of significance.
- L. Allocates \$2,000 to the Roxburgh Pioneer Energy Brass Band Inc. from the 2022/23 community grants budget.
- M. Allocates up to \$1,786 to the Teviot District Museum Inc. towards their operating costs from the 2022/23 community grants budget subject to the purchase of the masonic lodge building.

CARRIED

22.5.3 ROXBURGH GOLF CLUB LEASE - RENT REVIEW.

To consider the Roxburgh Golf Club Lease rent review and a request for additional land to be incorporated into the Lease.

After discussion it was agreed that although the club should still be assessed for their lease costs, they could apply through the community grants process to mitigate some of those costs.

COMMITTEE RESOLUTION

Moved: Gunn

Seconded: Jeffery

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to recommend to Council:
 - 1. That for the five years commencing 01 July 2021, the rent payable under the lease held by the Roxburgh Golf Club shall be assessed in accordance with the (original version of) Council's 2019 Leasing and Licensing Policy, at \$772 per annum plus GST.
 - 2. To vary the lease by increasing the area by 0.3000 hectares to approximately 45.3000 hectares by including the land containing the car park.
- C. Notes that the Board encourages the club to apply for a grant through the community grants process.

CARRIED

Note: The meeting adjourned at 3.18 pm and returned at 3.21 pm.

22.5.4 TEVIOT VALLEY INTERIM FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2022

To consider the financial performance overview as at 30 June 2022.

COMMITTEE RESOLUTION

Moved: Dalley
Seconded: Aitchison

That the report be received.

CARRIED

6 MAYOR'S REPORT

22.5.5 MAYOR'S REPORT

His Worship the Mayor gave an update on his recent activities before responding to questions.

COMMITTEE RESOLUTION

Moved: Gunn
Seconded: Dalley

That the Teviot Valley Community Board receives the report.

CARRIED

7 CHAIR'S REPORT

22.5.6 CHAIR'S REPORT

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

- Attended the Teviot Valley Resthome meeting.
 - Attended the Roxburgh Pool redevelopment fundraising dinner and auction and associated meetings.
 - Attended community consultation meeting with Waka Kotahi regarding the culverts at Blackjack Creek and Golf Course Creek and the road closure of SH8 for that work.
 - Attended two NZ Battery project Technical Reference Group meetings in Wellington.
 - Attended a Social Impact Assessment meeting with Teviot Valley Business group.
 - Attended Roxburgh Medical Services Trust meeting.
-

COMMITTEE RESOLUTION

Moved: Feinerman
Seconded: Dalley

That the report be received.

CARRIED

8 MEMBERS' REPORTS

22.5.7 MEMBERS' REPORTS

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

Ms Feinerman reported on the following:

- Attended Pool meetings and the Roxburgh Pool redevelopment fundraising dinner and auction.
- Attended the Better Off funding workshop with Council.
- Attended the Community Hub meeting.
- Attended the Walking Committee meeting.
- Attended the Teviot Prospects meeting.
- Attended a Fibre investigation meeting.
- Attended a seasonal workers workshop to find ways to welcome them into the community.
- Advised that she had received a letter to pass on to the Council on Health and Safety at the transfer station and the need for a mobile access ramp to access the height of the bins.
- Noted that the Spring Garden Tour is on 29 October.

Mr Dalley reported on the following:

- Attended the Teviot Valley Resthome meeting.
- Attended community consultation meeting with Waka Kotahi regarding the culverts at Blackjack Creek and Golf Course Creek and the road closure of SH8 for that work.
- Noted that Roxburgh will feature on TVNZ's 'Small town NZ' promotion on 16 September 2022.
- Noted the Banners application for staff to follow up on.

Cr Jeffrey reported on the following:

- Attended community consultation meeting with Waka Kotahi regarding the culverts at Blackjack Creek and Golf Course Creek and the road closure of SH8 for that work.
- Attended a Fibre investigation meeting.
- Attended the Business Breakfast meeting.
- Attended the Teviot Valley Spatial Plan workshop.
- Attended the Better Off funding workshop with Council.
- Attended the Regional Skills and Leadership Group meeting.
- Attended the Teviot Prospects meeting.
- Attending the Regional Seasonal Employers' Regional Chairs meeting.

