



AGENDA

Ordinary Council Meeting Wednesday, 25 January 2023

Date: Wednesday, 25 January 2023

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, 25 January 2023 at 10.30 am. The link to the live stream will be available on the Central Otago District Council's website.

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

In Attendance S Jacobs (Chief Executive Officer), S Righarts (Group Manager - Business Support), D Rushbrook (Group Manager - Community Vision), D Scoones (Group Manager - Community Experience), L van der Voort (Group Manager - Planning and Infrastructure), J Muir (Three Waters Director), M De Cort (Communications Coordinator), W McEnteer (Governance Manager)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 21 December 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, 21 DECEMBER 2022
COMMENCING AT 10.02 AM**

PRESENT: His Worship the Mayor T Cadogan (Chairperson), Cr N Gillespie, Cr T Alley, Cr L Claridge, Cr I Cooney, Cr C Laws, Cr M McPherson, Cr T Paterson

IN ATTENDANCE: L van der Voort (Acting Chief Executive Officer), S Righarts (Group Manager - Business Support), D Rushbrook (Group Manager - Community Vision), D Scoones (Group Manager - Community Experience), L Fleck (General Manager – People and Culture, S Finlay (Chief Financial Officer), D McKewen (Accountant), M De Cort (Communications Coordinator) and W McEnteer (Governance Manager)

Note: His Worship the Mayor started the meeting with a karakia.

1 APOLOGIES

APOLOGY

RESOLUTION

Moved: Alley
Seconded: Cooney

That the apologies received from Crs Browne, Duncan, Feinerman and McKinlay and an apology for lateness from Cr Paterson be accepted.

CARRIED

2 PUBLIC FORUM

There was no public forum.

3 CONFIRMATION OF MINUTES

It was noted that the reference to a rates decrease should be removed from resolution B of item 22.10.6.

RESOLUTION

Moved: Alley
Seconded: McPherson

That, subject to amendment, the public minutes of the Ordinary Council Meeting held on 14 December 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.

Note: The meeting adjourned at 10.06 am and returned at 10.46 am.

5 REPORTS

22.11.2 ADOPTION OF THE AUDITED ANNUAL REPORT 2021/22

To adopt the audited 2021/22 Annual Report.

After discussion it was noted that Council should receive the audit opinion from Audit New Zealand separately from formally adopting the audited Annual Report.

RESOLUTION

Moved: **Cadogan**
Seconded: **Gillespie**

- A. That the Council receives the report and accepts the level of significance.
- B. Receives the audit opinion from Audit New Zealand.
- C. Adopts the 2021/22 audited Annual Report.

CARRIED

6 DATE OF NEXT MEETING

The date of the next scheduled meeting is 25 January 2023.

Note: His Worship the Mayor closed the meeting with a karakia.

The meeting closed at 11.02 am.

.....
CHAIR / /

25 January 2023

4 DECLARATION OF INTEREST

23.1.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 614713

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 - Council Declarations of Interest [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Tamah Alley	Manuherikia Irrigation Co-operative (shareholder) 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)	Alexandra Community House Trust Central Otago Wilding Conifer Control Group
Sarah Browne	Anderson Browne Construction and Development (Director and Shareholder) Infinite Energy Ltd (Shareholder) Central Otago Sports Turf Trust (Trustee) Central Football and Multisport Turf Trust (Trustee)	Anderson Browne Construction and Development (Director and Shareholder) Infinite Energy Ltd (Employee)	Cromwell Youth Trust Tarras Community Plan Group
Tim Cadogan	Business South Central Otago Advisory Group (member) Alexandra Squash Club (member)	Two Paddocks (employee)	
Lynley Claridge	Affinity Funerals (Director)	Affinity Funerals (Shareholder)	
Ian Cooney	Monteith's Brew Bar (Manager)		
Stuart Duncan	Penvose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penvose Investments - Dairy Farm at Patearoa (shareholder) Fire and Emergency New Zealand (member) JD Pat Ltd (Shareholder and Director)	Penvose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penvose Investments - Dairy Farm at Patearoa (shareholder)	Otago Regional Transport Committee Maniototo Ice Rink Committee Maniototo Curling International Inc

Sally Feinerman	Feinerman's Ltd, 109 Scotland Street (Owner / Director) Roxburgh Pool Committee (Chair) Sally Feinerman Trust (Trustee) Feinerman Family Trust (Trustee) MPI Teviot Valley Community Hubs group	Breen Construction (employee / builder)	Ida MacDonald Charitable Trust Teviot Prospects
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)		Pisa District Community Group Tarras Hall Committee
Cheryl Laws	The Message (Director) Wishart Family Trust (Trustee) Wooing Tree (Assistant Manager - Cellar Door) Daffodil Day Cromwell Coordinator	Otago Regional Council (Councillor) The Message (Director)	Cromwell Resource Centre Trust Old Cromwell Incorporated
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)	Alexandra and Districts Youth Trust
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) New Zealand Wool Classers Association (board member) Central Otago A&P Association (member) Maunherikia Exemplar Governance Group (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 (Committee) Manuherikia Catchment Group (member) Omakau Domain Board Omakau Hub Committee (Chair) Manuherikia Valley Community Hub Trust (Trustee) Southern Cross Sheep Ltd (Director) Mt Stalker Ltd (Trustee) Mt Stalker Pastoral Ltd	Omakau Recreation Reserve Committee Ophir Welfare Association Committee Central Otago Health Incorporated

25 January 2023

5 REPORTS

23.1.2 COUNCIL COMMUNITY GRANT ACCOUNTABILITY REPORTS 2021/22

Doc ID: 605164

1. Purpose

To provide a report on the activity of the Central Otago District Arts Trust and the Central Otago Heritage Trust over the 2021/22 financial year.

Recommendations

That the report be received.

2. Discussion

In line with the 2019 Grant Policy, applicants who receive \$10,000 and above are required to report back to Council in person. This report includes accountability reports from the Central Otago District Arts Trust and the Central Otago Heritage Trust. The two organisations each received \$40,000 for the 2021/22 financial year.

It should be noted that the Central Otago District Arts Trust and the Central Otago Heritage Trust each received a one-off amount to align their grants to the new funding rounds. Accountability for this payment will form part of the reporting for the 2022/2023 financial year.

Sport Otago (the other recipient of a grant over \$10,000) reported to the 24 August 2022 Council meeting.

Central Otago District Arts Trust

The Central Otago District Arts Trust (CODAT) is a charitable trust that was formed in 2009, following the creation of the first Central Otago District Arts Strategy. CODAT works towards ensuring the arts across a range of disciplines are well resourced, promoted, supported and fully integrated into the community to maximise the social, economic and cultural benefits to the Central Otago district.

The grant from Central Otago District Council contributes to CODAT's core operational funding and allows the organisation to employ a part time coordinator. The grant allows CODAT to achieve their objectives, as outlined in the Arts Strategy. CODAT also applies for, and receives, funding from other sources to achieve its goals.

The attached report (Appendix 1) highlights the outcomes achieved by CODAT over the 2021/22 financial year. The list is considerable, which is commendable, particularly given the challenges of COVID restrictions at the time.

Central Otago Heritage Trust

The Central Otago Heritage Trust (COHT) was established in 2008 and is a community organisation that coordinates and represents the collective interests of Central Otago's heritage sector. Membership has now grown to 21 heritage organisations. COHT has continued to provide support and services to the heritage community, that are aligned to the goals and objectives to the Central Otago Heritage Strategic Plan 2021-24.

The grant from Central Otago District Council enables COHT to continue to employ a part-time Heritage Coordinator, which in turn allows the Trust to foster a more integrated and cohesive approach to identifying, preserving and celebrating Central Otago's heritage.

The attached report (Appendix 2) highlights the activities and outcomes achieved by the Heritage Trust over the 2021/22 financial year and discussed their plans for the 2022/2023 financial year.

3. Attachments

Appendix 1 - Central Otago District Arts Trust 2021/22 Accountability Report [↓](#)

Appendix 2 - Central Otago Heritage Trust 2021/22 Accountability Report [↓](#)

Report author:

Reviewed and authorised by:



Rebecca Williams
Community Development Advisor
15/12/2022

Dylan Rushbrook
Group Manager - Community Vision
11/01/2023

Grants - Report Back (Accountability)

GRA221112120



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New Zealand

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Grant Accountability

Original Application Number

GRA220334111

The Applicant:

Organisaton Name

Central Otago District Arts Trust

Project Name:

Central Otago District Arts Trust - Operational Costs

Contact

Rebekah de Jong

Data redacted from next 3 fields

Phone

Email

Address

The Project:

Amount granted by Central Otago District Council

40000.00

Total cost of the project

48488.86

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

CODAT applied for and received additional funds from other organisations for costs associated with one-off projects coordinated by the trust. These were spent accordingly.

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

The Arts Trust have continued to work on achieving directives as outlined in the Central Otago District Arts Strategy as well as respond to the wants and needs of the wider community when appropriate. We worked to achieve core trust responsibilities and serve the arts community (across a range of disciplines including music, literary and performance etc), and applied for funding to develop arts projects to further achieve strategy objectives. Our overriding purpose is to ensure the arts in Central Otago are well resourced, promoted, supported, and fully integrated into the community to maximise the social, economic, and cultural benefits to the Central Otago District. Alongside this we work toward further developing Central Otago as an Arts Destination. Core & project outcomes for 2021/22 included (but are not limited to) the following. Strengthened bonds and worked with arts representatives across New Zealand to further connect our artists and the arts in Central Otago.

(Queenstown, Dunedin, Wellington, Christchurch, and Australia). Artist's panel, Marc Blake, Scape Public Art, Jamie Hanton (CHCH Community Arts Advisor), Cover to Cover, DCC, Matt Galloway, Matt Ling. Attended monthly and twice annual arts committee meetings (Art Society, Arts Trust, Creative Communities) and various other community arts groups meetings to encourage cohesion and maximise opportunities in the arts in Central Otago. Provided advice for, advertised, facilitated, and sometimes coordinated arts events, exhibitions, workshops, and projects across Central Otago. NZQA Top Art, Art Society Exhibitions, Summer Series, Clyde Museum Exhibition, Winterstellar, Cover to Cover and The Power that Flows Through Us, Unichem Mural, Cromwell College. Encouraged, supported, gave advice and facilitated the advertising and marketing of arts events and artists throughout Central Otago - website, newsletter, events calendar, CO app, social media, newspaper and radio. Meet with community organisations, groups, businesses, artists to achieve the best possible outcomes for their projects with arts components. Managed and updated the www.centralotagoarts.com website - monthly newsletter, events calendar, news articles, the Central Otago Arts Trail, artists directory, information on education and funding opportunities and any other opportunities relevant to the arts in Central Otago. Facilitated and sometimes coordinated the inclusion of Public Art in our communities – Chorus Box Art, Welcoming Communities Mural, Unichem Mural, Connect Cromwell Sculpture Project, The Power that Flows Through Us (Clyde Dam project). Focused on creating an economic and social picture of the benefits of the arts to the Central Otago community, as well as nationally. Research included Creative New Zealand, NZ Statistics, google analytics. 2021/22 was an awkward year where various project plans were developed and then thwarted by COVID restrictions and difficulties receiving all the funding we required to manage one of our primary projects - part due to COVID uncertainty and an increased demand on funders who reported being inundated with applications from other organisations. 22/23 is looking more positive and productive.

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

The Arts Trust acknowledge the CODC on the www.centralotagoarts.com website and in any promotional material we produce for events, exhibitions and brochures.

When did you receive your grant funding?

04/10/2021

Support Documents Ticked

- Proof of expenditure (including receipts, invoices and/or financial statements)
- Photos of the event or project

Grants of \$10,000 or more

Declaration:

All information provided is complete and correct

True

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

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

Name: Rebekah de Jong

Date 22/11/2022

Signature





CODAT Chairperson's AGM report 11th August 2022

It has become rather an old chestnut to claim that the past two and a half years have been anything other than disruptive and disconcerting for many creative people in our communities.

However, we have seen some smart new initiatives bounce into action and some exciting progress made. We have seen innovation arising out of stagnation and chaos - this all goes towards making our '*sense of place*' matter, and affirming that our place within the arts community is very valuable. Rebekah will elaborate on these initiatives in her report.

More than ever before, it is so vital for the lawmakers and decision makers in our region to understand the importance of the arts and creative outlets to the holistic health of the people throughout the communities they represent. As a Trust, we have a responsibility to ensure that this is a real focus for all our local elected representatives, and we will keep reminding them just how much the arts contribute to the region's prosperity and wellbeing.

As a Trust, we are responsible for this focus too, and we must continue to advocate on behalf of our arts communities within the region. More than ever before, we must do our best to broaden the general perception of **the arts** - and to facilitate **creative** ideas and events against whatever obstacles are thrown in front of us. I have been lately interested in the term '**creatives**' which to me sums up the whole art/life spectrum. These creative people may be the architects who design your home; the landscape designers who enhance your living environment and the Central Otago landscape; bakers, chefs and cake decorators who create visual works of art on the plate with stunning flair; fashion designers and those who work with all sorts of fibre; florists who grow and create natural works of art; mountain bike park designers; wine-growing professionals; promoters and advocates of *te reo* Maori and the arts of *haka*, *matariki* and so on - the list is as endless as art itself.

We must continue to provide governance and support for all of these creative people - especially for those wanting to exhibit their work; wanting to learn how to promote themselves; for those who just need a little guidance in form-filling; and sometimes those for whom just a word of reassurance that what they are doing is very, very important. It is our job to make sure that the arts in Central Otago are respected, valued and promoted.

The Trust is in good heart, although we are mindful of the need for a strong succession plan. This will be my last year with the Trust, having served since 2009, and it is time for us to look for some new heads and ideas to make sure that our good work does not falter.

We have been successful once again in securing funding from the CODC contestable funding grant which sees us through until the 1st November 2023. We thank Council and are extremely grateful for this funding, which allows us to employ our coordinator and pay some administration costs - but there is still a need to secure substantial additional funding for project work, if we are to continue to promote our local artists and creative people and so create a 'sense of place' in our region. I simply note that large-scale fundraising has proven very difficult over the past year.

We received some funding from three different funding organisations for the planned People and Place project but sadly, it was insufficient for us to execute the project through to completion - and all funding was contingent on us completing this project. This has reinforced the idea that we must consolidate in the meantime, and keep things as simple as possible, without compromising our strategy and focus of *promoting Central Otago as an arts destination*. Therefore, there are a number of smaller projects in the pipeline, which Rebekah will discuss further.

I thank also the donors who have contributed funds for our annual lease at Community House and for a new computer.

Finally, I would like to thank all the Trustees - every single one of you - your wisdom, enthusiasm and guidance has been enormously helpful and affirming.

Many thanks and gratitude also to Rachael Buttar, our honorary Treasurer, who has really kept us on the straight and narrow and to Rebekah our coordinator for being so adaptable and malleable when things have been financially and strategically tricky and constrained.

We look ahead to another year of creative activity and thought.

I table this report and move that it be received and accepted.



Arts Coordinators Report – AGM 2022

I was thinking about what I could put in my 2022 coordinators report - what has been achieved since the 2021 AGM, and I realised that a majority of my effort has been very much concerned with navigating numerous funding and grant applications, and the frustrations of COVID, where all has been peppered with cautious planning and uncertainty.

Despite these frustrations we managed to bring Top Art back to Central, we assisted with events such as Wintersteller, the Art Society Easter Exhibition and the Clyde Museum Art Exhibition. We completed another round of the Chorus Box Public Art Project and are currently beginning another. We continued to develop our People and Place project and fumbled through the funding process, which was fraught, due in part to an unstable economy, and increased demand on funders who were inundated with applications from other organisations.

We worked toward achieving our Grant from the CODC to enable us to continue operating for the next 18 months and throughout this process our thoughts were focused on creating an economic and social picture of the benefits of the arts to the Central Otago community, as well as nationally. We gathered interesting facts and statistics from Creative New Zealand and NZ Statistics, at the same time as referring to google analytics which gave us a reassuring insight into how many people visit our arts website, where they come from, and what they are looking at. We continue to gather material like this to further inform our direction in 2023.

With all of this out of the way we now work on developing plans for projects and events which will evolve in the coming months.

We intend to keep chipping away at the People and Place project, start smaller, to ensure it is financially doable in the current climate.

We have been liaising and assisting with a NZ artist who has been working on a project which provides a balanced commentary of the social and political impact the Clyde Dam had and still has on Central Otago, and we look forward to seeing the result of this project toward the end of this year.

We have been having conversations with Connect Cromwell about their idea of a series of installations along the Cromwell Greenway and have invested time on the Alexandra Information Centre Mural Project which (with funding achieved) will come to fruition in 2023.

Recently we have had discussions with Marc Blake from Broker Galleries in Queenstown about sharing a project where community identities will be invited to take part in a series of panel discussions around creativity. We look forward to developing this concept in the new year.

Another exciting public art project involving an international street artist may be on the cards for Cromwell in January and we are busily working on this to make it happen.

We are pleased to say that Jan is to finally be able to launch Cover to Cover, a series of conversations with renowned literary artists. The first of these will begin with an event at Oliver's where Fiona Sussman, an award-winning novelist and short story writer will talk about her work, writing, publishing and much more.

One of the Trusts overriding objectives is to ensure the arts are well resourced, promoted, supported, and fully integrated into the community to maximise social, cultural, and economic benefits to the Central Otago District. Especially, we aim to support our creative community and continue to develop Central Otago as a significant arts destination.

I believe, the success of this can be measured, in part, by the broad selection of arts events held in Central Otago, the fact that our galleries continue to exhibit and sell good and interesting works, that establishments like the Poison Creek Sculpture Project thrive in our community, and that New Zealander's call to ask about our residency programs, our arts projects, and to connect and share past experiences, information and knowledge. This, I believe, highlights the dynamic nature of our arts community and the strength and success of our support services in Central Otago.

Finally, I would like to say thank you to the Trustees for all their efforts toward ensuring the robust nature of the arts in Central Otago now and into the future. We look forward to an exciting and productive year going forward.

Balance Sheet

Central Otago District Arts Trust

As at 30 June 2022

Cash Basis

	30 JUN 2022	30 JUN 2021
Assets		
Bank		
Business Edge Account (00)	27,295.01	4,135.82
Business Online Call Acct (01)	10.53	10.53
Notice Saver (02)	263.27	263.27
Total Bank	27,568.81	4,409.62
Fixed Assets		
Computer Equipment	3,595.49	2,537.00
Office Equipment	803.00	803.00
Total Fixed Assets	4,398.49	3,340.00
Total Assets	31,967.30	7,749.62
Liabilities		
Current Liabilities		
CODC Grant Received in Advance	8,197.50	-
People & Place Funding to be Repaid	14,845.00	-
Total Current Liabilities	23,042.50	-
Total Liabilities	23,042.50	-
Net Assets	8,924.80	7,749.62
Equity		
Current Year Earnings	1,175.18	(1,577.76)
Retained Earnings	7,749.62	9,327.38
Total Equity	8,924.80	7,749.62

Profit and Loss

Central Otago District Arts Trust For the year ended 30 June 2022 Cash Basis

	2022	2021
Trading Income		
Annual Grant	40,000.00	35,000.00
Arts Coordinator Time	675.00	1,511.25
Featured Web Listing	-	1,470.00
Funding - Cover to Cover	2,500.00	-
Funding - People & Place	1,555.00	-
Funding - Winterstella	2,600.00	-
Other Funding	2,334.04	-
Teviot Valley Community Project	-	9,000.00
Total Trading Income	49,664.04	46,981.25
Gross Profit		
	49,664.04	46,981.25
Operating Expenses		
ACC Levy	103.79	117.99
Advertising- General	555.96	59.23
Arts Trail - Advertising	-	438.00
Bank Fees	(0.01)	0.80
Consulting & Accounting	635.47	621.00
Coordinator Time - Arts Gold	-	812.50
Coordinator Time - Denis Kent Exhibition	-	912.50
Coordinator Time - People & Place	1,555.00	625.00
Coordinator Time - Teviot Valley Community Project	-	600.00
Cover to Cover Expenses	490.00	-
Electricity	359.58	385.66
Food & Beverage	-	337.11
General Expenses	51.11	209.52
Gifts	300.00	290.00
Insurance	262.25	263.25
KiwiSaver Employer Contributions	1,137.92	1,214.78
Mileage	655.70	448.72
Office Lease	1,334.04	1,258.44
Postage, Printing & Stationery	170.45	314.88
Rates	118.22	119.19
Salaries	36,315.52	37,543.75
Subscriptions	41.40	-
Telephone & Internet	447.20	633.97
Website - Foxyemail	624.96	622.42
Website-Domain Names	316.30	316.30
Website-Hosting	414.00	414.00

Profit and Loss

	2022	2021
Winterstella Exhibition Expenses	2,600.00	-
Total Operating Expenses	48,488.86	48,559.01
Net Profit	1,175.18	(1,577.76)



Grants - Report Back (Accountability) GRA221210641



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

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www.codc.govt.nz



Grant Accountability

Original Application Number

Community Grant

The Applicant:

Organisaton Name

Central Otago Hertiage Trust

Project Name:

Central Otago Heritage Trust

Contact

Maggie Hope

Data redacted from next 3 fields

Phone

Email

Address

The Project:

Amount granted by Central Otago District Council 40000.00

Total cost of the project 37583.00

If there was any significant variation from your original budget, what were the main reasons for this? No

What outcomes were achieved from the project/event? (max 500 words) We thank Council for the ongoing financial support the Central Otago Heritage Trust receives from the contestable Community Grant. Our programme of work has continued to be guided by our 'Central Otago Heritage Strategic Plan 2021-2023'. The three key goals of this plan are: (i) Supporting the guardians of Central Otago heritage to identify, record, protect and preserve our heritage; (ii) Working together to enhance best practice for protecting and managing our heritage; (iii) Celebrating our Heritage. Over the last year we have made great progress under each of these goals We have included a report highlighting these achievements. The grant we receive from Council has enabled us to leverage a further \$40K for the continuation of the Oral History Programme for a further two years.

How did your organisation acknowledge the support of the Council grant? CODC is recognised on our website, quarterly print and online newsletters, events and on every presentation we deliver to the heritage and wider community

When did you receive your grant funding? 06/10/2021

Support Documents Ticked

- Proof of expenditure (including receipts, invoices)

- and/or financial statements)
- Photos of the event or project

Grants of \$10,000 or more

Declaration:

All information provided is complete and correct True

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

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

Name: Maggie Hope

Date 08/12/2022

Signature



Central Otago Heritage Trust

Funding Accountability Report

December 2022



The Central Otago Heritage Trust has continued to provide support and services to our heritage community that are aligned to the goals and objectives in our [Strategic Plan 2021 - 2023](#). The \$40k funding we received from the contestable 'Community Fund' enables us to continue employing our part-time Heritage Coordinator, which has fostered a more integrated and cohesive approach to identifying, preserving and celebrating Central Otago's heritage.

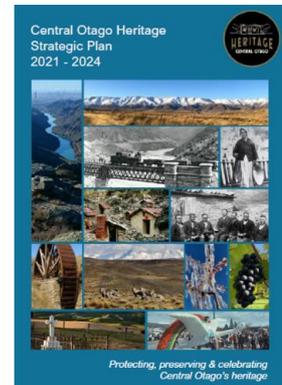
Our membership has grown over the last year to reach 21 heritage organisations. It is our role to represent the collective interests of [these groups](#) in protecting, preserving and celebrating our heritage. There have been a few changes to our governance. We recently welcomed Warwick Hawker onto [our Board](#) and Ann Rogers as our new Central Otago District Council Liaison. Together with our members we have achieved some great outcomes.

We have brought the heritage community together through a range of events we held over winter. The three events held at our museums were: Central Otago's Prehistoric Treescape, Women on the Otago Goldfields and Celebrating the Life and Works of John McCraw. In total, over two hundred people attended these events, with waiting lists for all three. There is clearly an appetite among locals to learn about our heritage. More 'Heritage Talks' are being scheduled for 2023.

The grant we receive from Council has enabled us to leverage additional funding (over \$40K) to continue our Oral History Programme for a further two years. Despite Covid setbacks, we now have over 60 recordings in the collection. Key topics covered this year include the development of viticulture in Central Otago and the rural stories of multi-generational pastoral farming families. These have been peppered with other topics such as dance, wood turning, midwifery, mayoralities, orcharding and enterprise, religious service, Chinese heritage and teaching. We also completed three interviews with employees from the old Maniototo Hospital. While the 1929 hospital buildings have now been demolished, these stories will remain.



*Taking Oral history into schools
Teaching the art of interviewing at Dunstan High, September 2022*



'Heritage Talks' - Central Otago's Pre-historic Treescape with paleontologist Mike Pole. Sixty-five people in attendance at Clyde Museum on 21 July 2022



Oral History: Meet Isla Paterson (working at Maniototo and Dunstan Hospitals). [Click here](#) to listen to an excerpt.

Access to funding continues to be a challenge for the heritage sector. We assist our member groups and wider heritage community in linking them with relevant bodies, assisting with applications and providing letters of support for their projects. More recently we have been working with groups who are grappling to find funding for engineering assessments for potentially earthquake prone buildings. Working with Council, we developed a plain English summary of the 2017 Earthquake Prone Building (EPB) system and compiled a list of [potential funding sources](#). We are now in the process of organising a workshop in early 2023 with Origin Consultants and Heritage New Zealand to assist the heritage community in further understanding the rules and processes relating to the EPB framework.

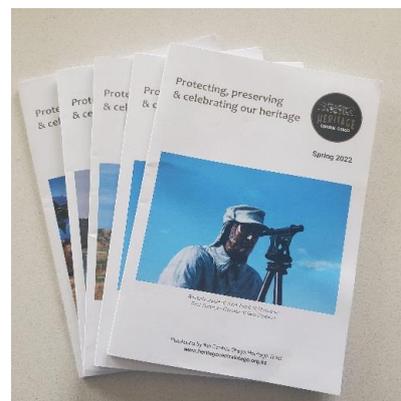
We continue to support the Otago Goldfields Heritage Trust’s ‘Heritage Site Review’ project. Recent reviews include sites alongside the new Lake Dunstan Trail and the Kawerau River near Bannockburn, and Millers Flat. For every known heritage site, an average of a further three, not previously recorded, sites are being identified. We look forward to working with OGHT and Council to map these sites on the District planning maps, and the future inclusion of some of these sites in Schedule 19.4 of the District Plan.



Assisting OGHT with the Heritage Site Review ‘Hasties Hut’ Patearoa

One of the higher profile heritage sector deliverables has been the establishment of the Central Otago Museums Trust. We have been working closely with the Chair and Trustees to provide administrative support in getting the Trust established. This direct support has now been reduced, with the appointment of a Museums’ Trust Coordinator. Maggie Hope, our Heritage Coordinator, represents COHT on the Museums’ Trust.

Our [quarterly newsletters](#) (both print and online versions) provide a valuable communication channel for our members to convey progress with their projects and promote heritage events. Our website also features an up-to-date calendar of heritage events. These communication channels have also been key in working with Otago Museum to promote the Tū Tonu project which has brought our heritage community together to learn and share. Over 900 people throughout the region took part in a wide range of heritage events and training sessions focused on upskilling our sector. From creating welcoming spaces, good governance, Kāi Tahu perspectives on working with taonga, funding opportunities, and more. But equally important is the connections people have made from these workshops that will endure into the future.



COHT quarterly newsletters

Our website has also developed to become a valuable resource for our members and wider heritage community, providing a [library of heritage resources](#) including: our recent submissions, Board meeting minutes, Strategic Plan, newsletter archives and key heritage planning documents.

Over the year, COHT has submitted on a number of Council notified resource consents, where heritage matters have been identified. We have also been proactive in submitting to Otago Regional Council’s Regional Policy Statements, including recommending that a broader definition of heritage is developed that values cultural and intangible aspects of heritage, rather than focusing only on physical and built environments.



COHT website Resources page

We value the opportunity to work with Council on heritage matters in the District Plan. We were pleased to see that Council has now completed the Heritage Precinct guidelines. Our Trust has been advocating for these guidelines for many years to provide more clarity on development within our five heritage precincts. Glen Hazelton, the key author of these guidelines, has attended two of our Board meetings to present drafts for feedback. COHT recently presented at an Otago Regional Council meeting to stress the importance of heritage as a regional asset and proposed that a Regional Heritage Fund be established. We will continue to push this viewpoint in the Regional Policy Statement submission process.

Finally, we thank Council for the continued funding we receive from the contestable Community Fund to continue our work across the district.

David Ritchie, COHT Chair

COHT Chair Report

Annual General Meeting

20 July 2022

Clyde Museum



The past 16 months, since our last annual report and meeting in February 2021, has been disruptive for many of our members with all the pandemic related restrictions, but it has also been productive overall for the heritage sector in Central Otago.

Last winter the Central Otago Heritage Trust updated our three-year Strategic Plan. This document helps guide our work programme over the following three-to-five-year period. Conversations with our members confirmed that the community-inspired recommendations set out in *'Towards Better Heritage Outcomes'*, were still relevant. In August 2021 the Draft Strategic Plan was sent out to our members for feedback and I'd like to thank them for taking time to review this important document.

Our vision remains the same: that Central Otago's heritage is respected, valued, protected, preserved and celebrated for present and future generations. Our work programme is guided by three overarching goals:

1. Supporting the guardians of Central Otago heritage to identify, record, protect and preserve our heritage
2. Working together to enhance best practice for protecting and managing our heritage
3. Celebrating Central Otago's heritage

The Strategic Plan is available to be reviewed and downloaded from our website.

One of the higher profile "heritage sector" deliverables over the past year was the development of the Central Otago Museum Trust. Working with our five Central Otago Museums, we put forward a joint submission on the council's long-term-plan (LTP) four options for the District Museum Function. Together we proposed an alternative fifth option whereby an independent body be set up to coordinate this function, funded by but sitting outside council. This approach was formally adopted by council in September 2021, with the Central Otago Museums Trust being formed shortly thereafter.

We've been working closely with the Chair and Trustees over the last few months to provide administrative support in getting the Trust established. This has now stopped, with the appointment of a Museums' Trust Coordinator. The Chair of the Museum Trust, Owen Graham, will give us an update tonight on their progress.

Over the year our Trust has also submitted on a number of Council notified resource consents, where heritage matters had been identified. We have also been proactive in submitting to Otago Regional Council's Regional Policy Statements, including recommending that a broader definition of heritage that values cultural intangible aspects of heritage, rather than focusing only on physical and built environments.

Central Otago District Council has made considerable progress in developing and implementing planning guidelines for the five Heritage Precincts within the region. Glen Hazelton, the key author of these guidelines, has attended two of our Board meetings to present drafts for feedback. We value this opportunity to work with Council on heritage matters in the District Plan Review process and welcome the progress being made.

The Oral History programme has had several stop-starts, due to Covid, with interviewing. We developed, early on, health and safety guidelines to help protect our interviewees and interviewers from potential Covid harm. We applied for and have received over \$40,000 in grants and donations in the last few months, which will ensure that this highly valued regional programme can continue for a further two years. Our Oral History Manager Carolyn Squires will give us an update tonight on this successful programme.

As a result of Otago Museum's Tū Tonu Project a region-wide oral history network has been established. This is proving to be a great forum to share ideas and voice challenges. The group, comprising over 20 representatives, are at various stages of developing their oral history repositories. A common challenge, across the network, is identifying an affordable online platform from which oral histories can be disseminated. It would make sense for the network to share a region-wide solution. The Tū Tonu project has also recently launched a region-wide programme of events, tailored to meet the needs of the Central Otago heritage sector. We are working closely with the project coordinator, Kimberley Stephenson, to help make these a success.

Many of our member groups are making great progress in their endeavours.

The Otago Goldfields Heritage Trust progresses with its Heritage Site Review project. While Covid slowed the reviews for a while, they have been back to work this winter, recording many sites alongside the new Lake Dunstan Trail and the Kawerau River near Bannockburn. For every known heritage site, an average of a further three, not previously recorded, sites are being identified. We look forward to working with them and Council to map these sites on the District planning maps, and the future inclusion of some of these sites in Schedule 19.4 of the District Plan.

The Otago Goldfields Heritage Trust is proceeding with purchasing the former Methodist Church in Cromwell, as its permanent office space. The stone church is currently being considered for a Category 1 Heritage Listing with Heritage NZ.

The Goldfields Cavalcade 2022 to Millers Flat was cancelled due to Covid. The 2023 Cavalcade will be to Millers Flat where there will be celebrations for the 30th holding of this event.

In May this year, the Goldfields Heritage Trust arranged for horses, riders, a coffin-wagon and period-dressed supporters to form a funeral procession to re-inter a forgotten, un-named gold miner, in Cromwell Cemetery. A festive occasion that received significant publicity.

In early June this year Maggie Hope, our Heritage Coordinator, attended a Heritage Hui in Oamaru, organized by the Timaru Civic Trust and the Mid-Canterbury Historic Places Trust. Maggie was asked to present on how our Trust operates, in bringing the heritage community together. Participants in this hui plainly saw the strengths of a coordinated approach and resolved to meet again this month to get started on establishing an Oamaru Heritage Network to include representatives from across the sector.

Our quarterly heritage publication is eagerly awaited by many in the sector, with a wide-ranging variety of fascinating stories and features. Well done to Maggie, who drives the publication. If you aren't aware of this publication, it is readily available on our website.

We appreciate the funding support we have received from Council over the last three years. Like many other groups, we submitted a funding application under the Council's new contestable Community Fund process. I'm pleased to say we were successful and received funding to October 2023. This funding enables us to continue employing our part-time Heritage Coordinator, which has fostered a more integrated and cohesive approach to identifying, preserving and celebrating Central Otago's heritage.

Over the last 16 months we have had personnel changes at the Trust. Late last year we saw the departure of trustee Greg Bodeker, who had taken on other time-consuming projects, and Council's representative David Campbell, who moved to a new role in the Waitaki District. We thank them both for their experience, skills and commitment to furthering the heritage impact in the region.

We were delighted to co-opt Warwick Hawker onto the Board in late 2021 (he is nominated for election to the Board at this AGM) and we welcome Ann Rogers as our new Central Otago District Council Liaison person.

To conclude, on behalf of the Trustees, I would like to thank all our membership groups for their encouragement and support over the past couple of years.

Times have, and continue, to change. Individuals and communities now, more than ever, recognize that heritage is an important asset - whether it be artifacts in museums, restored early settlement buildings, or Māori customs and traditions.

They contribute to the foundation of our distinctive regional character and are a valued resource, attracting new residents, businesses and visitors to the area. They contribute to the region's prosperity and well-being.

David Ritchie

Chairman

20 July 2022

DRAFT Balance Sheet

Central Otago Heritage Trust
As at 30 June 2022



Assets

Current Assets

Cash and Bank

COHT

Kiwibank COHT Debit	\$	295
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Kiwibank COHT Working Account	\$	61,509
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Oral History Project

Kiwibank Oral History Working Account	\$	20,608
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Total Current Assets	\$	82,412
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Fixed Assets - Oral History Pilot Project (depreciated)

Oral History Laptop	\$	455
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Oral History Recording Equipment	\$	804
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Oral History Recorder (purchased 20/06/2022)	\$	1,318
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Total Fixed Assets	\$	2,578
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Total Assets	\$	84,990
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Liabilities

Current Liabilities

GST Payable	\$	-
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Accounts Payable	\$	-
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Bank Overdraft	\$	-
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Total Current Liabilities	\$	-
----------------------------------	-----------	----------

Trust Equity	\$	84,990
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Liabilities + Trust Equity	\$	84,990
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As per the COHT Trust Deed (February 2021), the Trust is no longer required to have end of year accounts audited or reviewed

DRAFT Statement of Profit or Loss

Central Otago Heritage Trust
As at 30 June 2022



Income (GST Exclusive)	
Grants- COHT Services	
Central Otago District Council Grant	\$ 48,198
Grants - Oral History Project	
Central Lakes Trust Grant	\$ 21,424
Lotteries Environment & Heritage	\$ 9,500
Otago Community Trust	\$ 4,500
Promote Dunstan	\$ 5,000
Other operating income	
Central Otago Museums Trust	\$ 1,521
Total Income	\$90,143
Operating Expenses (GST Exclusive)	
COHT Services	
Heritage Coordinator Contractor	\$ 32,784
COHT Website & MemoryBank	\$ 636
Meetings and Venue Hire	\$ 571
Stationery & Printing	\$ 3,211
General Expenses	\$ 371
Bank fees	\$ 10
Oral History Project	
Oral History Coordinator Services	\$ 14,578
Meetings and Venue Hire	\$ 226
Oral History Training	\$ 235
Oral History Equipment	\$ 1,658
Stationery & Printing	\$ 129
Other operating payments	
Central Otago Museums Trust	\$ 1,521
Total Expenses	\$ 55,930
Net Profit (loss)	\$ 34,213

As per the COHT Trust Deed (February 2021), the Trust is no longer required to have end of year accounts audited or reviewed

25 January 2023

23.1.3 DRAFT MEMORIALS POLICY 2023

Doc ID: 600994

1. Purpose of Report

To approve the draft Central Otago District Council Memorials Policy.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Adopts the draft Central Otago District Council Memorials Policy 2023.
-

2. Background

Council does not currently have a Memorials Policy and regularly receives requests from the public to memorialise people, events, and activities on public land. Generally, this is for park benches and trees which are dealt with at a staff level on a case-by-case basis as they are received.

A policy that provides clear direction and process of how a request to memorialise something will be processed and actioned will assist both staff and the applicant with clarity.

This policy will apply to all requests for commemorative plaques and memorials proposed or being placed on land utilised as a park or reserve, which Council owns or controls. This policy will not apply to cemetery memorials which are covered by Councils Cemetery Bylaw.

Requests for monuments, large structures, or memorials that will impact or change the use of a park, will be referred to the relevant Community Board or to Council.

3. Discussion

This policy provides a guiding process for how all requests for plaques and memorials are managed, including an appendix with an application form to request new memorials, to relocate memorials or remove memorials.

Four categories of memorials are included in this policy:

- Category 1: Commemorative trees with plaques.
- Category 2: Metal plaques.
- Category 3: Personalised memorial plaques on seats or benches.
- Category 4: Ornamental Feature, Fountain or Sculpture Memorials.

The policy proposes that the following factors are considered when determining if a request is suitable:

- What/who memorials can be for.
- Location and placement of memorials to ensure longevity of the memorial on the chosen site.
- Specifications around what materials should be used.

- Guidelines for language and wording.
- Memorials with historical significance.
- Tree plantings and living memorials.
- Responsibilities and replacement.
- Removal and relocation process.

4. Financial Considerations

The are no financial implications in this decision.

5. Options

Option 1 – (Recommended)

Council adopts the draft Central Otago District Council Memorials Policy.

Advantages:

- Provides clear guidance on the process for donating memorials to Council.

Disadvantages:

- No disadvantages have been identified.

Option 2

Do not adopt the Draft Memorials Policy.

Advantages:

- There are no perceived advantages in not adopting this policy.

Disadvantages:

- Memorial requests continue to be managed on a case-by-case basis, without consistency or a guiding process for staff.