Ms Aitchison reported on the following:

- Attended a Lions meeting.
-

COMMITTEE RESOLUTION

Moved: Feinerman

Seconded: Dalley

That the report be received.

CARRIED

9 STATUS REPORTS

22.5.8 SEPTEMBER 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.

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Aitchison

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 2 November 2022.

11 RESOLUTION TO EXCLUDE THE PUBLIC

Recommendations

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|---|--|--|
| Confidential Minutes of Ordinary Board Meeting | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| 22.5.9 - September 2022 Confidential Governance Report | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |

The public were excluded at 4.23 pm and the meeting closed at 4.33 pm.

Unconfirmed

22.7.16 MINUTES OF THE CROMWELL COMMUNITY BOARD MEETING HELD ON 12 SEPTEMBER 2022

Doc ID: 596482

Recommendations

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 12 September 2022 be noted.

1. Attachments

Appendix 1 - Minutes of the Cromwell Community Board Meeting held on 12 September 2022

**MINUTES OF A MEETING OF THE
CROMWELL COMMUNITY BOARD
HELD IN THE CROMWELL SERVICE CENTRE, 42 THE MALL, CROMWELL AND LIVE
STREAMED VIA MICROSOFT TEAMS
ON MONDAY, 12 SEPTEMBER 2022 COMMENCING AT 2.03 PM**

PRESENT: 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), L van der Voort (Executive Manager - Planning and Environment), G Bailey (Parks and Recreation Manager), R Williams (Community Development Adviser), N Aaron (Parks Officer – Planning and Strategy), A Mason (Media and Marketing Manager), D Penketh (Project Manager – Property), G Robinson (Property and Facilities Manager), L Stronach (Team Leader – Statutory Property), D McKewen (Accountant), W McEnteer (Governance Manager), J Harris (Governance Support Officer)

Note: The Chair referred to the death of Her Majesty the Queen. The meeting paused for a moment's silence as a mark of respect.

1 APOLOGIES

There were no apologies for this meeting.

2 PUBLIC FORUM

Liz Carroll-Lowe - Tarras School grant application

Ms Carroll-Lowe spoke to the Tarras School grant funding application to support the cost of repairs to the Community pool. She then responded to questions.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Scott

That the public minutes of the Cromwell Community Board Meeting held on 2 August 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

Note: Jennifer Hay from Cromwell Museum joined the meeting for item 22.6.2.

22.6.2 CROMWELL MUSEUM ACCOUNTABILITY REPORT 2021

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

COMMITTEE RESOLUTION

Moved: Gillespie

Seconded: Laws

That the report be received.

CARRIED

22.6.3 2022/23 COMMUNITY AND PROMOTIONS GRANTS APPLICATIONS

To consider the first round of the community and promotions grant applications for the 2022/23 financial year.

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Laws

That the Cromwell Community Board:

- N. Receives the report and accepts the level of significance.
- O. Allocates \$11,270 to the Bannockburn Community Centre Management Committee Inc. towards floor resurfacing and refurbishment of the bell tower from the 2022/23 community grants budget.
- P. Allocates \$5,000 to the Tarras School towards resurfacing the school pool from the 2022/23 community grants budget.
- Q. Allocates \$13,903.50 to the Cromwell Menz Shed Charitable Trust towards building security fencing from the 2022/23 community grants budget, subject to the land being suitable for development.
- R. Allocates \$1,520 to the Cromwell and Districts Community Arts Council Inc. for venue hire for the annual arts exhibition from the promotions grants budget in the 2022/23 financial year.

CARRIED

Note: Loretta Bush joined the meeting and spoke to item 22.6.4.

22.6.4 DRAFT BANNOCKBURN DOMAIN RESERVE MANAGEMENT PLAN 2022

To consider submissions received to the Draft Bannockburn Domain Reserve Management Plan 2022 and recommend a final plan to Council for adoption.

COMMITTEE RESOLUTION

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

That the Cromwell Community Board:

- A. Receives the report and accepts the level of significance.
- B. Resolves that the submissions be received.
- C. Recommends that the suggested amendments and changes to the draft plan, including those to amend the maps, are approved by the Board.
- D. Recommends to Council adoption of the amended Bannockburn Domain Reserve Management Plan 2022.

CARRIED

Note: Chris Jack and Jessie Sutherland from Jasmax joined the meeting for item 22.6.5.