6. Compliance

<p>Local Government Act 2002 Purpose Provisions</p>	<p>This decision promotes social, cultural and environmental wellbeing of communities, in the present and for the future by facilitating a process for honouring individuals, associations and events through plaques and memorials on Council's parks and reserves.</p>
<p>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</p>	<p>Yes, this decision is consistent with the following documents: Cemeteries Bylaw Interment on Public Land Guidelines Reserve Management Plans</p>

	NZS 4242:2018 Headstone and Cemetery Monuments
Considerations as to sustainability, the environment and climate change impacts	The policy gives consideration to sustainability and environmental impacts by outlining to location of monuments, and the process for replacement and removal of monuments.
Risks Analysis	There are no perceived risks.
Significance, Consultation and Engagement (internal and external)	This is an internal policy, so consultation isn't required.

7. Next Steps

Once endorsed by Council, the draft policy will become operative.
This policy will be reviewed after 2 years.

8. Attachments

Appendix 1 - Draft Memorials Policy [↓](#)

Report author:



Gordon Bailey
Parks and Recreation Manager
22/12/2022

Reviewed and authorised by:



David Scoones
Group Manager - Community Experience
12/01/2023



Memorials Policy

Department:	Parks
Document ID:	<CentralDocs ID>
Approved by:	<Council resolution/CEO/ET and date>
Effective date:	<Month and year>
Next review:	<Month and year>

Purpose:

To provide a clear, consistent, and equitable approach to the location and installation process of commemorative memorials on parks and reserves, and to assist with their management.

Principles and objectives:

- To allow for commemorative memorials in Council parks and reserves where they complement the surrounding environment
- To maintain public enjoyment of the space in a way that is consistent with Council's policies and strategies.
- Provide a fair, consistent and equitable approach for managing requests
- Ensure the longevity of memorials and Council's ability to maintain the area.

Scope:

The policy applies to all commemorative plaques and memorials proposed or being placed on land utilised as a park or reserve, which the Council owns or controls.

The policy does not apply to cemeteries, which have their own memorials process.

Definitions:

Council	Refers to Central Otago District Council
Living memorial	A living memorial is a type of memorial that is a living thing, such as a tree or garden.
Memorial	A memorial is an object established to commemorate a person, group, association or event. For the purposes of this policy, memorial is an umbrella term used to encompass the various types of commemorative memorial, including – but not limited to – plaques, monuments, objects, structures, and living memorials.
Plaque	A flat tablet of metal, stone or other appropriate material which includes text and/or images which commemorate a person or an event and/or provides historical text or information relevant to its location. To be affixed to an object, building, or pavement.



Monument	A monument is a memorial structure or sculpture of a larger scale and degree of significance with relation to its environment.
Object	A memorial object has a smaller scale than a memorial structure and is generally movable.
Structure	A memorial structure has a functional construction. It may include memorial gates, bridges, gazebos, a sculpture or fountain.

Policy:

All requests for a commemorative memorial are assessed by Council on a case-by-case basis. Requests for monuments, large structures, or memorials that will impact or change the use of a park, are referred to the relevant Community Board or to Council.

When determining suitability, the following factors are considered:

Subject

Commemorative memorials are only considered for subjects – whether individuals, associations, events that have made a significant contribution to the Central Otago district.

No new memorials will be considered that commemorate a person, event, or occasion already memorialised in the same ward.

Council may reject a memorial application on the grounds of discrimination or behaviour from a subject that is otherwise harmful to wider community well-being. Council reserves the ability to remove a memorial in the future on the same grounds.

Location

Applicants will discuss with Council staff a preferred site for the placement of the memorial. An alternative site may be recommended to the applicant. *Once Councils Open Spaces and Recreation Strategy is completed a full list of sites suitable for various memorial will be available.*

Consideration will be given as to the suitability of a given site or location for the type of memorial. This includes the type of use or nature of the site, any Reserve Management Plan requirements, the relevance of the memorial to the site, and any existing memorials, artworks, or other objects at the site. The use of the site will also be considered so the proposed memorial will not impact on the principal use of the site.

The memorial will remain on the agreed site until it can no longer be maintained due to natural degradation. It may be relocated in the following circumstances:



- The area in which the item is sited is to be redeveloped
- The use of the area changed significantly, and the memorial is no longer deemed suitable for the particular site
- The structure or support the memorial is affixed to is to be removed or permanently altered

Materials

Materials used for memorials should have a minimum service life of 50 years and be appropriate for the environment in which they are located.

Specifications as to the size and design of plaques, signage, and furniture have been attached to this policy.

Council will purchase the seat or tree directly and invoice the applicant.

Language

Memorials may be created in any internationally recognised official or indigenous language. An accurate English translation must be provided to Council for the purpose of assessing the application. All translation required will be verified by a professional translator at the applicant's cost.

Council supports bilingual signage and will allow exemptions to size and design specifications to allow for translation on memorials.

All wording must be approved by Council prior to production by the applicant.

Memorials must not contain any language that is vulgar, profane, abusive, hateful, sexually explicit, or expresses bigotry, racism, discrimination, or hate.

Memorials must not contain information that is defamatory, threatening, disparaging, inflammatory, false, unsubstantiated, or violates the privacy or intellectual property rights of any third party.

Historical significance

Any new applications for memorials with historical significance are referred to the local relevant Historical Society or Heritage New Zealand for verification.



Non - Historical significance

Council will undertake due diligence to verify applications relating to non-historical issues.

Tree plantings and living memorials

Applicants will discuss with Council staff a preferred site for the placement of the tree(s) to ensure an appropriate site can be found for a tree planting or living memorial.

All applications will be assessed to ensure the site is suitable for the type of planting. Council may suggest an alternative site.

The chosen location will affect the choice of species and should be consistent with Councils Tree Policy.

It is important that trees are planted at the right time of year to ensure they remain healthy. This is generally around August each year but can vary. Council will determine an appropriate planting time for each circumstance.

Irrigation will not be provided by Council to tree planting sites. However, Council has an extensive irrigation network throughout many of the district open spaces network where space may be available for memorial planting of trees.

Responsibilities and replacement

All costs relating to the creation of the memorial, including installation, must be arranged, and met by the applicant prior to final installations or planting.

If a memorial is approved by Council, it will become a Council owned asset. The asset will be maintained by Council, it will be at Councils discretion if the asset is replaced at the end of its useful life.

All trees should be planted where there is appropriate existing irrigation. Should new irrigation be required to a site that will at the applicants cost.

Replacement

Replacement of a memorial that has been damaged, vandalised, stolen, or otherwise removed, will be managed on a case-by-case basis.

A memorial may not be replaced if these factors make it cost prohibitive to do so. An alternative memorial or site may be arranged.



Removal or relocation

Decisions on the removal or relocation of a given memorial will be made under the same delegation as approved that memorial (i.e., Community Board, Council, or under the delegation of the Chief Executive Officer).

Council reserves the ability to remove or relocate a memorial when deemed appropriate. Consultation should take place with the initial applicant or any other interested parties if circumstances allow.

Relevant legislation:

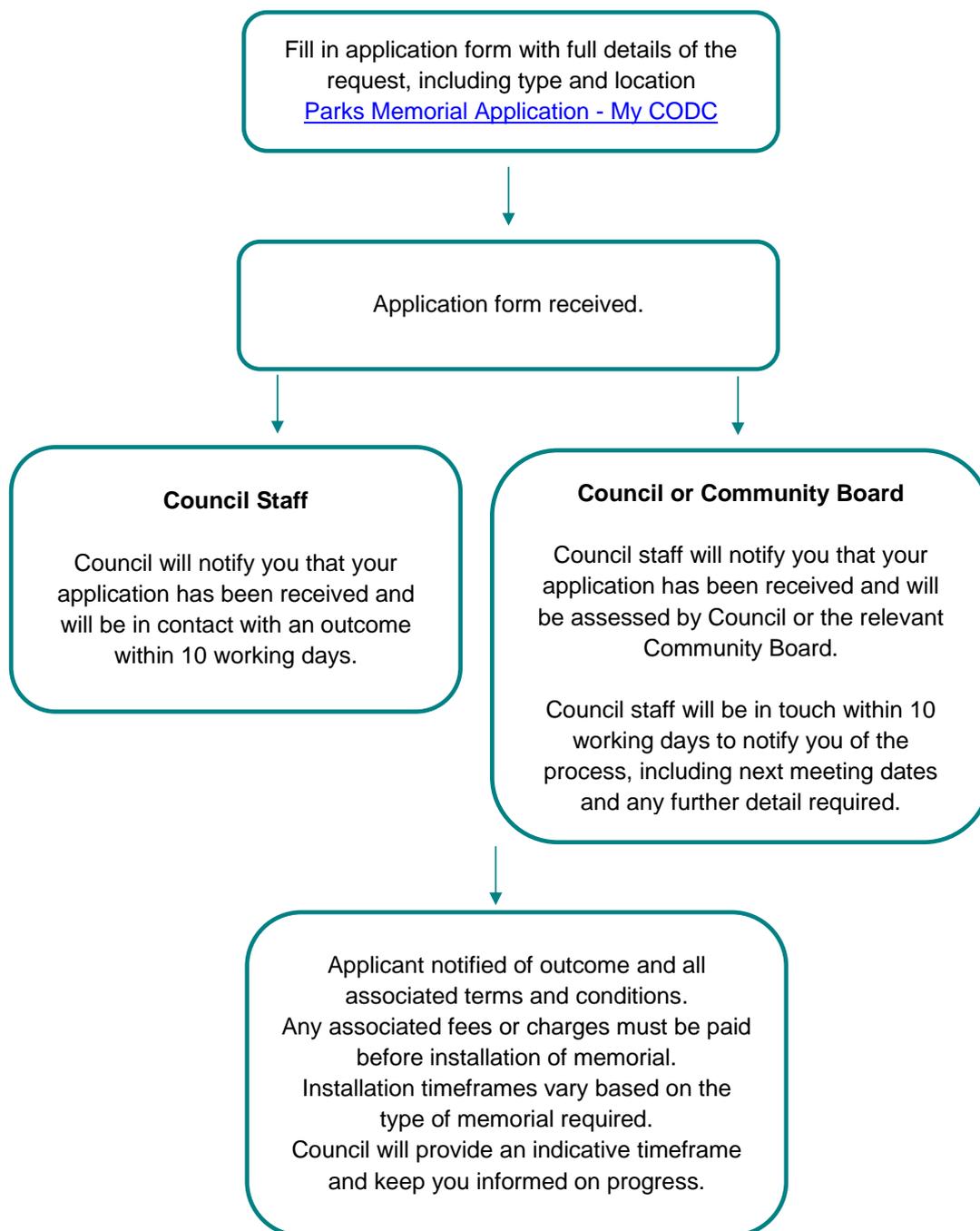
Burial and Cremation Act 1964
Reserves Act 1977

Related documents:

Cemeteries Bylaw
Interment on Public Land Guidelines
Reserve Management Plans
NZS 4242:2018 Headstone and Cemetery Monuments
Open Space and Recreation Strategy (forthcoming)



Appendix 1: Memorial application process





Appendix 2: Design specifications

Category 1: Commemorative trees with plaques

This category is primarily reserved for commemoration of dignitaries, civic and historic occasions. Commemorative trees, native or exotic must be consistent with Council's District Tree Policy to be planted in any of the district parks or gardens and placed in a grassed location.

Applications for commemorative trees will be considered for individuals memorials providing they meet the conditions of this policy and other Council related Councils polices, plans and strategies.

Once planted, commemorative trees become a Council asset and are maintained to the Council standards. As with all Council managed trees, plantings need to be appropriate to the site and area, and maintenance must be according to best arboricultural practice. If due to unforeseen circumstances a tree must be removed, it may not be replaced.

- Brass or bronze plaque on concrete or stone plinth.
- Maximum size 300mm x 200mm (w x h)
- For commemorative trees the metal plaque to be set at the base of the tree on a concrete plinth.

Category 2: Metal plaques

To signify or commemorate an historic or civic occasion or to provide minor interpretative material relevant to a nearby building, artwork or historic feature or site. Such plaques will not be permitted as private memorials for individuals or families.

- Maximum size 300mm x 200mm (w x h).
- Plaque to be brass, bronze or stainless steel to ensure durability.

Category 3: Personalised memorial plaques on seats or benches

This memorial is a small commemorative metal plaque for groups or individuals, to be attached to a park seat or bench. The location of the seat or bench is at the discretion of the Parks and Recreation Manager. Once installed, memorial furniture becomes a Council asset which will be maintained to Council standards for a period of at least five years. After this time removal of the asset is at Council's discretion. If due to unforeseen circumstances a seat or bench must be removed, it might not be replaced.

- Small rectangular brass plaque – maximum size 80mm x 150mm (h x w).
- Installation to be on the back rest of the seat or bench.



Category 4: Ornamental Feature, Fountain or Sculpture Memorials

Council is open to discussion of unique and substantial memorials. A written proposal should be made to the appropriate delegated authority outlining the desired outcome and budget available. These applications will be considered on a case-by-case basis.



Appendix 3:

Memorial Application Form

Online version: [Parks Memorial Application - My CODC](#)

Please read the Memorials Policy before completing the application form. The policy can be found in the 'Policy' section of our website: www.codc.govt.nz

The form can be returned by email to ParksandRecreationTeam@codc.govt.nz

Applicant	
Name	
Telephone number	
Email address	
Signature	Date
The application is for	
<input type="checkbox"/> New memorial	
<input type="checkbox"/> Relocate memorial	
<input type="checkbox"/> Remove memorial	
Memorial type	
Type of memorial:	
<input type="checkbox"/> Commemorative Tree with plaque	
<input type="checkbox"/> Metal plaque	
<input type="checkbox"/> Personalised memorial plaque on seat or bench	
<input type="checkbox"/> Other: please state	
Requested Park and location	
Reasons for choosing this site	



A full list of Central Otago District Council Parks can be found at www.codc.govt.nz

Memorial subject
Person, Organisation, or Event to be memorialised
Reason for memorialisation
Proposed text: include graphics, logos, etc... (use a separate page if necessary)

For office use only	
Central Docs ID:	Officer:





Valuation number/site reference:

Outcome:

23.1.4 THREE WATERS FORWARD WORKS PROGRAM TO 30 JUNE 2024

Doc ID: 605843

1. Purpose of Report

To consider the Three Waters forward works program to 30 June 2024 and procurement of the remaining capital works program.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the following Three Waters capital works program to 30 June 2024:

Project	Total Estimated Spend to 30 June 2024 (\$)	Change from 2022 Annual Plan and year 3 of 2021 LTP (\$)	Reason for Change
Three Waters Total	53,999,763	6,806,000	Increased spending of forecast accumulated cash reserves
Stormwater Total	2,650,000	1,890,000	Reserve balance
Pipe Renewals	760,000	0	
Network improvements	1,890,000	1,890,000	Increase program to spend reserves
Wastewater Total	16,816,044	3,200,000	Increased DC income
Alexandra Network Upgrades with Developments	20,000	0	
Cromwell Network Upgrades with Developments	43,539	0	
Alexandra Treatment Plant Upgrades	985,000	-779,156	Part program deferred
Clyde Reticulation	3,627,762	-143,230	Reduced cost
Clyde Main Pump Station	1,233,794	0	
Cromwell Treatment Plant Future Works	200,000	-100,000	Reduced cost
Influent and Effluent Monitoring Devices	270,000	-499,738	Partially stimulus funded
Treatment Screens	100,000	-440,000	Partially stimulus funded
Pumpstation Flow Meters	380,000	-180,318	Partially delivered in 2022/23
Lake Roxburgh Village Treatment Plant Upgrade	900,000	0	
Omakau Treatment Plant Upgrades	-	-286,309	Part program deferred

Roxburgh Treatment Plant Improvements	101,734	0	
Earnsclough Road Pumpstation Upgrade	360,000	0	
Generators	800,000	200,000	Increased cost
Dunorling Street Pumpstation Storage Upgrade	1,500,000	1,500,000	Accelerated from year 4
Point Renewals	271,570	0	
Pipe Renewals	2,387,859	728,751	re-forecast of budget provided in 2022/23 to offset stimulus contingency projects
Plant Renewals	434,786	0	
Cromwell Growth Upgrades	3,200,000	3,200,000	Accelerated from year 8
Water Supply Total	34,533,719	1,716,000	Increased DC income
Alexandra Network Upgrades with Developments	120,000	0	
Cromwell Network Upgrades with Developments	90,000	0	
Backflow Prevention	715,020	0	
Bannockburn Reservoir Power Supply	75,000	0	
Bannockburn Pipeline	250,000	250,000	Accelerated from year 4
Cromwell Pisa Reservoir and Rising Main	100,000	0	
Cromwell Rising Main	6,350,000	6,036,609	Accelerated from year 4 (scope and cost increase from LTP)
Cromwell Treatment Plant Upgrade	4,600,000	-5,849,773	Delayed
Dunstan Flats Reticulation	94,532	0	
Lake Dunstan Water Supply	10,224,422	0	
Omakau Treatment Plant Upgrade	250,000	-1,478,586	Deferred
Patearoa Treatment Plant Upgrade	100,000	-243,255	Deferred
Ranfurly Treatment Plant Upgrade	100,000	-508,422	Deferred
Roxburgh Source Investigation	306,352	0	
Valve Upgrades	245,990	-370,000	Partially delivered in 2022/23
Demand Management	150,000	0	
Patearoa Upgrades	-	-150,000	Deferred
Naseby Treatment Plant Upgrades	150,000	0	
Bridge Hill Main	4,000,000	3,325,298	Increased cost
Pipe Renewals	2,049,447	0	
Point Renewals	1,457,657	0	
Plant Renewals	1,044,980	-600,000	Reduced cost
Continuous Monitoring Devices	600,000	600,000	Accelerated
Cromwell Growth Upgrades	1,460,319	704,129	Accelerated from year 4

-
- C. Notes that council staff will reprogram capital work into 1 July 2024 and beyond that is not expected to be completed prior to 30 June 2024.
- D. Authorises bringing forward \$500,000 of the wastewater sludge operational budget to remove the sludge at the Roxburgh Wastewater Treatment Plant ponds.
- E. Approves the procurement of the following projects by tender:
- (a) Wastewater Generators
 - (b) Water Pipe Renewals
 - (c) Cromwell Water Rising Main
 - (d) Lake Roxburgh Village Wastewater Treatment Plant Upgrade
 - (e) Wastewater Pipe Renewals
 - (f) Bridge Hill Water Main
 - (g) Cromwell Water Treatment Plant
 - (h) Supply and Installation of Continuous Monitoring Devices
 - (i) Roxburgh Wastewater Treatment Plant Sludge Removal
- F. Authorises the Project Governance Group to continue to provide oversight of the capital works program until 30 June 2024.
- G. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

Three Waters service delivery will transition to a new Water Services Entity on 1 July 2024. There is \$46.5 million remaining of the 2021-2024 Long Term Plan (LTP) capital budget to spend on Three Waters prior to 30 June 2024. \$13.5 million of this budget has been spent in the 6 months to December 2022. This is mainly related to the Clyde Wastewater and Lake Dunstan Water Supply projects which were already in construction at the start of the financial year.

All projects moving through to construction need approval for procurement. Council's Procurement Policy considers any procurement that is greater than \$200k as high expenditure and recommends a market tender be issued unless the exceptions in the policy apply. The delegated authority for determining the procurement method for projects with expenditure over \$1 million is Council.

A program Procurement Plan for the remaining 18 months of delivery of three waters by council has been developed. This will help to inform the local market of the upcoming work and give an indication of timing.

3. Discussion

There have been a number of factors which have impacted on the deliverability of the original 2021 LTP program for years 1 to 3, and carry forward from the 2018 LTP. These include:

- Some of the work programmed in year 3 was partially delivered as contingency projects for the stimulus funding. This has reduced the requirements on the remaining budget.
- Investigations and workshops with key stakeholders for water treatment upgrades at Omakau, and in the Mānīatoto have identified the need to look at a wider range of options to provide secure and resilient water supplies for these areas. This is

requiring further investigation work to be undertaken. This is the same situation for wastewater treatment upgrades at Omakau, Alexandra, and Cromwell.

- Actual costs to deliver projects are significantly higher than budgeted in the LTP due to inflation and scope change requirements.
- Growth impacts on infrastructure in Cromwell are consuming existing capacity faster than predicted when the 2021 LTP was prepared.

There are additional factors which require consideration by council which may result in changes to the priority of the work programmed in the 2021 LTP. These include legislative changes for water safety; compliance considerations and accumulated financial reserves Council is currently holding across Three Waters. Accelerated growth in the district is impacting development contributions reserves in particular.

Summary of Key Changes in Proposed Capital Works Program

Several capital projects are currently in the investigation and design phase. The investigation and design phase usually takes a longer time but makes up a much smaller amount of the overall project spend. That is why expenditure appears low at the beginning of the project and gets higher later when construction begins. It is important that enough time is spent completing these phases to minimise the risk of costly issues arising during construction.

Some projects have been deferred as they are undergoing a business case process to make sure the benefits, costs, and risks of alternative options are fully considered. These include the Alexandra and Omakau wastewater upgrades and the Omakau, Patearoa, and Ranfurly water upgrades.

Construction of these projects has been included in the 2024 capital works plan provided to the National Transition Unit. This will feed into the Entity D Asset Management Plan as high priority projects. The business case work that is currently underway will provide a robust basis for these projects proceeding.

Proposed changes, deferral, and acceleration of projects and budgets in years 2 -5 of the LTP are shown in Appendix 1.

Additional Legislative and Compliance Considerations

Water Services Entities Act 2022, Water Services Legislation Bill, and National Transition Unit Draft Transfer Principles

The four Water Services Entities were legally established when the Water Services Entities Act 2022 was enacted on 14 December 2022. Council is now legally required to cooperate with the Department of Internal Affairs (DIA) to facilitate the water services reform. The DIA has released draft guidance on the Transfer Principles. These state:

“Some Local Government Organisations (LGOs) will have accumulated significant cash reserves that have been earmarked for future water infrastructure investment. LGOs are encouraged to use these reserves (subject to reserve conditions) before the establishment date. Any material reserve balances remaining as at the Establishment Date will transfer to the Water Services Entity with a commensurate commitment to invest those funds in the communities that paid for them, consistent with the conditions under which they were raised.

Further guidance will be developed by the NTU, including the materiality threshold.”

Council staff are monitoring reserve accounts to track where these are expected to accumulate into significant positive balances prior to 30 June 2024. This includes all capital, operating, and development contribution reserves that relate to Three Waters. Further work will need to be undertaken to use these positive reserves prior to the transition date. This is discussed further below.

There are no anticipated accumulated reserves for water and wastewater other than development contributions reserves at the transition date. Further stormwater work will need to be programmed to use accumulated stormwater reserves prior to transition. This has been added to the proposed capital works program and is discussed further below.

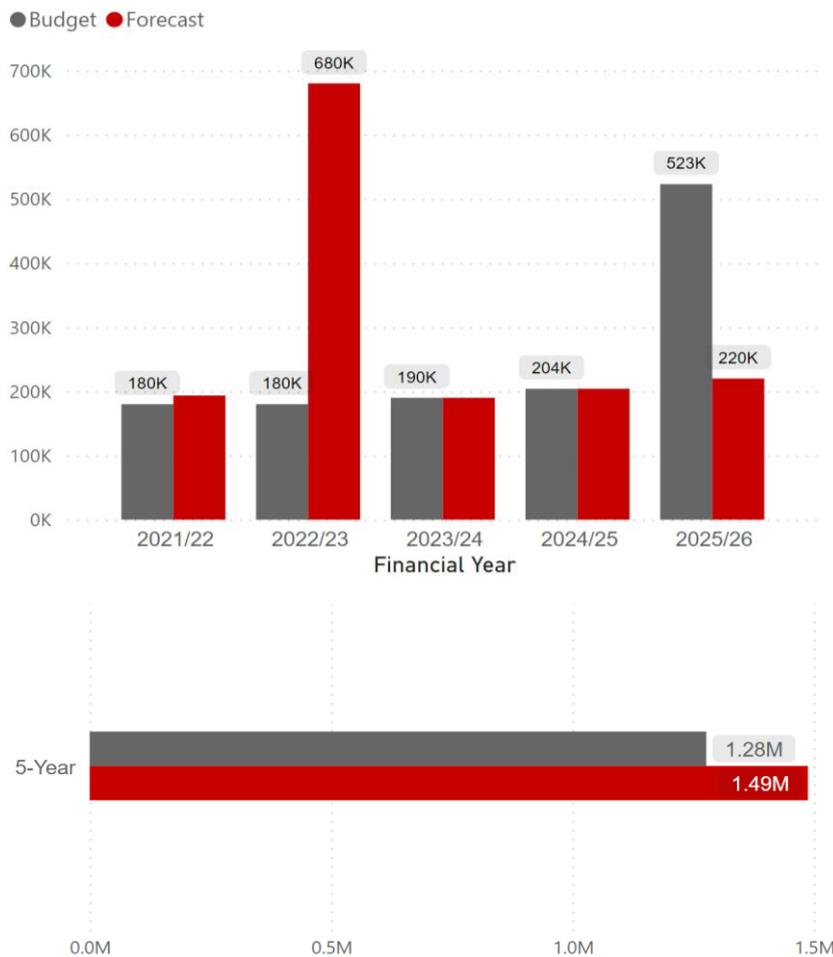
Roxburgh Sludge Removal (Opex)

The Roxburgh Wastewater Treatment Plant is currently operating under an abatement notice until 31 May 2023 due to elevated total nitrogen.

There is a build-up of sludge in the oxidation ponds which is reducing the capacity of the plant. The removal of the sludge is roughly estimated to cost \$500,000. Council budgets for sludge removal from ponds every 5 years with the next budget for pond sludge removal available in 2025/26.

The proposal is to bring forward programmed work from 2025/26 and undertake the sludge removal at Roxburgh within the next 12 months to improve the performance of the site.

Sludge Treatment



Continuous Monitoring (Capex)

The Drinking Water Quality Assurance Rules came into force on November 14, 2022. These set out what drinking water suppliers need to do to comply with parts of the Drinking Water Standards and the Water Services Act 2021.

Continuous monitoring is now required on the Alexandra, Cromwell, Clyde, Ranfurly, Roxburgh, and Pisa Village schemes. It will also be required at peak times on the Omakau/Ophir and Naseby schemes. The most cost-effective long-term and the lowest-risk option is to install continuous monitoring devices.

The cost of adding continuous monitoring to the Council's water schemes is estimated to be around \$600,000 and is recommended to be funded from the existing renewal budgets. This work requires specialist equipment and installation, and it is proposed to procure this separately rather than including it within the scope of the existing Operations and Maintenance Contract.

Growth Pressures

Council charges development contributions to invest in upgraded infrastructure to meet the demands of growth. This is consistent with Council's Development and Financial Contributions Policy. Development contributions are then used to pay for historical and future capital works.

A projected district population growth rate of 1.7% per annum was adopted based on the 2020 growth projections which were updated to reflect the expected impact of the Covid-19 pandemic. This rate was used for the Development and Financial Contributions Policy and informed timing of capacity related projects in the 2021 LTP.

The growth projections were reviewed and updated in 2022 to prepare for the 2024 LTP. The average population growth across the district since 2013 has been 3.7%. This has led to development contributions income tracking higher for some schemes when compared to budget.

The accelerated growth will impact on infrastructure capacity, particularly in Cromwell. The proposal is to accelerate some of the growth-funded projects that were in years 4 and 5 of the LTP to utilise projected development contribution balances prior to 30 June 2024. These projects are also forecast to cost more than originally budgeted for, and the development reserves can be used to fund the increased cost of the growth component. This will ensure that the development contributions reserve is used to fund growth-related projects on the scheme the contributions were levied on.

Current development information and contributions assessments have been used to forecast income to 30 June 2024. It is difficult to reliably estimate this income as timing of development projects is difficult to predict. The forecast is based on current development contributions assessments and does not include future applications that may come online prior to 30 June 2024. Council staff will be monitoring this closely for changes.

Actual 2022/23 development contribution income is shown in the following table:

Scheme	2022/23 Total Revised Budget	2022/23 YTD Actuals December
Wastewater		
Alexandra and Clyde	(321,393)	(81,970)
Cromwell	(424,683)	(1,099,795)
Naseby	(6,320)	0
Omakau	(8,578)	(5,090)

Ranfurly	(2,864)	(1,384)
Water		
Alexandra and Clyde	(663,263)	(62,786)
Cromwell	(371,698)	(1,265,380)
Naseby	(7,524)	(5,148)
Omakau	(23,014)	(25,173)
Ranfurly	(9,209)	(11,782)
Total Income	(1,838,545)	(2,558,508)

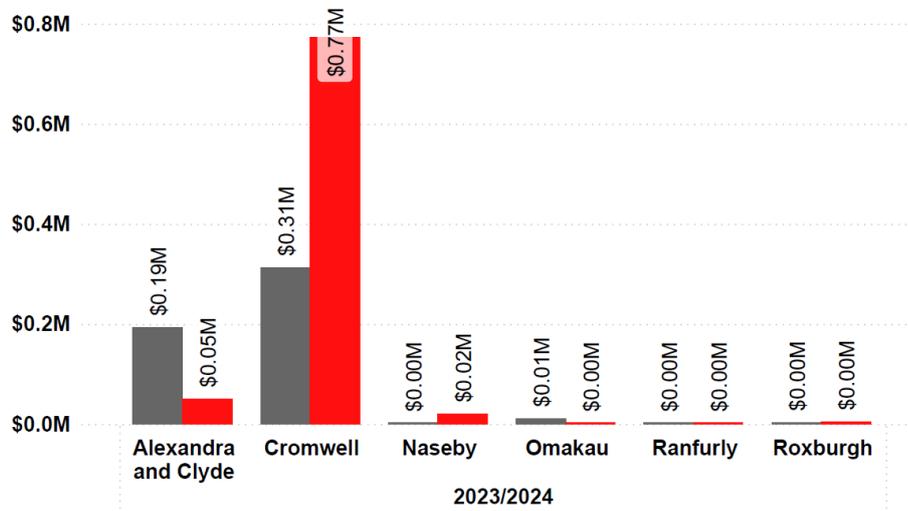
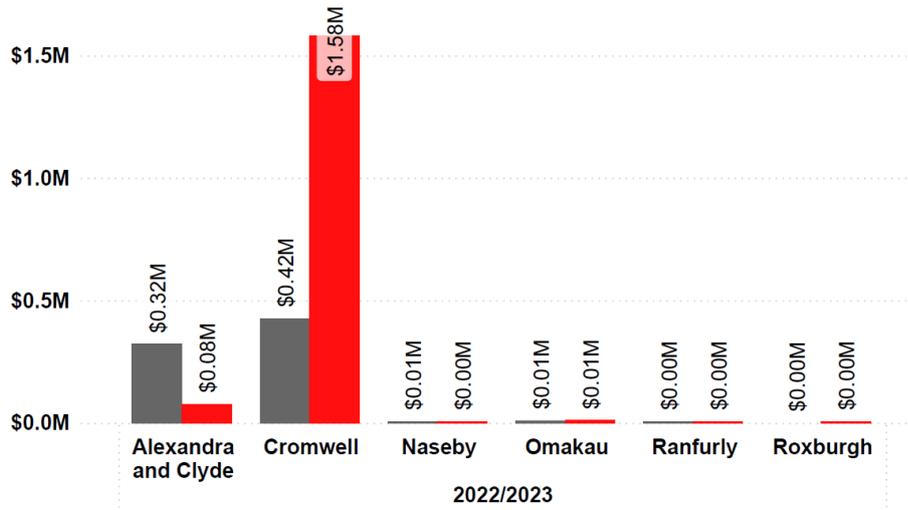
The income above the budget will increase the development contribution reserves. A summary of the development contributions reserves and estimated changes to 30 June 2024 can be found in the table below:

	30 June 22 Reserve (Surplus)/ Deficit	2022/23 Estimated (Increase)/ Decrease	2022/23 Estimated Reserve (Surplus)/ Deficit	2023/24 Estimated (Increase)/ Decrease	2023/24 Estimated Reserve (Surplus)/ Deficit
Wastewater					
Alexandra and Clyde	32,421	244,710	277,131	142,925	420,056
Cromwell	(1,991,269)	(1,155,932)	(3,147,201)	(460,486)	(3,607,687)
Naseby	4,935	6,129	11,064	(17,667)	(6,603)
Omakau	(68,655)	(1,726)	(70,381)	10,574	(59,807)
Ranfurly	3,055	2,620	5,675	32	5,707
Roxburgh	44,218	(826)	43,392	(1,363)	42,029
Water					
Alexandra and Clyde	122,606	543,548	666,154	492,839	1,158,993
Cromwell	(275,911)	(1,398,387)	(1,674,298)	(658,701)	(2,332,999)
Naseby	12,621	4,596	17,217	(21,004)	(3,787)
Omakau	(137,385)	(20,767)	(158,152)	30,157	(127,995)
Patearoa	1,112	(8,523)	(7,411)	2	(7,409)
Ranfurly	45,696	7,444	53,140	(2,017)	51,123
Roxburgh	111,325	(5,200)	106,125	(3,733)	102,392

The following graphs compare the budgeted income from development contributions to forecasted income.

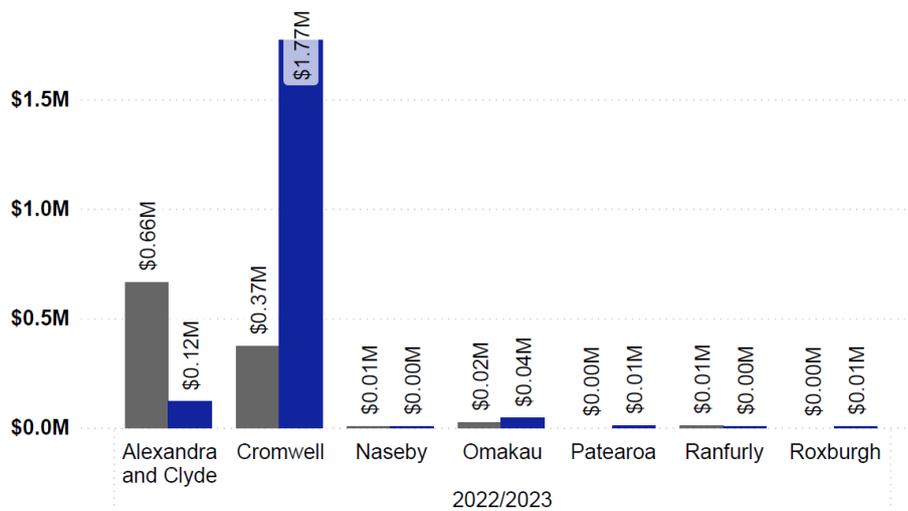
Wastewater Development Contributions Income

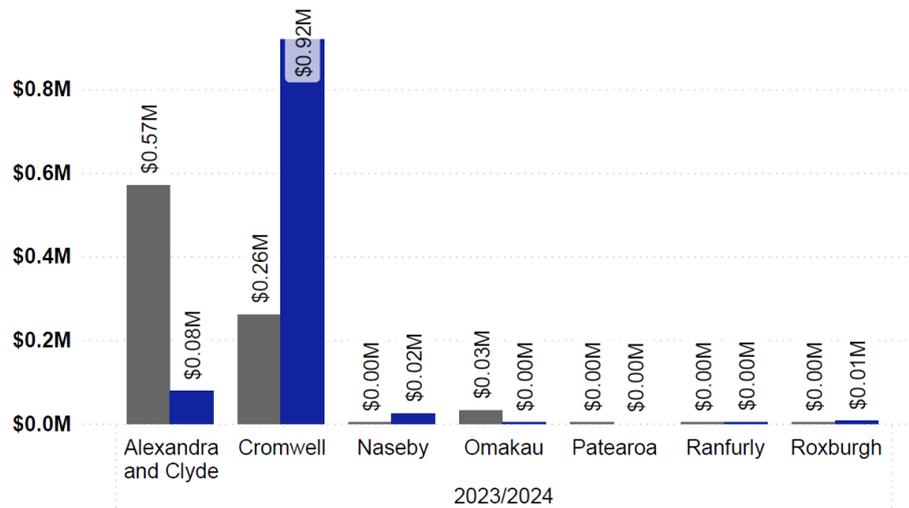
● Budget ● Forecast



Water Development Contributions Income

● Budget ● Forecast





Procurement

Council considered a report on procurement of design consultants on 11 August 2021. Council resolved to:

- A. *Receives the report and accepts the level of significance and notes that resolutions B-G are consistent with Council's procurement policy*
- B. *Approves the direct appointment of Stantec for the provision of technical services for water and wastewater for the 2021-24 Long Term Plan period for Cromwell, Vincent and Maniototo areas.*
- C. *Approves the direct appointment of Fluent Solutions for provision of technical services for water and wastewater for the 2021-24 Long Term Plan period for the Teviot area.*
- D. *Approves the direct appointment of Beca for provision of technical services for water and wastewater for the 2021-24 Long Term Plan period for the Maniototo area, and reticulation renewals and operational support as required.*
- E. *Approves the direct appointment of Beale Consulting for the provision of technical services for resource consent applications for the 2021-24 Long Term Plan period.*
- F. *Approves the direct appointment of Rationale for the provision of strategic planning support for the 2021-24 Long Term Plan period.*
- G. *Approves the direct appointment of Mott MacDonald for hydraulic modelling for the 2021-24 Long Term Plan period.*

The direct appointment of consultants is allowing the design work to commence without delay and reduces the time to get projects to construction. Fluent Solutions were unable to undertake design work for the Teviot area due to other work commitments, and this work has been split between Stantec and Beca.

Procurement for construction for much of the construction work still needs to be undertaken. Council's Procurement Policy typically requires an open market tender for expenditure over \$200k. It is proposed that a tender is prepared and put to market for the following projects:

- (a) Wastewater Generators
- (b) Water Pipe Renewals

- (c) Cromwell Water Rising Main
- (d) Lake Roxburgh Village Wastewater Treatment Plant Upgrade
- (e) Wastewater Pipe Renewals
- (f) Bridge Hill Water Main
- (g) Cromwell Water Treatment Plant
- (h) Supply and Installation of Continuous Monitoring Devices
- (i) Roxburgh Wastewater Treatment Plant Sludge Removal

Several of the minor capital works projects are within the scope of the existing Waters Operations and Maintenance Contract. This program includes reactive renewals, planned renewals on fixtures and plant, and some minor improvements work. This work will continue to be delivered throughout the 18-month period alongside the above projects.

Work within the scope of the maintenance and operations contract includes:

- Valve Upgrades
- Backflow Prevention
- Naseby Water Treatment Plant Upgrade (finish pH correction works)
- Reactive Water Pipe Renewals
- Water Plant Renewals
- Water Point Renewals
- Dunorling Street Wastewater Pumpstation Storage Upgrade
- Earnsclough Road Wastewater Pumpstation Upgrade
- Reactive Wastewater Pipe Renewals
- Wastewater Plant Renewals
- Wastewater Point Renewals

4. Financial Considerations

The proposed capital works program is utilising the existing year 2 and 3 budgets (including carry forwards from year 1) and forecast accumulated reserves. There is no additional funding required to complete this program of work.

Bringing forward \$500,000 operating funding for the sludge removal at Roxburgh Wastewater Treatment Plant from 2025/26 will require additional debt funding. This will incur interest either through internal or external loans. Given the timeframe to transition this is expected to have minimal impact on the operational wastewater budgets as the loan term would be short. The latest interest rate confirmation from LGFA for a fixed-term loan was 5.3610% as at 4 January 2023. This is likely to increase should the Reserve Bank continue to increase the Official Cash Rate. 5.3610% of \$500,000 is \$26,805 per annum.

5. Options

Option 1 – (Recommended)

Approve the proposed revisions to the Three Waters capital works program to 30 June 2024 and the procurement of the following projects by tender:

- (a) Wastewater Generators
- (b) Water Pipe Renewals
- (c) Cromwell Water Rising Main
- (d) Lake Roxburgh Village Wastewater Treatment Plant Upgrade
- (e) Wastewater Pipe Renewals
- (f) Bridge Hill Water Main
- (g) Cromwell Water Treatment Plant
- (h) Supply and Installation of Continuous Monitoring Devices
- (i) Roxburgh Wastewater Treatment Plant Sludge Removal

Approve bringing forward \$500,000 of operational expenditure to fund sludge removal at the Roxburgh Wastewater Treatment Plant ponds from 2025/26.

Advantages:

- The capital budget that is budgeted for the district is spent in this district prior to transition.
- Work continues in the local market in the lead-up to transition to ensure the local market impact of transition is minimised.
- The proposed program has been put together based on deliverability which gives a much greater likelihood of delivery of the program.
- Procurement can occur quickly making it more likely the projects will be delivered.
- Improved compliance at the Roxburgh Wastewater Treatment Plant.
- Council will meet its new legislative requirements to continuously monitor its water schemes.
- Council goes into transition having delivered as much work as possible for its community, with improved compliance levels, and having adequately scoped projects to be delivered under the new Water Services Entity in 2024 and beyond.

Disadvantages:

- Some projects of high importance will be delayed until post-transition.
- The program is ambitious and could put added pressure on already high staff workloads.

Option 2

Approve the proposed Three Waters capital works program to 30 June 2024 with amendments and approve the procurement of the relevant projects by tender.

Approve pulling forward \$500,000 of operational expenditure to fund sludge removal at the Roxburgh Wastewater Treatment Plant ponds from 2025/26 and offset this by spending \$500,000 less on wastewater capital works.

Advantages:

- Offsetting the \$500,000 operational budget increase by a reduced capital works program would result in less deficit on the wastewater reserve accounts.

Disadvantages:

- Changes to the proposed program will be difficult to deliver in the 18-month timeframe prior to transition.
- High likelihood of non-delivery of the program.
- The wastewater capital works program budgets are already tight with considerable work required to meet operational and compliance needs. Reducing the existing capital budget by \$500,000 would mean high priority improvements or renewals would need to be deferred.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by completing as much Three Waters infrastructure work as possible prior to transition to benefit the community.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	<p>Yes. Projects were included in the 2021 LTP. The proposed program only changes the timing of projects currently within the first 5 years of the 2021 LTP based on expected delivery timeframes. Council staff have included the projects that are not expected to be completed prior to 30 June 2024 in the 2024 capital works plan provided to the National Transition Unit.</p> <p>The Cromwell wastewater treatment plant project that is added to improve capacity at the plant, and be funded from development contributions includes work that would be required as a precursor to the nitrogen removal upgrade programmed in 2028/29. This will improve capacity in the short term while longer term improvements are investigated.</p>
Considerations as to sustainability, the environment and climate change impacts	This decision has no adverse sustainability impacts, and will improve environmental outcomes at wastewater sites.
Risks Analysis	There is a substantial risk of not delivering the original LTP years 1-3 program of work as several projects are undergoing business cases to ensure the right solution is being implemented. This means that construction is unlikely to occur on these projects in the 18-month period to 30 June 2024. The proposed program considers what can be delivered within the timeframe with remaining work to be programmed from 2024 onwards.

Significance, Consultation and Engagement (internal and external)	All the projects were consulted on during the LTP process, and only the timing of individual projects has been changed within the first 5 years based on deliverability. Growth related work programmed in year 8 for the Cromwell Wastewater treatment plant is also accelerated using development contribution funding.
Water Services Entities Bill, Schedule 1, Sub-part 4	This decision relates to, or may affect, the provision of water services. While it does not result in a formal amendment to a LTP, it does result in changes in the timing of projects within the LTP and the procurement processes will result in council entering into several contracts. For these reasons this decision will be subject to Department of Internal Affairs oversight under sub-clause 22 of Schedule 1, Sub-part 4.

7. Next Steps

Council staff will refer the decision to the Department of Internal Affairs for confirmation, and if confirmed, will progress the approved program to 30 June 2024 and procure the relevant contracts by open tender.

8. Attachments

Appendix 1 - Three Waters Forward Work Program to 30 June 2024 [↓](#)

Report author:



Chantal Green
Infrastructure Finance Officer
10/01/2023

Reviewed and authorised by:



Julie Muir
Three Waters Director
16/01/2023

Project	Carried forward to 2022/23	Total Annual Budget	Total LTP Budget	Budget to 30 June 2024	30 June 2024 Reserves Balance	Spend to 30 June 2023	Spend to 30 June 2024	Estimated Spend to 30 June 2024	Total Budget	Prior to 30 June 2024	
Three Waters Total	10,347,015	23,986,665	12,171,878	46,437,573	1,890,000	25,182,549	28,817,214	53,999,763	0		
Stormwater Total	0	380,000	380,000	760,000	1,890,000	380,000	2,270,000	2,650,000	0		
Pipe Renewals	0	380,000	380,000	760,000		380,000	380,000	760,000	0	Y	
Network improvements	0	0	0	0	1,890,000		1,890,000	1,890,000	0	Y	Program of work to be developed based on historical deficiencies in the network.
Wastewater Total	1,430,580	8,318,105	3,867,359	13,616,044		9,098,200	7,717,844	16,816,044	0		
Alexandra Network Upgrades with Developments	0	10,000	10,000	20,000		10,000	10,000	20,000	0	Y	Budget to respond to enable upscaling of infrastructure installed by developers.
Cromwell Network Upgrades with Developments	3,539	20,000	20,000	43,539		23,539	20,000	43,539	0	Y	Budget to respond to enable upscaling of infrastructure installed by developers.
Alexandra Treatment Plant Upgrades	64,156	500,000	1,200,000	1,764,156		275,000	710,000	985,000	779,156	Y Business Case Only	Planning work is tracking later than initially budgeted for. Business case is underway for the large upgrade between 2025-2028 in Council's LTP. This upgrade is required prior to stage 2 of Clyde Wastewater. Until this business case is completed only work to keep the plant operational will be completed.
Clyde Reticulation	116,698	3,654,294	0	3,770,992		3,627,762	0	3,627,762	143,230	Y	This project is nearing completion and current forecast is for a reduction in anticipated cost.
Clyde Main Pump Station	188,088	1,045,706	0	1,233,794		1,233,794	0	1,233,794	0	Y	
Cromwell Treatment Plant Future Works	300,000	0	0	300,000		0	200,000	200,000	100,000	Y Business Case Only	A business case will be prepared in 2023/24 to inform an upgrade project in the LTP programmed for 2028/29. The forecast cost for the business case is expected to cost less than the budget.
Influent and Effluent Monitoring Devices	169,738	600,000	0	769,738		20,000	250,000	270,000	499,738	Y	Reduction in budget required as some devices were installed utilising water stimulus funding.
Treatment Screens	0	540,000	0	540,000		100,000	0	100,000	440,000	Y	Reduction in budget required as the screens were installed in 2022/23 partially utilising water stimulus funding and renewals funding.
Pumpstation Flow Meters	200,318	0	360,000	560,318		210,000	170,000	380,000	180,318	Y	Reduction in budget required as a number of the flow meters were installed in 2022/23. The cost of these were offset in 2022/23 by a reduction in renewals spend.
Wake Roxburgh Village Treatment Plant Upgrade	100,000	800,000	0	900,000		100,000	800,000	900,000	0	Y	This budget is based on 2020 estimates and cannot be confirmed as being sufficient to undertake the required work until design is complete and tenders close.
Waimakau Treatment Plant Upgrades	286,309	0	0	286,309		0	0	0	286,309	Y	Aerators have been relocated from Cromwell Wastewater Treatment Plant and no further upgrades are required at this time. A business case is being prepared for significant future upgrades.
Roxburgh Treatment Plant Improvements	1,734	0	100,000	101,734		0	101,734	101,734	0	Y	
Wairnsleugh Road Pumpstation Upgrade	0	0	360,000	360,000		0	360,000	360,000	0	Y	
Generators	0	0	600,000	600,000		800,000	0	800,000	-200,000	Y	Increased budget to recognise increased costs since 2020 when budget was set.
Dunorling Street Pumpstation Storage Upgrade	0	0	0	0		1,500,000	0	1,500,000	-1,500,000	Y	This project has been pulled forward from year 4 of the LTP to improve resilience in the Alexandra and Clyde network. All wastewater for the Alexandra and Clyde network flows through the Dunorling Street pumpstation. Having additional storage capacity at this site minimises the chance of wastewater overflows into the Clutha Mata-Au River and builds further resilience into the network in case any faults arise at Alexandra Wastewater Treatment Plant until the upgrade occurs.
Joint Renewals	0	135,785	135,785	271,570		135,785	135,785	271,570	0	Y	
Pipe Renewals	0	820,624	838,484	1,659,108		120,624	2,267,235	2,387,859	-728,751	Y	Increased renewals as some renewals funding in 2021/22 was used to offset accelerating contingency projects for the water stimulus funding. The contingency projects had budget in years 2 and 3 of the LTP, this is reallocating that budget back to renewals.
Plant Renewals	0	191,696	243,090	434,786		191,696	243,090	434,786	0	Y	
Cromwell Growth Upgrades	0	0	0	0	3,200,000	750,000	2,450,000	3,200,000	0	Y	Addition of Cromwell Wastewater Growth Upgrades to increase capacity to meet the accelerated growth occurring. Receipt of development contributions will be tracked and the program of work adjusted to ensure this balances.

Project	Carried forward to 2022/23	Total Annual Budget	Total LTP Budget	Budget to 30 June 2024	30 June 2024 Reserves Balance	Spend to 30 June 2023	Spend to 30 June 2024	Estimated Spend to 30 June 2024	Total Budget	Prior to 30 June 2024	
Water Supply Total	8,848,450	15,288,560	7,924,519	32,061,529		15,704,349	18,829,370	34,533,719	0		
Alexandra Network Upgrades with Developments	60,000	30,000	30,000	120,000		90,000	30,000	120,000	0	Y	Budget to respond to enable upsizing of infrastructure installed by developers.
Cromwell Network Upgrades with Developments	0	45,000	45,000	90,000		45,000	45,000	90,000	0	Y	Budget to respond to enable upsizing of infrastructure installed by developers.
Backflow Prevention	215,020	500,000	0	715,020		315,020	400,000	715,020	0	Y	
Bannockburn Reservoir Power Supply	75,000	0	0	75,000		75,000	0	75,000	0	Y	
Bannockburn Pipeline	0	0	0	0	65,000	250,000	0	250,000	-185,000	N	For investigation and design of Bannockburn Pipeline which is programmed for construction in year 4 of the LTP. Construction can be pulled forward if development contribution income continues to track as forecast
Cromwell Pisa Reservoir and Rising Main	100,000	0	0	100,000		0	100,000	100,000	0	N	
Cromwell Rising Main	313,391	0	0	313,391	1,651,000	350,000	6,000,000	6,350,000	-4,385,609	Y	To investigate, design and construct a new dedicated rising main to increase capacity in Cromwell's network. This project was originally budgeted for in year 4 of Council's LTP. Investigation into the Cromwell Treatment Plant Upgrade has identified a possible relocation of the treatment plant to the reservoir site which would require the rising main to be installed prior to the commissioning of the plant. Acceleration of this project is offset by a slower anticipated delivery of the treatment plant.
Cromwell Treatment Plant Upgrade	1,049,773	4,700,000	4,700,000	10,449,773		400,000	4,200,000	4,600,000	5,849,773	N	This project is tracking behind the original planned timeline and is anticipated to be investigated, designed and mid construction at 30 June 2024.
Dunstan Flats Reticulation	94,532	0	0	94,532		0	94,532	94,532	0	N	
Wake Dunstan Water Supply	2,542,422	7,682,000	0	10,224,422		10,224,422	0	10,224,422	0	Y	
Omakau Treatment Plant Upgrade	1,728,586	0	0	1,728,586		100,000	150,000	250,000	1,478,586	N	Further investigation has identified issues with the funded option for Omakau. A business case process is underway to examine all options to ensure the best whole of life solution. This will not be able to be designed and completed prior to transition.
Teaaroa Treatment Plant Upgrade	343,255	0	0	343,255		100,000	0	100,000	243,255	N	A business case process is underway to examine all options to ensure the best whole of life solution. This will not be able to be constructed prior to transition.
Wanfurly Treatment Plant Upgrade	608,422	0	0	608,422		100,000	0	100,000	508,422	N	A business case process is underway to examine all options to ensure the best whole of life solution. This will not be able to be constructed prior to transition.
Woolburgh Source Investigation	6,352	0	300,000	306,352		6,352	300,000	306,352	0	Y	
Valve Upgrades	115,990	0	500,000	615,990		245,990	0	245,990	370,000	Y	Reduction in valve upgrades as several valves have already been installed in 2022/23 as this was one of the contingency projects for the water stimulus program and could have been pulled in if the program was not delivered.
Demand Management	150,000	0	0	150,000		150,000	0	150,000	0	Y	
Teaaroa Upgrades	0	0	150,000	150,000		0	0	0	150,000	Y	This work would be undertaken in conjunction with the treatment upgrade project.
Claseby Treatment Plant Upgrades	0	0	150,000	150,000		150,000	0	150,000	0	Y	
Bridge Hill Main	174,702	500,000	0	674,702		300,000	3,700,000	4,000,000	-3,325,298	Y	This project has been separated out from the pipe renewals program as it is a single large critical pipe that needs to be replaced. Reallocation of unspent funding to this project will enable other pipe renewals across the district to continue to be undertaken.
Pipe Renewals	408,005	820,721	820,721	2,049,447		1,228,726	820,721	2,049,447	0	Y	
Joint Renewals	211,968	513,865	731,824	1,457,657		725,833	731,824	1,457,657	0	Y	
Plant Renewals	651,032	496,974	496,974	1,644,980		548,006	496,974	1,044,980	600,000	Y	There is currently less plant renewals required due to new treatment plant being constructed. This budget has been reduced to enable continuous monitoring devices to be installed.
Continuous Monitoring Devices						300,000	300,000	600,000	-600,000	Y	Offset by a reduction in plant renewals program.
Cromwell Growth Upgrades					756,190	0	1,460,319	1,460,319	-704,129	Y	To implement the Demand Management or Bannockburn Pipeline construction projects which would mean bringing them forward for year 4 of Council's LTP. Receipt of development contributions will be tracked and the program of work adjusted to ensure this balances.

23.1.5 ROADING BYLAW UPDATE

Doc ID: 613748

1. Purpose of Report

To consider proposed amendments to the Roding Bylaw and approve public consultation of the bylaw.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Notes the proposed addition of restrictions relating to parking of vehicles on footpaths and cycle paths.
 - C. Notes the proposed amendments to the Roding Bylaw parking infringement fees.
 - D. Approves the proposed updates to the Roding Bylaw and Statement of Proposal for public consultation.
-

2. Background

The current Roding Bylaw was adopted on 18 November 2020. This bylaw was developed following a review of the 2015 Roding Bylaw which recommended several minor amendments designed to modernise and simplify the existing bylaw.

Community boards considered proposed changes to parking restrictions in June/July 2020 and their recommendations were incorporated into the Roding Bylaw 2020. The Council approved consultation on the draft bylaw following the special consultative procedure.

The additional restrictions included in the 2020 update were:

- Alexandra
 - Dunorling Street: P120 – two parks beside Feron Motor Court
 - Issues have arisen with vehicles parking here all day reducing the availability of customer parking.
 - Tarbert Street: Accessibility park – beside Tarbert Street Dental Surgery
 - This area currently has P120 restrictions in place; however, parks are often full. This can create difficulty for visitors to the dental surgery who have accessibility requirements in locating a park.
- Clyde
 - Lodge Lane: P120 for full length of the road
 - Holloway Street: P120 from Naylor Street to the Eade Gallery
 - There is a high demand for short-term parking in the historic precinct. Extending parking restrictions onto Lodge Lane and a section of Holloway Street would encourage workers to park further away and improve customer accessibility to the businesses in the precinct.
- Cromwell
 - Murray Terrace: P120 – two parks beside Edinburgh Realty
 - Issues have arisen with vehicles parking here all day, reducing the availability of customer parking.

Consultation on the draft bylaw opened on 27 August 2020 and closed on 30 September 2020. Submissions were called for both online via the Council's website and Facebook page as well as through advertisements in both the Otago Daily Times and the Central Otago News. Copies of the draft bylaw and statement of proposal were also made available in all council service centres and libraries.

3. Discussion

An update to the Roding Bylaw 2020 is proposed to make two amendments.

The proposed amendments are to:

1. Restrict parking on footpaths and cycle paths.
2. Alignment of parking enforcement fees to the Land Transport (Offences and Penalties) Regulations 1999.

Both amendments are discussed in detail below and are presented for comment in the statement of proposal.

Parking Restrictions

The current Roding Bylaw 2020 restricts parking on verges, however, does not refer to or parking on footpaths or cycle paths.

122. Parking on Verges

122.1 A person must not stop or park a vehicle on a grass or cultivated verge which forms part of any land that forms part of the road reserve or which has been designated as a local purpose reserve, recreation reserve under the Central Otago District Plan.

122.2 The Council may by resolution exclude certain areas from the application of clause

The Land Transport (Road User) Rule 2004 specifies no person may park on a footpath or cycle path.

It is proposed an addition to Council's Roding Bylaw is made to reflect this rule.

Proposed addition:

Parking on Footpaths

No person may stop, stand or park any vehicle on a footpath or on a cycle path.

If, as a result of stopping, standing, parking or traversing where there is no vehicle crossing over a footpath, damage is caused to the footpath the person in charge of the vehicle causing the damage may be required to pay for repair of the damage to the satisfaction of Council.

Under the Land Transport (Road User) Rule 2004 parking on footpath or cycle path may result in a fixed infringement of \$40.

Parking Enforcement Fees

An update of the Roding Bylaw 2020 is proposed to align to the fines listed in the Land Transport (Offences and Penalties) Regulations 1999. This graduated scale of fines reflects the offence and alignment to the Land Transport (Offences and Penalties) Regulations 1999 is the method used by other councils when making a bylaw.

Current Roding Bylaw:

Penalties

Any person who commits a breach of this Part of the Bylaw is deemed to have committed a stationary vehicle offence. A stationary vehicle offence is an infringement offence and the infringement fee for such offences are as follows:

Provision	Offence Type	Infringement Fee
Clause 117.1	Parking in a no parking area	\$50
Clause 117.3	Breaching terms of a restricted parking area	\$40
Clause 120.1	Breaching terms of restricted vehicle area	\$40
Clause 121.1	Breaching the parking requirements for vehicles	\$20
Clause 121.2	Parking a vehicle other than the specified type of vehicle in a restricted vehicle parking area	\$40
Clause 121.3	Breaching the parking requirements for a motorcycle	\$20

Replace with:

Penalties

Any person who breaches this Bylaw (including and control, restriction, limitation, or prohibition under this bylaw) commits an offence under the Land Transport Act 1998, or the Local Government Act 2002 and is liable to the penalties set out in the relevant Act.

The fines listed in these regulations relate to breaches of certain provisions of the Land Transport (Road User) Rule 2004. The Council, as a road controlling authority, has the ability to include these rules in its bylaw and empower parking wardens to enforce them.

The schedule of fines contained in the Land Transport (Offences and Penalties) Regulations 1999 are listed below.

1. Any parking offence involving parking on a road in breach of a local authority bylaw, in excess of a period fixed by a meter or otherwise, where the excess time is:
 - Not more than 30minutes \$12*
 - More than 30 minutes but not more than 1 hour \$15*
 - More than 1 hour but not more than 2 hours \$21*
 - More than 2 hours but not more than 4 hours \$30*
 - More than 4 hours but not more than 6 hours \$42*
 - More than 6 hours \$57*

**or such lesser amount as fixed by the local authority*
2. Parking on or within 6 meters of an intersection \$60
3. Parking on or near a pedestrian crossing \$60
4. Parking on broken yellow lines \$60
5. Double parking \$60
6. Inconsiderate parking \$60
7. Parking on a clearway \$60
8. Parking on a bus-only lane \$60
9. All other parking offences \$40

Section 155 determination

Section 155 of the Local Government Act 2002 requires the Council to determine both whether a bylaw is the most appropriate and proportionate way to address the perceived problems, and that it is consistent with the New Zealand Bill of Rights Act 1990.

The Roothing Bylaw supports the Roothing Policy to ensure the Council can achieve its vision of a safe, efficient and fully-accessible transportation network by managing activities of landowners and individuals when these affect the operation of the road network. The bylaw allows the Council to manage issues which may arise in relation to activities on or near roads. These issues are numerous and reflect the diverse nature of Central Otago's roading network. They include things such as stock crossings, parking restrictions and dust suppression.

In making a determination under section 155 of the Local Government Act, the Council must consider what other options are available to meet its objectives and remedy the perceived issues. Other options open to the Council to address the matters contained in the Roothing Policy and contemplated by this bylaw could include relying on the Roothing Policy or turning to legislation and the common law.

Using a policy-only approach could allow for promoting greater education and compliance without resort to fines. A system of permits could exist for some activities under a policy and costs could still be recovered through amendments to the Council's Fees and Charges. However, this mechanism would not allow the Council to respond to all the issues identified in the Roothing Policy and under the previous bylaw. Stationary vehicle offences, for example, which are prescribed by the Land Transport Act 1998, could not be responded to through the use of a policy alone. Given that parking issues are one of the major sources of discontent regarding roading issues, a policy-only approach would not fully meet the objectives of the Roothing Policy and is not recommended.

Allowing roading activities to only be governed by legislation and common law is not advisable. The Land Transport Act is considered ill-equipped to accommodate the needs of the Central Otago roading network and only prescribes at the highest level the matters which a local authority may regulate. This approach would be solely reliant on the police for monitoring and compliance and would fail to provide the flexibility needed to respond to small scale issues concerning activities near roads.

Continued growth within Central Otago contributes to an increased amount of traffic on local roads and demand for parking spaces in towns. A roading bylaw continues to be the most appropriate and proportionate mechanism of responding to roading-related problems and accommodating residents and visitors to Central Otago. It best allows the Council to meet its aims in providing a safe, efficient, and effective roading network.

The Roothing Bylaw has only minor implications relating to freedom of movement under section 18 of the New Zealand Bill of Rights Act 1990. The bylaw contains restrictions on where people can park and for how long. Such restrictions are considered a justifiable limitation under section 5 of the Act and are consistent with judicial precedent and the practice of the majority of other New Zealand Councils.

4. Financial Considerations

The update to the bylaw and subsequent consultation will have minimal cost and can be accommodated within existing budgets.

Funding of \$2,500 per annum is currently allocated through the Long Term Plan for parking enforcement with income received through infringements offsetting additional expenditure. Income from infringements will offset further parking enforcement over and above the \$2,500 allocation.

The implementation of new technology will enable more efficient issuing and processing of parking infringements. The technology will also ensure statutory timeframes are met with reminder notices sent on time and any unpaid fines are automatically lodged with the court.

5. Options

Option 1 – (Recommended)

Approve the updated Roding Bylaw to be released for public consultation.

Advantages:

- The public have an opportunity to provide feedback on the proposals.
- Provides an opportunity for the current bylaw to be improved.
- Those who only breach a parking restriction by a small amount pay an appropriate fine.
- Parking restriction fees align to other councils throughout New Zealand.
- Parking restrictions on footpaths and cycle paths can be enforced with infringements issued if required.

Disadvantages:

- May require more active parking enforcement by parking wardens.
- May result in lower income if lower parking restriction breaches are minor.

Option 2

Decline to approve the Roding Bylaw be released for public consultation.

Advantages:

- No consultation costs are incurred.

Disadvantages:

- Parking enforcement fee structure may be legally challenged.
- Parking on footpaths and cycle paths is a problem in some areas.

6. Compliance

<p>Local Government Act 2002 Purpose Provisions</p>	<p>This decision enables democratic local decision making and action by, and on behalf of the community through inviting public comment on the proposed bylaw. AND</p>
--	---

	This decision supports the current and future economic well-being of communities by improving access to local businesses and facilitating a high quality roading network.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, the proposed amendments are consistent with other existing plans and policies.
Considerations as to sustainability, the environment and climate change impacts	Additional parking restrictions may alter vehicle travelling distances, but the impact on the environment would be negligible. Parking enforcement restrictions may promote walking or cycling to locations with restrictions.
Risks Analysis	There are no significant risks to Council associated with the proposal.
Significance, Consultation and Engagement (internal and external)	Amendments to the Roding Bylaw, particularly parking restrictions, have the potential to generate significant public interest. Public engagement will occur in accordance with the special consultative procedure outlined in section 83 of the Local Government Act 2002.

7. Next Steps

1. Roding Bylaw approved for public consultation.
2. 30/01/2023 - 27/02/2023 public consultation period.
3. 19/04/2023 - Council considers written submissions and hears any oral submissions. Council may choose to adopt the bylaw if submissions can be dealt with on the day; or
4. 31/05/2023 - Council adopts revised bylaw.
5. Submitters notified of decision and copy of bylaw lodged with the Minister of Transport following adoption.

Note: The Land Transport Act requires all bylaws made under the Act to be lodged with the Minister who has the power to amend, replace or disallow provisions of a bylaw in limited circumstances.

8. Attachments

Appendix 1 - Roding Bylaw 2023 - Statement of Proposal [↓](#)

Appendix 2 - Roding Bylaw 2023 [↓](#)

Report author:



Quinton Penniall
Infrastructure Manager
12/01/2023

Reviewed and authorised by:



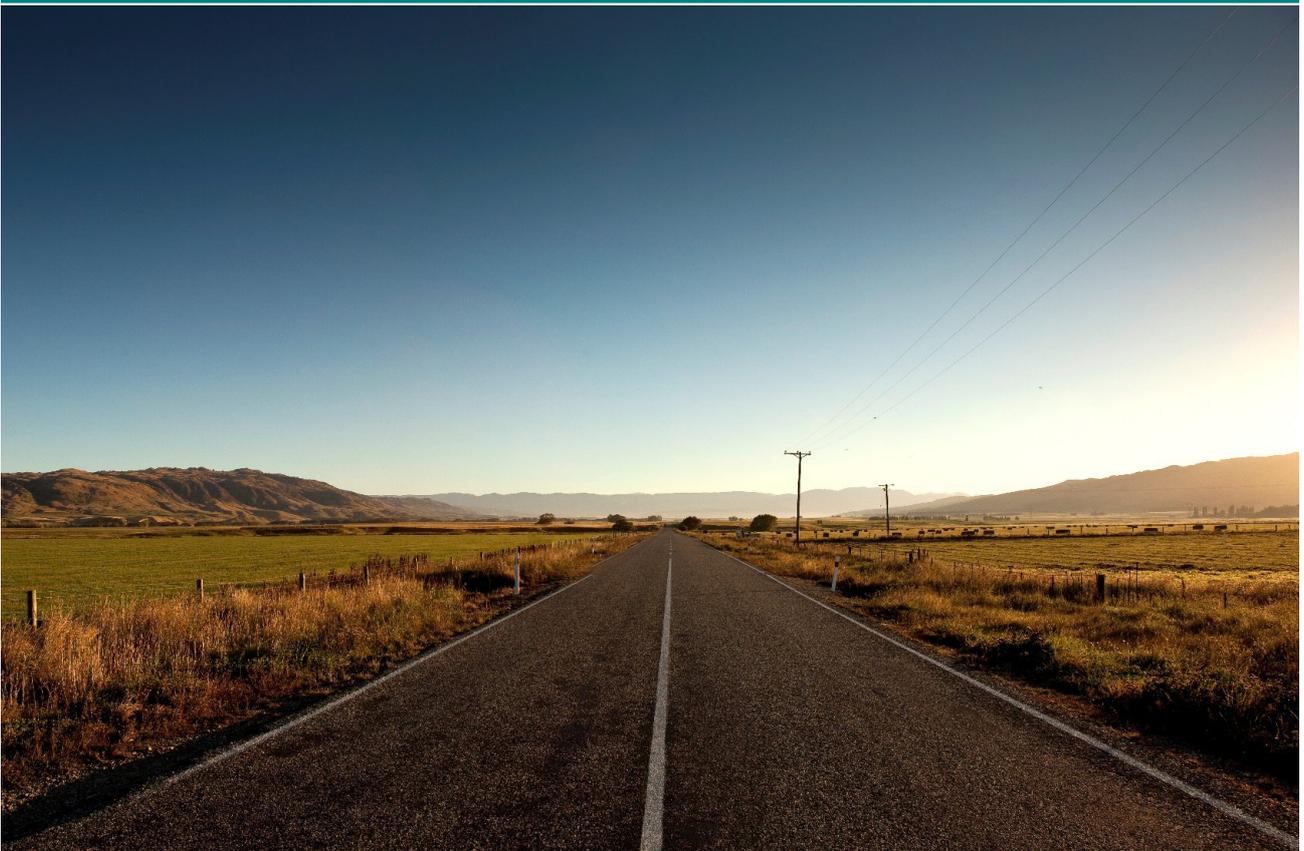
Louise van der Voort
Group Manager - Planning and Infrastructure
16/01/2023



Roading Bylaw 2020

Proposed 2023 amendment

Statement of Proposal



Consultation Period: 30 January - 27 February 2023



Background

Why are we making changes?

Council have proposed two amendments to the Roding Bylaw 2020. These changes are proposed to improve enforcement and ensure consistency with national legislation.

What changes are proposed?

Two amendments are proposed to the Roding Bylaw 2020:

1. An update to Part 7 - Parking Restrictions to restrict parking on footpaths and cycle paths
2. An update to Parking Enforcement fees

Parking restrictions

The current Roding Bylaw 2020 restricts parking on verges, however, does not refer to or parking on footpaths or cycle paths. Council wish to restrict parking in these circumstances to allow safe passage for pedestrians and cyclists and prevent damage to the surfaces.

This is consistent with the Land Transport (Road User) Rule 2004. Under this rule, parking on a footpath or a cycle path may result in a fixed infringement of \$40.

It is proposed to **insert** a new section to the bylaw, under Part 7 – Parking Restrictions, as follows:

Parking on Footpaths

No person may stop, stand or park any vehicle on a footpath or on a cycle path.

If, as a result of stopping, standing, parking or traversing where there is no vehicle crossing over a footpath, damage is caused to the footpath the person in charge of the vehicle causing the damage may be required to pay for repair of the damage to the satisfaction of Council.

Penalties

It is proposed to remove the list of fines listed in the current bylaw (section 124 and 124.1) and instead refer to the Land Transport (Offences and Penalties) Regulations 1999. This aligns the level of penalty associated with each offence to the national framework.

It is proposed to **remove** and **replace** the following text:



Penalties

Any person who commits a breach of this Part of the Bylaw is deemed to have committed a stationary vehicle offence. A stationary vehicle offence is an infringement offence and the infringement fee for such offences are as follows:

Provision	Offence Type	Infringement Fee
<i>Clause 117.1</i>	Parking in a no parking area	\$50
<i>Clause 117.3</i>	Breaching terms of a restricted parking area	\$40
<i>Clause 120.1</i>	Breaching terms of restricted vehicle area	\$40
<i>Clause 121.1</i>	Breaching the parking requirements for vehicles	\$20
<i>Clause 121.2</i>	Parking a vehicle other than the specified type of vehicle in a restricted vehicle parking area	\$40
<i>Clause 121.3</i>	Breaching the parking requirements for a motorcycle	\$20

It is proposed to **insert** the following in **replacement**:

Penalties

Any person who breaches this Bylaw (including and control, restriction, limitation, or prohibition under this bylaw) commits an offence under the Land Transport Act 1998, or the Local Government Act 2002 and is liable to the penalties set out in the relevant Act.

The schedule of fines contained in the Land Transport (Offences and Penalties) Regulations 1999 are listed below.

1. Any parking offence involving parking on a road in breach of a local authority bylaw, in excess of a period fixed by a meter or otherwise, where the excess time is:
 - Not more than 30minutes \$12*
 - More than 30 minutes but not more than 1 hour \$15*
 - More than 1 hour but not more than 2 hours \$21*
 - More than 2 hours but not more than 4 hours \$30*
 - More than 4 hours but not more than 6 hours \$42*
 - More than 6 hours \$57*

**or such lesser amount as fixed by the local authority*



2. Parking on or within 6 meters of an intersection	\$60
3. Parking on or near a pedestrian crossing	\$60
4. Parking on broken yellow lines	\$60
5. Double parking	\$60
6. Inconsiderate parking	\$60
7. Parking on a clearway	\$60
8. Parking on a bus-only lane	\$60
9. All other parking offences	\$40

Relevant determinations

This Statement of Proposal is made in accordance with sections 83, 86, and 156 of the Local Government Act 2002.

As required by section 155 of the Local Government Act 2002, Council has determined that:

- This Bylaw is the most appropriate way of addressing the perceived problem
- This is the most appropriate form of the Bylaw
- This Bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990.

Please note: The Land Transport Act requires all bylaws made under the Act to be lodged with the Minister who has the power to amend, replace or disallow provisions of a bylaw in limited circumstances.

Consultation details

Before finalising and setting any new speed limits, Council wants to hear your views and feedback on our proposals.

Consultation will be open from: **30 January 2023**
We need to receive your feedback by: **27 February 2023**

You can submit or download a form on our Let's Talk – Korero Mai engagement platform at:

<https://lets-talk.codc.govt.nz>

You can also visit one of our service centres or call us on **03 440 0056** if you would like to have a copy sent to you.

Please ensure that you state in your submission if you wish to speak in person at a Council hearing.



Council Service Centres	
A photograph of the Council Office in Alexandra, showing a modern building with a curved roof and a paved area in front.	<p>Council Office, Alexandra 1 Dunorling Street, Alexandra</p>
A photograph of the Cromwell Service Centre, a building with a prominent gabled roof and stone cladding.	<p>Cromwell Service Centre 42 The Mall, Cromwell</p>
A photograph of the Ranfurly Service Centre, a long, single-story building with a series of windows.	<p>Ranfurly Service Centre 15 Pery Street, Ranfurly</p>
A photograph of the Roxburgh Service Centre, a white building with a sign that says "1839-45" and an "OPEN" banner.	<p>Roxburgh Service Centre 120 Scotland Street, Roxburgh</p>



Proposed Roading Bylaw 2023





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Introduction

1. Title

- 1.1. This Bylaw may be referred to as the Central Otago District Roding Bylaw 2023.

2. Commencement

- 2.1. This Bylaw will come into force on XXXXX

3. Revocation

- 3.1. Parts 1,3,4,5,6,7,8,9 of the Roding Bylaw 2020 are hereby revoked.

4. Purpose and scope

- 4.1. This Bylaw is supported by Council's Roding Policies. The Roding Bylaw is to provide the regulatory framework to facilitate the Council in achieving a safe, efficient and fully accessible transportation network.
- 4.2. This Bylaw applies to all roads administered by the Central Otago District Council.

5. Objectives

- 5.1. The overall objectives for the Roding Bylaw are:
- (a) To clearly and concisely set out the regulatory requirements for landowners and individuals undertaking activities on roads or activities that may affect roads
 - (b) Establish a clear regulatory regime that is simple and efficient for people who wish to undertake activities that affect roads.
 - (c) Establish a clear and simple enforcement regime that provides for the recovery of administration and enforcement costs where necessary.
 - (d) Allow the Council to recover the cost of works required to repair or maintain roads incurred as a consequence of people undertaking activities on roads and that caused damage.

6. General

- 6.1. This Bylaw is made in accordance with section 22AB of the Land Transport Act 1998 and Part 8 of the Local Government Act 2002.



6.2. Every Schedule to this Bylaw forms part of the whole Bylaw and if provided for in the Bylaw text, any such Schedule may be altered from time to time by council resolution and in accordance with the Act.

6.3. All officers appointed by the Council at the time this Bylaw takes effect, are deemed to have been appointed under this Bylaw.

7. Interpretation

7.1. The interpretation section sets out the terms and phrases commonly used within the Bylaw.

the Act	Means the Local Government Act 2002.
access and low volume access roads	A sealed road that is not a State Highway, arterial road, collector road.
accessway	Means the area of land or location along a road that provides the link between the formed carriageway, within the road reserve and the adjoining land.
agent	A person, corporate or non-corporate, authorised to act on behalf of another or others.
approved	Means approved by the Council or a committee of the Council or by any employee or officer duly authorised by the Council to give any approval.
arterial roads	Means sealed roads that link significant places within the district, support significant passenger transport, cyclists and pedestrians. They have an average daily traffic volume of 3000 vehicles per day in rural areas and 5000 vehicles per day in urban areas. The Roading Hierarchy is available on the Council website or on request.
authorised agent	Any person who is not an employee of the Council but is duly authorised by the Council to act on its behalf.
Authorised Officer	Any person appointed or authorised by the Council to act on its behalf and with its authority, including a member of the Police and includes an Authorised Agent.
average annual daily traffic	Means the average daily traffic volume measured over a year and recorded in the Council RAMM database. Information from the RAMM database is available on request from Council.
average seasonal daily cattle	Means the average number of cattle or cattle equivalents in any herd or flock. 1 cattle beast is the equivalent of 8 sheep. For the purposes of this Bylaw the length of the



	season for sheep shall be 365 days and the season for cattle shall be the length of the milking season.
bylaw	A bylaw of the Council for the time being in force, made under the provisions of any enactment enabling the Council to make bylaws.
collector roads	Means sealed roads, excluding State Highways, in the rural area that are alternative district routes or connect a series of communities or commercial areas. They typically have an average daily traffic volume in excess of 200 vehicles per day in a rural area or 1000 vehicles per day in an urban area.
Council	The Central Otago District Council including any committee, subcommittee, person, Authorised Agent or Authorised Officer to whom the Council's powers, duties and discretions under the Act have been lawfully delegated.
council-controlled carpark	Means land owned by or under the control of the Council and available to the public for parking cars whether subject to a fee, time restriction or otherwise.
cultivation	Means the sowing, tending, mowing and harvesting of crops or grass.
district	Means the Central Otago district.
District Plan	Means the Central Otago District Plan operative under the Resource Management Act 1991 at the relevant time.
dwelling or dwelling house	Any house, tent, vehicle or other structure, permanent or temporary and whether fixed to the ground or not that is used entirely, or partially for human habitation. It includes the land occupied by the dwelling.
footpath	has the same meaning as in section 315 of the Local Government Act 1974.
formation	In relation to any road, means the establishment or construction of the road. It may include gravel, tarseal, asphalt or other permanent surface of the road. It may also include establishment of footpaths, cycleways, and associated work such as drainage, culvert construction and fencing.
formed carriageway	Means the area within the road reserve formed for the purpose of conveying vehicles and/or other road users along the road including pedestrians and cyclists.



historic planting	Means any tree or shrub planted within road reserve prior to the Roding Bylaw 2015 coming into force.
intermediate gravel roads	Means a gravel road which are through roads and form part of a route that services an area and has an average daily traffic volume of more than 50 vehicles per day but is not classified as a major gravel road.
lane	Means a gravel road which provides access to less than three houses, generally serves as access to farmland and is not classified as a minor gravel road or a track.
local authority	Has the same meaning as in section 5(1) of the Act.
major gravel road	Means a gravel road which: <ul style="list-style-type: none"> (a) connect rural communities to other strategic roads, (b) are heavy traffic routes, (c) serve significant horticultural, farming or industrial activities (d) are higher volume gravel roads in lifestyle areas (e) part of school bus routes; or (f) other activity important to the community. And has an average daily traffic volume in excess of 50 vehicles per day.
minor gravel road	Means a gravel road which provides access to more than three residential dwellings or is an alternative access route for other properties, has an average daily traffic volume of less than 50 vehicles and is not classified as an intermediate gravel road.
motor vehicle	Has the same meaning as in section 2(1) of the Land Transport Act 1998.
motorcycle	Has the same meaning as in section 2(1) of the Land Transport Act 1998.
nuisance	Has the same meaning as in section 29 of the Health Act 1956.
occupier	Means the person currently residing at or utilising any dwelling house, building, tenement or premises whether legally entitled or otherwise. In the case of an unoccupied location it includes the owner.
owner	In relation to any land, building, tenement or premises is the person who is the registered proprietor for the time being or who, for the time being is or would be entitled to receive rent for the property should the property be let. "Owner" includes their attorney or agent.



parking	Means in relation to a part of a road which is identified for parking by way of road markings or signs which have been identified or placed there with authority of this or any previous bylaw or any resolution made under it and where a vehicle stops or stands in that location for an excess of five minutes.
parking warden	Means a person appointed to hold the office of parking warden under section 128D of the Land Transport Act 1998.
person	A natural person or a body of persons whether incorporated or not.
portico	Includes every awning, porch, veranda, shed, shade sail, or covering on, across or over any public footpath, road (or part thereof) street, private street or accessway together with any part required for support thereof, although not including the building it is attached to.
premises	Includes land, dwellings, store or warehouses, shops, cellars, yards, building and any part thereof, or any enclosed space occupied separately. All land and buildings adjoining each other and occupied together will be deemed to be one premises.
public notice	Has the same meaning as in section 5(1) of the Act.
public place	Has the same meaning as in section 147(1) of the Act. It includes, but it not limited to, every road, reserve, park, domain, beach, foreshore and recreational ground under the control of the Council.
reserve	Has the same meaning as in section 2(1) of the Reserves Act 1977.
road or road reserve	Has the same meaning as in section 315 of the Local Government Act 1974 excluding State Highway as defined under the Government Roding Powers Act 1989. It includes: <ul style="list-style-type: none"> (a) a street; (b) a lane; (c) council controlled carparks; (d) all bridges, culverts, ferries and fords forming part of a road, street or lane or referred to in (c); and over which the Council has control as the road controlling authority.



roadside	Means the area of land within road reserve but not part of the formed carriageway and used for the conveyance of vehicles and other road users.
road controlling authority	Has the same meaning as in section 2(1) of the Land Transport Act 1998.
roading bylaw	Means the Central Otago District Roding Bylaw 2023
rural area	Any land contained within the rural resource area and rural residential resource area of the District Plan.
rural road	Means any road within the rural area of the district.
State Highway	Has the same meaning as in section 5 of the Land Transport Management Act 2003.
stock	Means cattle (including dairy cows), sheep, horses, deer, donkeys, mules, goats, pigs, alpacas, llamas, ostriches, or other animal (excluding dogs) including their young kept in captivity or farmed where dependant on humans for food, water and care.
stock race	Means a fenced off lane within road reserve used for the purpose of moving stock along the road.
territorial authority	Has the same meaning as in section 5(1) of the Act.
towage fee	In respect of an offence, means an amount specified as the towage fee under the Transport (Towage Fees) Notice 2004, or any amendments or updates thereof.
track	Means a gravel road that services land use beyond residential dwellings and buildings and provide access to the high country.
traffic management plan	Means a document describing the design, implementation, maintenance and removal of temporary traffic management while an associated activity or event is taking place within the road or adjacent to and affecting the road. Includes plans prepared for one-off events and generic plans to cover activities carried out frequently.
unformed road	Means land that has been vested in Council as road but has not been formed. Colloquially known as a 'paper road.'
urban area	Any land not within the rural resource area or rural residential resource area of the District Plan.
urban road	Means a road within the urban area of the district.
utility operator	Has the same meaning as in section 4 of the Utilities Access Act 2010.



vehicle	Has the same meaning as in section 2(1) of the Land Transport Act 1998.
waterworks	Has the same meaning as in section 5(1) of the Act.
working day	Has the meaning as in section 29 of the Interpretation Act 1999.

8. Service of notices under this Bylaw

- 8.1. Except as otherwise provided for in any other enactment, where any notice, order, or other document is required to be served on any person for the purposes of this Bylaw, service may be effected by delivering it personally to the person or by sending it by post to that person's last known residential or business address.
- (a) Where the person is absent from New Zealand the notice, order or document may be served on the person's attorney or agent as required.
- 8.2. Where the notice, order or document relates to land or building, the notice, order or other document will be served on the person who owns the land or building. If that person is unknown, or absent from New Zealand and has no known agent within New Zealand, the notice, order or document may be:
- (a) Served on the person occupying the land or buildings; or
- (b) Affixed to a conspicuous part of the land or buildings where the land or buildings are unoccupied.

In these circumstances it is not necessary to name the occupier or the owner of the land or buildings.

- 8.3. Where a notice, order or document is served by post, it is deemed to have arrived within 3 working days of sending in accordance with the Postal Rule.
- 8.4. Any notice, order or document will state the time within which any remedial action is to be taken. Any timeframe may be extended by written authority of the Council or an Authorised Officer.

9. Delegation powers

- 9.1. Where this Bylaw provides for the issue of a notice, order or licence, such a document will be deemed to have been issued in compliance with this Bylaw if it is issued by an Authorised Officer or Authorised Agent.
- 9.2. Where this Bylaw stipulates powers or duties to be carried by a particular officer of the Council, that officer may with the consent of the Council or in accordance with any delegations manual adopted by the Council, delegate those powers or duties, either generally or particularly to any other officer of the Council.



10. General provisions relating to permits

- 10.1. Every application for a permit will be accompanied by payment of the relevant fee where applicable. If the application for the permit is declined, the fee shall be refunded less any reasonable processing costs.
- 10.2. An application for a permit, or payment of any fee in connection with such an application does not confer any right, authority or immunity on the person making that application or payment.
- 10.3. Any permit is deemed to be issued in compliance with this Bylaw if it is issued by an Authorised Officer.
- 10.4. Unless this Bylaw or the permit provides otherwise, every permit and every application for a permit shall be in such form as may be prescribed by the Council from time to time.
- 10.5. If, following a request for payment by a reasonable date, any permit amount payable remains unpaid, the Council may cancel the relevant permit.

11. Power to dispense with obligations under this Bylaw

- 11.1. Where, in the opinion of the Council, full compliance with any of the provisions of this Bylaw would:
 - (a) needlessly or injuriously affect any person, or the course or operation of the business of any person; or
 - (b) bring loss or inconvenience to any person without any corresponding benefit to the community;the Council may dispense with the requirement for full compliance with the provisions of this Bylaw;
- 11.2. Notwithstanding the above the Council may see fit to impose any other terms or conditions under this Roding Bylaw which must be complied with as if they were a provision of this Roding Bylaw.

12. Forms and application requirements

- 12.1. Wherever forms are prescribed in Bylaws, non-material deviations, but to the same effect and not calculated to mislead, do not invalidate those forms.

13. Fees and charges

- 13.1. The Council may:
 - (a) through the annual plan process, or;



(b) at any time by ordinary resolution, publicly notified, prescribe fees to be charged for any approval, permit, or inspection or service, by the Council.

13.2. The setting of any fees or charges shall be in accordance with section 150 of the Act.

13.3. Where a fee has been paid for a service or inspection that has not been given, the Council may provide a refund, a remission, or waiver of any such fee, or any portion of it as the Council may determine.

14. Powers of entry for the purposes of this Bylaw

14.1. Except where provided for under any other enactment, sections 171, 172, 173 and 182 of the Act apply in relation to any power of entry under this Bylaw.

15. Penalties

15.1. Any person who acts in breach of any provision of this Bylaw commits an Offence and will be liable on conviction of a fine in accordance with the Local Government Act 2002.¹

15.2. Any person who has committed an infringement offence in accordance with the Land Transport Act 1998 will be liable to an infringement fee in accordance with that Act or the infringement fee set in this Roading Bylaw so long as that fee does not exceed the fee set by the Land Transport Act 1998.

¹ Refer section 242(4) Local Government Act 2002.



Part 1 – Stock movement, stock races and temporary grazing

Subpart 1 - Stock movement across and along roads

16. Purpose and scope

16.1. The purpose of subpart 1 is to control stock movement along and across roads in order to:

- (a) Ensure the safety of the stock and people attending to the stock and other road users;
- (b) Ensure that public and private infrastructure, property and road assets are protected; and
- (c) Ensure that road users are not unreasonably delayed.

16.2. Subpart 1 provides for:

- (a) Establishment of three tiers of stock movement on roads.
- (b) Establishment of an authorisation framework for stock movement on roads.
- (c) A framework for evaluating the movement of stock on roads of varying frequency and scale.
- (d) Administrative mechanisms to achieve the above, including recovery of costs where necessary.

17. General conditions for stock movement across and along roads

17.1. Stock must not be driven across or along a road unless:

- (a) It is for escape or emergency; or
- (b) Provided for as a permitted stock crossing or permitted stock drove under this Bylaw; or
- (c) In accordance with a stock permit issued under this Bylaw.

17.2. No person may move stock across or along a road where that person can reasonably move the stock via an alternative route.

18. Permitted stock crossings

18.1. A person may drive stock across a road where all of the following circumstances are met:

- (a) The number of average seasonal daily cattle is equal to or less than the number relative to the average annual daily traffic volumes experienced on the Road as shown in diagram 1 Appendix 1; and



- (b) The road has a posted speed limit of 70km per hour or less; and
- (c) No more than 16 crossings are undertaken in any month; and
- (d) No crossings are done earlier than half an hour before sunrise; and
- (e) No crossings are done later than half an hour after sunset; and
- (f) No less than 250m of advance warning is provided, comprising of:
 - (i) No less than 100m of unimpeded visibility between approaching vehicles and sign warning of the crossing; and
 - (ii) No less than 150m of unimpeded visibility between the warning sign and the crossing site (refer to diagram 2 Appendix 1); and
- (g) The formed carriageway at the crossing site shall be cleared of stock effluent after the stock crossing is complete in each case.
- (h) All personnel controlling the crossing wear high visibility vests.

19. Conditional stock crossings

- 19.1. Subject to clause 20.1, in circumstances where any of the conditions set out on clause 18.1 above cannot be met a person must obtain a conditional stock crossing permit from the Council before any stock crossings are undertaken.
- 19.2. A permit must be applied for in accordance with clause 19.1 above by filing an application in the correct form. The relevant form will be available on the Council website or on request.
- 19.3. The Council may impose conditions in respect of any conditional stock crossing permit to address any road safety matters that arise as a result of the proposed crossing. Any conditions imposed will relate only to the matter of non-compliance with clause 18.1 above.

20. Restricted stock crossing

- 20.1. A restricted stock crossing permit is required if any of the following circumstances exist:
 - (a) The crossing will be used for cattle;
 - (b) The number of average seasonal daily cattle crossing exceeds the number relative to the average daily traffic volume for permitted or conditional crossings (refer to diagram 1 Appendix 1 this Part of the Bylaw);
 - (c) More than 40 crossings will be undertaken in any one month;
 - (d) The unimpeded visibility requirements set out on clause 3.1(f) cannot be complied with;
 - (e) The road has a posted speed limit of less than 70km;
 - (f) The road is within an urban area.
- 20.2. A person must apply for a permit in accordance with clause 20.1 above by filing an application in the correct form. The relevant form will be available on the Council website or on request.



21. Conditions on stock crossing permits

21.1. The Council may impose conditions on any permit for a stock crossing. Such conditions may relate to:

- (a) Dimensions and surface of any accessway onto the road;
- (b) Dimensions and placement of warning signs;
- (c) Use, colour, dimensions and placement of warning lights and/or road cones;
- (d) Number of competent people required to be present while stock crossing is being undertaken;
- (e) Length of time for which other road users may be stopped;
- (f) Use of mats or other mechanisms for protecting the formed carriageway and/or roadside;
- (g) Removal of stock effluent from the formed carriageway and/or roadside;
- (h) Lighting of the crossing if any crossings are to be undertaken outside of daylight hours;
- (i) Specific times for crossing;
- (j) Maximum number of stock crossing at any one time;
- (k) Public liability insurance coverage of at least one million dollars;
- (l) Any other conditions reasonably necessary to achieve compliance or ensure that the purpose of this Bylaw are met.

21.2. In addition to clause 21.1 the Council may impose a condition on any permit for a restricted stock crossing requiring construction of a stock underpass or overpass within a specified timeframe.

22. Permitted stock droving

22.1. No person may drive stock along a road unless the following circumstances are met:

- (a) Stock numbers will not exceed:
 - (i) 3000 sheep; or
 - (ii) 600 cattle;
- (b) There will be no more than 10 movements in any month; and
- (c) No stock droving is done earlier than half an hour before sunrise; and
- (d) No stock droving is done later than half an hour after sunset; and
- (e) No less than 250m of advance warning is provided, comprising of:
 - (i) No less than 100m of unimpeded visibility between approaching vehicles and a sign warning of the crossing; and
 - (ii) No less than 150m of unimpeded visibility between the warning sign and the crossing site (see diagram 2 Appendix 1) and
- (f) The road has a posted speed limit of more than 70 km per hour; and
- (g) Stock are to be kept under control at all times, by at least 2 drovers (one at the front and one at the rear of the herd or flock); and
- (h) No damage is caused to the formed carriageway or roadside.



23. Conditional stock droving

- 23.1. In circumstances where any of the conditions set out in clause 22.1 above cannot be met a person must obtain a conditional stock droving permit from the Council before any stock droving is undertaken.
- 23.2. A person must apply for a permit in accordance with clause 23.1 above by filing an application in the correct form and paying the relevant fee. The relevant form will be available on the Council website or on request.
- 23.3. The Council may impose conditions in respect of any conditional stock droving permit to address any road safety matters that arise as a result of the proposed droving. Conditions may be imposed to address any or all of the following:
- (a) Dimensions and surface of any accessway onto the road;
 - (b) Dimensions and placement of warning signs;
 - (c) Use, colour or size and placement of warning lights and/or road cones;
 - (d) Number of competent people required to be present while stock drove is being undertaken;
 - (e) Length of time for which other road users may be stopped;
 - (f) Removal of stock effluent from the formed carriageway and/or roadside;
 - (g) Steps to be taken to protect frontages and private property adjacent to the stock droving route;
 - (h) Specific times for droving;
 - (i) Maximum number of stock;
 - (j) Requiring public liability insurance coverage of at least one million dollars;
 - (k) Any other conditions reasonably necessary to achieve the purpose of this Bylaw.

24. Term and expiry of conditional or restricted stock crossing permits or conditional stock droving permits (collectively referred to as 'stock permits')

- 24.1. Stock permits will have a term of 5 years from the date the permit is granted by the Council.

25. Variation of stock permits

- 25.1. The permit holder may, at any time during the term of a stock permit, apply to the Council to vary any condition within the stock permit. An application to vary a stock permit must be in writing, addressed to the Roding Manager and contain the following:
- (a) Details of permit holder and permit to be varied.
 - (b) Condition(s) to be varied.
 - (c) Reason(s) for variation.
 - (d) Any new or alternative condition to be imposed.



- 25.2. The Council will assess the variation with reference to the matters in clauses 21.1 and 23.3 and may impose new conditions in accordance with clauses 19.3, 20.3, 21.2 and 23.3.
- 25.3. The Council may at any time during the term of a stock permit advise the permit holder in writing of a variation to any condition within the stock permit. Matters which may give rise to the need to Council to vary conditions of a stock permit include, but are not limited to:
- (a) Change in the nature of stock using the crossing;
 - (b) Change in the traffic volumes or nature of the road being crossed;
 - (c) Legal obligations imposed on Council in respect of stock crossings.
- 25.4. Notice of an intention to vary a condition will be given at least 10 working days prior to the condition being imposed.

26. Decision on an application

- 26.1. The Council will, within 10 working days of receiving all the necessary information to process a stock permit:
- (a) Grant the permit and notify the applicant of any conditions; or
 - (b) Decline the permit and notify the applicant of the reasons for the decision.

27. Compliance, termination, suspension and transfer of a stock permit

- 27.1. Any person who moves stock along or across a road in contravention of clause 18.1. or 22.1 and without obtaining a stock permit will be in breach of this Bylaw.
- 27.2. Any person who fails to obtain a stock permit if required under this Bylaw will be in breach of this Bylaw.
- 27.3. Any person who has obtained a stock permit must move stock in accordance with the conditions of that stock permit. A failure to do so is a breach of this Bylaw.
- 27.4. A permit holder is liable for the acts and omissions of employees and agents who are moving stock in reliance of clauses 18.1 and 22.1 or purporting to exercise a stock permit.
- 27.5. The Council, through an Authorised Officer may suspend or cancel a stock permit by serving notice in writing to the permit holder if:
- (a) The Council is required to by legal obligations imposed on it;
 - (b) The permit holder fails to comply with the conditions of their stock permit;
 - (c) The permit holder fails to comply with the reasonable directions of an authorised officer necessary to avoid the permit holder endangering the health and safety of any person or causing damage to any part of a road.



- 27.6. A stock permit may be suspended or cancelled in accordance with clause 27.5:
- (a) Immediately, where it is necessary to avoid imminent danger to any person or the permit holder has failed to comply with reasonable directions from an authorised officer; or
 - (b) With 20 working days' notice.
- 27.7. Written notice is not required where an Authorised Officer is exercising powers under clause 27.6(a) above.
- 27.8. A stock permit may be suspended for up to 30 working days. In that time the permit holder will address matters that gave rise to the suspension.
- 27.9. Where the permit holder remedies the matters giving rise to the suspension prior to the expiry of the 30 working day suspension the permit holder may request the suspension be cancelled. The Council will assess compliance with the conditions and confirm whether or not the suspension is lifted within 5 working days of the request.
- 27.10. If the permit holder has not remedied the non-compliance giving rise to the suspension within 30 working days the stock permit is deemed to have been terminated.
- 27.11. The Council may extend a suspension period under clause 27.8 if it deems it necessary or on request from the permit holder.
- 27.12. No rights or responsibilities provided for under a stock permit may be transferred. Where a permit holder ceases to be an owner or occupier of the property to which the stock permit relates the relevant stock permit will be deemed to have been terminated.
- 28. Reporting and costs**
- 28.1. The permit holder must inform the Council of any circumstances that may give rise to a breach of a stock permit or the conditions of clause 18.1 and 22.1.
- 28.2. Where the Council is informed of an incident in accordance with clause 28.1 above it may elect to vary the conditions of the relevant stock permit or require a stock permit to be obtained.
- 28.3. The Council may set fees and charges for recovery of its reasonable costs for:
- (a) Processing applications;
 - (b) Administering a stock permit;
 - (c) Maintenance or repair of any part of a road caused by the stock movement; and
 - (d) Maintenance to remove excessive stock effluent from the road after stock movement.



- 28.4. A permit holder must pay any fees or charges that may be requested by the Council for administering a stock permit and/or the costs incurred by the Council in carrying out any maintenance or repair caused by the stock movement.



Subpart 2 – Stock races

29. Purpose and scope

- 29.1. This part of the Bylaw is to address matters relating to stock races within the purpose of road reserve in order to:
- (a) Ensure that stock races are situated a suitable distance from the road carriageway to ensure safety of other road users;
 - (b) Ensure that public and private infrastructure, property and road assets are protected; and
 - (c) Ensure stock races are constructed of suitable materials to prevent damage to the road and stock wandering on to the road.
- 29.2. This part of the Bylaw provides for:
- (a) Establishment of stock races along roads of particular classification;
 - (b) A framework for authorising construction of stock races where appropriate;
 - (c) A framework for evaluating the construction of stock races;
 - (d) The administrative mechanisms to achieve the above, including recovery of costs where necessary.

30. General provisions relating to stock races

- 30.1. No stock race will be allowed within the road reserve of sealed roads or major gravel roads.
- 30.2. In respect of other road classifications a stock race permit must be obtained prior to construction of a stock race within road reserve.

31. Permits for stock races in road reserve

- 31.1. A person must apply for a stock race permit in accordance with clause 30.2 above by filing an application in the correct form and paying the prescribed fee. The relevant form will be available on the Council website or on request.
- 31.2. The Council may impose conditions in respect of any stock race permit to address any road safety matters. Conditions may be imposed to address any or all of the following:
- (a) Width of the race not in excess of 5m;
 - (b) Suitable pavement formation, including the type of hardfill required;
 - (c) Fencing of the stock race – No fence shall be closer than 2.5m from the edge of the formed carriageway;
 - (d) Existing drains (including foulwater drains) and water channels will be avoided or protected;
 - (e) The need for reflectorized markers or marker posts;



- (f) Frequency of use;
- (g) Type of stock;
- (h) Public liability insurance coverage of at least one million dollars; and
- (i) Registration of an encumbrance on the computer freehold register for the adjacent property, in favour of the Council to secure performance of the stock race permit conditions by the permit holder.

32. Adjacent landowner consent

- 32.1. If a stock race is to be constructed adjacent to land not owned by the applicant written consent of the adjacent landowner should be provided with an application for a stock race permit.

33. Permit holder to indemnify the Council

- 33.1. Any stock race permit will be conditional on the permit holder indemnifying the Council against:
- (a) Any loss, damage or costs of repair or reinstatement of any under or over ground services (including but not limited to electricity lines, telecommunications, water channels, culverts and water tables) damaged by the construction or use of the stock race.
 - (b) Any claims made against the Council by third parties resulting from the construction or operation of the stock race.

- 33.2. This condition will apply whether or not stated on a stock race permit.

34. Compliance, transfer, cancellation and suspension

- 34.1. Constructing or using a stock race within road reserve without first obtaining a stock race permit is a breach of this Bylaw.
- 34.2. A permit holder must comply with the conditions of their stock race permit at all times. Failure to do so constitutes a breach of this Bylaw.
- 34.3. A permit holder is liable for the acts and omissions of employees or agent who purport to exercise rights under a stock race permit.
- 34.4. The Council, through an Authorised Officer may suspend or cancel a stock permit by giving notice in writing to the permit holder if:
- (a) The Council is required to by legal obligations imposed on it;
 - (b) The permit holder fails to comply with the conditions of their stock race permit;
 - (c) The permit holder fails to comply with the reasonable directions of an authorised officer necessary to avoid the permit holder endangering the health and safety of any person or causing damage to any part of the road.



- 34.5. A stock race permit may be suspended or cancelled in accordance with clause 34.3:
- (a) Immediately and without notice, where it is necessary to avoid imminent danger to any person or the permit holder has failed to comply with reasonable directions from an authorised officer;
 - (b) With 20 working days' notice.
- 34.6. Written notice is not required where an Authorised Officer is exercising powers under clause 34.5(a) above.
- 34.7. A stock race permit may be suspended for up to 30 working days. In that time the permit holder will remedy matters that gave rise to the suspension.
- 34.8. In circumstances where the permit holder remedies the matters giving rise to the suspension prior to the expiration of the 30 working day suspension the permit holder may request the suspension end. The Council will assess compliance with the conditions and confirm whether or not the suspension is lifted within 5 working days of the request.
- 34.9. If the permit holder has not rectified the non-compliance giving rise to the suspension within 30 working days, the permit is deemed to have been terminated.
- 34.10. The Council may extend a suspension period under clause 34.6 if it deems it necessary or upon request from the permit holder.
- 34.11. No rights or responsibilities provided for under a stock race permit shall be transferred. Where a permit holder ceases to be an owner or an occupier of a property to which a permit relates the relevant stock race permit shall be deemed to be terminated.
- 34.12. Where a stock race permit is terminated the Council may direct that the permit holder reinstate the road.
- 35. Reporting and costs**
- 35.1. The permit holder must inform the Council of any circumstances that may give rise to a breach of a stock race permit.
- 35.2. Where the Council is informed in accordance with clause 35.1 above it may elect to vary the conditions of the relevant stock race permit or require a stock race permit to be obtained.
- 35.3. The Council may set fees and charges for recovery of its reasonable costs for:
- (a) Processing applications;
 - (b) Administering a stock race permit;



- (c) Maintenance or repair of any part of a road caused by the stock race or the use of it.

35.4. A permit holder will pay any fees or charges that may be requested by the Council for administering a stock permit and/or the costs incurred by the Council in carrying out any maintenance or repair caused by the stock race or the use of it.



Subpart 3 – Temporary grazing of roadsides

36. Purpose and scope

- 36.1. The purpose of this part of the Bylaw is to provide for temporary grazing of roads with low traffic volumes in order to:
- (a) Assist with vegetation control;
 - (b) Ensure the safety of road users; and
 - (c) Ensure that road assets are not damaged.
- 36.2. This part of the Bylaw provides for:
- (a) Ability to temporarily graze stock on roadsides in certain circumstances;
 - (b) Establishment of a framework for allowing or authorising roadside grazing;
 - (c) Establishing the administrative mechanisms to achieve the above, including cost recovery where necessary.

37. General provisions for temporary stock grazing on roadsides

- 37.1. No grazing of stock can occur on roadsides except:
- (a) On unmaintained roads or tracks where cattle stops and/or gates have been installed; or
 - (b) On other roadsides subject to all of the following circumstances:
 - (i) The road is a gravel road and classified as a track, lane or minor road;
 - (ii) Grazing is undertaken by landowners or occupiers adjacent to the section of road to be grazed;
 - (iii) The roadside is securely fenced or stock tethered so stock are not less than 2m from the edge of the formed carriageway of the road;
 - (iv) Any fence is situated to avoid grazing of any roadside drainage channel or culvert;
 - (v) Any fence is situated no less than 2m from the bank of any waterway;
 - (vi) Any fence does not exceed 200m in length and only one side of the road will be fenced for temporary grazing at any time;
 - (vii) Any fence will be a stock proof electric fence, in particular:
 - (A) Smaller grazing stock such as sheep or goats require a minimum of 3 wires;
 - (B) Larger grazing stock, such as cattle or horses require a single wire;
 - (C) Steel waratahs may only be used when required at corners and intermittently along a fence line;
 - (D) Wooden corner posts, no more than 100mm diameter may be used for tensioning purposes;
 - (viii) No fence will be erected across the formed carriageway of any road;
 - (ix) Any fence erected under this Part of the Bylaw must comply with the Electricity Act 1992 and the Electricity Regulations 1993.



- (x) Any electric fence will be labelled to notify members of the public that it is electrified;
- (xi) Grazing (either fenced or tethered) of cattle or horses does not occur during hours of darkness;
- (xii) No bulls will be grazed at any time;
- (xiii) Any fence will remain in place for no more than 10 days at a time;
- (xiv) Any fence will be removed immediately after grazing is complete;
- (xv) The grazing will not cause or result in damage to the formed carriageway, or any services within the road (including but not limited to water channels, culverts, water tables and markers).

38. Permit for temporary grazing of roadsides

- 38.1. If any of the matters set out in clause 37.1 above are not able to be complied with a person must obtain a temporary stock grazing permit prior to undertaking any temporary grazing of any roadside.
- 38.2. A person must apply for a permit in accordance with clause 38.1 above by filing an application in the correct form. The relevant form will be available on the Council website or on request.
- 38.3. The Council may impose conditions in respect of any temporary stock grazing permit to address any road safety matters including but not limited to the matters set out in clause 37.1 and arise as a result of the proposed grazing.

39. Permit holder to indemnify the Council

- 39.1. Any temporary stock grazing permit will be conditional on the permit holder indemnifying the Council against:
 - (a) Any loss, damage or costs of repair or reinstatement of any under or over ground services (including but not limited to electricity lines, telecommunications, water channels, culverts and water tables) damaged by the construction or use of the temporary fence or stock grazing.
 - (b) Any claims made against the Council by third parties resulting from the construction or use of the temporary fence to stock grazing.
- 39.2. This condition will apply whether or not stated on the temporary stock grazing permit.

40. Decision on an application

- 40.1. The Council will within 10 working days of receiving all the necessary information to process a temporary stock grazing permit:
 - (a) Grant the permit; and
 - (b) Notify the applicant of any conditions of the temporary stock grazing permit;or



- (c) Decline the permit; and notify the applicant of the decision.

41. Council may require removal

- 41.1. Irrespective of compliance with clause 37.1 above or a permit issued under clause 38.2, the Council may require immediate removal of any stock or fence installed under this Bylaw at any time. Notice requiring removal may be in writing and served in accordance with the Bylaw or may be at the request of an Authorised Officer.

42. Compliance, transfer, cancellation and suspension of a temporary stock grazing permit

- 42.1. Failure to comply with the requirements of clause 37.1 above or to obtain a permit under clause 38.2 prior to grazing stock on a road is a breach of this Bylaw.
- 42.2. A permit holder must comply at all times with the conditions of their temporary stock grazing permit. Failure to do so is a breach of this Bylaw.
- 42.3. A permit holder is liable for the acts and omissions of employees or agents carrying out activities in accordance with clause 37.1 or purporting to exercise a temporary stock grazing permit.
- 42.4. The Council, through an Authorised Officer may suspend or cancel a temporary stock grazing permit by giving notice in writing to the permit holder if:
 - (a) The Council is required to by legal obligations imposed on it;
 - (b) The permit holder fails to comply with the conditions of their temporary stock grazing permit;
 - (c) The permit holder fails to comply with the directions of an Authorised Officer necessary to avoid the permit holder endangering the health and safety of any person or causing damage to any part of the road.
- 42.5. A temporary stock grazing permit may be suspended or cancelled in accordance with clause 42.4:
 - (a) Immediately and without notice, where it is necessary to avoid imminent danger to any person or the permit holder has failed to comply with reasonable directions from an authorised officer; or
 - (b) On 2 days' notice.
- 42.6. Written notice is not required where an Authorised Officer is exercising powers under clause 42.5(a) above.
- 42.7. A temporary stock grazing permit may be suspended for up to 30 working days. In that time the permit holder will remedy matters that gave rise to the suspension.



- 42.8. In circumstances where the permit holder remedies the matters giving rise to the suspension prior to the expiration of the 30 working day suspension the permit holder may request the suspension end. The council will assess compliance with the conditions and confirm whether or not the suspension is lifted within 5 working days of the request.
- 42.9. If the permit holder has not rectified the non-compliance giving rise to the suspension within 30 working days the permit is deemed to have been terminated.
- 42.10. The Council may extend a suspension period under clause 42.7 if it deems it necessary or on request from the permit holder.
- 42.11. No rights or responsibilities provided for under a temporary stock grazing permit will be transferred. When a property from which stock are moved in accordance with a temporary stock grazing permit is sold the relevant temporary stock grazing permit is deemed to be terminated.

43. Reporting and costs

- 43.1. The permit holder will inform the Council of any circumstances that may give rise to a breach of a permit or requirements for temporary stock grazing.
- 43.2. Where the Council is informed of an incident in accordance with clause 43.1 above it may elect to vary the conditions of the relevant temporary stock grazing permit or require a temporary stock grazing permit to be obtained.
- 43.3. The Council may set fees and charges for recovery of its reasonable costs for:
- (a) Processing applications;
 - (b) Administering a temporary stock grazing permit;
 - (c) Maintenance or repair of any part of a road caused by the temporary stock grazing; and
 - (d) Maintenance to remove excessive stock effluent from the road after temporary stock grazing.
- 43.4. A permit holder must pay any fees or charges that may be requested by the Council for administering a stock permit and/or the costs incurred by the Council in carrying out any maintenance or repair caused by the temporary stock grazing.



Part 1 Appendix 1 - Diagrams

Diagram 1 –

Requirements for Stock Crossing Permits

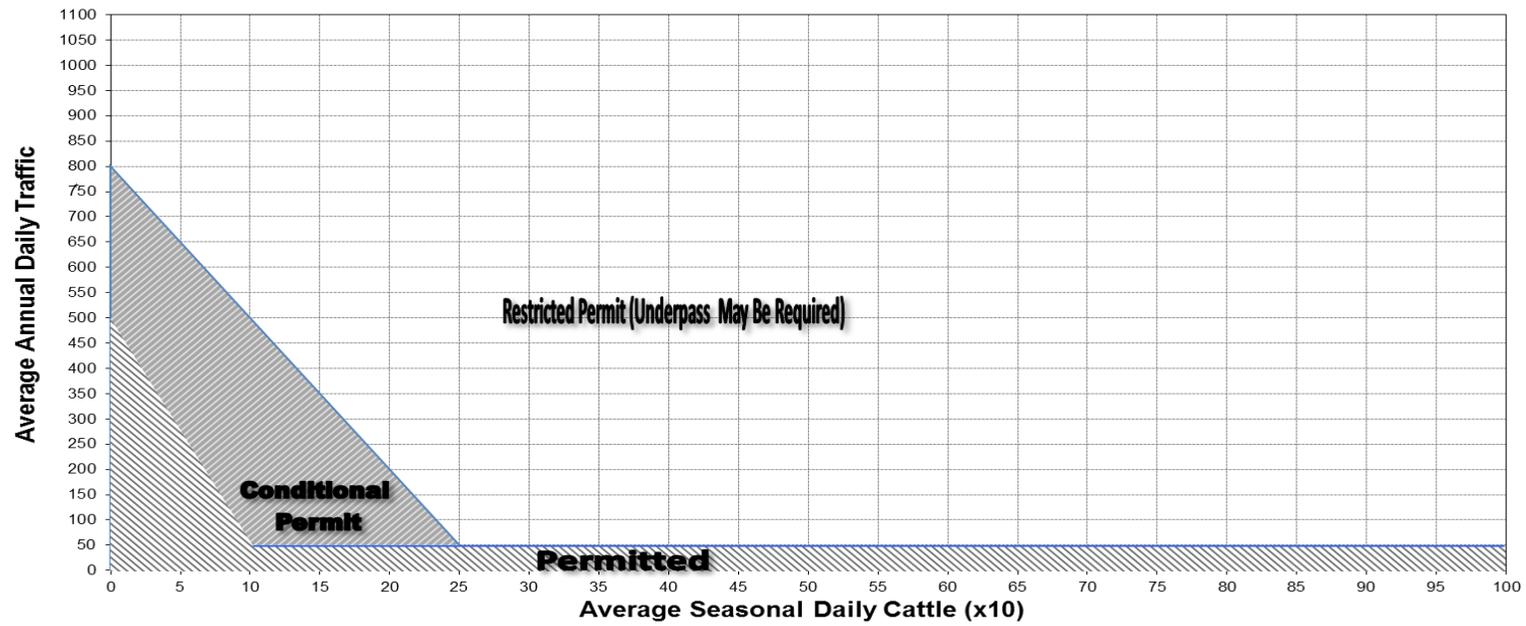




Diagram 2 –

NOTES:

1. Tapes across the roadway shall not be permitted except where specifically approved by CODC and only on roads with a traffic volume less than 50 vehicles/day.
2. Tapes, if approved by CODC, shall be mounted no more than 100mm above the road surface.
3. Crossing to have drover in attendance at all times.
4. Road surface shall be left free of debris and effluent following each crossing. The use of approved mats is recommended.
5. Advanced warning distances are minimum required.

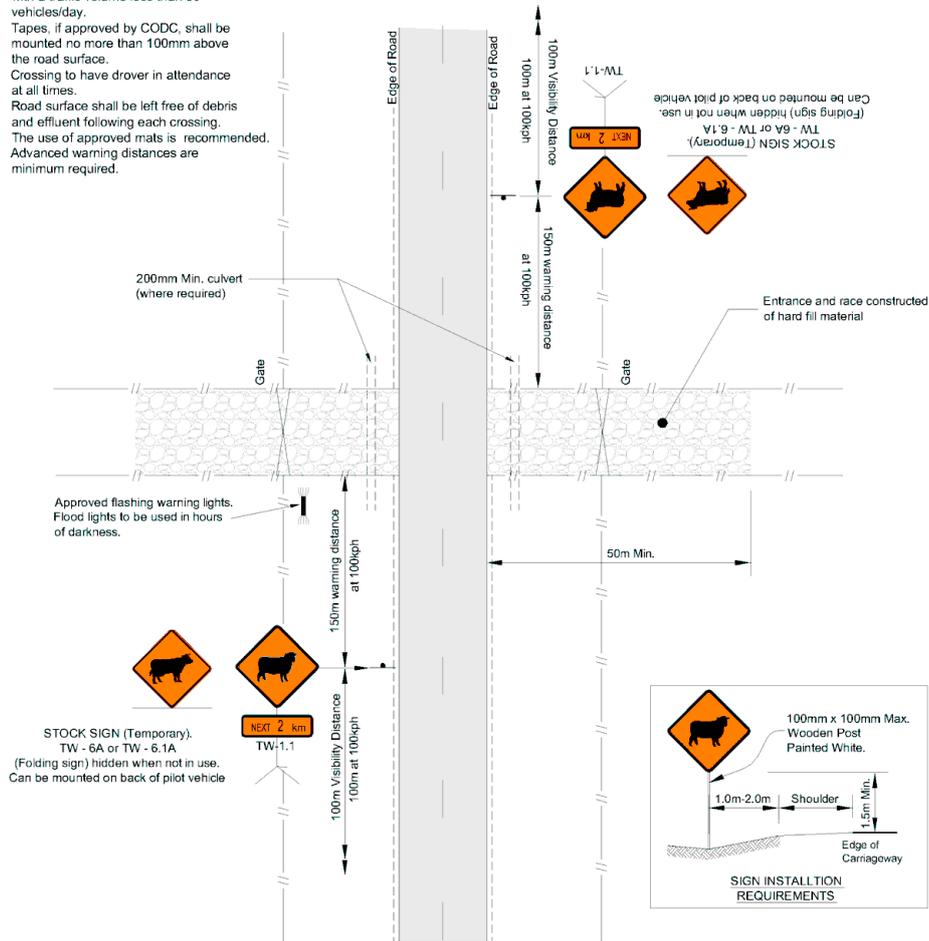


DIAGRAM 2
Stock Crossing Warning Sign Layout
(Refer notes below)





Part 2 – Temporary traffic management

Subpart 1 – Temporary traffic management

44. Purpose and scope

- 44.1. This part of the Bylaw provides for public access during events or when work is occurring on roads while protecting the health and safety of people in such circumstances.
- 44.2. This part of the Bylaw applies to temporary activities within road reserve such as:
- (a) Fairs, parades and markets occurring within road reserve;
 - (b) Sport events or races that utilise the road;
 - (c) Works taking place within the road reserve such as laying pipes or cables or constructing a vehicle crossing or accessway;
 - (d) Trimming or cutting down trees:
 - (i) within road reserve; or
 - (ii) within private land that may fall on the road; or
 - (iii) within private land that are to be cut from within the road reserve;
 - (e) Work that requires equipment to be within the road reserve such as cranes or excavators;
 - (f) Storage of material or machinery within the road reserve.
- 44.3. This part of the Bylaw provides for:
- (a) Temporary activities to take place on roads subject to appropriate management control;
 - (b) Establishment of framework to assess proposed management of temporary activities;
 - (c) Administrative mechanism to achieve the above, including recovery of cost where necessary.

45. General conditions applying to temporary traffic management

- 45.1. Any person undertaking an activity that:
- (a) Involves equipment or people working on a road whether on a paid or volunteer basis or otherwise; or
 - (b) Occurs on land adjacent to a road but may have an impact on the safety or movement of people on the road while the activity is taking place; or
 - (c) Is part of a community event or race that requires attendees to travel along or cross the road;
- must prepare a traffic management plan and have it approved by the Council.



45.2. All events and activities described in clause 45.1 will be carried out in accordance with an approved traffic management plan.

45.3. All traffic management plans must be in accordance with the requirements of the New Zealand Transport Agency Code of Practice for Temporary Management.²

46. Obtaining approval of temporary traffic management plans – one-off events

46.1. A traffic management plan required under clause 45.1 above will be lodged with the Council no less than 5 working days prior to the activity or event taking place. The plan shall be lodged under cover of the Temporary Traffic Management Plan Approval Form (which can be found on the Council website or on request).

47. Obtaining approval for temporary traffic management plans – generic plans for frequent users

47.1. Any person who undertakes frequent activities or work within road reserve or whose work has an impact on road users may file a generic traffic management plan for their activities.

47.2. A generic traffic management plan must be filed annually for approval and must include:

- (a) Names of personnel responsible for temporary traffic management;
- (b) Any changes to traffic management standards or techniques employed to manage traffic safety issues compared with the previous annual generic traffic management plan approved for that person.

47.3. People operating under a generic traffic management plan must notify the Council of the location of any works within road reserve no less than 5 working days prior to that work starting.

47.4. Clause 47.3 does not apply where works are required as a matter of urgency in order to address a health or safety issue. In this case the person undertaking the works must advise the Council as soon as possible.

² The New Zealand Transport Agency Code of Practice for Temporary Management is available at <https://www.nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/code-of-practice/copttm-document/> or on request from the Council.



- 48. Compliance, transfer, cancellation and suspension of a traffic management plan (for the purposes of the following provisions traffic management plan includes a generic traffic management plan approved under clause 4)**
- 48.1. A failure to obtain a traffic management plan approval prior to undertaking an activity or holding an event that requires a traffic management plan under clause 45.1 is a breach of this Bylaw.
- 48.2. Failure to carry out an activity or hold events in accordance with an approved traffic management plan is a breach of this Bylaw.
- 48.3. The Council, through an Authorised Officer may suspend or cancel an approved traffic management plan by giving notice to the permit holder if:
- (a) The Council is required to by legal obligations imposed on it;
 - (b) The plan holder fails to comply with the conditions of their approved traffic management plan;
 - (c) The plan holder fails to comply with the reasonable directions of an Authorised Officer necessary to avoid endangering the health and safety of any person or causing damage to any part of the road.
- 48.4. An approved traffic management plan may be suspended or cancelled in accordance with clause 48.3:
- (a) Immediately, where it is necessary to avoid imminent danger to any person or the permit holder has failed to comply with reasonable directions from an Authorised Officer; or
 - (b) With 20 working days' notice.
- 48.5. Written notice is not required where an Authorised Officer is exercising powers under clause 48.4 (a) above.
- 48.6. An approved traffic management plan may be suspended for up to 30 working days.
- 48.7. In circumstances where the plan holder addresses the matters giving rise to the suspension prior to the expiration of the 30 working day suspension the permit holder may request the suspension end. The Council will re-assess the approved plan and confirm whether or not the suspension is lifted within 5 working days of the request.
- 48.8. If the permit holder has not rectified the non-compliance giving rise to the suspension within 30 working days the approved traffic management plan is deemed to have been terminated.
- 48.9. No rights or responsibilities provided for under an approved traffic management plan may be transferred.



49. Reporting and costs

- 49.1. The permit holder must inform the Council of any circumstances that may give rise to a breach of an approved traffic management plan.
- 49.2. Where the Council is informed in accordance with clause 49.1 above it may elect to vary an approved traffic management plan.
- 49.3. The Council may set fees and charges for recovery of its reasonable costs for:
- (a) Approving traffic management plans;
 - (b) Administering an approved traffic management plan;
 - (c) Maintenance or repair of any part of a road caused by the implementation of an approved traffic management plan or the activity or event covered by the plan.
- 49.4. A permit holder must pay any fees or charges that may be requested by the Council for administering an approved traffic management plan and/or the costs incurred by the Council in carrying out any maintenance or repair caused by the activities managed by the relevant approved traffic management plan.



Subpart 2 – Temporary road closure for events

50. Purpose and scope³

- 50.1. The purpose of this Part of the Bylaw is to:
- (a) Enable the community to request that the Council close local roads for events such as carnivals, festivals, sporting events or other activities.
 - (b) Set out a process for such closures to be considered and for all affected parties to be consulted.

51. Legislative context

- 51.1. Road closures may be assessed under either the Transport (Vehicular Traffic Road Closure) Regulations 1965 or Local Government Act 1974. The Council generally exercises its powers under the Local Government Act 1974.
- 51.2. Where a road closure affects a State Highway the Council does not have the authority to authorise the closure. Applications for such closures must be made to New Zealand Transport Agency (NZTA) in accordance with the Transport (Vehicular Traffic Road Closure) Regulations 1965. Where there are associated closures of Local Roads the Council may elect to follow the process under the Transport (Vehicular Traffic Road Closure) Regulations 1965 in order to ensure consistency between NZTA and the Council.

52. Procedure for obtaining permit to temporarily close a local road – Local Government Act 1974

- 52.1. No person may close a road.
- 52.2. Any person wishing the Council to close a local road for the purpose of an event must file an application with the Council in the prescribed form. The relevant form is available on the Council website or on request.
- 52.3. Any application should be made no less than 25 working days before the event.
- 52.4. The Council will review the proposed closure after consultation with the New Zealand Police and Minister of Transport, and may at its discretion amend, or confine the proposal or impose conditions so as to avoid the closure unreasonably impeding traffic or creating a health and safety risk.

³ Reference should be made to the Roothing Policy for further information on the process for obtaining a temporary road closure.

**53. Costs**

- 53.1. All costs associated with the temporary local road closure will be met by the applicant.
- 53.2. If the Council deems it necessary to advertise the proposed closure, the cost of doing so will be paid for by the applicant.

54. Compliance, termination, suspension and transfer

- 54.1. Closing a road other than with the authority of the Council is a breach of this Bylaw.
- 54.2. A permit holder must comply at all times with the conditions of their temporary closure permit. Failure to do so is a breach of this Bylaw.
- 54.3. A permit holder is liable for the acts and omissions of employees and agents who are acting or purport to act on behalf of the permit holder.
- 54.4. The Council, through an Authorised Officer may suspend or cancel a temporary closure permit by giving notice in writing to the permit holder if:
 - (a) The Council is required to by legal obligations imposed on it;
 - (b) The permit holder fails to comply with the conditions of their temporary closure permit;
 - (c) The permit holder fails to comply with the reasonable directions of an Authorised Officer necessary to avoid the permit holder endangering the health and safety of any person or causing damage to any part of the road.
- 54.5. A temporary closure permit may be suspended or cancelled in accordance with clause 54.4:
 - (a) Immediately, where it is necessary to avoid imminent danger to any person or the permit holder has failed to comply with reasonable directions from an Authorised Officer; or
 - (b) With 20 working days' notice.
- 54.6. Written notice is not required where an Authorised Officer is exercising powers under clause 54.5(a) above.
- 54.7. A temporary closure permit may be suspended for up to 30 working days.
- 54.8. In circumstances where the permit holder remedies the matters giving rise to the suspension prior to the expiration of the 30 working day suspension, the permit holder may request the suspension end. The Council will assess compliance with the conditions and confirm whether or not the suspension is lifted within 5 working days of the request.



54.9. If the permit holder has not remedied the non-compliance giving rise to the suspension within 30 working days the temporary closure permit is deemed to have been terminated.

54.10. No rights or responsibilities provided for under a temporary closure permit may be transferred.

55. Reporting and costs

55.1. The permit holder must inform the Council of any circumstances that may give rise to a breach of a temporary road closure permit.

55.2. Where the Council is informed in accordance with clause 55.1 above it may elect to vary the conditions of the relevant temporary road closure permit.

55.3. The Council may set fees and charges for recovery of its reasonable costs for:

- (a) Processing applications for permits;
- (b) Administering a temporary road closure permit;
- (c) Maintenance or repair of any part of a road caused by stock movement.

55.4. A permit holder must pay any fees or charges that may be requested by the Council for administering a temporary road closure permit and/or the costs incurred by the Council in carrying out any maintenance or repair caused by the exercise of the temporary road closure permit.



Part 3 – Roadside planting and storage

Subpart 1 – Levelling and cultivation of roadsides

56. Purpose and scope

56.1. The purpose of this part of the Bylaw is to manage the use of roadsides in order to:

- (a) Facilitate the economic use of the roadside where appropriate;
- (b) Allow cultivation⁴ of the roadside to occur;
- (c) Improve visual amenity;
- (d) Protect drainage infrastructure; and
- (e) Ensure the safety of the road.

56.2. This part of the Bylaw provides:

- (a) Regulatory framework allowing levelling and in appropriate circumstances cultivation of roadsides;
- (b) Framework for evaluating proposals to fence and cultivate roadsides;
- (c) Administrative mechanisms to achieve the above including recovery of costs where necessary.

57. General conditions relating to levelling and cultivation of roadsides

57.1. No roadside will be levelled or cultivated except:

- (a) On a rural road; and
- (b) In accordance with a permit issued under this Bylaw.

57.2. A person may apply for a roadside permit in accordance with clause 57.1 above by filing an application in the correct form. The relevant form will be available on the Council website or on request.

57.3. The Council may decline a permit or may grant it subject to conditions to be complied with on an ongoing basis.

57.4. The Council may impose conditions in respect of any roadside permit to address any road safety matters that arise as a result of the proposed levelling or cultivation. Matters that may be addressed by conditions include:

⁴ For the purpose of this part of the Bylaw cultivation means “planting, mowing and harvesting of grass”.



- (a) Location to ensure the proposed levelling and/or cultivation will not interfere with any water channels, road drainage, culverts, the formed carriageway or any other services located within the road reserve;
- (b) The extent that the levelling and/or cultivation must be limited to avoid any interference or encroachment on to the formed carriageway;
- (c) Any planting must not obstruct or restrict visibility for road users;
- (d) Any irrigation of the cultivated area must not encroach on to the formed carriageway or interfere with the operation of any road drainage or culverts;
- (e) A requirement for the permit holder to maintain the cultivated area to control any pest plants, shrubs or wilding seedlings that may emerge;
- (f) A requirement for the permit holder to maintain public liability insurance at a level commensurate with the extent of cultivation.
- (g) A requirement for the permit holder to remediate at their own expense any damage caused by, or as a result of the works carried out under a roadside permit.

58. Decision on an application

- 58.1. The Council will, within 10 working days of receiving all the necessary information to process a roadside permit:
- (a) Grant the permit and notify the applicant of any conditions; or
 - (b) Decline the permit and notify the applicant of the reasons for the decision.

59. Council may require removal

- 59.1. The Council may at any time require the removal of any planting established in accordance with a roadside permit that has created an unanticipated road safety hazard or had unanticipated effects.
- 59.2. In such circumstances the Council will provide no less than 5 working days' notice, in writing, of the need to cease cultivation and remove the crop.
- 59.3. If the permit holder has not removed the crop after 5 working days the Council may undertake the removal. The costs of doing so will be recovered from the permit holder.

60. Compliance, transfer and cancellation

- 60.1. A failure to obtain a roadside permit prior to undertaking any levelling and/or cultivation of a road is a breach of this Bylaw.
- 60.2. A permit holder must comply at all times with the conditions of their roadside permit. Failure to do so is a breach of this Bylaw.



- 60.3. The Council, through an Authorised Officer may cancel a roadside permit by giving notice in writing to the permit holder, if:
- (a) The Council is required to by legal obligations imposed on it;
 - (b) The permit holder fails to comply with the conditions of the roadside permit;
 - (c) The permit holder fails to comply with the reasonable directions of an Authorised Officer necessary to avoid the permit holder endangering the health and safety of any person or causing damage to any part of the road.
- 60.4. A roadside permit may be cancelled in accordance with clause 60.3:
- (a) Immediately, and without notice, where it is necessary to avoid imminent danger to any person or the permit holder has failed to comply with the reasonable directions from an Authorised Officer; or
 - (b) With 20 working days' notice.
- 60.5. When a roadside permit is cancelled the permit holder will remove the plants cultivated on the roadside without delay. The Council may waive this requirement by doing so in writing.
- 60.6. No rights or responsibilities provided for under a roadside permit may be transferred to any other party.



Subpart 2 – Roadside planting in rural areas

61. Purpose and scope

- 61.1. The purpose of this part of the Bylaw is to control and manage trees⁵ on roads within the rural area in order to:
- (a) Allow tree plantings where appropriate;
 - (b) Prevent any road safety issues being created by tree plantings;
 - (c) Reduce or prevent damage caused to infrastructure by trees;
 - (d) Ensure trees do not obstruct road users or those organisations using the road for placement of services.
 - (e) Acknowledge that there are some trees that have already been planted on road at the time this Bylaw came into force and those trees require management.
- 61.2. This part of the Bylaw provides for:
- (a) Regulatory framework for roadside planting;
 - (b) Framework for evaluating proposals to carry out roadside planting;
 - (c) Administrative mechanisms to achieve the above including cost recovery where necessary.

62. General conditions relating to trees on roads in rural areas

- 62.1. No person shall plant or maintain any tree within road reserve in rural areas except:
- (a) For the purposes of beautification and traffic management on the approaches to urban areas and in accordance with a permit obtained under this Bylaw.
 - (b) Where the tree is a historic planting for which the adjacent landowner accepts responsibility for, and a licence to occupy is entered into in accordance with this Bylaw.

63. Permits for planting new trees

- 63.1. A person must apply for a tree planting permit in accordance with clause 62.1(a) above by filing an application in the correct form. The relevant form will be available on the Council website or on request.
- 63.2. The Council may impose conditions on any tree planting permit to address any or all of the following:
- (a) Visibility for road users along the road;
 - (b) Potential for the trees to shade the formed carriageway and create a hazard or exacerbate freeze/thaw at the time of planting or in the future;

⁵ For the purposes of this part of the Bylaw, trees includes any woody tree or shrub in excess of 1 metre high.



- (c) Maintaining the unimpeded passage for road users, including pedestrians utilising the roadside;
- (d) Potential for tree roots and detritus to affect the flow of water through any roadside drain at the time of planting or in the future;
- (e) Potential for the proposed trees to attract or provide shelter for pests or vermin;
- (f) Ongoing maintenance of the trees by the permit holder to protect any services within the road, avoid obstruction of the road for use by road users or avoid a hazard being created by the trees.
- (g) A requirement for the permit holder to indemnify the Council in respect of any damages or costs caused by or as a result of the trees;
- (h) Enter into a licence to occupy in respect of the trees and for such licence to be secured by way of an encumbrance for the benefit of the Council over the permit holder's adjacent land.

64. Decision on an application

- 64.1. The Council will, within 10 working days of receiving all the necessary information to process a tree planting permit:
- (a) Grant the permit and notify the applicant of any conditions; or
 - (b) Decline the permit and notify the applicant of the reasons for the decision.

65. Historical plantings within road reserve

- 65.1. Trees established within roads prior to this Bylaw coming into force are not deemed to have any authorisation under this Bylaw and may be removed by Council at its discretion. Where the adjacent landowner wishes to accept responsibility for historical plantings and have the trees retained then:
- (a) The adjacent landowner must enter into a license to occupy with the Council that requires the following matters to be addressed:
 - (i) All those matters outlined at clause 8.2(a)-(g);
 - (ii) To secure the terms of the licence to occupy the permit holder will register an encumbrance for the benefit of the Council.
- 65.2. To give an adjacent landowner an opportunity to enter into a licence under clause 65.1 above, the Council will provide no less than 20 working days' notice of their intention to remove any trees within road reserve with such notice to be served on adjacent landowners.
- 65.3. Any adjacent landowner who is given notice under clause 65.2 above must respond no less than 10 working days after receiving the notice if they want the trees retained and that they will enter into a licence to occupy.
- 65.4. If an adjacent landowner has given notice of their wish to retain the trees and enter a licence to occupy but has not signed a licence and registered an encumbrance within



40 working days of their giving notice under clause 65.3, the Council may remove the trees without further notice.

66. Removal of trees planted under a roadside planting permit or subject to licence to occupy

- 66.1. The Council may at any time direct a roadside planting permit holder or a licence holder under clause 65.1 to remove any plantings within road reserve, at the cost of the permit holder or adjacent landowner where:
- (a) The permit or licence holder have failed to maintain the plantings in accordance with their roadside permit or planting licence to occupy;
 - (b) The plantings pose a health or safety risk to the road or any road users;
 - (c) The plantings are interfering with or causing damage to any services or other infrastructure within the road.
- 66.2. The Council may require the plantings to be removed in accordance with clause 66.1, either:
- (a) Immediately and without notice, where they pose a risk to health and safety of other road users or the general public; or
 - (b) Within 20 working days.
- 66.3. Written notice is not required where an Authorised Officer is exercising powers under clause 66.2(a).
- 66.4. Should the permit or licence holder fail to comply with a notice requiring the removal of roadside plantings the Council may undertake the work and recover the cost of doing so from the permit or licence holder.
- 66.5. Where the roadside plantings have caused damage to the road the permit or licence holder will be responsible for repairing or reinstating the road at their cost. If the permit or licence holder does not complete the work the Council may do so and may recover the cost of doing so from the permit or licence holder.

67. Compliance, transfer

- 67.1. Failure to obtain a roadside planting permit prior to planting any trees within road reserve is breach of this Bylaw.
- 67.2. A permit holder must comply at all times with the conditions of their roadside planting permit or a licence to occupy under clause 65.1. Failure to do so is a breach of this Bylaw.
- 67.3. A permit or licence holder is liable for the acts and omissions of employees and agents who are purporting to exercise a roadside planting permit or licence to occupy under clause 65.1.



67.4. No rights or responsibilities provided for under a roadside planting permit may be transferred to any other party.



Subpart 3 – Removal and maintenance of trees on roads

68. Purpose and scope

- 68.1. The purpose of this part of the Bylaw is to control the removal and maintenance of trees on the road in order to:
- (a) Protect amenity and heritage value possessed by some trees;
 - (b) Allow trees within road reserve to be removed or maintained where appropriate;
 - (c) Allow people other than the Council to remove or maintain trees within road reserve where health, safety and traffic management issues are addressed.

69. General provisions relating to removal of trees from roads

- 69.1. Subject to Part 3 subpart 2, no person may remove any tree from road reserve without obtaining a permit from the Council.
- 69.2. Any person wishing to remove or maintain a tree within road reserve shall apply for a tree removal permit by filing an application in the correct form. The relevant form will be available on the Council website or on request.
- 69.3. Any person who is undertaking removal or maintenance of any tree in road reserve must hold appropriate qualifications relating to tree felling and the use of chainsaws or other cutting equipment.
- 69.4. Any application for a tree removal permit should include written consent of any adjacent landowners (where they are not the applicant).
- 69.5. The Council may impose conditions in respect of any tree removal permit to ensure the proposed removal or maintenance does not pose a health and safety risk to any road users or that any risks are adequately managed. Conditions may relate to:
- (a) What technique for removing the trees will be employed;
 - (b) Personal protection equipment to be used;
 - (c) Traffic management measures that will be employed during the works;
 - (d) How debris will be stored and disposed of.

70. Decision on an application

- 70.1. The Council will, within 10 working days of receiving all the necessary information to process a tree removal permit:
- (a) Grant the permit and notify the applicant of any conditions; or
 - (b) Decline the permit and notify the applicant of the reasons for the decision.



71. Compliance, cancellation, suspension and transfer

- 71.1. A failure to obtain a tree removal permit prior to removing or undertaking any maintenance work on any tree within a road is breach of this Bylaw.
- 71.2. A permit holder must comply at all times with the conditions of their tree removal permit. Failure to do so is a breach of this Bylaw.
- 71.3. A permit holder is liable for the acts and omissions of employees and agents who are purporting to exercise a tree removal permit.
- 71.4. The Council, through an Authorised Officer may terminate a tree removal permit by giving notice in writing to the permit holder if:
- (a) The Council is required to by legal requirements imposed on it;
 - (b) The person or permit holder fails to comply with the directions of an Authorised Officer necessary to avoid endangering the health and safety of any person or causing damage to any part of the road.
- 71.5. A tree removal permit may be suspended or cancelled:
- (a) Immediately, where it is necessary to avoid imminent danger to any person or the permit holder has failed to comply with reasonable directions from an authorised officer; or
 - (b) With 5 working days' notice.
- 71.6. Written notice is not required where an Authorised Officer is exercising powers under clause 71.5(a).
- 71.7. A tree removal permit may be suspended for up to 30 working days. In that time the permit holder must remedy the matters that gave rise to the suspension.
- 71.8. In circumstances where the permit holder remedies the matters giving rise to the suspension prior to the expiration of the 30 working day suspension the permit holder may request the suspension end. The Council will assess compliance with the conditions and confirm whether or not the suspension is lifted within 5 working days of the request.
- 71.9. If the permit holder has not rectified the non-compliance giving rise to the suspension within 30 working days the permit is deemed to have been terminated.
- 71.10. No rights or responsibilities provided for under a tree removal permit may be transferred to any other person.



72. Reporting and costs

- 72.1. The permit holder must inform the Council of any circumstances that may give rise to a breach of a tree removal permit.
- 72.2. Where the Council is informed in accordance with clause 72.1 it may elect to vary the conditions of the relevant tree removal permit.
- 72.3. The Council may set fees and charges for recovery of its reasonable costs for:
- (a) Processing applications;
 - (b) Administering a tree removal permit;
 - (c) Maintenance or repair of any part of a road caused by the tree removal.
- 72.4. A permit holder will pay any fees or charges that may be requested by the Council for administering a tree removal permit and/or the costs incurred by the Council in carrying out any maintenance or repair caused by the exercise of such a permit.



Subpart 4 – Temporary storage on roads

73. Purpose and scope

- 73.1. The purpose of this part of the Bylaw is to manage the temporary storage of materials⁶ on roads in order to:
- (a) Identify when materials may be stored on roads;
 - (b) Set out the requirements for storing materials on roads so they do not compromise the safety of the road, affect other property owners or cause damage to the road or any services within it.
- 73.2. This part of the Bylaw provides for:
- (a) Regulatory framework for materials to be stored on roads;
 - (b) Framework for evaluating proposals to store materials on roads; and
 - (c) Administrative mechanisms to achieve the above including cost recovery where necessary.

74. Provisions relating to temporary storage of materials on rural roads

- 74.1. No material may be stored on any rural roads classified as follows:
- (a) Arterial roads;
 - (b) Collector roads;
 - (c) Major gravel roads;
- 74.2. No material may be stored on any other rural roads except where all of the following are met:
- (a) There is 100m of clear visibility to the stored material from both directions;
 - (b) The stored material must not obstruct visibility for road users at intersections or accessways;
 - (c) The stored material must not have any effects on any roadside drainage;
 - (d) The material is placed no less than 5m from the edge of the formed carriageway;
 - (e) Storage and pick up of the material will not result in the material being tracked onto the formed carriageway;
 - (f) Farm implements or machinery will only be stored on rural roads classified as follows:
 - (i) Minor gravel road;
 - (ii) Lane; or
 - (iii) Track; and
 - (g) Materials will be stored for no more than:

⁶ “Materials” includes but is not limited to hay bales, farm equipment and machinery, firewood, landscaping material and building materials (such as pipes). It does not include damaged or wrecked vehicles. Shipping containers are addressed separately in this section.



- (i) 14 days on rural roads classified as access and low volume access roads, or intermediate gravel; or
- (ii) no more than 28 days on rural roads classified as minor or lane;
- (h) It is not a shipping container.

74.3. Where the time limits in clause 74.2(g) above will not be complied with the person seeking to store materials on the rural road must obtain a road storage permit from the Council.

74.4. A person must apply for a roadside storage permit in accordance with clause 74.3 above by filing an application in the correct form. The relevant form is available on the Council website or on request.

74.5. The Council may grant or decline a roadside storage permit. Where the roadside storage permit is granted the Council may impose conditions in respect of a roadside storage permit to address any road safety matters that arise as a result of the proposed storage.

75. Provisions relating to temporary storage of materials on urban roads

75.1. No material may be stored on any urban roads except where:

- (a) Materials are located behind the kerb line;
- (b) Materials do not obstruct pedestrian movements on the footpath;
- (c) Materials will not fall over the kerb or into the stormwater drain;
- (d) The stored material does not obstruct visibility for road users at intersections or property accessways;
- (e) Materials are stored for no more than 14 days; and
- (f) Materials are not shipping containers.

75.2. Where the time limits in clause 75.1(e) cannot be complied with the person seeking to store materials must obtain a roadside storage permit from the Council to store materials on an urban road for an extended period.

75.3. A person must apply for a roadside storage permit in accordance with clause 75.2 above by filing an application in the correct form. The relevant form is available on the Council website or on request.

75.4. The Council may grant or decline a roadside storage permit. Where the roadside storage permit is granted the Council may impose conditions in respect of a temporary urban roadside storage permit to address any health and safety issues that may arise from the proposed storage of materials for excess of 14 days.



76. Provisions relating to storage of shipping containers within road reserve

- 76.1. No shipping containers can be stored on road reserve except in accordance with a permit issued in accordance with clause 76.2.
- 76.2. Any person wishing to store a shipping container on road reserve must apply for a shipping container permit by filing an application in the correct form. The relevant form is available on the Council website or on request.
- 76.3. The Council may grant or decline a shipping container permit. Where the shipping container permit is granted the Council may impose conditions in respect of any shipping container permit to address any health and safety issues that may arise from the proposed placement. Conditions may relate to:
- (a) Classification of the relevant road;
 - (b) Location on the road reserve, in particular proximity to any intersection or accessway.
 - (c) Ability to avoid any obstruction to footpaths or cycle and pedestrian traffic; and
 - (d) Period that it is intended to store the shipping container on the road for.

77. Decision on an application

- 77.1. The Council will, within 10 working days of receiving all the necessary information to process a shipping container permit:
- (a) Grant the permit and notify the applicant of any conditions; or
 - (b) Decline the permit and notify the applicant of the reasons for the decision.

78. Compliance, termination and transfer of roadside storage permits and shipping container permits (referred to collectively as 'storage permits')

- 78.1. Any person storing materials on a road without a storage permit must comply with provisions of clauses 74.1, 74.2 and 74.1. Failure to do so is a breach of this Bylaw.
- 78.2. Where a person cannot comply with clauses 74.2(g) or 75.1(e) a permit must be obtained prior to storage of the materials. Failure to obtain a permit is a breach of this Bylaw.
- 78.3. A permit holder must comply at all times with the conditions of their storage permit. Failure to do so is a breach of this Bylaw.
- 78.4. The owner of the materials, shipping container or permit holder is liable for the acts and omissions of employees and agents who are placing materials or a shipping container in reliance on clauses 74.1, 74.2 and 75.1 or purporting to exercise a storage permit.



- 78.5. The Council, through an Authorised Officer may require a person to remove stored materials or terminate a storage permit by giving notice in writing to the person storing the materials or the permit holder if:
- (a) The Council is required to by legal obligations imposed on it;
 - (b) The person or permit holder fails to comply with any condition relevant to storing the materials;
 - (c) The person or permit holder fails to comply with the reasonable directions of an Authorised Officer necessary to avoid their stored materials endangering the health and safety of any person or causing damage to any part of the road.
- 78.6. Storage of materials may be terminated in accordance with clause 78.5:
- (a) Immediately, where it is necessary to avoid imminent danger to any person or the person or permit holder has failed to comply with reasonable directions from an authorised officer; or
 - (b) With 5 working days' notice.
- 78.7. Written notice is not required where an Authorised Officer is exercising powers under clause 78.6(a) above.
- 78.8. No rights or responsibilities provided for under a storage permit will be transferred to any other person.

79. Reporting and costs

- 79.1. The permit holder must inform the Council of any circumstances that may give rise to a breach of a storage permit.
- 79.2. Where the Council is informed in accordance with clause 79.1 above it may elect to vary the conditions of the relevant storage permit or require a storage permit to be obtained.
- 79.3. The Council may set fees and charges for recovery of its reasonable costs for:
- (a) Processing applications;
 - (b) Administering a storage permit;
 - (c) Maintenance or repair of any part of a road caused by the exercise of a storage permit.
- 79.4. A permit holder must pay any fees or charges that may be requested by the Council for administering a storage permit and/or the costs incurred by the Council in carrying out any maintenance or repair caused by any roadside storage or exercise of such a permit.



Part 4 – Damage to roads

80. Purpose and scope

80.1. The purpose of this part of the Bylaw is to ensure roads are kept clear of material in order to:

- (a) Reduce the risk of accidents occurring;
- (b) Reduce damage and/or deterioration of the road surface; and
- (c) Ensure the safe operation of the road for road users.
- (d) Provide a regulatory framework to allow the Council to remove and recover the costs where material is placed on roads that poses a risk to road users.

80.2. This part of the Bylaw provides for:

- (a) Establishing a framework for the Council to prevent damage being caused to any road;
- (b) Establishing the process for responding to situations where damage to road has occurred, or may occur;
- (c) Administrative mechanisms to achieve the above, including recovery of cost where necessary.

81. General conditions for damage to roads caused by material on roads

81.1. No material including, but not limited to:

- (a) Mud or stock effluent from adjoining land;
- (b) Gravel, rubble, stones, green waste or soil;
- (c) Oil, fuel, hydraulic fluid or other vehicle fluid;
- (d) Litter, glass or other refuse;
- (e) Concrete or cement runoff;
- (f) Fluid from spray tanks; whether toxic or not;
- (g) Fluid from stock effluent tanks or stock trucks;
- (h) Mud or stock effluent from stock crossings, stock races or stock movements along roads;
- (i) Overflow from irrigation, irrigation wipe off water or clay/silt bound stormwater runoff

may be spilt, deposited, tracked or otherwise allowed to be placed, directed over or left on a road.

82. Reporting and removal of material

82.1. Any person who breaches clause 81.1 must inform the Council without delay.

82.2. On receiving advice of a breach the Council will determine whether the material poses an immediate risk to the safety of road users or may cause significant damage



to the road. The result of this determination will affect the course of action to be taken under the clauses below.

83. Actions where material has been put on a road and poses an immediate risk to safety or damage

- 83.1. In the event of a breach of clause 81.1 that gives rise to an immediate risk to safety or damage the Council will:
- (a) Seek to identify the person responsible for the material and contact them;
 - (b) If the person cannot be contacted within 60 minutes the Council will carry out the work necessary to remove the material.
 - (c) If the person can be contacted the Council will give that person 1 hour or other such timeframe as the Council may determine is appropriate from contact to remove the material.
 - (d) If the work is not completed by that person within that timeframe the Council will carry out the work necessary to remove the material.

84. Actions where material put on a road does not pose an immediate risk or potential to cause significant damage

- 84.1. In the event of a breach of clause 81.1 that does not give rise to an immediate safety risk or potential to cause significant damage the Council will:
- (a) Identify the person responsible for the material and contact them;
 - (b) When that person has been contacted the Council will provide them with a timeframe within which the material must be removed.
 - (c) If the person does not remove the material within the specified timeframe set out by the Council will carry out the removal of the material.

85. Enforcement and costs

- 85.1. Causing or allowing material to be placed on a road in contravention of clause 81.1 is a breach of this Bylaw.
- 85.2. A failure to report a breach of clause 81.1 in accordance with clause 82.1 is also a breach of this Bylaw.
- 85.3. The owner of the material or the property from which it emanates liable for the acts and omissions of employees and agents acting on their behalf and who fail to comply with clause 81.1.
- 85.4. A failure to remove material from a road in accordance with directions from an Authorised Officer and within the required timeframes is a breach of this Bylaw.
- 85.5. The Council may recover its reasonable costs for:
- (a) Removal of material placed in breach of this Bylaw;



- (b) Maintenance or repair of any part of a road caused by a breach of clause 81.1.

85.6. A permit holder must pay any fees or charges that may be requested by the Council for removing any material from the road and/or the costs incurred by the Council in carrying out any maintenance or repair caused by material.



Part 5 – Services, formation, accessways and dust suppression

Subpart 1 – Public services within roads

86. Scope

- 86.1. This Bylaw does not provide the framework for installation of public services within road reserve. The National Code of Practice for Utility Operators' Access to Transport Corridors which has been approved in accordance with the Utilities Access Act 2010 provides the regulatory framework for this issue. To avoid duplication this Bylaw includes no further provisions in relation to public services within road reserves. The National Code of Practice for Utility Operators' Access to Transport Corridors can be sourced from the Council or online at www.nzuag.org.nz.
- 86.2. For the purposes of this Bylaw public services includes Council managed water, wastewater, and stormwater services, and individual property connections to these within the road reserve.

Subpart 2 – Private services within roads

87. Purpose and scope

- 87.1. The purpose of this part of the Bylaw is to address matters relating to the establishment of private services within road reserve in order to:
- Enable road reserve to be utilised for utility services where appropriate;
 - Manage the location of such utility services and the responsibilities of parties who install services within roads and that remain privately owned;
 - Ensure the location of such utility services are known and recorded;
 - Set out the procedure for such utility services to be installed within road reserve.
- 87.2. This part of the Bylaw provides for:
- An authorisation framework for establishment of private services within roads;
 - Administrative mechanisms to achieve the above including recovery of costs where necessary.

88. General provisions relating to private services within roads



- 88.1. No person shall install private services within roads except in accordance with a permit granted under the provisions of this Bylaw.
- 88.2. Any person may apply to the Council for a services permit to allow private services to be installed within road reserve by filing an application in the correct form. The relevant form will be available on the Council website or on request.
- 88.3. The Council may impose conditions in respect of any services permit to address any of the following:
- (a) The location of the works;
 - (b) The standard to which the works will be constructed to;
 - (c) Obligations on the permit holder to:
 - (i) Notify Council when installation of the works is to commence;
 - (ii) Reinstate the road following construction of the works;
 - (iii) Provide the Council with as built plans of the works on completion;
 - (iv) Obtain any other consents or authorisations that may be necessary in order to complete the works;
 - (v) Undertake ongoing maintenance of the works;
 - (vi) To enter into a deed of grant and register (if required) an encumbrance on the computer freehold register of the land to which the services are being provided securing the ongoing performance of the conditions within the services permit and the deed.
 - (vii) Maintain an insurance policy for all public liability risks associated with the works in respect of all third parties, including the Council. The amount of public liability insurance required will be commensurate with the scale of the works, the value of which will be determined by the Council and included within the services permit;
 - (viii) Payment of the Council's costs (including legal fees where necessary).
- 88.4. No rights or responsibilities provided for under a services permit may be transferred.

89. Decision on an application

- 89.1. The Council will, within 10 working days of receiving all the necessary information to process a services permit:
- (a) Grant the permit and notify the applicant of any conditions; or
 - (b) Decline the permit and notify the applicant of the reasons for the decision.

90. Term and expiry of a services permit

- 90.1. A services permit will have a term of 5 years from the date the permit is granted.
- 90.2. If any services permit is not given effect to and all conditions complied with within 5 years the permit will be deemed to be terminated.



91. Compliance, termination, suspension and transfer

- 91.1. A failure to obtain a services permit prior to undertaking any work to install any services within road reserve is a breach of this Bylaw.
- 91.2. A permit holder must comply with the conditions of their services permit at all times. Failure to do so is a breach of this Bylaw.
- 91.3. The owner of the land to which the services connect is liable for the acts and omissions of employees and agents who install any services without obtaining a services permit.
- 91.4. A permit holder is liable for the acts and omissions of employees and agents who purport to exercise a services permit.
- 91.5. The Council, through an Authorised Officer may suspend or cancel a services permit by serving notice in writing to the permit holder if:
- (a) The Council is required to by legal obligations imposed on it;
 - (b) The permit holder fails to comply with the conditions of their services permit;
 - (c) The permit holder fails to comply with the reasonable directions of an Authorised Officer necessary to avoid the permit holder endangering the health and safety of any person or causing damage to any part of a road.
- 91.6. A services permit may be suspended or cancelled in accordance with clause 6.3:
- (a) Immediately, where it is necessary to avoid imminent danger to any person or the permit holder has failed to comply with reasonable directions from an Authorised Officer; or
 - (b) With 20 working days' notice.
- 91.7. Written notice is not required where an Authorised Officer is exercising powers under clause 91.6(a) above.
- 91.8. No rights or responsibilities provided for under a services permit may be transferred.

92. Reporting and costs

- 92.1. The permit holder must inform the Council of any circumstances that may give rise to a breach of a permit or requirements for a services permit.
- 92.2. Where the Council is informed in accordance with clause 92.1 above it may elect to vary the conditions of the relevant services permit.
- 92.3. The Council may set fees and charges for recovery of its reasonable costs for:
- (a) Processing applications;



- (b) Administering a services permit;
- (c) Maintenance or repair of any part of a road caused by the exercise of a services permit.

92.4. A permit holder must pay any fees or charges that may be requested by the Council for administering a stock permit and/or the costs incurred by the Council in carrying out any maintenance or repair caused by the stock movement.



Subpart 3 – Occupation of unformed roads

93. Purpose and scope

- 93.1. The purpose of this part of the Bylaw is to address matters relating to the occupation and use of an unformed road in order to:
- (a) Set out the obligations of the Council in relation to unformed roads;
 - (b) Set out a process to deal with matters raised in respect of the occupation and use of unformed roads.
 - (c) Ensure the safety of public using unformed roads.
- 93.2. This part of the Bylaw provides for:
- (a) Regulatory framework for occupation of unformed roads.

94. General provisions relating to occupation of unformed roads

- 94.1. No person may occupy an unformed road, except in accordance with the provisions of this part of the Bylaw.
- 94.2. Owners and/or occupiers of land adjoining an unformed road may occupy an unformed road subject to the following:
- (a) No fence may be installed along or across an unformed road in a manner that unreasonably obstructs public access along an unformed road;⁷
 - (b) Stock will not prevent the use of the road by the public;
 - (c) Temporary fencing for the purpose of stock control may be installed on an unformed road with provision made for pedestrians to pass and repass over the fence;
 - (d) No damage will be caused to the road.

95. Public use of unformed road

- 95.1. No person will access or use an unformed road in a manner that causes damage to the road or causes a nuisance to adjoining landowners or occupiers of an unformed road.
- 95.2. Any person using or accessing an unformed road occupied by an adjoining owner or occupier must:
- (a) Leave any gates as they found them;
 - (b) Not leave any litter;
 - (c) Not cause damage to the unformed road or any property within it;

⁷ This provision is not intended to prevent fences from being installed on unformed roads. In circumstances where a fence is installed by an adjoining landowner provision must be made for passing through the fence by installing a gate.



- (d) Not chase or cause undue distress to any stock on or adjacent to the unformed road;
- (e) Keep any dogs under control or on a leash at all times.

96. Compliance

- 96.1. Occupation of an unformed road in contravention of clause 94.2 above is a breach of this Bylaw.
- 96.2. Accessing an unformed road and failing to comply with clauses 95.1 and 95.2 is a breach of this Bylaw.

97. Power to terminate occupation

- 97.1. The Council may at any time require any person to cease occupying an unformed road.
- 97.2. The Council will give notice requiring either:
 - (a) The unformed road to be vacated within 20 working days; or
 - (b) Immediately if the Council deems this necessary.
- 97.3. Written notice is not required where an Authorised Officer is exercising powers under clause 97.2(b).

98. Costs

- 98.1. In the event that any occupation of an unformed road has given rise to damage, the Council may:
 - (a) Request the damage be repaired by the occupier; or
 - (b) Repair the damage and require reimbursement for any costs of that work.
- 98.2. In the event that the Council demands payment from any occupier in accordance with clause 98.1(b), the occupier must pay the costs demanded by the Council within 20 working days. Failure to do so constitutes a breach of this Bylaw.



Subpart 4 – Formation of roads

99. Purpose and scope

- 99.1. The purpose of this part of the Bylaw is to control the manner in which roads are formed in order to:
- (a) Ensure roads are formed to an appropriate standard to protect the health and safety of road users;
 - (b) Make the process for obtaining approval clear.
- 99.2. This part of the Bylaw provides for:
- (a) Establishment of an authorisation framework for formation of roads;
 - (b) Administrative mechanisms to achieve the above including recovery of costs where necessary.

100. General conditions for forming legal roads

- 100.1. No person may carry out any work within road reserve for the purpose of forming the carriageway except in accordance with a permit issued under this Bylaw.
- 100.2. A person must apply for a permit in accordance with clause 100.1 by filing an application in the correct form. The relevant form will be available on the Council website or on request.
- 100.3. The Council may impose conditions in respect of a formation permit to ensure the formation is to the appropriate standard. Conditions may relate to the following:
- (a) Standard of construction that the formation will achieve;
 - (b) Alignment of the formation within the road reserve;
 - (c) Provision of as built surveys to demonstrate:
 - (i) the formed carriageway is within the road reserve;
 - (ii) construction is completed in accordance with specified standards for construction;
 - (d) Who is liable for the costs of construction and maintenance;
 - (e) Where necessary, a requirement for the permit holder to enter into a deed of agreement with the Council recording that ongoing maintenance of the road will not be undertaken by the Council.

101. Affected party approval

- 101.1. Where the applicant for the formation permit is not the only adjoining landowner of the road that is to be formed the applicant should seek and obtain written approval from all adjacent landowners to the formation of the road.



101.2. The written approvals obtained must be included with the application for the formation permit.

102. Compliance, termination, suspension and transfer

102.1. A failure to obtain a formation permit before forming a road is breach of this Bylaw.⁸

102.2. A permit holder must comply at all times with the conditions of their formation permit. failure to do so is a breach of this Bylaw.

102.3. A permit holder is liable for the acts and omissions of employees and agents who purporting to exercise rights under a formation permit.

102.4. The Council, through an Authorised Officer may suspend a formation permit by giving notice in writing to the permit holder if:

- (a) The Council is required to by legal obligations imposed on it;
- (b) A person or permit holder fails to comply with any condition of the formation permit;
- (c) A person or permit holder fails to comply with the directions of an Authorised Officer in respect of the formation of the road to which the formation permit relates.

102.5. A formation permit may be suspended or cancelled in accordance with clause 102.4:

- (a) Immediately, where it is necessary to avoid imminent danger to any person or the permit holder has failed to comply with reasonable directions from an authorised officer; or
- (b) With 20 working days' notice.

102.6. Written notice is not required where an Authorised Officer is exercising powers under clause 102.5(a) above.

102.7. Where a formation permit is suspended under clause 102.4 above the Council may issue directions in writing setting out work to be done by the permit holder in order to address the matters giving rise to the suspension.

102.8. A formation permit may be suspended for up to 30 working days.

102.9. In circumstances where the permit holder remedies the matters giving rise to the suspension prior to the expiration of the 30 working day suspension the permit holder may request the suspension end. The Council will assess compliance with the conditions and confirm whether or not the suspension is lifted within 5 working days of the request.

⁸ For avoidance of doubt, this Bylaw does not apply to the formation of roads to be vested in accordance with a subdivision consent under the Resource Management Act 1991.



- 102.10. If the permit holder has not rectified the non-compliance giving rise to the suspension within 30 working days the permit is deemed to have been terminated. In these circumstances the Council may require the permit holder to reinstate the road where work has begun.
- 102.11. If the non-compliance cannot be rectified within 30 working days the permit holder may request that the suspension period be extended. Such a request must be in writing directed to the Roding Manager. Council will confirm whether the extension has been granted within 5 working days. Such confirmation will also be in writing.
- 102.12. No rights or responsibilities provided for under a formation permit may be transferred to any other party.



Subpart 5 – Vehicle accessways

103. Purpose and scope

103.1. The purpose of this part of the Bylaw is to manage the construction of accessways⁹ in order to:

- (a) Allow development of accessways where required;
- (b) Ensure that the construction of accessways does not compromise the operation or safety of the road network, including drainage channels, etc;
- (c) Ensure accessways are constructed to an appropriate standard and do not cause damage to the road or services within the road.

103.2. This part of the Bylaw provides for:

- (a) Regulatory framework to construct accessways;
- (b) Establishment of administrative mechanisms to achieve the above, including recovery of costs where necessary.

104. General conditions relating to the construction of accessways

104.1. No person may construct an accessway to any land except in accordance with a permit issued under this Bylaw.

104.2. A person must apply for a permit in accordance with clause 104.1 by filing an application in the correct form. The relevant form will be available on the Council website or on request.

104.3. The Council may impose conditions in respect of an accessway permit to ensure the formation is to an appropriate standard. Conditions may relate to the following:

- (a) Standard of construction for the accessway¹⁰, including
 - (i) Construction method; and
 - (ii) Construction materials.
- (b) Location, including:
 - (i) Angle of intersection with the property boundary and formed carriageway;
 - (ii) Relationship to any drainage systems or services located within the road reserve;
 - (iii) Relationship to any existing street trees;
 - (iv) Proximity to intersections and other accessways.

⁹ This Bylaw relates only to the construction of accessways to road under the control of the Council. Accessways constructed to State Highways are not within the Council's jurisdiction.

¹⁰ Standard of construction will be relative to the classification of the road and the nature of the activity taking place on the site to which access is to be obtained.



- (v) Sight distances to the accessway.
- (c) Width of proposed accessway

105. Compliance, termination and transfer

- 105.1. A failure to obtain an accessway permit prior to construction of an accessway is a breach of this Bylaw.
- 105.2. A permit holder must comply at all times with the conditions of their accessway permit. Failure to do so constitutes a breach of this Bylaw.
- 105.3. A permit holder is liable for the acts and omissions of employees and agents who purport to exercise rights under a formation permit.
- 105.4. If the non-compliance cannot be rectified within 30 working days the permit holder may request that the suspension period be extended. Such a request must be in writing directed to the Roading Manager. Council will confirm whether the extension has been granted within 5 working days. Such confirmation will also be in writing.
- 105.5. No rights or responsibilities provided for under an accessway permit may be transferred to any other person.
- 105.6. If the accessway is not constructed in accordance with the accessway permit within 2 years of the date of the permit being issued, it is deemed to have been terminated.

106. Reporting and costs

- 106.1. The permit holder must inform the Council of any circumstances that may give rise to a breach of the accessway permit.
- 106.2. Where the Council is informed of an incident in accordance with clause 106.1 above it may elect to vary the conditions of the relevant accessway permit or require an accessway permit to be obtained.
- 106.3. The Council may set fees and charges for recovery of its reasonable costs for:
- (a) Processing applications;
 - (b) Administering an accessway permit;
 - (c) Maintenance or repair of any part of a road caused by the formation of the accessway.
- 106.4. A permit holder must pay any fees or charges that may be requested by the Council for administering an accessway permit and/or the costs incurred by the Council in carrying out any maintenance or repair caused by the establishment of an accessway.



Subpart 6 – Dust suppression

107. Purpose and scope

- 107.1. The purpose of this part of the Bylaw is to manage the effects of dust on residential properties in the vicinity of gravel roads and visibility for road users in order to:
- (a) Ensure the effects of dust are minimised;
 - (b) Ensure dust minimisation methods are environmentally acceptable;
 - (c) Improve the safety of gravel roads; and
 - (d) Ensure dust minimisation methods do not have adverse effects on the safety of the road and road users.

108. General provisions relating to dust suppression

- 108.1. No dust suppression work shall be completed on any gravel road except:
- (a) Where a dwelling house is within 100m of a gravel road; and
 - (b) Such work is completed by the Council as part of the Council's District Roading Programme.

109. Compliance

- 109.1. Carrying out dust suppression works in contravention of clause 108.1 above is a breach of this Bylaw.
- 109.2. Where dust suppression works are done in contravention of clause 108.1 above the Council may direct the person who completed the work to rectify it. Such work will be completed at the cost of that person within the timeframe set by Council.
- 109.3. The Council may elect to complete any rectification works themselves. In such circumstances the costs will be covered by the person who undertook the unlawful dust suppression.



Part 6 – Fencing within rural road reserve

110. Purpose and scope

110.1. The purpose of this part of the Bylaw is to manage the establishment of fencing within road reserve in order to:

- (a) Allow fencing within road reserve to occur;
- (b) Facilitate the economic use of the roadside where appropriate;
- (c) Improve visual amenity;
- (d) Protect drainage infrastructure;
- (e) Ensure safety of the road is maintained and improved.

110.2. This part of the Bylaw provides for:

- (a) Regulatory framework to achieve the purpose of the Bylaw.

111. General provisions fencing within road reserve

111.1. No fencing will occur within road reserve except:

- (a) On rural roads; and
- (b) The person wishing to construct the fence is the adjoining landowner or occupier; and
- (c) The person wishing to construct the fence does so in accordance with a permit issued under this Bylaw.

111.2. A person must apply for a permit in accordance with clause 111.1 above by filing an application in the correct form. The relevant form will be available on the Council's website or on request.

111.3. The Council may impose conditions in respect of a road fencing permit. The conditions may relate to:

- (a) Location of the proposed fence to avoid:
 - (i) existing drainage channels and waterways;
 - (ii) any services located within the road reserve;
 - (iii) the proposed fence restricting passage along the road;
- (b) Distance of the fence from the formed carriageway;
- (c) Requirements for a permit holder to maintain the fence and the fenced area, including any trees within it, to ensure any stock will be contained within the fenced area;
- (d) Avoiding damage being caused to any services or drainage infrastructure within the road reserve;
- (e) Any public liability or indemnity insurance to be held by the permit holder;
- (f) A requirement for the permit holder to enter into a licence to occupy.
- (g) Registration of an encumbrance on the computer freehold register of the adjacent land.



112. Compliance, transfer and cancellation

- 112.1. Any person who erects a fence on road otherwise than in compliance with clause 111.1 is in breach of this Bylaw.
- 112.2. A permit holder must comply at all times with the conditions of their road fencing permit. Failure to do so is a breach of this Bylaw.
- 112.3. A permit holder is liable for the acts and omissions of employees and agents who are or purporting to exercise rights under a road fencing permit.
- 112.4. The Council, through an Authorised Officer, may cancel a road fencing permit by giving notice in writing to the permit holder if:
- (a) The Council is required by legal obligations imposed on it;
 - (b) The permit holder fails to comply with the conditions of the road fencing permit;
 - (c) The permit holder fails to comply with the directions of an Authorised Officer necessary to avoid the permit holder endangering the health and safety of any person or causing damage to any part of the road.
- 112.5. A road fencing permit may be cancelled in accordance with clause 112.4:
- (a) Immediately, where it is necessary to avoid imminent danger to any person or the permit holder has failed to comply with directions from an Authorised Officer; or
 - (b) Within 20 working days' notice.
- 112.6. Written notice is not required where an Authorised Officer is exercising powers under clause 112.5(a) above.
- 112.7. No rights or responsibilities provided for under a road fencing permit may be transferred. Where a permit holder ceases to be an owner or occupier of the property to which the road fencing permit relates the relevant permit will be deemed to have been terminated.

113. Conditions relating to the use of land within the fenced area under a road fencing permit

- 113.1. The permit holder will be responsible for the use and management of the land within the fenced area under the road fencing permit. The permit holder will:
- (a) Not erect any structures within the fenced area.
 - (b) Manage any vegetation, pests or pest plants within the fenced area.
 - (c) Not plant any trees or hedges within the fenced area except in accordance with this Bylaw.



- (d) Not excavate any material from within the fenced area.
- (e) Not restrict access by Council staff, nominees or utility providers to the fenced area for any purpose including for the purpose of installing, maintaining, repairing or removing any new or existing service over, under or on the land being freely available.
- (f) Not damage or impede any drain, inlet, culvert, water channel or water table.

114. Council may require removal

114.1. Notwithstanding any of the above the Council may require immediate removal of any stock or fence installed under this part of the Bylaw at any time.

115. Reporting and costs

115.1. The permit holder must inform the Council of any circumstances that may give rise to a breach of a road fencing permit.

115.2. Where the Council is informed of an incident in accordance with clause 115.1 it may elect to vary the conditions of the relevant stock permit or require a stock permit to be obtained.

115.3. The Council may set fees and charges for recovery of its reasonable costs for:

- (a) Processing applications;
- (b) Administering a road fencing permit;
- (c) Maintenance or repair of any part of a road caused by the establishment of fencing of the use of the fenced road.

115.4. A permit holder must pay any fees or charges that may be requested by the Council for administering a road fencing permit and/or the costs incurred by the Council in carrying out any maintenance or repair caused by the fencing or the use of the fenced area



Part 7 – Parking restrictions

116. Purpose and scope

116.1. The purpose of this part of the Bylaw is to provide for parking restrictions in the district to:

- (a) Maintain and improve the efficiency of the road network;
- (b) Ensure that parking available in areas of high demand is turned over in sufficient frequency to meet with the demand;
- (c) Ensure the safe operation of the roading network.

116.2. This part of the Bylaw provides for:

- (a) Council to place restrictions on the location and time for parking on roads or within council controlled carparks;
- (b) Establish the framework to determine and implement time restricted parking;
- (c) Administrative framework for achieving the above.

117. Control of parking

117.1. The Council may by resolution, declare any road, part of a road or council-controlled land to be a no parking area.

117.2. Under clause 117.1 parking may be prohibited 24 hours per day or between times specified in the relevant resolution.

117.3. The Council may by resolution, declare any road or part of a road to be a restricted parking area.

117.4. In declaring a restricted parking area the Council may impose any or all of the following restrictions:

- (a) The time(s) during which the restrictions will have effect;
- (b) The maximum time allowed within any parking space;
- (c) The number and location of parking spaces within the relevant restricted parking area;

118. Variation or revocation of parking restrictions

118.1. The Council may by resolution at any time vary or revoke any no parking or restricted parking area.

118.2. At the time a variation or revocation is made under clause 118.1 the Council may by resolution impose any new restriction in substitution for the varied or revoked resolution.



119. Time of legal effect of parking restrictions

119.1. A resolution in accordance with clauses 117.1 and 117.3 will not have legal effect until the necessary signage under the Traffic Control Devices Rules 2004 or under any rules under the Land Transport Act 1998 have been installed.

120. Restricted vehicle areas

120.1. The Council may by resolution, set aside any road or part of a road or council controlled parking area as a restricted vehicle parking area for use by specified vehicles or people. This may include:

- (a) Taxis;
- (b) Passenger service vehicles;
- (c) Goods and services vehicles;
- (d) Vehicles used by disabled persons;
- (e) Motorcycles;
- (f) Any other vehicle the Council specifies in the resolution.

121. Parking requirements

121.1. Any person parking a vehicle in a restricted parking area or restricted vehicle area where the parking spaces are identified must park their vehicle entirely within a single marked parking space;

121.2. Where any parking space is identified for the use of specified vehicles only, no person shall park any vehicle other than the specific type of vehicle in that space.

121.3. Any person parking a motorcycle in a parking space marked for use of motorcycles only must park their motorcycle entirely within a single marked parking space. For avoidance of doubt, subject to compliance with this clause more than one motorcycle may occupy a marked parking space.

122. Parking on verges

122.1. A person must not stop or park a vehicle on a grass or cultivated verge which forms part of any land that forms part of the road reserve or which has been designated as a local purpose reserve, recreation reserve under the Central Otago District Plan.

122.2. The Council may by resolution exclude certain areas from the application of clause 122.1.



123. Parking on footpaths or cycle ways

- 123.1. No person may stop, stand or park any vehicle on a footpath or on a cycle path.
- 123.2. If, as a result of stopping, standing, parking or traversing where there is no vehicle crossing over a footpath, damage is caused to the footpath the person in charge of the vehicle causing the damage may be required to pay for repair of the damage to the satisfaction of Council.

124. Enforcement

- 124.1. For the purpose of this Bylaw any Parking Warden or Authorised Officer may inspect any parked vehicle for the purpose of establishing compliance with this Bylaw.
- 124.2. The Council or any Authorised Officer may remove or cause to be removed any vehicle or other thing from any road or council controlled carpark which breaches this Bylaw, or any resolution made under it. The Council may recover from the person committing the breach all expenses incurred by the Council when removing the vehicle or thing.
- 124.3. Any person who parks or allows a vehicle to be parked in breach of any of the provisions of this Bylaw or any resolution made in accordance with it, commits a breach of this Bylaw.
- 124.4. Nothing in clause 123.2 limits the liability of any person for an infringement offence under section 2(1) of the Land Transport Act 1998.

125. Penalties

- 125.1. Any person who breaches this Bylaw (including and control, restriction, limitation, or prohibition under this bylaw) commits an offence under the Land Transport Act 1998, or the Local Government Act 2002 and is liable to the penalties set out in the relevant Act.
- 125.2. Any person who commits a breach of this Part of the Bylaw will also be liable for any towage fee incurred by the Council in accordance with the Transport (Towage Fees) Notice 2004.

126. Defences

- 126.1. It is a defence for any person who is charged with a breach of this Bylaw, or any resolution made under it if that person proves the act or omission was:
- (a) Done due to an emergency;
 - (b) Done to comply with the directions of a Parking Warden or Authorised Officer, traffic signal or traffic sign; In the case of any act done by a Parking Warden



or Authorised Officer the breach was necessary as part of the execution of the Parking Warden or Authorised Officers' duties



Part 8 – Heavy vehicles restrictions

127. Purpose and scope

127.1. The purpose of this part of the Bylaw is to:

- (a) Enable the Council to restrict the use of certain roads, or part of a road by heavy vehicles.
- (b) Ensure the safe operation of the roading network

127.2. This part of the Bylaw provides for:

- (a) Council to place restrictions on the location and/or time that heavy vehicles may use certain roads or parts of roads;
- (b) Establish the framework to determine and implement heavy vehicle restrictions;
- (c) Administrative framework for achieving the above.

128. Control of heavy vehicles

128.1. The Council may by resolution, declare that no heavy vehicles may pass or repass over any road or part of a road.

128.2. In making a declaration under clause 127.1 above the Council may impose any or all of the following restrictions:

- (a) The size of the vehicles that are restricted;
- (b) The times during which the restrictions will have effect if less than 24 hours per day;
- (c) Specify an alternative route for heavy vehicles to utilise.

129. Alternative route

129.1. Where a declaration under clause 127.1 specifies an alternative route, all heavy vehicles shall use it as a bypass.

130. Exemptions

130.1. No person driving or in charge of any heavy vehicle will drive or allow it to be driven along any road subject to a declaration under clause 128.1 above except:

- (a) Where the place of business of the owner of the heavy vehicle is located on the road or part of the road subject to a declaration where there is no alternative route.
- (b) In connection with the essential maintenance of the heavy vehicle;
- (c) In connection with the delivery or collection of passengers or goods to an address on the road or part of a road subject to a declaration and where no alternative access is available.



- (d) In connection with the purchase of fuel from an address on the road or part of a road subject to a declaration and where no alternative access is available
- (e) In connection with the provision of services to an address on the road or part of a road subject to a declaration and where no alternative access is available.
- (f) With the written approval of the Council.

130.2. A declaration under clause 127.1 will not apply to:

- (a) Any ambulance, fire service vehicle or other emergency vehicles;
- (b) Campervans or passenger vehicles such as buses; and
- (c) A vehicle of a network utility operator or its authorised agent or contract engaged in the provision of, or maintenance of a network utility operation.

131. Variation or revocation of heavy vehicle restrictions

131.1. The Council may by resolution at any time vary or revoke any heavy vehicle restriction.

131.2. At the time a variation or revocation is made under clause 130.1 the Council may by resolution impose any new restriction in substitution for the varied or revoked resolution.

132. Time of legal effect of heavy vehicle restrictions

132.1. A resolution in accordance with 127.1 and 130.1 above will not have legal effect until the necessary signage under the Traffic Control Devices Rules 2004 or any other Rules under the Land Transport Act 1998 have been installed.

133. Offences

133.1. Any person who commits a breach of this Bylaw by driving or being in charge of a heavy vehicle on a road or part of a road subject to a declaration under clause 127.1; is liable to an infringement of \$150 .

134. Defences

134.1. It is a defence for any person who is charged with a breach of this Part of the Bylaw, or any resolution made under it if that person proves the act or omission was:

- (a) Done due to an emergency; or
- (b) Done to comply with the directions of an Authorised Officer, traffic signal or traffic sign.



Schedule 1 Current parking restrictions

Cromwell

1. 10 Minute Parking
 - a. Two parks in Town Centre Car Park #3 (Café precinct)
 - b. Four parks on Barry Avenue at the eastern entrance to the Town Centre
 - c. Four parks on Barry Avenue by Cromwell College.
2. 120 Minute Parking
 - a. 43 parks in the parking bays closest to The Mall in Town Centre Car Park #1 (Western side of the Mall)
 - b. 13 parks closest to The Mall Town Centre Car Park #2 (Subway area)
 - c. 27 parks in the central island area in Town Centre Car Park #3 (Café precinct)
 - d. Nine parks adjacent to the Library in Town Centre Car Park #4 (Library area)
 - e. Seven parks in Town Centre Car Park #6 (Medical Centre)
 - f. Eight parks in Town Centre Car Park #7 (Central Lakes Trust).
 - g. Two parks beside Edinburgh Realty (Introduced 2020)
3. Accessibility Parks
 - a. Two parks in Town Centre Car Park #1 (Western side of the Mall)
 - b. One park in Town Centre Car Park #2 (Subway area)
 - c. Two parks in Town Centre Car Park #3 (café precinct)
 - d. Two parks in Town Centre Car Park #4 (Library area)
 - e. One park in Town Centre Car Park #5 (South end of Mall)
 - f. Three parks in Town Centre Car Park #6 (Medical centre)
 - g. One park in Town Centre Car Park #7 (Central Lakes Trust).
4. Bus Parking
 - a. Lode Lane - Two Bus parks
 - b. Molyneux Avenue – Two Bus parks outside Cromwell Primary School
 - c. Gilling Place – Two Bus parks outside Goldfields Primary School.
5. Ambulance Parking
 - a. Town Centre Car Park #7 (Central Lakes Trust) - One park.

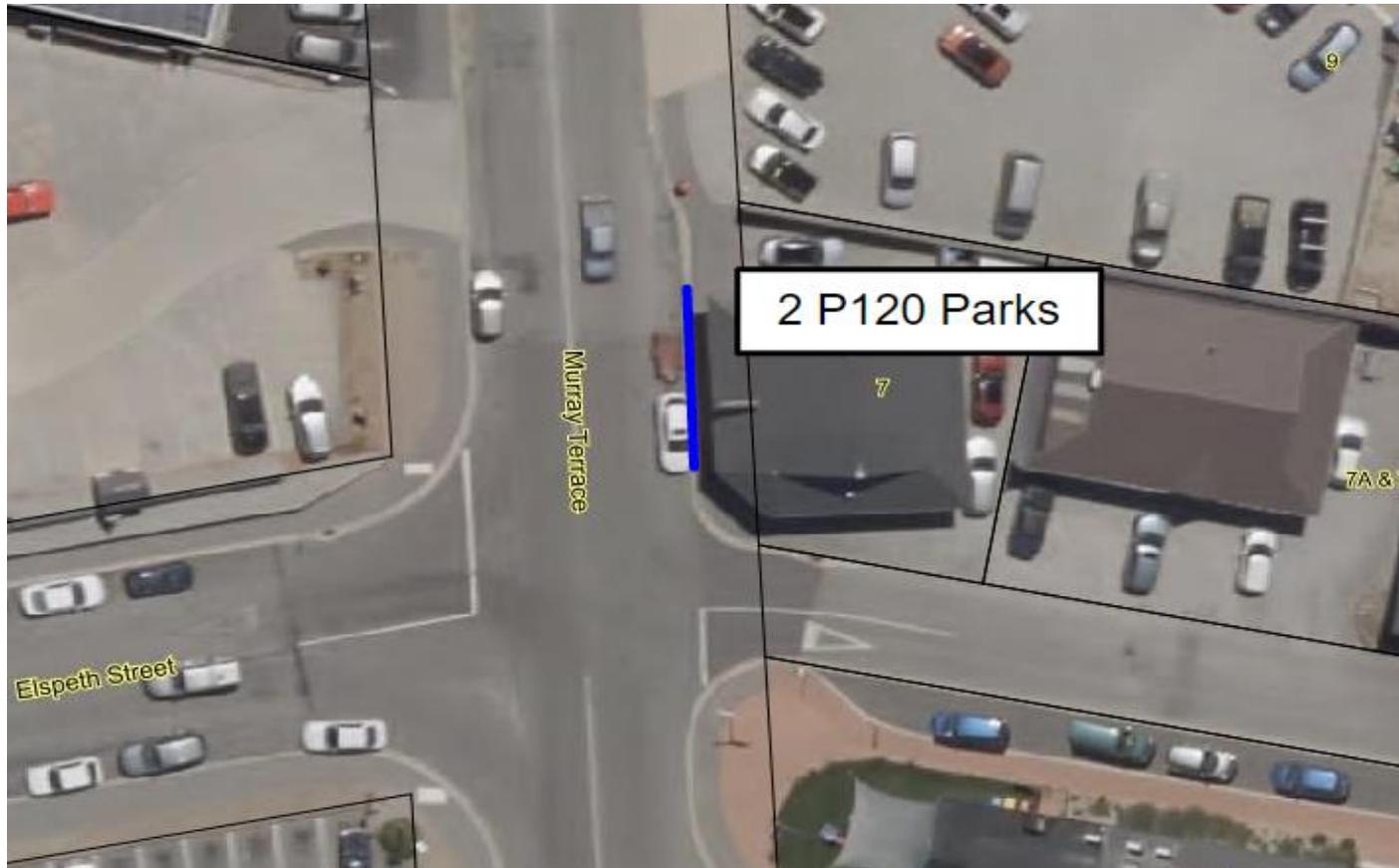


Cromwell Car Park Restrictions Map 1 (Introduced 2015)





Cromwell Car Park Restrictions Map 2 (Introduced 2020)





Alexandra

1. 15 Minute Parking
 - a. Three parks outside the Central Otago District Council on Dunorling Street.
2. 60 Minute Parking
 - a. Tarbert Street from the War Memorial to Limerick Street.
 - b. Tarbert Street War Memorial car park.
 - c. Tarbert Street from Bantry Street to the Medical Centre vehicle entrance.
 - d. Brandon Street between Kenmare Street and Centennial Ave.
 - e. Centennial Avenue in the Golden Block area.
3. 120 Minute Parking
 - a. Matau Street from Centennial Avenue to Ventry Street.
 - b. Centennial Avenue from Moa Street to Brandon Street.
 - c. Brandon Street between Centennial Avenue and the Golden Block car park.
 - d. Within the Golden Block car park.
 - e. Centennial Avenue from the end of the Golden Block to the Dunorling Street/Tarbert Street roundabout.
 - f. Shannon Street from Ventry Street to the boundary line between numbers 30 and 32 Shannon Street.
 - g. Tarbert Street from the Dunorling Street/Centennial Avenue roundabout to Walton Street.
 - h. Skird Street.
 - i. Tarbert Street from Limerick Street to end of road.
 - j. Limerick Street
 - k. Centrepoint Mall car park (public parks only).
 - l. Ennis Street – 5 car angle parks from Dunorling Street on the west side of Ennis Street.
 - m. Deel Street from Tarbert Street to McDonald Street.
 - n. Two parks on Dunorling Street outside Feron Motor Court (Introduced 2020)
4. Accessibility Parks
 - a. One park in Tarbert Street War Memorial car park.
 - b. One park on Tarbert Street by entrance to the Tarbert Street War Memorial car park.
 - c. One park on Tarbert street beside Tarbert Street Dental Surgery (Introduced 2020)
 - d. Two parks on Skird Street outside the Memorial Hall.
 - e. Two parks in Thomson Way car park.
 - f. One park on Limerick Street outside The Warehouse.
 - g. One park on Centennial Ave by the Museum/Information Centre.
 - h. Two parks in Golden Block car park.
 - i. One park in Tarbert Street – The Warehouse carpark.



6. Bus Parking

- a. Centennial Ave - Two bus parks near Museum.
- b. Tarbert Street – 1 bus park outside St Gerards School.
- c. Bringans Street – 2 bus parks outside Alexandra Primary School

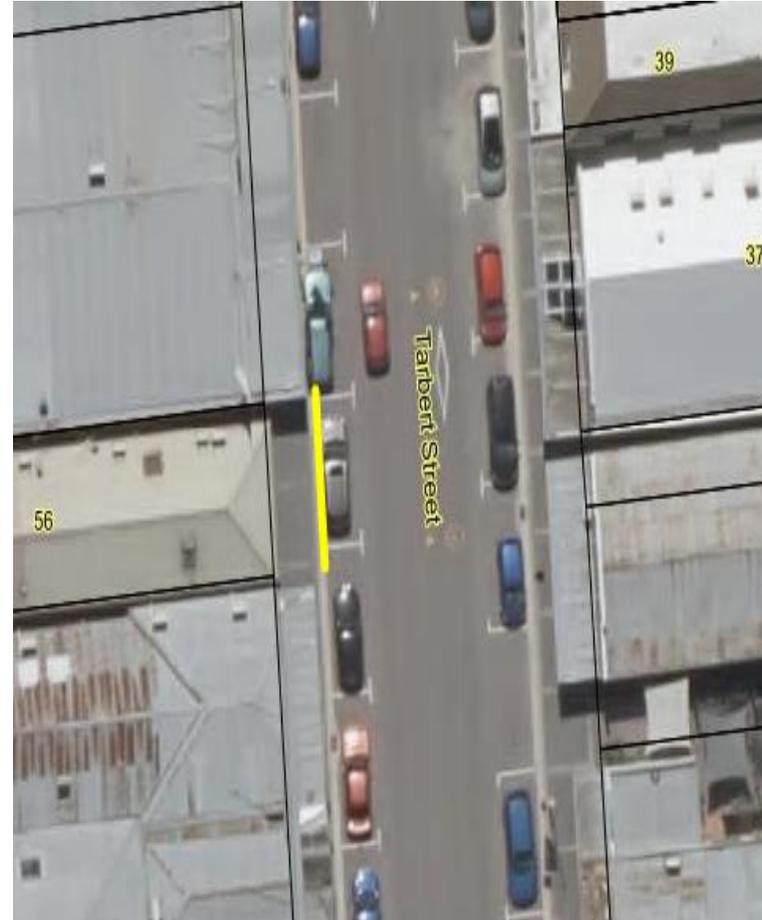


Alexandra Car Park Restrictions Map 1 (Introduced 2015)





Alexandra Car Park Restrictions Map 2 (Introduced 2020)





Clyde

1. 120 Minute Parking
 - a. Sunderland Street from Naylor Street to Lodge Lane.
 - b. Lodge Lane
 - c. Holloway Street between Naylor Street and the Eade Gallery

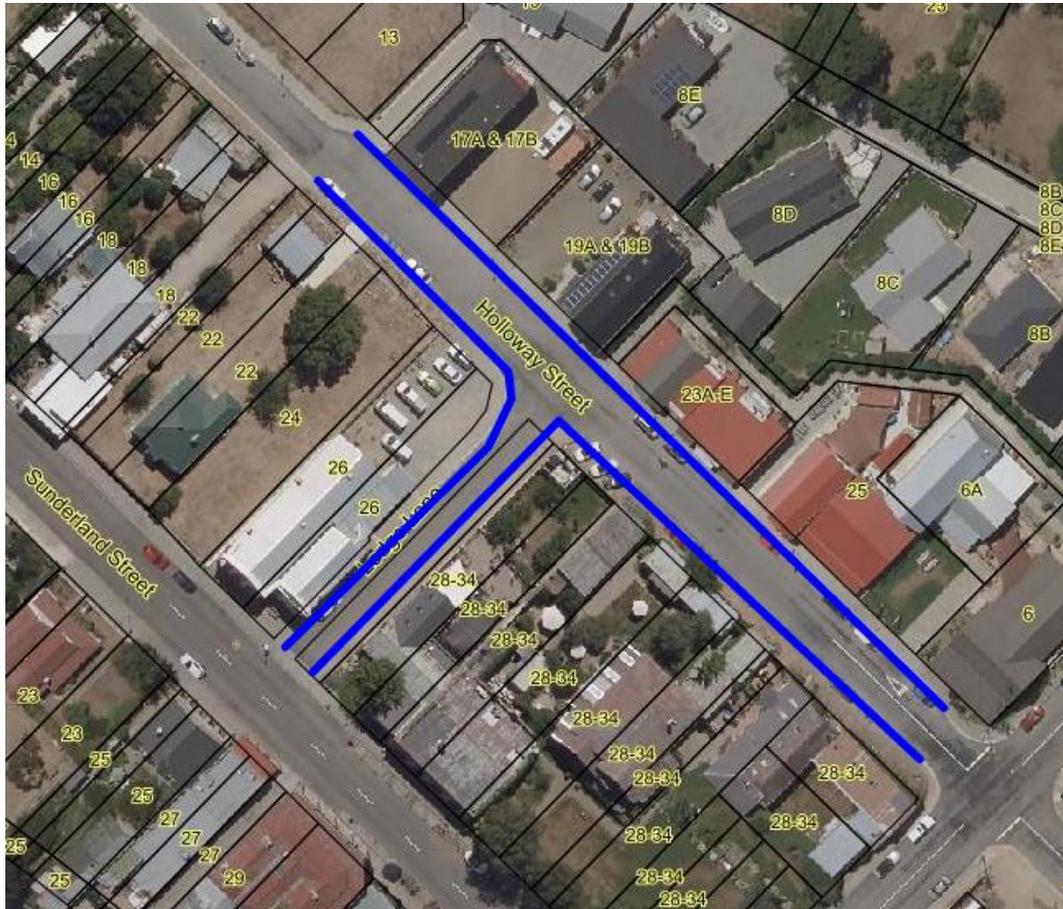
2. Bus Parking
 - a. Blyth Street - One bus park outside Clyde Primary School.

Clyde Car Park Restrictions Map 1 (Introduced 2019)





Clyde Car Park Restrictions Map 2 (Introduced 2020)





Schedule 2 Current heavy vehicle restrictions

1. Cromwell

- a. Location –
 - Barry Avenue between McNulty Road and Neplusultra Street
 - Alpha Street between State Highway 8B and Inniscourt Street
 - Gair Avenue between Barry Avenue and McNulty Road
 - Waenga Drive between Murray Terrace and Gair Avenue
- b. Vehicle type – This restriction applies to vehicles with a Gross Vehicle Mass (GVM) as shown on the Certificate of Loading of 11,000kg or higher.
- c. Time – This restriction applies 24 hours a day.
- d. Alternative route – Vehicles restricted under this declaration will use the alternative route:
 - i. Starting at the State Highway 8B - Barry Avenue Intersection travel west to the State Highway 8B - State Highway 6 Intersection (600m):
 - ii. Turn left and travel in a south west direction along State Highway 6 to the McNulty Road Intersection (2.1km):
 - iii. Travel along in an easterly direction to the McNulty Road intersection (1.8km).

25 January 2023

23.1.6 BRIDGE 93 - EMERGENCY WORKS FUNDING

Doc ID: 613931

1. Purpose of Report

To consider funding options for emergency works on Bridge 93 (St Bathans Loop Road).

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves \$103,986 of funding from the Emergency Event Reserve (1750264028) for repair of Bridge 93 following the rainfall event.

2. Background

Bridge 93 is located on St Bathans Loop road 6.8km from the intersection of Wedderburn-Becks Rd (SH85).

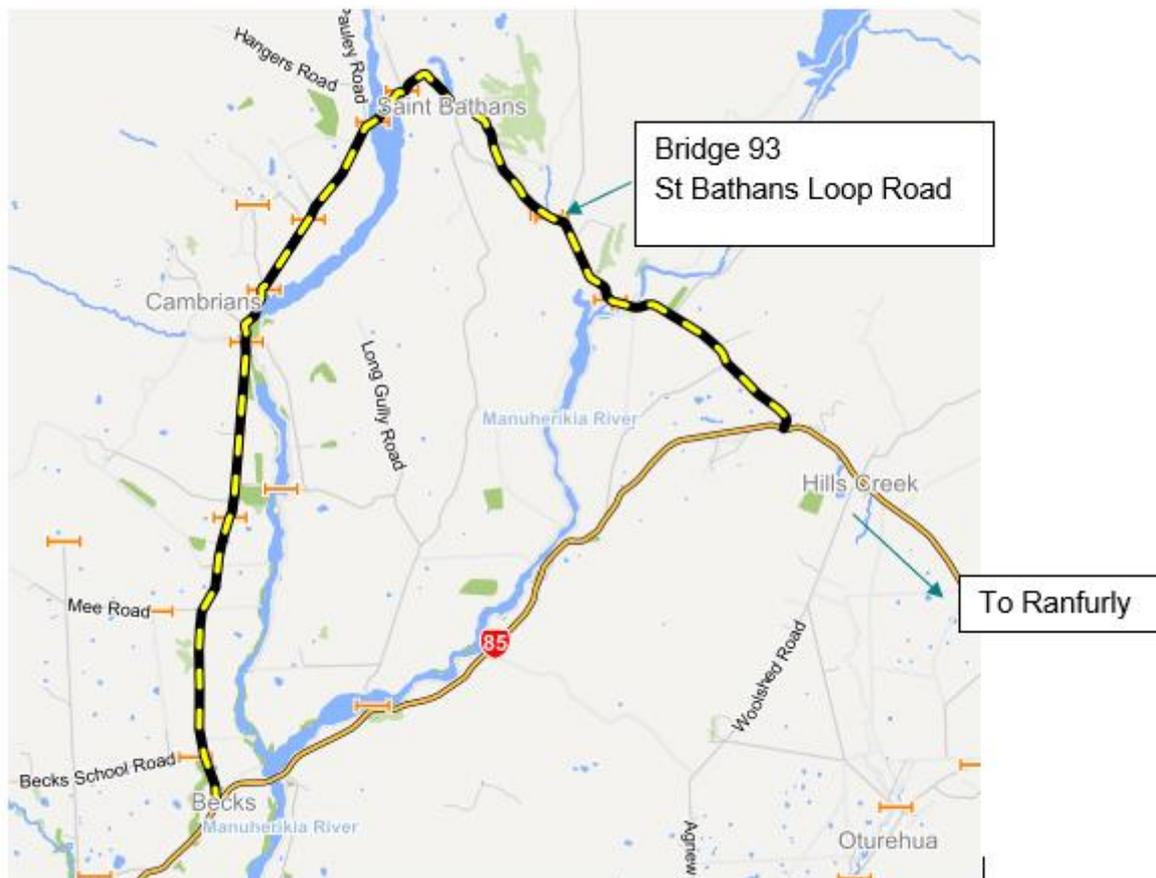


Figure 1: Bridge 93 Location

The bridge is a two-way, 12 metre long structure crossing Mata Creek. It is constructed of reinforced concrete tee beams, a concrete deck, concrete abutments and concrete rails. It was built in approximately 1940.



Figure 2: Bridge 93 St Bathans Loop Road

Following two heavy rainfall events during July and August 2022 Bridge 93 experienced significant erosion of the (highly erodible) mudstone layer around the bridge abutments.

Otago Regional Council rainfall records for the Danseys Pass area shows two 1 in 10-year rainfall events occurred within a fortnight of each other. The first rainfall event occurred on 19 July 2022. Rain caused rivers to run at high levels for extended periods of time. River flows were further contributed to by significant snow melt.

Almost half of the true right (left side of Figure 3) abutment was undermined with no piles supporting the abutment.



Figure 3: Bridge 93 (2022 damage)

Following inspection by a specialist bridging engineer a speed restriction of 30 kph was placed on the bridge and it was closed to all vehicles exceeding 5 tonne gross.

Temporary work to minimise further damage was completed by Fulton Hogan. A engineering solution to stabilise the bridge and provide ongoing protection was completed in collaboration with Fulton Hogan and Stantec.

3. Discussion

The cost of responding to the event and subsequent repair are summarised in the table below.

Phase	Forecast Cost
Emergency Response Work	\$67,070
Emergency Repair Work	\$140,146
Road Safety Audit	\$5,000
TOTAL	\$212,216

Waka Kotahi New Zealand Transport Agency (Waka Kotahi) emergency funds are subsidised at 51% up to the value of 10% of Councils approved annual spend (\$6.85M). Any costs beyond this threshold are eligible for 71% subsidy.

The application to Waka Kotahi for emergency works funding for the work required as a result of this weather event has been approved subject to Council confirming local share is available.

Subsidy	Amount	Waka Kotahi Share	Council Share
51%	\$212,216	\$108,230	\$103,986

The initial response to assess and make the bridge safe and subsequent remedial work was required to meet social, economic, environmental and cultural well-being of the community. Bridges are not insured and are an essential service.

4. Financial Considerations

Council maintains a roading emergency reserve account (1750264028) which accumulates to fund the Council share of the cost of emergency events on the roading network.

The current balance of the roading emergency reserve account is \$421,127 in deficit. If the initial repair work is funded from this account then it will place this account in deficit by \$525,113.

An alternative funding mechanism would be to use local share funding Waka Kotahi declined as part of the 2021-24 Long Term Plan.

Council approved a \$6,452,000 roading improvement programme in the 2021-24 Long Term Plan to be subsidised from the Waka Kotahi low cost low risk work category. The expectation was that Waka Kotahi would provide a subsidy of 51% (\$3,290,520) with Council funding the remaining 49% (\$3,162,480).

As Waka Kotahi did not approve all of the requested programme, a local share (49%) is available to be used for unsubsidised improvements to a total value of \$1,034,880. A report to the 1 June 2022 Council meeting approved an unsubsidised improvement of \$400,000 for the seal extension of Cornish Point Road. The remaining \$634,880 of the unsubsidised improvements programme for 2023/24 is to be reconsidered in June 2023. Unsubsidised funding of \$530,894 would still be available for consideration in June 2023.

5. Options

Option 1 – (Recommended)

Fund the Council share of \$103,986 of the Bridge 93 emergency work costs from the Roothing Emergency Reserve account (1750264028).

Advantages:

- Costs will be allocated specifically to a roading account.
- Consistent with funding approach taken with January 2021 flooding emergency works.
- Maximises Waka Kotahi contribution to Council.

Disadvantages:

- The account will be placed into further deficit and will not return a positive balance for at least 11 years.

Option 2

Fund the Council share of \$103,986 of the Bridge 93 emergency work costs from the local share of Council's unsubsidised roading improvement programme.

Advantages:

- Value for money as otherwise unsubsidised funding will receive subsidy.
- Will not place emergency works account into further deficit.
- Maximises Waka Kotahi contribution to Council.

Disadvantages:

- Other improvement projects will not occur as a result of funding being allocated to emergency works.

Option 3

Fund the Council share of \$103,986 of the Bridge 93 emergency work costs from existing bridging budgets.

Advantages:

- Nil

Disadvantages:

- Existing bridge maintenance budget will be fully utilised.
- All further maintenance work (on all bridges) will need to be deferred to 2023/24.
- Waka Kotahi have agreed to fund 51% of emergency works therefore utilising already subsidised funding does not deliver value for money.

6. Compliance

<p>Local Government Act 2002 Purpose Provisions</p>	<p>This decision enables democratic local decision making and action by, and on behalf of communities.</p> <p>AND</p> <p>This decision promotes the (social/cultural/economic/environmental) wellbeing of communities, in the present and for the future by funding the repair of a damaged structure.</p>
<p>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</p>	<p>No, emergency events such as this cannot be planned for and is not consistent with any Council policy or plan.</p>

Considerations as to sustainability, the environment and climate change impacts	There are no implications of this decision.
Risks Analysis	There are no substantial risks associated with this decision, however there is always the risk of another unforeseen weather event at any time
Significance, Consultation and Engagement (internal and external)	This decision does not trigger any significance thresholds. Council finance staff have been consulted in the preparation of this report.

7. Next Steps

Seek reimbursement of \$108,230 (51%) share of repair costs from Waka Kotahi for bridge 93 emergency works.

8. Attachments

Nil

Report author:



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Infrastructure Manager
16/01/2023

Reviewed and authorised by:



Louise van der Voort
Group Manager - Planning and Infrastructure
17/01/2023

23.1.7 POLICIES POLICY

Doc ID: 606569

1. Purpose of Report

To consider adopting the Policies Policy.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Adopts the Policies Policy for a three-year period.
-

Background

Significant work took place in the 2019-2022 term with the Audit and Risk Committee to strengthen and develop policy systems and processes.

Outputs included:

- The creation of a Policy and Strategy Register with regular reporting to the Audit and Risk Committee
- The development of a legislative compliance register with regular annual reporting to the Audit and Risk Committee
- Lifting policy performance to improve compliance with targeted timeframes
- The development of a standardised policy template
- Redevelopment of the Policy and Strategy Register to provide clearer detail and accountability
- Setting targets for policies, including timeframes for renewal and compliance targets.

3. Discussion

The Policies Policy (the Policy) formalises these arrangements to set expectations and provide a consistent approach to the development, approval, implementation, and revision of policy documents.

It is accompanied by further internal initiatives, including the creation of an intranet page, to ensure all staff are aware of policy expectations, and to support the approximately 32 staff whose roles require direct participation in the creation or maintenance of policy documents. A separate policy or manual will be developed regarding bylaws.

Compliance target

The Policy sets the 'compliance target' that measures the proportion of policies that are operational against those that have expired.

This performance is measured annually at the end of the financial year and reported on to external auditors through the audit process.

The performance is also measured prior to each Audit and Risk Committee for reporting within the Policy Register.

This target has previously been set at 80%.

Revision timeframes

The following timeframes are in place for the revision of the respective types of policy document:

- Bylaws – 5 years
- Policies – 3 years
- Plans – 5 years
- Strategies – 5 years
- Procedures, processes, and guidelines – 5 years

These timeframes are consistent with the previous term. The following exceptions apply:

- Longer timeframes may apply for policies tied directly to legislation
- Community-owned policy documents
- Plans and policies in joint administration with other councils
- Reserve Management Plans

Closing and archiving policies

No current process exists for retiring a policy that is no longer required. The Policy specifies that the body who approved a policy must approve its retirement.

Audit and Risk Committee recommendations

The Policies Policy was presented to the 15 December 2022 meeting of the Audit and Risk Committee. The Committee recommended the following:

- Adjustment to text explanation of a policy
- Addition of responsibility for maintaining the Policy and Strategy Register

These adjustments have been made. The Policy now seeks adoption for a three-year period.

4. Financial Considerations

There are no direct financial considerations.

5. Options

Option 1 – (Recommended)

Adopt the Policies Policy for a three-year period.

Advantages:

- Consistent framework is in place with clear expectations for the management of Council's policy suite.
- Increased level of compliance with legislative requirements.

Disadvantages:

- No disadvantages.

Option 2

Do not adopt the Policies Policy

Advantages:

- No advantages.

Disadvantages:

- No clear framework or expectations for the management of policies. Risk of policies slipping out of compliance.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the wellbeing of communities, in the present and for the future by ensuring appropriate and consistent processes are in place to respond to and manage community issues and concerns.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The Policy provides further consistency across all future plans and policies.
Considerations as to sustainability, the environment and climate change impacts	No direct environmental or climate impacts.
Risks Analysis	There are no risks associated with the adoption of the Policy. There is some risk, related to the expiration or mismanagement of policies, that this Policy seeks to manage.
Significance, Consultation and Engagement (internal and external)	Consultation is not required under the Significance and Engagement Policy.

7. Next Steps

The Policy would be adopted for a three-year period.

A separate Bylaw Manual or Policy will be developed and discussed with the Audit and Risk Committee in 2023.

8. Attachments

Nil

Report author:



Alix Crosbie
Senior Strategy Advisor
16/12/2022

Reviewed and authorised by:



Dylan Rushbrook
Group Manager - Community Vision
11/01/2023

25 January 2023

23.1.8 FRAUD, BRIBERY AND CORRUPTION POLICY

Doc ID: 606564

1. Purpose of Report

To consider readopting the updated Fraud, Bribery and Corruption Policy.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Adopts the updated Fraud, Bribery and Corruption Policy for an additional two years, with a review to take place in January 2024.
-

2. Background

The Fraud, Bribery, and Corruption Policy sets a zero-tolerance approach to acts of dishonesty or unlawful gain and provides a framework outlining how any incidents will be managed.

It was adopted in May 2020 and is reviewed annually to align with best practise advice from the Office of the Auditor General.

The Policy was last adopted in January 2022. It will seek readoption at the January 2023 Council meeting.

Legal requirements for fraud prevention, drawn from Office of the Auditor General advice, include:

- A clear and visible commitment from senior management towards fraud prevention and a zero tolerance to fraud.
- A sound policy framework and, underneath this, policies that provide clear and concise guidance to all staff on fraud and fraud-associated matters and outline clear roles and responsibilities for fraud prevention.
- Established and well-controlled processes and systems that reduce the risk of fraud occurring to a minimum.
- Fraud specific procedures that allow for the identification, collation and reporting of instances of fraud and the ongoing monitoring of remedial actions arising from such instances.
- Fraud awareness-raising activities and training (in ethics or code of conduct, privacy principles, fraud control activities).

3. Discussion

The Policy was reviewed in November 2022 by the Senior Strategy Advisor. The review included consideration of the practical application of the policy, and legislative updates.

Minor updates have been made, including:

- Updating references to the Protected Disclosures (Whistleblowers) Act 2022
- Updating references to internal policy changes, most notably the Performance Management Policy that replaced House Rules
- Updating the Fraud Control Officer duties to sit with the General Manager – Business Support
- Changing the reporting requirements for suspected fraud to the General Manager – People and Culture or the General Manager – Business Support. The previous policy referenced ‘their manager’.
- The addition of the Procurement Policy as a related document.
- Simplifying some language changes.

The following additional recommendations have been made:

- General Manager – Business Support to undertake a review of the Fraud, Bribery and Corruption Process
- An internal update will be made to all staff as a reminder of the policy and the provisions contained within

Feedback was sought from the 15 December 2022 Audit and Risk Committee meeting. The Committee recommended:

- Adjustment to wording around complaints relating to the Chief Executive to ensure these were investigated by the independent agency
- Clarification that complaints about the Chief Executive would not be reported to the Chief Executive
- Clarifying wording in the ‘Outcomes’ section
- Minor grammatical adjustments

All recommendations have been adjusted. The Committee recommended Council adopt the updated Fraud, Bribery and Corruption Policy.

The policy now seeks adoption for two years, with a review to take place after twelve months. This is to ensure the policy remains in place and active throughout the review process.

4. Financial Considerations

There are no budget or cost implications resulting from this decision.

5. Options

Option 1 – (Recommended)

Readopt the Fraud, Bribery and Corruption Policy for a further two years, with a review after one year.

Advantages:

- Updated policy in place to provide appropriate guidance on managing dishonesty, and to protect both community assets and Council’s reputation.

Disadvantages:

- No disadvantages.

Option 2

Do not readopt the Fraud, Bribery and Corruption Policy.

Advantages:

- No advantages.

Disadvantages:

- Existing Policy will lapse
- No policy in place to manage dishonesty and protect both community assets and Council's reputation.
- Risk of non-compliance with relevant legislation.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the wellbeing of communities, in the present and for the future by ensuring appropriate processes are in place to prevent and manage instances of dishonesty.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The Policy is consistent with all other plans and policies, including the Performance Management Policy, Procurement Policy, Protected Disclosures (Whistleblowing) Policy, and Sensitive Expenditure Policy.
Considerations as to sustainability, the environment and climate change impacts	No environmental or climate impacts.
Risks Analysis	There are no risks associated with the adoption of the Policy. There are significant risks to reputation an incident were to occur without the appropriate framework in place.
Significance, Consultation and Engagement (internal and external)	Consultation is not required under the Significance and Engagement Policy.

7. Next Steps

The Policy will be in place for two years, with a review in January 2024.

8. Attachments

Appendix 1 - Fraud, Bribery and Corruption Policy [↓](#)

Report author:

Reviewed and authorised by:



Alix Crosbie
Senior Strategy Advisor
16/12/2022



Dylan Rushbrook
Group Manager - Community Vision
11/01/2023



Fraud, bribery and corruption policy

Department:	Corporate Services
Document ID:	568296
Approved by:	Council [Resolution 22.1.7]
Effective date:	26 January 2022
Next review:	December 2025

Introduction

Central Otago District Council employees and representatives are expected to maintain the highest possible standards of honesty and integrity. A zero-tolerance approach to fraud, corruption and bribery is in place and all suspected or actual incidences are investigated. All investigations found to have substance are forwarded to the Police or the Serious Fraud Office.

Purpose

The purpose of the Fraud, Bribery and Corruption Policy is:

- To provide Council's position with respect to fraudulent or corrupt activities;
- To provide clear guidance to staff and stakeholders who encounter or suspect fraud, bribery and/or corruption;
- To ensure ongoing compliance with all relevant legislation; and
- To raise awareness throughout the organisation about how to recognise fraud and corruption, as well as behaviours and circumstances known to be associated with fraud, bribery and corruption.

Scope

The policy shall apply to all fraud, bribery and/or corruption incidents, whether suspected, alleged or proven, committed against the organisation by a person (legal or natural). For the avoidance of 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.

This policy does not cover Elected Members, who are subject to provisions within the Local Authorities (Members' Interests) Act 1968 and Local Government Act 2002.



This Policy complements the following policies:

- *Protected Disclosures (Whistleblowing) Policy* – This policy enables individuals to report serious wrongdoing enabling the protections available under the Protected Disclosures (Protection of Whistleblowers) Act 2022
- *Performance Management Policy* – This establishes Councils expectations for employee behaviour and outlines disciplinary actions.
- *The Staff Interests Policy* – This establishes the parameters for what Council considers to be a relevant conflict or relationship and provides guidelines for employees to make declarations and/or report their concerns regarding other employees' conflicts or relationships.
- *Sensitive Expenditure Policy* – The policy outlines the procedures surrounding the receiving of gifts and hospitality, providing guidance and a Register for employees to declare gifts.

These Policies may also require consideration in situations involving Fraud, Bribery and/or Corruption. Whilst such policies often overlap, the key difference is that the acts of fraud, bribery and/or corruption have key elements of dishonesty or unlawful gain.

Definitions

If there is a question as to whether an action constitutes fraud, bribery, corruption or activities of wrongdoing, contact the General Manager – Business Support for guidance.

Word or phrase	Definition
Fraud	<p>The term 'Fraud' encompasses a wide range of criminal conduct, specifically involving deliberate deception in order to receive unfair, unjustified or unlawful gain. This gain is not specifically limited solely to financial incentives and may include other tangible or intangible benefits. Fraud includes all forms of dishonesty, such as but not limited to the following.</p> <ul style="list-style-type: none"> • Knowingly providing false, incomplete or misleading information to the Council for unfair, unjustified or unlawful gain. • Unauthorised possession, use, or misappropriation of funds or assets, whether belonging to Council or a third party. • Destruction, removal, or inappropriate use of Council property for unfair, unjustified or unlawful gain
Bribery	<p>The Crimes Act 1961 states that a bribe means "any money, valuable consideration, office or employment or any benefit,</p>



Word or phrase	Definition
	whether direct or indirect.” Bribery is the practice of offering something in order to gain an illicit advantage by altering the behaviour of the recipient.
Corruption	<p>‘Corruption’ is defined as a lack of integrity or honesty or the abuse of a position of trust for dishonest gain. This may include, but is not limited to, bribery (both domestic and foreign), coercion, destruction, removal or disclosure of data, materials, assets or similar forms of inappropriate conduct.</p> <p>Examples of corrupt conduct include, but are not limited to:</p> <ul style="list-style-type: none"> • A member of the public influencing or trying to influence a public official, employee, contractor, person seconded to, or any other party that has a business involvement with the Council to use his or her position in a way that is dishonest, biased or in breach of public trust. • Any person who has a business involvement with the Council, attempting to or improperly using, the knowledge, power or resources of their position for personal gain. For example, fabrication of a business travel requirement to satisfy personal situations; • Knowingly providing, assisting or validating in providing false, misleading, incomplete or fictitious information to circumvent Council’s procurement processes and procedures to avoid further scrutiny or reporting.
Wrongdoing	<p>Serious wrongdoing is defined as:</p> <ul style="list-style-type: none"> • A criminal offence such as fraud, theft, assault, or wilful damage • A serious risk to the maintenance of the law, including the prevention, investigation and detection of offences and the right to a fair trial • A serious risk to public health, public safety or the environment
Error	<p>There is a distinct divide between the definitions of the term ‘fraud’ and ‘error’.</p> <p>Error refers to an unintentional act or omission, made unknowingly by an individual or group lacking in knowledge or oversight. Error may be an unintentional misstatement of</p>



Word or phrase	Definition
	information including the unintentional omission of an account or a disclosure; performing an action that created unexpected or unintentional outcomes or consequences. In contrast, acts of wrongdoing or fraud are deliberate breaches of Council's policies and public trust.

Policy

Central Otago District Council has a 'zero tolerance' stance toward fraud, bribery and corruption. No level of fraud, bribery and/or corruption in association with the organisation, its employees or stakeholders is accepted. Employees of Central Otago District Council and those who work around them must pursue the highest possible standards of honesty and integrity whilst conducting their duties; this needs to be visible to the whole Council community and external stakeholders.

Central Otago District Council upholds all laws and regulations relevant to countering fraud, corruption and bribery in all areas of the organisation. Further, regardless of the guidelines and procedures set, Council and those persons working for and with the organisation, have an overriding obligation to comply with applicable laws and regulations.

Opportunities for fraud, bribery and corruption are minimised through the development, implementation and regular review of the Risk Framework and associated Risk Registers alongside regular fraud awareness training. Council recognises that fraud and corruption prevention and control are integral components of good governance and risk management.

The functions of Fraud Control Officer are fulfilled by the General Manager – Business Support.

If fraud, bribery or corruption is either suspected or occurring, it is to be reported immediately to the General Manager – People and Culture or the General Manager – Business Support who must then to report this to the Chief Executive Officer.

Reports may be made anonymously or under the protection of the Protected Disclosures Act 2022 (also known as whistle blowing), providing a safe, documented and widely available process for all employees to report fraud.

Outcomes

If it is suspected that wrongdoing has occurred, an internal disciplinary process is undertaken in accordance with Central Otago District Council Performance Management Policy.

All substantiated investigations are passed on to the appropriate authority, being the Police or Serious Fraud Office.



Relevant legislation

- Secret Commissions Act 1910
- Crimes Act 1961
- Protected Disclosures Act 2022
- Local Authorities (Members' Interests) Act 1968
- Local Government Act 2002

Related documents

- Fraud, Bribery and Corruption Process
- Performance Management Policy
- Procurement Policy
- Protected Disclosures (Whistle Blowing) Policy
- Sensitive Expenditure Policy

23.1.9 CLOSED CIRCUIT TELEVISION POLICY

Doc ID: 565417

1. Purpose of Report

To consider adopting the Closed-Circuit Television Policy.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Adopts the Closed-Circuit Television Policy
 - C. Authorises the Chief Executive to develop and manage a Memorandum of Understanding with the New Zealand Police relating to CCTV footage access and use.
-

2. Background

Council has had Closed-Circuit Television (CCTV) cameras in place at Molyneux Pool since 2017. The Molyneux Pool CCTV Policy lapsed in 2021.

There have been increasing requests across the organisation to install further CCTV cameras to deter vandalism and damage and assist in law enforcement purposes when it occurs. This is in response to an increase in incidents.

Rather than writing individual policies for each camera, as had occurred previously, it is proposed to introduce the following:

- A general CCTV Policy that sets principles and requirements for the entire CCTV network, including specifying how decisions about access to CCTV footage are determined.
- An operational CCTV Procedure with specific information for staff, including an approvals process that ensures the Policy is adhered to.
- A CCTV Access Log to be developed for each camera that identifies officers with access to CCTV data and records all access.
- A Memorandum of Understanding between Council and the New Zealand Police that sets how access will be granted and expectations for use of the footage

The Local Government Official Information and Meetings Act 1987 includes provisions around providing individuals access to any of their data held by Council. CCTV footage is generally considered part of this data.

The Privacy Act 2020 is also relevant, with considerable implications for the operation of a CCTV network.

3. Discussion

The CCTV Policy provides guidance on the management and use of Council's CCTV network. It ensures a consistent framework is used for all access to CCTV data, and when adding new cameras to the network.

The Policy was developed in a small working group including the Property and Facilities Manager, Information Services Manager, Privacy Officer, People and Culture Advisor, and the Senior Strategy Advisor.

The Policy is heavily linked to the Privacy Act and takes a strict approach to CCTV access. Access outside of the terms of the policy is considered Serious Misconduct and will be managed under the Performance Management Policy.

The Policy assigns roles to the Information Services Team, Property and Facilities Team, and People and Culture Team. These roles and functions ensure the smooth and consistent function of the network, with appropriate checks and balances. They also ensure all new cameras are consistent with the Policy and all relevant legislation.

It includes the following:

Technical considerations

The policy requires a technical assessment for all new equipment that ensures it is fit for purpose and secure – both physically and virtually.

Council has a strong Protection of Information and Information Systems standards and Cybersecurity policy suite in place that the Policy is both linked to and drawn from.

People and Culture considerations

People and Culture assess every new camera to be installed from a staff perspective. This ensures all relevant employees are consulted with the level of CCTV operation in their workplace, and all relevant employment law is followed.

Placement, signage, and communication

Guides appropriate placement of all cameras, including public notification.

Monitoring, storage, and access

Ensures all access to CCTV footage has a specific business purpose.

The Policy establishes three levels of permission:

- CCTV Administrators with full access to CCTV camera features and programming. This role ensures the ongoing technical operation of the network and will be carried out by the Information Services team.
- CCTV Operator with majority system access to export footage. This role ensures incidents can be responded to and captured, and footage provided to the Police as required. This role will be carried out by the Property and Facilities team.
- CCTV View Only access to an individual camera or portion of the network. This ensures specific access can be undertaken, such as the Waste team checking footage of a set camera at a Waste Facility, for instance. This role would be set for each camera.

The Policy also establishes a process for the installation of a new camera, including how CCTV View Only access will be set. All requests are considered for the following:

- Privacy Assessment
- Staff Impact Assessment
- Technical Assessment

Accordingly, CCTV View Only access for any new camera will be set by the following officers:

- Privacy Officer and ICT Lead (currently can be carried out by one officer)
- Property and Facilities Manager
- People and Culture Advisor

CCTV View Only access can be granted to Council contractors.

The policy sets a maximum storage time of 30 days, with an exception allowing footage of an incident to be stored while an investigation or prosecution is underway.

Access by third parties

The Policy prevents any third-party access with the following exceptions:

- Police
- Data requested under a LGOIMA Request
- Council contractors

Police accessing CCTV footage

Police may access CCTV footage under two types of circumstance:

- When Council requests Police take action on an incident. The standard law enforcement process is followed. The Policy enables Council to record and store relevant footage and provide it to law enforcement.
- When Police request access to CCTV footage owned by Council for law enforcement purposes. This access will be managed through a Memorandum of Understanding between Council and the New Zealand Police. The Memorandum of Understanding will be managed by the Property and Facilities Manager and Information Services Manager.

Council contractors

Where a Council facility is managed by contractors, CCTV View Only access may be provided to a contracted officer. Provisions are in place through the CCTV Procedure to manage this process.

Personal data requested under Local Government Official Information and Meetings Act 1987

All requests for data under the Local Government Official Information and Meetings Act 1987 will be managed by the Privacy Officer.

The Privacy Act 2020 is also applicable, protecting the data of any other individual in the footage.

Covert CCTV

No covert CCTV cameras operate in Central Otago. All CCTV cameras operate with clear notification and signage.

The Policy reserves the ability to use covert CCTV for short term purposes in extreme circumstances only.

4. Financial Considerations

No financial considerations. The Policy introduces a framework for managing CCTV requests – existing budgeting considerations will continue to apply to each request.

5. OptionsOption 1 – (Recommended)

Adopt the Closed-Circuit Television Policy. Authorise the Chief Executive to develop a Memorandum of Understanding with the New Zealand Police.

Advantages:

- CCTV owned by Central Otago District Council operates through a planned and consistent network with appropriate oversight
- Robust framework in place to ensure CCTV access had a clear business purpose and is in line with all relevant legislation
- Clear guidance in place to assist in navigating a legally complex area
- Increased legislative compliance

Disadvantages:

- No disadvantages.

Option 2

Do not adopt the Closed-Circuit Television Policy.

Advantages:

- No advantages.

Disadvantages:

- No framework in place for the operation of CCTV by Central Otago District Council.
- No oversight of CCTV network and risk of legislative non-compliance.
- CCTV network develops on an ad-hoc basis.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the economic wellbeing of communities, in the present and for the future by enabling CCTV protection of Council assets.
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	The decision promotes the social wellbeing of communities, in the present and for the future, by ensuring all relevant privacy and other protections are in place to manage the use of CCTV.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The decision is consistent with the following existing policies and processes: Information and Records Management Policy, Privacy Policy, Performance Management Policy, Procurement Policy, Protection of Information and Information Systems suite, LGOIMA Request Policy.
Considerations as to sustainability, the environment and climate change impacts	No direct environmental or climate change impact.
Risks Analysis	The Policy seeks to manage risks associated with CCTV, including privacy, access to personal data, communication, and employee rights and concerns.
Significance, Consultation and Engagement (internal and external)	Consultation is not required under the Significance and Engagement Policy due to its operational nature. Although there is a clear public interest in CCTV, and the privacy themes underpinning it, these issues are managed in direct alignment with relevant New Zealand law. The Policy largely provides guidance and direction to staff to ensure ongoing compliance with legislation.

7. Next Steps

The Policy is adopted and will be reviewed after three years.

The accompanying procedures and processes will be finalised, and all relevant staff trained or engaged.

A Memorandum of Understanding will be formalised between the New Zealand Police and delegated officers.

8. Attachments

Appendix 1 - CCTV Policy [↓](#)

Report author:

Reviewed and authorised by:



Alix Crosbie
Senior Strategy Advisor
13/12/2022



Dylan Rushbrook
Group Manager - Community Vision
12/01/2023



Closed Circuit Television (CCTV) Policy

Department:	Business Support
Document ID:	546996
Approved by:	Council - TBD
Effective date:	TBD
Next review:	TBD

Purpose:

To provide guidance on the management and use of the Council's Closed-Circuit Television (CCTV) network.

Principles and objectives:

- To provide a consistent framework for the introduction and use of CCTV cameras in the district
- To meet legal privacy and other obligations and ensure systems provide quality personal information handling practice.

Scope:

The policy applies to all CCTV equipment operated by Central Otago District Council or operating on CODC land. It applies to all Council staff and contractors.

Cameras used for the inspection of council assets, such as inspecting the inside of pipes, is not considered CCTV footage for the purposes of this policy.

Policy:

CCTV cameras operate in Central Otago for the following purposes:

- To improve security and deter offending, and to detect and capture evidence of offending, to increase public safety and protect council assets and finances.
- To monitor and manage traffic.
- To assist council staff in executing regulatory functions.

Placement

CCTV cameras are situated in locations which are clearly linked with the camera's specific purpose. Their placement must not interfere with the normal activities of the space nor



include private areas within public spaces and facilities (e.g., changing rooms).

No camera is hidden from view.

Council may, in rare and exceptional circumstances, use covert CCTV for short-term investigative purposes only.

Signage

Individual cameras and/or camera areas are clearly signposted. Signs are of a size and style to be readily visible and understandable.

New cameras

Before installation, all new camera systems are assessed against the following criteria by the following officers:

Criteria	Explanation	Officer
Technical considerations	Ensure all technical equipment is appropriate to comply with the policy and any related procedures	Information Services Manager/CCTV Administrator
Privacy impact	Ensure camera and location is consistent with privacy provisions, including compliance with this policy and any related procedures	Privacy Officer
Staff impact	Ensure appropriate notification has been given to all staff and contractors	People and Culture Advisor
Other CCTV considerations		Property and Facilities Manager

Standard budget and approval processes apply.

Monitoring and user access

Specific roles and responsibilities have been assigned for the operation of the CCTV network.

Monitoring and user access is limited to the officers assigned to each role. Accessing CCTV footage without specific assignment to one of these roles, or outside of the permissions



granted within each role, is considered serious misconduct. Access is able to be monitored digitally.

Role	Access	Officer
CCTV Administrator	Full system access to all CCTV camera features and programming.	Delegated officers within the Information Services team – delegated by the Information Services Manager
CCTV Operator	Majority system access for all CCTV cameras on their site including some programming ability, live view, playback, and export.	Delegated officers within the Property and Facilities team – delegated by the Property and Facilities Manager
CCTV View Only	Live view, playback	<p>Access may be provided to an individual camera or portion of the network for specific purposes only.</p> <p>This is limited to the minimum access required to fulfil the purposes of their role and the operation of the camera.</p> <p>CCTV view only access must be set for each camera and approved by the Privacy Officer, Property and Facilities Manager, and People and Culture Advisor.</p> <p>View only access may be granted to contracted officers.</p>

Storage and streaming

All information is stored securely in line with the Protection of Information and Information Systems policy and standards; the Information and Records Management Policy and associated Good Practices and Business Rules; and the Password Business Rules.



Recording devices/servers for CCTV cameras are installed in a secure location as agreed upon with the CCTV Administrator.

All recorded footage is used only for the purpose which it is collected. Footage is stored for no more than 30 days as standard practice.

Where an incident has occurred, footage will be captured and provided to the Police or Council officer undertaking an investigation or otherwise managing the incident. This footage may be kept through the investigation of the incident and any subsequent prosecution or action.

Information access by the Police

The Police may access footage on short notice from cameras which have been set up for purposes linked with crime detection and prevention.

This access is provided under criteria set in a Memorandum of Understanding. The Memorandum of Understanding is managed by the Property and Facilities Manager and Privacy Officer.

Information access by individuals

Recorded footage is confidential to Council.

An individual whose activities have been recorded by a CCTV camera has a right to access and view that personal information in accordance with the Privacy Act 2020 provided it is readily retrievable. Access can only be refused on one of the grounds set out in sections 27 to 29 of the Privacy Act.

Applications to view footage are treated as a request for personal information. They will be handled in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the Privacy Act 2020.

The privacy of other individuals appearing in the footage must be maintained.

Staff impact

Council recognises the impact of ongoing monitoring on staff.

An impact statement must be prepared for each new CCTV camera before installation, with consideration of the impact on staff.



CCTV cameras must not be used for monitoring staff, outside of the terms given in the impact statement.

Inappropriate use of CCTV

Council officers who are authorised to operate and access CCTV footage are accountable for their actions. CCTV footage access is recorded and monitored to ensure it is not used for any purpose other than for the legitimate business of the Council and in line with this policy.

The Council will investigate any suspected inappropriate use of CCTV. Any breaches will be managed under the terms of the Performance Management Policy.

Enquiries and complaints

Any person who has queries about this Policy or the operation of CCTV cameras should in the first instance, contact the Council's Customer Services Team to be directed to the appropriate member of staff.

Any complaints regarding the operation of the Council CCTV network or the collection of footage are to be directed to the Chief Executive and will be investigated through the Council's complaints procedure. If the complaint relates to an issue of privacy, a complaint may also be made to the Privacy Commissioner.

Relevant legislation:

- Evidence Act 2006
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Privacy Act 2020

Related documents:

- Information and Records Management Policy
- Privacy Policy
- Performance Management Policy
- Procurement Policy
- Protection of Information and Information Systems series - Cybersecurity Policy and Standards
 - Password Business Rules
- LGOIMA Request Policy

23.1.10 ELECTED MEMBER ATTENDANCE AT TWO DAY TRAINING SESSION

Doc ID: 614681

1. Purpose of Report

To consider authorising an overspend in order for up to five elected members to attend a two-day good governance course.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Agrees to allow up to five places for elected members to attend governance training.
 - C. Approves those attending to be Crs Alley, Feinerman, Gillespie, Paterson and Mr Dalley.
 - D. Approves an overspend up to \$10,500 excluding GST to come from district reserves.
-

2. Background

An opportunity has arisen for elected members to attend a two-day governance training in Oamaru that is being organised by Waitaki District Council. Interest was sought from councillors and chairs of the community boards.

3. Discussion

Waitaki District Council is running a two-day governance training course in April 2023 for their councillors. Waitaki has extended an invitation to Central Otago District Council to send some of its elected members to be part of the training programme.

Day one will cover governance essentials such as governance, legal and regulatory essentials, the role of boards, culture and ethics, relationships and succession planning. Day two will cover strategy, what it is, developing a strategy and evaluation of a strategy.

Effective training and development of elected members is crucial to the success of the Council in particular at a time when the sector is facing unprecedented reform and workload. This course covers critical elements of good governance and will help equip elected members with skills to assist them in making decisions on behalf of the Central Otago community. Attending the training also has the additional benefit of working alongside a neighbouring council.

Attendance at the training per member will cost \$1,500 excluding GST. In addition, accommodation costs and associated travel costs would need to be factored in, of which up to \$3,000 would be allocated.

4. Financial Considerations

This would require an overspend as existing budgets will not cover the costs associated with the training, as well as accommodation and travel costs. The total costs are estimated to be \$10,500 excluding GST. Anticipated costs would be the cost of the training programme, accommodation, mileage and travel related costs such as food and parking.

The overspend would come from district general reserves which are forecasted to finish the financial year with a \$4.38M deficit.

5. Options

Option 1 – (Recommended)

Allow an overspend and approve elected member attendance at the governance training in Oamaru.

Advantages:

- Up to five elected members will be able to attend training
- It is an opportunity for elected members to engage in governance training

Disadvantages:

- A overspend is required.

Option 2

Do not allow an overspend and approve elected member attendance at the governance training in Oamaru.

Advantages:

- Will not require an overspend

Disadvantages:

- An opportunity for training for elected members will be lost

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 training of elected members in governance and strategy.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This decision is consistent with the Elected Member Allowance and Reimbursement Policy that requires permission of the Council to send delegates to a conference or training session.
Considerations as to sustainability, the environment and climate change impacts	

	Elected members will need to travel to Oamaru which will have a minor impact on the environment through vehicle use.
Risks Analysis	There are no risks associated with this decision.
Significance, Consultation and Engagement (internal and external)	This decision does not trigger the Significance and Engagement Policy.

7. Next Steps

If approved, places will be booked for the training programme as well as accommodation for delegates.

8. Attachments

Nil

Report author:



Wayne McEnteer
Governance Manager
18/01/2023

Reviewed and authorised by:



Saskia Righarts
Group Manager - Business Support
18/01/2023

25 January 2023

6 MAYOR'S REPORT

23.1.11 MAYOR'S REPORT

Doc ID: 614281

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Council receives the report.

Welcome back to all Councillors for what is going to be a very interesting year.

The year started off work-wise for me on 2 January when I received an email from the Mayor of Dunedin asking that I join a call for other Mayors/Chairs in Otago and Southland for the original proposal for the new Dunedin Hospital build to be reinstated, the Government having cut back 12 beds, two operating theatres, a pavilion and an over-bridge from the original design as a measure to reduce costs in the face of increased building costs.

At first glance, this appeared a reasonable request. However, I was reticent to jump on board without consulting with people closely involved in healthcare in inland Otago as I was aware that our own needs for a base hospital will become pressing in the not too distant future and wanted informed opinion on whether supporting the original plan for Dunedin Hospital could impact on that. Most other Mayors thought the matter pressing and wanted a joint statement issued that week, while I was not willing to interrupt other folks' holidays to discuss the matter with them. I also did not feel the same sense of urgency the other Mayors felt, given the decision makers they were wishing to influence in Wellington would not return to their desks for some time. My name was therefore missing from the list of Mayors supporting the call.

At the time of writing this report, I am yet to hear back from all the health leaders I have contacted.

I was interested to read comments from the Opposition spokesperson on Energy and Resources Stuart Smith that National would not be investing in the Lake Onslow scheme should it become Government later this year. In some regards, this comment offers a degree of certainty to a very uncertain matter that has occupied our time and thoughts for a number of years now, as it seems virtually impossible that the scheme will progress if left to the private sector to build. I am a bit surprised to see this scheme discounted before the final report into the options to close Huntly down and still manage dry-weather years is completed, but nonetheless, in my view this announcement moves the odds on this massive project going ahead in our district from "possibly" to "probably not".