22.6.5 CROMWELL MEMORIAL HALL/EVENTS CENTRE - DESIGN CONCEPT APPROVAL

To approve the concept design of the new Cromwell Memorial Hall/Events Centre and to proceed with funding applications.

After discussion it was agreed that the Memorial Hall should not be demolished until there was greater clarity about the replacement building and potential reuse of salvaged materials from the existing building. It was also noted that staff should explore other funding opportunities.

Note: The meeting adjourned at 3.55 pm and recommenced at 4.01 pm.

COMMITTEE RESOLUTION

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

That the Cromwell Community Board:

- A. Receives the report and accepts the level of significance.
- B. Notes the costs associated with the building (\$37,891,202) presented at the meeting.
- C. Approves the concept design of the Cromwell Memorial Hall/Event Centre and approves the project to move into the design phase.
- D. Approves investigation of salvage and repurpose options for materials from within the memorial hall.
- E. Agrees to progress applications to funding agencies.

CARRIED

22.6.6 PROPOSAL TO EXTEND LEASE HELD BY OTAGO METAL INDUSTRIES LIMITED OVER LOT 4 DEPOSITED PLAN 526140.

To consider early renewal of the lease now held by Phoenix Metal Recyclers New Zealand Limited, over part of Lot 4 Deposited Plan 526140.

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Murray

That the Cromwell Community Board:

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

B. Agrees that:

1. On expiry of the current lease, Phoenix Metal Recyclers New Zealand Limited will be granted a new short term lease over part of Lot 4 Deposited Plan 526140, being approximately 9,552 square metres, on the following terms and conditions:
 - Commencement 01 July 2024
 - Term Two (2) Years
 - Right of Renewal One (1) of Two (2) Years
 - Rental Market Rental
 - Rent Review Date 01 July 2026
 - Rent Review Methodology Market Rental
 - Expiry 30 June 2028
 - Cancellation Clause On transfer (by agreement, post subdivision)
2. If Plan Change 18 is approved, consideration will be given to including the lease area of 9,552 square metres (as shown in figure 1) as a separate Lot in the development, to enable the land to be:
 - a. Offered to the lessee at market valuation on approval of the subdivision plan (resource consent approval), subject to title; or,
 - b. Retained as an ongoing investment, with a new lease being granted on terms and conditions to be determined at that time.

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

CARRIED

22.6.7 CROMWELL INTERIM FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2022

To consider the financial performance overview as at 30 June 2022.

COMMITTEE RESOLUTION

Moved: Gillespie

Seconded: Scott

That the report be received.

CARRIED

6 MAYOR'S REPORT**22.6.8 MAYOR'S REPORT**

His Worship the Mayor gave an update on his recent activities before responding to questions.

COMMITTEE RESOLUTION

Moved: Laws
Seconded: Murray

That the Cromwell Community Board receives the report.

CARRIED

7 CHAIR'S REPORT**22.6.9 CHAIR'S REPORT**

The Chair thanked members for their hard work over the previous triennium, she recognised the members who were not standing again and wished good luck to those members standing again.

COMMITTEE RESOLUTION

Moved: Harrison
Seconded: Murray

That the report be received.

CARRIED

8 MEMBERS' REPORTS**22.6.10 MEMBERS' REPORTS**

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

Mr Murray reported on the following:

- Attended a recent production at the Bannockburn Hall.
- Noted the work done by the Board over the last triennium.

Cr McKinlay reported on the following:

- Attended a 3 Waters meeting
 - Attended two working party meetings for the Memorial Hall
 - Attended the Business Breakfast meeting
 - Noted the work done by the Board over the last triennium.
-

Cr Laws reported on the following:

- Attended a Council workshop for the Better Off funding
- Participated in a Cromwell Community House volunteer outing for a winter driving course at the Highlands Motorpark
- Attended the Daffodil Day fundraiser
- Noted the report by Council for the approval of the development of different types of affordable housing on council controlled land
- Noted the work done by the Board over the last triennium.

Cr Gillespie reported on the following:

- Attended a Council workshop for the Better Off funding
- Advised he had been reappointed as a Commissioner for the Hearings Panel in the immediate post-election period.
- Noted the Big Fruit land has been fenced off – Waka Kotahi approval by Council to develop this land
- Noted the Plan change 14 on Chatham Farm land approved by the Environmental Court to build a 2m wide cycle/pedestrian walkway and construct an underpass on SH6 as stated in the Structure Plan
- Noted the work done by the Board over the last triennium.

Mr Buchanan reported on the following:

- Noted the work done by the Board over the last triennium.

Mr Scott reported on the following:

- Attended a play being performed by the Fine Thyme Theatre Company
- Attended the Business Breakfast meeting
- Noted that he had been fielding calls from the community on the work being done on the Memorial Hall and public concerns over carparking
- Noted the work done by the Board over the last triennium.

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Murray

That the report be received.

CARRIED

9 STATUS REPORTS

22.6.11 SEPTEMBER 2022 GOVERNANCE REPORT

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

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Buchanan

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 1 November 2022.

11 RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: Murray
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:

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|--|--|--|
| Confidential Minutes of Ordinary Board Meeting | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| 22.6.12 - September 2022 Confidential Governance Report | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |

CARRIED

The public were excluded at 4.46 pm and the meeting closed at 4.49 pm.

22.7.17 MINUTES OF THE MANIOTOTO COMMUNITY BOARD MEETING HELD ON 15 SEPTEMBER 2022

Doc ID: 596493

Recommendations

That the unconfirmed Minutes of the Maniototo Community Board Meeting held on 15 September 2022 be noted.

1. Attachments

Appendix 1 - Minutes of the Maniototo Community Board Meeting held on 15 September 2022

**MINUTES OF A MEETING OF THE MANIOTOTO COMMUNITY BOARD
HELD IN THE RANFURLY SERVICE CENTRE, 15 PERY STREET, RANFURLY AND LIVE
STREAMED VIA MICROSOFT TEAMS
ON THURSDAY, 15 SEPTEMBER 2022 COMMENCING AT 2.00 PM**

PRESENT: Mr R Hazlett (Chair), Mr M Harris (Deputy Chair), Cr S Duncan, Mr D Helm, Ms S Umbers

IN ATTENDANCE: L van der Voort (Acting Chief Executive Officer), S Righarts (Group Manager – Business Support), Q Penniall (Infrastructure Manager), R Williams (Community Development Adviser), A Mason (Media Marketing Manager), D McKewen (Accountant), W McEnteer (Governance Manager) and J Harris (Governance Support Officer)

1 APOLOGIES

There were no apologies for this meeting.

2 CONDOLENCES

The Chair referred to the deaths of Sue McEwan, Alan Reid, Robin Moore, Barry Becker and Ian Coombes. He also noted the death of Her Majesty the Queen. Members stood for a moment's silence as a mark of respect.

3 PUBLIC FORUM

Maryann Devereux - Maniototo Early Settlers Association

Ms Devereux from the Maniototo Early Settlers Association spoke to her grant funding application.

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Helm
Seconded: Umbers

That the public minutes of the Maniototo Community Board Meeting held on 23 June 2022 be confirmed as a true and correct record.

CARRIED

5 DECLARATION OF INTEREST

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

6 REPORTS

22.5.2 2022/23 COMMUNITY AND PROMOTIONS GRANTS APPLICATIONS

To consider the first round of the community and promotions grants applications for the 2022/23 financial year.

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: Helm

That the Maniototo Community Board:

- S. Receives the report and accepts the level of significance.
- T. Allocates \$8,300 to the Maniototo Early Settlers Association Inc. towards annual operating costs from the 2022/23 community grants budget.
- U. Allocates \$4,000 to the Naseby Information and Craft Inc. towards annual expenses from the promotions grants budget in the 2022/23 financial year.

CARRIED

22.5.3 MĀNIATOTO INTERIM FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2022

To consider the financial performance overview as at 30 June 2022.

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: Harris

That the report be received.

CARRIED

7 MAYOR'S REPORT

22.5.4 MAYOR'S REPORT

His Worship the Mayor did not attend this meeting.

8 CHAIR'S REPORT

22.5.5 CHAIR'S REPORT

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

- Attended a meeting on the John Street playground.

- Noted community interest in the non consented house being built near the heritage precinct in Naseby.

COMMITTEE RESOLUTION

Moved: Hazlett
Seconded: Helm

That the report be received.