I note with sadness the passing of former Alexandra Community Board member Judy Elliot-Hall. Jude was a member of the Board from 2001 to 2004 and this was but one of many community organisations that she was involved in around Alexandra and more broadly across the district. On a personal note, Jude gave me my first job here when she was manager of Radio Central and I doubt very much I would be sitting at the head of this table had she not done so.

Other happenings since we last met:

- 6/12 Meeting with WoolOn organiser
- 7/12 Presented certificates to workers completing the Vakameasina small business course
- 9/12 Otago Mayoral Forum/ Civil Defence Management meeting, Dunedin
- 12/12 Met new Central App reporter
- 15/12 Opened Pinot Junction, new Café/Wine Bar in Old Cromwell
- 16/12 Citizenship Ceremony
- 20/12 Filmed video to promote completion of stage one of the Clyde Wastewater scheme
- 21/12 Opened Alexandra Community Pantry
- 12/1 Welcomed visitors to Highlands Speedway to the opening round of the Castrol Toyota Racing Series, being Round 1 of the Super Sprint Motorsport NZ Championship
- 13/1 Attended funeral for former Board member Judy Elliot-Hall
- 15/1 Attended Round 1 of the Super Sprint Motorsport NZ Championship at Highlands
- 16/1 Meeting with Glyn Lewers, Mayor QLDC

2. Attachments

Nil

Report author:



Tim Cadogan
Mayor
17/01/2023

25 January 2023

7 STATUS REPORTS

23.1.12 JANUARY 2023 GOVERNANCE REPORT

Doc ID: 608317

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.

2. Discussion

Dunstan Kahui Ako Accountability Report

The 2019 Grants Policy provides for different levels of accountability, depending on the size of the grant received. Typically, accountability reports for grants under \$10,000 are treated as an operational matter and not distributed further. However, the accountability report received from the Dunstan Kahui Ako was sent to Councillor's so that they could gain an appreciation of the event and the impact on the children who attended. Councillors can request a copy of any of the grant accountability reports and these will be provided by staff (see appendix 1).

Status Reports

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

3. Attachments

Appendix 1 - Dunstan Kahui Ako Accountability Report [↓](#)

Appendix 2 - Council Status Updates [↓](#)

Report author:



Wayne McEnteer
Governance Manager
12/01/2023

Reviewed and authorised by:



Saskia Righarts
Group Manager - Business Support
13/01/2023

Grants - Report Back (Accountability) GRA221212566



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

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



Grant Accountability

Original Application Number 99487.

The Applicant:

Organisaton Name	Dunstan Kahui Ako
Project Name:	Dunstan Kahui Ako Museum Exhibition
Contact	Juanita Garden
Data redacted from next 3 fields	
Phone	
Email	
Address	

The Project:

Amount granted by Central Otago District Council	4115.50
Total cost of the project	4133.76
If there was any significant variation from your original budget, what were the main reasons for this?	Changes in school roles between initial bus quotes and actual visit meant a small increase in some bus invoices.
What outcomes were achieved from the project/event? (max 500 words)	Thank you for the grant towards the Dunstan Kahui Ako Ka Mua Ka Muri Exhibition. Students from Ranfurly to Clyde, Millers Flat to Omakau had been learning and creating throughout the year to be able to exhibit our local histories in the Central Stories Museum and Art Gallery in November. Working around teaching commitments, teachers spent two days setting up the displays and the culmination of all that work looked spectacular! The Kahui Ako held a Mihi Whakatau on the first day and the initial part of the grant money (\$240) went towards some of the kai for visitors and hosts as is customary in this ceremony. The second and major part of the grant (\$) went towards transporting all our students from outside of Alexandra to bus into the museum and see the exhibition. Local school children were timetabled to walk there. This was a wonderful opportunity for our young people to connect with the museum as 'their place' and obviously had the ripple effect we had hoped for in terms of feedback and encouragement for family and friends to go into

Alexandra and see the exhibition. For our learners, getting to the museum and viewing the exhibition was the culmination and celebration of their work, and a whole lot of new learning about our local area and its histories. The exhibition was on over two weeks and comments from the museum manager was that 'the town was buzzing, word has got around and we have had so many people through'. Feedback we received from the museum and from the public was that we could have extended the duration of the exhibition.

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

Council staff were invited to the opening. Tamah Alley attended and officially opened the exhibition. CODC acknowledged and thanked in school communications relating to exhibition visit (see example from Poolburn below)

When did you receive your grant funding?

09/12/2022

Support Documents Ticked

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

Grants of \$10,000 or more

Declaration:

All information provided is complete and correct True

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

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

Name: Juanita Garden

Date 09/12/2022

Signature





Poolburn School

Yesterday at 11:31 · 🌐



A bit late on the post... but too good not to post! Last Friday we had the BEST day going into interact with the musuem exhibition from all the Dunstan Kahui Ako schools. It was AMAZING! To top it off we played at two playgrounds and had a swim at the pool. It was great to be joined at the pool by St John's school. Was such a fun day! Big thank you to CODC who paid for buses for all the outlying schools to attend. This was so awesome.



You and 21 others

1 comment

Love

Comment

Share









Budget
Ka Mua Ka Muri Local Schools Exhibition at Central Stories Museum
9-19th November 2022

Expenditure

Buses for outlying Schools to visit the museum during the school day		
	Quotes/budget	Actual invoiced to pay
Millers Flat School	\$335.50	\$273.76
Omakau	\$540	\$920
Poolburn	\$485	\$620
St Johns in Ranfurly	\$1390	\$1390
Clyde School	\$1065	\$690
	Total \$3815.50	\$3893.76

\$78.26 deficit

Kai for Community Mihi Whakatau opening of exhibition		
Food costs	\$300	\$240
	Total \$300	\$240

Cost of exhibiting in Central Stories Museum Spaces	Donated by Museum	
Exhibition materials Display furniture, technology Manning exhibition	Provided or loaned from schools	

Total Budgeted for in grant \$4115.50

Total Spent \$4,133.76

Go Bus Alexandra

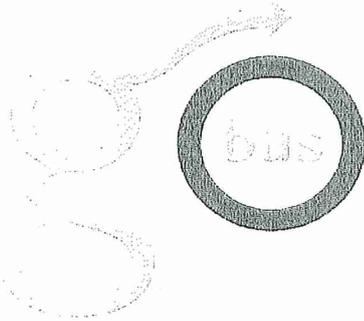
Go-Bus Transport Limited
 P O Box 5095
 Frankton
 Hamilton
 Email: remittances@gobus.co.nz
 Ph: 07 8461975 extn 201
 Fax: 07 847 0012

Tax Invoice

Customer ID: CASH49
 Tax Invoice: IN00163972
 GST No: 17-996-866
 Order No.:
 Invoice Date: 11 November 2022

Alexandra Cash Charters
 C/o: Go Bus Alexandra

Attention: Juanita Garden

Description	Qty	Unit Price	Amount
As per quote 187068, 2 buses from St Johns Ranfurly to Alexandra - Central Stories on the 11/11/2022. INVOICE - Juanita Garden - jgarden@theterrace.school.nz 	1.0000	1,390.0000	1,390.00
Terms: Payment Due Immediate Please forward remittance advices to remittances@gobus.co.nz Direct Credit Payments Use Account: 03-0175-0489098-00		Total Net of GST GST Total	\$1,208.69 \$181.31 \$1,390.00

ENTERED

Go Bus Central

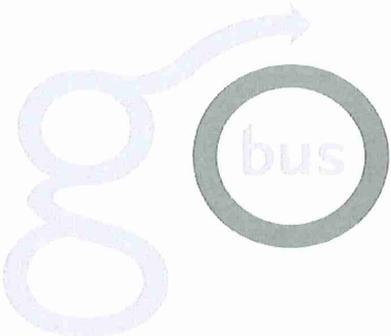
Go-Bus Transport Limited
 P O Box 5095
 Frankton
 Hamilton
 Email: remittances@gobus.co.nz
 Ph: 07 8461975 extn 201
 Fax: 07 847 0012

Tax Invoice

Customer ID: OMAKAUSCH
 Tax Invoice: IN00164150
 GST No: 17-996-866
 Order No.:
 Invoice Date: 15 November 2022

Omakau Primary School
 PO Box 20
 Omakau

 Attention: Adelle Banks

Description	Qty	Unit Price	Amount
As per quote 187070, 2 buses from Omakau School to Alexandra - Central Stories on the 15/11/2022	1.0000	920.0000	920.00
		ENTERED	
Terms: Payment Due 20th of the Following Month	Total Net of GST		\$800.00
<div style="border: 1px solid black; padding: 2px;">Please forward remittance advices to remittances@gobus.co.nz</div>	GST		\$120.00
Direct Credit Payments Use Account: 03-0175-0489098-00	Total		\$920.00

Go Bus Central

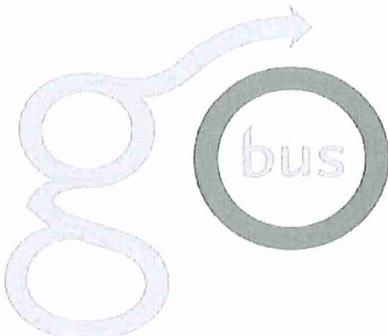
Go-Bus Transport Limited
 P O Box 5095
 Frankton
 Hamilton
 Email: remittances@gobus.co.nz
 Ph: 07 8461975 extn 201
 Fax: 07 847 0012

Tax Invoice

Customer ID: CLYDES
Tax Invoice: IN00163984
GST No: 17-996-866
Order No.:
Invoice Date 14 November 2022

Clyde School
 25 Blyth Street
 Clyde

Attention: Juanita Garden

Description	Qty	Unit Price	Amount
As per quote 187071, 2 buses from Clyde School to Alexandra - Central Stories on the 14/11/2022. INVOICE - Juanita Garden - jgarden@theterrace.school.nz 	1.0000	690.0000	690.00
Terms: Payment Due 20th of the Following Month		Total Net of GST	\$600.00
Please forward remittance advices to remittances@gobus.co.nz		GST	\$90.00
Direct Credit Payments Use Account: 03-0175-0489098-00		Total	\$690.00

ENTERED

Go Bus Alexandra

Go-Bus Transport Limited
 P O Box 5095
 Frankton
 Hamilton
 Email: remittances@gobus.co.nz
 Ph: 07 8461975 extn 201
 Fax: 07 847 0012

Tax Invoice

Customer ID: POOLBURN
 Tax Invoice: IN00163968
 GST No: 17-996-866
 Order No.:
 Invoice Date: 11 November 2022

Poolburn School
 1017 Ida Valley - Omakau Road

Oturehua

Attention: Juanita Garden

Description	Qty	Unit Price	Amount
As per quote 189293, 1 bus from Poolburn School to Alexandra Museum, Central Stories on the 11/11/2022. INVOICE - Juanita Garden - jgarden@theterrace.school.nz	1.0000	620.0000	620.00
			
Terms: Payment Due 20th of the Following Month		Total Net of GST	\$539.13
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Please forward remittance advices to remittances@gobus.co.nz </div>		GST	\$80.87
Direct Credit Payments Use Account: 03-0175-0489098-00		Total	\$620.00

ENTERED

Millers Flat Bus Company Limited

PO Box 50, Millers Flat 9544
Phone: 027 295 7838
Email: jmmay@xtra.co.nz

GST No 120089080

Invoice to:
Millers Flat School 1655 Teviot Road Millers Flat 9572 Mrs Hilary Spedding

TAX INVOICE

Invoice No	Date	Due Date
61	21-Nov-22	20-Dec-22

Code	Description	Qty	Price	Total
BUS CHAR	BUS CHARTER -School trip to Alexandra Library and science fair 15/11/22	1 1	\$273.76	\$273.76

Total Amount Payable	\$273.76
Includes GST of	\$35.71

Generated from quote 16

Thank you for your business!

ENTERED

REMITTANCE ADVICE

Invoice No	Due Date	Amount Payable	Amount Paid
61	20-Dec-22	\$273.76	

Please send cheques to:

Millers Flat Bus Company Limited
PO Box 50
Millers Flat 9544

Or deposit into account:

Bank details: ANZ, LEVIN
228 OXFORD STREET, LEVIN
Account No: 01-0666-0247878-00
Account Name: Millers Flat Bus Company Ltd
Reference: MFSC

TAX INVOICE / STATEMENT Date 10/11/22 117191

To frichmond@dunstancol.school.nz

From The Tin Goose Cafe

G.S.T. Reg. No. 127602840 Ref. O/N

Qty	Unit	Description	Unit Price	\$	¢
		30 pax - Afternoon tea			
		@ \$8 per head.		\$240	
		Tin Goose Bank			
		03-1526-0045486-00			
TOTAL EXCLUSIVE GST \$					
PLUS % GST \$					
TOTAL INCLUSIVE GST \$				240	-

Collins A5 DL

Meeting	Report Title	Resolution No	Resolution	Officer	Status
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>	Property and Facilities Manager	<p>November 2017 Action Memo sent to the Property Officer., 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> <p>January 2019</p>

			<p>Fifth: Payment of all of the balance settlement monies to Council until it has received 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>Development agreement was signed by AC & JV Holdings before Christmas.</p> <p>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.</p> <p>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</p>
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				<p>Subdivision consent granted 18 December 2019.</p> <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</p>
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				<p>Construction has commenced. Work programme to be fully finalised in coming weeks.</p> <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 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> <p>30 Nov 2022 No change.</p> <p>10 Jan 2023 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</p>

					<p>No change. March 2022 Due to work programme commitments this item has been deferred. Looking to potentially add to the 2023 work schedule. April 2022 No change. 19 May 2022 No change. 23 Jun 2022 No change. 08 Aug 2022 No change. 19 Sep 2022 No change. 28 Oct 2022 No change. 01 Dec 2022 No change 10 Jan 2023 No change</p>
18/12/2019	Business Case for Central Stories Building	19.11.8	<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. September-October 2020 Council/Vincent Community Board discussions are underway through the LTP workshop programme. 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. July-October 2021</p>

					<p>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-October 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> <p>28 Nov 2022 No change.</p> <p>11 Jan 2023 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 	Asset Management Team Leader - Property	<p>July 2020 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> <p>June 2021 May meeting was postponed until July 2021</p> <p>July 2021</p>

			<p>Subject to the Kyeburn Hall Committee</p> <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>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> <p>28 Oct 2022 No change. On Hold.</p> <p>25 Nov 2022 The Kyeburn Hall Committee have now advised they don't want to become an Incorporated Society, they are looking to an existing Incorporated Society in the area to see if the ground lease could be picked up by them. Awaiting for further information from the Kyeburn Hall Committee in the new year.</p> <p>06 Jan 2023 No change, on hold.</p>
24/03/2021	District Plan Review Programme	21.2.10	<p>That the Council</p> <ol style="list-style-type: none"> A. Receives the report and accepts the level of significance. B. Approve the District Plan review programme as outlined in Appendix 1 	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 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>
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				<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 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</p>
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					<p>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> <p>28 Oct 2022 Plan Change 18 traffic report received and forwarded to Waka Kotahi – meeting to discuss; Plan Change 19 summary of submissions being finalised for notification; Plan Change 20 heritage precincts to bring in Heritage Guidelines going to Council November; ePlan being finalised for release.</p> <p>01 Dec 2022 No change.</p> <p>11 Jan 2023 Summary of submissions for Plan Change 19 notified. Submissions closed 19 December 2022. Still awaiting Waka Kotahi; Plan Change 20 being finalised for notification. Plan Change 22 - Dark Sky - engaging with Aukaha.</p>
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 Manager	<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</p>

				<p>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> <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>
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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 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> <p>27 Oct 2022 No further updates have been provided by the Turf trust.</p> <p>29 Nov 2022 No further updates</p> <p>11 Jan 2023 No further updates.</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</p>

					<p>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 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> <p>27 Oct 2022 No further updates - waiting until Annual Plan process begins.</p> <p>29 Nov 2022 No further updates</p> <p>11 Jan 2023 No further updates.</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</p>

					<p>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> <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> <p>27 Oct 2022 No further updates until playground policy is prepared which is expected in 2023.</p> <p>29 Nov 2022 No further update until play policy is prepared.</p> <p>11 Jan 2023 No further update until play policy is prepared.</p>
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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> <p>28 Nov 2022 No change.</p> <p>11 Jan 2023 No change.</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</p>

					<p>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 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> <p>27 Oct 2022 It is anticipated that a report on this issue is to be presented to the MCB in November 2022.</p> <p>29 Nov 2022 No further update</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>	Property and Facilities Manager	<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</p>

			<p>D. Authorise the Chief Executive to do all that is necessary to give effect to this resolution.</p>	<p>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 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> <p>28 Oct 2022 No update</p>
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					<p>29 Nov 2022 Environmental Engineering are working to resolve a potential issue with gas possibly leaching from landfill.</p> <p>21 Dec 2022 Environmental engineers are working with an engineer, who is obtaining equipment from Australia for the purpose of assessing the potential gas leaching. Equipment is not expected to arrive until next year.</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 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> <p>28 Oct 2022 Drafting licence to occupy.</p> <p>25 Nov 2022 RC for fuel tanks submitted by RM Petroleum.</p> <p>20 Dec 2022 Draft licence to occupy submitted to council staff for feedback.</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 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> <p>28 Oct 2022 Traffic report received and forwarded to Waka Kotahi for discussion.</p> <p>01 Dec 2022 No change. Waiting on Waka Kotahi.</p> <p>11 Jan 2023 No change. Still waiting on Waka Kotahi.</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 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</p>

					<p>Consultation with Iwi about to begin. 15 Aug 2022 Consultation with Iwi underway. 27 Oct 2022 No further updates at this time. 29 Nov 2022 Property Officer working with DOC on reserve revocation process. 11 Jan 2023 No further updates at this time.</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. 15 Nov 2021 No further update at this stage. 11 Jan 2022 No further update. 24 Feb 2022 No further update. 06 Apr 2022 Awaiting ePlan map testing - currently underway 20 May 2022 Work on this is still in progress. 20 Jun 2022 Awaiting finalisation of e-plan. In progress. 15 Aug 2022 Awaiting finalisation of e-plan. In progress 16 Sep 2022 No change to status 28 Oct 2022 No change to status. 01 Dec 2022 No change to status 11 Jan 2023 No Change. Working through GIS issues.</p>
26/01/2022	Alexandra Airport Masterplan	22.1.3	<p>That the Council</p> <p>B. Adopts the proposed Alexandra Airport Masterplan.</p>	Property Officer	<p>03 Feb 2022 Action memo sent to report writer. 22 Feb 2022</p>

			C. That a business and financial strategy be developed to support the implementation of the Airport Masterplan.		<p>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> <p>28 Oct 2022 No change. Plans still in progress.</p> <p>25 Nov 2022 Draft concept plan prepared. Meeting planned in New Year to update stakeholders and seek feedback.</p> <p>20 Dec 2022 Investigations in progress for options for infrastructure required for new hangar site development.</p>
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>	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> <p>28 Oct 2022</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>No change to date.</p> <p>29 Nov 2022 A report will be submitted to a council meeting early 2023.</p> <p>11 Jan 2023 Still on track to provide a report to Council in the early part of 2023.</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> <p>28 Oct 2022 The contract is awarded to Breen Construction. Start date of works to be confirmed.</p> <p>28 Nov 2022 Draft contract received and under review. Start date of works to be confirmed.</p> <p>21 Dec 2022 Contract review almost finished. Start date of works to be confirmed.</p>

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>	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> <p>28 Oct 2022 A prioritised work programme for the year has been agreed to by the partners.</p> <p>28 Nov 2022 Work continues on key projects and actions for 2023 are being considered.</p> <p>11 Jan 2023 Work continues on key projects with different departments. Dates for 2023 meetings are being worked on.</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>

			<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> <p>28 Oct 2022 Summary of submissions being finalised for notification</p> <p>01 Dec 2022 No Change.</p> <p>11 Jan 2023 Summary of submissions for Plan Change 19 notified. Submissions closed 19 December 2022.</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> <p>29 Nov 2022 No further update at this stage. Further details are not anticipated until May/June 2023.</p> <p>10 Jan 2023 No further update.</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>	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>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>		<p>13 Sep 2022 Financial data has been provided to the consultant, Rationale, and modelling is underway.</p> <p>27 Oct 2022 Staff are continuing to work with Rationale on financial modelling.</p> <p>28 Nov 2022 Financial modelling report received from Rationale on 23/11/22. An update will be presented to the January Council meeting.</p> <p>10 Jan 2023 Staff are working on options and will provide a report to the March meeting.</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 Support Package, the Chief Executive Officer is to progress with a cosmetic upgrade budgeted for.</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> <p>28 Oct 2022 The detailed design is under review. The tender for the construction partner is awarded to Stewart Construction.</p> <p>28 Nov 2022 Construction partner and building control reviewing detailed design.</p> <p>21 Dec 2022</p>

					Construction partner and building control review completed. Project team carrying out their final review of plans.
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 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>	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> <p>28 Oct 2022 No change to date.</p> <p>29 Nov 2022 Staff resourcing is yet to be confirmed.</p> <p>11 Jan 2023 No change regarding staff resourcing.</p>
28/09/2022	2022/23 District Wide Grant Applications	22.7.9	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Allocates \$3,000 to the Life Education Trust delivery costs from the 2022/23 district community grants budget.</p> <p>C. Allocates up to \$3,500 to Central Otago Budgeting Services towards costs associated with supporting the <i>Stepping Up Digital Pathways</i> programme, subject to a clear outline of the delivery programme and costs being supplied to staff, from the 2022/23 district community grants budget.</p> <p>D. Allocates \$7,556 to Central Otago Health Inc towards administrative costs from the 2022/23 district community grants budget.</p>	Community Development Advisor	<p>13 Oct 2022 Action memo sent to report writers and Finance.</p> <p>28 Oct 2022 To date, grant payments have been made to Central Otago Health Inc., Life Education Trust and Sport Otago.</p> <p>28 Nov 2022 No further update at this stage. Awaiting documentation from the Dunstan Kahui Ako and Central Otago Budgeting Services prior to processing their grants.</p> <p>11 Jan 2023</p>

			<p>E. Allocates \$4,115.50 to the Dunstan Kahui Ako towards the costs of transport and kai for children outside of Alexandra to attend the Ka Mua Ka Muri exhibition from the 2022/23 district community grants budget.</p> <p>F. Allocates \$42,555.50 to Sport Otago towards operating costs for Sport Central from the 2022/23 district community grants budget.</p>		The grant to the Dunstan Kahui Ako has been paid since the last update, and the accountability report has also been received and is attached to the governance report of the 25 January 2023 Council meeting. Still awaiting further information from the Central Otago Budgeting Services.
28/09/2022	Proposal to grant lease over Part of Alexandra Aerodrome Reserve	22.7.2	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves a new lease to the Clyde Pony Club over approximately 37 hectares of the Alexandra Aerodrome Reserve land, on the following terms and conditions:</p> <p>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</p> <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>	Statutory Property Officer	<p>13 Oct 2022 Action memo sent to report writer.</p> <p>28 Oct 2022 Lease has been drafted and with the Pony Club.</p> <p>29 Nov 2022 Pony Club expected to return by end of month.</p> <p>23 Dec 2022 Still waiting on the lease to come back from the Pony Club</p>
9/11/2022	Register of Delegations	22.9.7	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Notes the decisions made in the interim Register of Delegations.</p>	Group Manager - Business Support	<p>15 Nov 2022 Action memo sent to officer.</p> <p>29 Nov 2022 The register of delegations will be updated in the first quarter of 2023.</p> <p>11 Jan 2023 No further update at this time.</p>

			<p>C. Adopts the updated Register of Delegations, to come into effect on 21 November 2022.</p> <p>D. Notes the delegations register will be brought back within 6 months with clarifications addressed.</p>		
9/11/2022	Roxburgh Golf Club Lease - Rent Review	22.9.3	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Declines the Teviot Valley Community Board's recommendation to set the rent payable under the lease held by the Roxburgh Golf Club in accordance with the earlier version of the Council's Community Leasing and Licensing Policy 2019, at \$772 per annum plus GST.</p> <p>C. Agrees to exercise the exceptional circumstances clause of the Council's Community Leasing and Licensing Policy 2021, and set the rent payable under the lease held by the Roxburgh Golf Club for the next five years commencing 1 July 2021 at \$772 per annum plus GST.</p>	Property and Facilities Officer (Vincent and Teviot Valley)	<p>15 Nov 2022 Action memo sent to officer and to Finance.</p> <p>28 Nov 2022 Deed of variation to lease for the rent review and the additional land is with this Roxburgh Golf Club for signing.</p> <p>21 Dec 2022 Chasing up the return of the signed Deed of Variation which is with the Roxburgh Golf Club for signing.</p>
9/11/2022	Proposed Plan Change 20 - Heritage	22.9.2	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Directs that Plan Change 20 be notified in accordance with Clause 5 of the first Schedule to the Resource Management Act 1991 subject to amendments.</p> <p>C. Approves the release of the draft Heritage Guidelines for public consultation.</p>	Principal Policy Planner	<p>15 Nov 2022 Action memo sent to officer.</p> <p>01 Dec 2022 Engaged with Aukaka and Heritage NZ on draft guidelines preparing for lease.</p> <p>11 Jan 2023 Plan Change 20 being finalised for notification.</p>
14/12/2022	Roading Depreciation Increase Impact on Annual Plan 2023-24	22.10.6	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p>	Accountant	<p>16 Dec 2022 Action memo sent to staff.</p> <p>11 Jan 2023</p>

			<p>B. Note the depreciation effect arising from the 30 June 2022 roading asset valuation.</p> <p>C. Resolves to adjust the depreciation expense to ensure rate funded depreciation only covers the roading capital works programme in the draft 2023-24 Annual Plan as presented. This will reduce the rate funded depreciation by approximately \$1.2M which is consistent with previous years treatment.</p>		The 2023/24 draft Annual Plan will be updated to give effect to the Council's decision. MATTER CLOSED
14/12/2022	Insurance Programme Renewal	22.10.7	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves to increase the budget for the current financial year through the reforecast process to accommodate the insurance renewal premiums as outlined in the attached reports up to a value of \$212,466. The increase for FY 2023 to be funded by an overspend and FY 2024 through the annual plan process.</p> <p>C. Authorises the Chief Executive Officer to continue negotiations with Aon to seek reductions in the premium prior to final payment date of 21 December 2022.</p>	Chief Financial Officer	<p>16 Dec 2022 Action memo sent to staff.</p> <p>11 Jan 2023 Management are continuing to work through the property and professional indemnity insurance renewals and the renewals will be worked into budgets as agreed.</p>
14/12/2022	Development of a District Vision and Wellbeing Framework	22.10.9	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Notes the update on the development of a district vision and wellbeing framework.</p> <p>C. Appoints Crs Alley and Feinerman to act as liaison to the external advisory group.</p>	Community Development Advisor	<p>16 Dec 2022 Action memo sent to staff.</p> <p>11 Jan 2023 Appointment of Councillor Alley and Councillor Feinerman noted, further updates will be provided as appropriate.</p>
14/12/2022	Private Plan Change 21 - Fulton Hogan, Parkburn	22.10.2	<p>That the Council</p> <p>A. Receives the report and accepts the level of significance.</p>	Principal Policy Planner	<p>16 Dec 2022 Action memo sent to staff.</p> <p>11 Jan 2023</p>

			B. Agrees to accept and process the request as a private plan change and proceed to notify the request, under clause 26 of the First Schedule to the Resource Management Act 1991.		Plan Change documents are being prepared for public notification.
14/12/2022	Plan Change 22 - Dark Sky	22.10.3	That the Council A. Receives the report and accepts the level of significance. B. Notes that the plan change will come back to Council after consultation with Aukaha.	Principal Policy Planner	16 Dec 2022 Action memo sent to staff. 11 Jan 2023 Plan Change 22 - Dark Sky - engaging with Aukaha.
14/12/2022	Three Waters Depreciation Increase	22.10.5	That the Council A. Receives the report and accepts the level of significance. B. Notes the depreciation effect arising from the 30 June 2022 three waters asset valuation. C. Approves adjusting the depreciation expense to ensure rate funded depreciation only covers the three waters renewals program in the Draft 2023-24 Annual Plan. This will reduce the rate funded depreciation by approximately \$2.1M and is consistent with the 2021 Long-Term Plan.	Water Services Accountant	16 Dec 2022 Action memo sent to staff. 11 Jan 2023 The 2023/24 draft Annual Plan will be updated to give effect to the Council's decision. MATTER CLOSED
21/12/2022	Adoption of the audited Annual Report 2021/22	22.11.2	A. That the Council receives the report and accepts the level of significance. B. Receives the audit opinion from Audit New Zealand. C. Adopts the 2021/22 audited Annual Report.	Chief Financial Officer	22 Dec 2022 Action memo sent to Finance. 11 Jan 2023 The audit opinion from Audit New Zealand has been received. The annual report and summary annual report 2021/22 have been uploaded onto the website for the public. A draft management letter is currently being considered.

25 January 2023

8 COMMUNITY BOARD MINUTES

23.1.13 MINUTES OF THE MANIOTOTO COMMUNITY BOARD MEETING HELD ON 1 DECEMBER 2022

Doc ID: 606615

Recommendations

That the unconfirmed Minutes of the Maniototo Community Board Meeting held on 1 December 2022 be noted.

1. Attachments

Appendix 1 - Minutes of the Maniototo Community Board Meeting held on 1 December 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, 1 DECEMBER 2022
COMMENCING AT 2.00 PM**

PRESENT: Mr R Hazlett (Chair), Cr S Duncan, Mr D Helm, Ms R McAuley

IN ATTENDANCE: Q Penniall (Infrastructure Manager), L van der Voort (Group Manager - Planning and Infrastructure), D Rushbrook (Group Manager – Community Vision), D Scoones (Group Manager – Community Experience), S Finlay (Chief Executive Officer), F Yeboah (Accountant), M De Cort (Communications Coordinator), J Remnant (Asset Management – Team Leader), W McEnteer (Governance Manager), J Harris (Governance Support Officer)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Duncan

Seconded: Helm

That the apology received from Mr Harris be accepted.

CARRIED

2 CONDOLENCES

The Chair referred to the deaths of Maeve Collins, Pat Cormack and Gary Easson. Members stood for a moment's silence as a mark of respect.

3 PUBLIC FORUM

There was no public forum.

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Helm

Seconded: McAuley

That the public minutes of the Maniototo Community Board Meeting held on 1 November 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

22.7.2 REVIEW OF MĀNIATOTO TRUST FUND GUIDELINES

To consider the administrative guidelines for the Māniatoto Trust Fund.

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: Helm

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to amend clause 9 in the Guidelines Māniatoto Trust Fund to read:
“The above guidelines will operate until the end of 2025, when the future usage of the Māniatoto Trust Fund will be reviewed.”

CARRIED

22.7.3 MĀNIATOTO FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2022

To consider the financial performance overview as at 30 September 2022.

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: Helm

That the report be received.

CARRIED

7 MAYOR'S REPORT

22.7.4 MAYOR'S REPORT

The Mayor did not attend this meeting.

8 CHAIR'S REPORT**22.7.5 CHAIR'S REPORT**

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

- Attended a Federated farmers meeting on Ethane emissions.
- Attended an ORC meeting on water land plans and how they are going to implement it
- Attended a meeting with Aukaha
- Has a catch up with the contractors at the Hospital
- Visited Halls ford to check the bridge

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: McAuley

That the report be received.

CARRIED

9 MEMBERS' REPORTS**22.7.6 MEMBERS' REPORTS**

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

Mr Helm reported on the following:

- Attended rescue helicopter launch at the hangar in Mosgiel.

Cr Duncan reported on the following:

- Attended a meeting with farmers at Beaumont
- Attending a meeting with Fulton Hogan on the road running surface and gravel issues.
- Attended a MP invited meeting with regional farmers in Dunedin to discuss sequestration and carbon related issues.

Ms McAuley reported on the following:

- Advised that there are two new businesses opening in Ranfurly.

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: McAuley

That the report be received.

CARRIED

10 STATUS REPORTS

22.7.7 NOVEMBER 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: Duncan
Seconded: Helm

That the report be received.

CARRIED

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 7 February 2023.

The Meeting closed at 3.02 pm.

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CHAIR / /

Unconfirmed

25 January 2023

9 COMMITTEE MINUTES

23.1.14 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 15 DECEMBER 2022

Doc ID: 612870

Recommendations

That the unconfirmed Minutes of the Audit and Risk Committee Meeting held on 15 December 2022 be noted.

1. Attachments

Appendix 1 - Minutes of the Audit and Risk Committee Meeting held on 15 December 2022

**MINUTES OF CENTRAL OTAGO DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE
HELD IN NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING, 1 DUNORLING STREET,
ALEXANDRA
AND LIVE STREAMED VIA MICROSOFT TEAMS ON THURSDAY, 15 DECEMBER 2022 AT
1.00 PM**

PRESENT: His Worship the Mayor T Cadogan (Chair), Ms L Robertson (via Microsoft Teams), Cr T Alley, Cr N Gillespie, Cr T Paterson

IN ATTENDANCE: S Righarts (Group Manager - Business Support), D Rushbrook (Group Manager – Community Vision), D Scoones (General Manager – Community Experience), L Fleck (Group Manager – People and Culture), J Muir (Three Waters Director), A Crosbie (Senior Policy Advisor), C Green (Water Services Accountant), D McKewen (Accountant), R Ennis (Health, Safety and Wellbeing Advisor), S Reynolds (Customer Services Officer) and W McEnteer (Governance Manager)

Note: Ms Robertson joined the meeting via Microsoft Teams. His Worship the Mayor was present and chaired the meeting.

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There was no public forum.

3 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

4 REPORTS

22.4.2 POLICY AND STRATEGY REGISTER

To consider the Policy and Strategy Register.

After discussion it was agreed that the agreement with Runanga should be added to the list of agreements.

COMMITTEE RESOLUTION

Moved: Cadogan

Seconded: Alley

That the report be received.

CARRIED

22.4.3 LEGISLATIVE COMPLIANCE REPORT

To consider the 2022 Legislative Compliance Report.

COMMITTEE RESOLUTION

Moved: Cadogan

Seconded: Alley

That the report be received.

CARRIED

22.4.4 POLICIES POLICY

To consider the Policies Policy before it is presented to Council for adoption.

After discussion it was agreed to rework the first sentence of the last paragraph on page 89 of the agenda to say: *“A policy provides a general explanation, it does not cover the details.”* In addition it was agreed that an outline of who should maintain the register should be added.

COMMITTEE RESOLUTION

Moved: Paterson

Seconded: Alley

That the report be received.

CARRIED

22.4.5 FRAUD, BRIBERY AND CORRUPTION POLICY

To consider recommending the Fraud, Bribery and Corruption Policy be adopted by Council for an additional two years, with a review after twelve months.

After discussion it was agreed to change the word “ramifications” to “consequences” in the policy on page 101 of the agenda.

COMMITTEE RESOLUTION

Moved: Gillespie

Seconded: Alley

That the Audit and Risk Committee

- A. Receives the report and accepts the level of significance.
- B. Recommends that Council adopt the Fraud, Bribery and Corruption Policy.

CARRIED

22.4.6 UPDATE ON THREE WATERS CAPITAL WORK PROGRAM AT 30 JUNE 2022

To consider the status of the Three Waters capital work program at 30 June 2022.

COMMITTEE RESOLUTION

Moved: Cadogan

Seconded: Gillespie

That the report be received.

CARRIED

22.4.7 THREE WATERS DEPRECIATION INCREASE

To consider the recommendation to Council on the increase in depreciation expense relating to three waters assets.

COMMITTEE RESOLUTION

Moved: Cadogan

Seconded: Alley

That the report be received.

CARRIED

22.4.8 ROADING DEPRECIATION INCREASE IMPACT ON ANNUAL PLAN 2023-24

To consider the increase in rate funded depreciation expense relating to roading assets.

COMMITTEE RESOLUTION

Moved: Gillespie

Seconded: Paterson

That the report be received.

CARRIED

22.4.9 FINANCIAL REPORT FOR THE PERIOD ENDING 31 OCTOBER 2022

To consider the financial performance for the period ending 31 October 2022.

COMMITTEE RESOLUTION

Moved: Cadogan

Seconded: Alley

That the report be received.

CARRIED

22.4.10 HEALTH, SAFETY AND WELLBEING REPORT

To provide an update on health, safety and wellbeing performance at Central Otago District Council.

COMMITTEE RESOLUTION

Moved: Cadogan
Seconded: Gillespie

That the report be received.

CARRIED

22.4.11 AUDIT NZ AND INTERNAL AUDIT UPDATE

To consider an update on the status of the external and internal audit programme and any outstanding actions for completed internal and external audits.

COMMITTEE RESOLUTION

Moved: Cadogan
Seconded: Alley

That the report be received.

CARRIED

22.4.12 OVERSIGHT BY THE AUDIT AND RISK COMMITTEE IN THE PREPARATION OF THE 2024-34 LONG-TERM PLAN

To consider the role of the Committee in the oversight of the preparation of the 2024-34 Long-term Plan.

After discussion it was agreed that the Committee could not approve the level of oversight, rather they would note it.

COMMITTEE RESOLUTION

Moved: Cadogan
Seconded: Paterson

That the Audit and Risk Committee

- A. Receives the report and accepts the level of significance.
- B. Notes the timeline for the preparation of the 2024-34 Long-term Plan.
- C. Notes the level of oversight of the Committee in the preparation of the 2024-34 Long-term Plan as outlined in this paper.

CARRIED

5 CHAIR'S REPORT

22.4.13 CHAIR'S REPORT

The Chair had nothing to report.

6 MEMBERS' REPORTS

22.4.14 MEMBERS' REPORTS

Members had nothing to report.

7 STATUS REPORTS

22.4.15 DECEMBER 2022 GOVERNANCE REPORT

To report on items of general interest, consider the Audit and Risk Committee's forward work programme and the current status report updates.

COMMITTEE RESOLUTION

Moved: Alley
Seconded: Paterson

That the report be received.

CARRIED

8 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 3 March 2023.

9 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Cadogan
Seconded: Alley

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
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<p>22.4.16 - Water Services Update on Compliance Status</p>	<p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	<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</p>
<p>22.4.17 - GST Voluntary Disclosure Update</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)(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>	<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</p>
<p>22.4.18 - Cybersecurity, Information and Records Management, and Privacy Plan 2022-2025</p>	<p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	<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</p>
<p>22.4.19 - Strategic Risk Register</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>	<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</p>
<p>22.4.20 - Litigation Register</p>	<p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	<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</p>
<p>22.4.21 - December 2022 Confidential Governance Report</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>	<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</p>

		withholding would exist under section 6 or section 7
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CARRIED

The public were excluded at 2.16 pm and the meeting closed at 3.56 pm.

Unconfirmed

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 8 March 2023.

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
23.1.15 - Alexandra Community Centre - Stage Upgrade, Earthquake Strengthening and Building Compliance Project	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
23.1.16 - January 2023 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
23.1.17 - Confidential Minutes of the Audit and Risk Committee Meeting held on 15 December 2022	<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)(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</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

	disadvantage, negotiations (including commercial and industrial negotiations) s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	
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