CARRIED

9 MEMBERS' REPORTS

22.5.6 MEMBERS' REPORTS

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

Ms Umbers reported on the following:

- Noted some confusion about whether Plan Change 19 included the Mānīatoto. It was noted that there will be a spatial plan for the Mānīatoto in the future.
- Advised that the communications on the Mayor's Facebook live page has been well received.

Mr Harris

- Attended a meeting at Patearoa regarding the school building there.

Mr Helm

- Noted community feedback on a collection of old cars at a private address in Ranfurly was causing concern.

Cr Duncan

- Attended the August Council meeting.
- Attended the Otago Regional Council roading meeting to discuss a strategic review.
- Attended a Canterbury University science meeting in Christchurch with a group of farmers looking at the agronomy science in the regenerative space work being done behind the scenes.
- Attended a fundraiser at the school.
- Attended the funeral of Barry Becker.
- Attended The Wooden Cup rugby event at Becks.
- Noted Ms Umbers contribution to the Community Board over a number of years.

COMMITTEE RESOLUTION

Moved: Umbers
Seconded: Harris

That the report be received.

CARRIED

10 STATUS REPORTS**22.5.7 SEPTEMBER 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.

COMMITTEE RESOLUTION

Moved: Umbers

Seconded: Helm

That the report be received.

CARRIED

11 DATE OF THE NEXT MEETING

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

12 RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: Umbers

Seconded: Harris

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|--|--|---|
| Confidential Minutes of Ordinary Board Meeting | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons 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 |
| 22.5.8 - June 2022 Confidential Governance Report | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to | 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 |

| | | |
|--|--|--|
| | enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | withholding would exist under section 6 or section 7 |
|--|--|--|

CARRIED

The public were excluded at 3.00 pm and the meeting closed at 3.03 pm.

Unconfirmed

9 COMMITTEE MINUTES

22.7.18 MINUTES OF THE EXTRAORDINARY EXECUTIVE COMMITTEE MEETING HELD ON 13 SEPTEMBER 2022

Doc ID: 595443

Recommendations

That the unconfirmed Minutes of the Extraordinary Executive Committee Meeting held on 13 September 2022 be noted.

1. Attachments

Appendix 1 - Minutes of the Extraordinary Executive Committee Meeting held on 13 September 2022

**MINUTES OF AN EXTRAORDINARY MEETING OF THE
EXECUTIVE COMMITTEE
HELD IN BILL MCINTOSH ROOM, WILLIAM FRASER BUILDING, 1 DUNORLING STREET,
ALEXANDRA AND LIVE STREAMED VIA MICROSOFT TEAMS
ON TUESDAY, 13 SEPTEMBER 2022 AT 8.35 AM**

PRESENT: His Worship the Mayor T Cadogan (Chairperson), Cr N Gillespie, Cr S Duncan (via Telephone), Cr S Jeffery, Cr M McPherson

IN ATTENDANCE: S Jacobs (Chief Executive Officer)

1 APOLOGIES

There were no apologies.

2 DECLARATION OF INTERESTS

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

3 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Cadogan

Seconded: Gillespie

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|--|--|--|
| 22.2.2 - Chief Executive's Performance Objectives | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |

CARRIED

The public were excluded at 8.36 am and the meeting closed at 9.10 am.

10 DATE OF THE NEXT MEETING

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

11 RESOLUTION TO EXCLUDE THE PUBLIC

Recommendations

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

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

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|---|---|--|
| Confidential Minutes of Ordinary Council Meeting | s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| 22.7.19 - September 2022 Confidential Governance Report | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| 22.7.20 - Confidential Minutes of the Vincent Community Board Meeting held on 6 September 2022 | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| 22.7.21 - Confidential Minutes of the Teviot Valley Community Board Meeting held on 9 September 2022 | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| 22.7.22 - Confidential Minutes of the Cromwell Community Board Meeting held on 12 September 2022 | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for |

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| | (including commercial and industrial negotiations) | which good reason for withholding would exist under section 6 or section 7 |
| 22.7.23 - Confidential Minutes of the Maniototo Community Board Meeting held on 15 September 2022 | <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 |
| 22.7.24 - Confidential Minutes of the Extraordinary Executive Committee Meeting held on 13 September 2022 | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |