



AGENDA

Teviot Valley Community Board Meeting Thursday, 23 March 2023

Date: Thursday, 23 March 2023

Time: 2.00 pm

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

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

**Louise van der Voort
Acting Chief Executive Officer**

Notice is hereby given that a meeting of the Teviot Valley Community Board will be held in Roxburgh Service Centre, 120 Scotland Street, Roxburgh and live streamed via Microsoft Teams on Thursday, 23 March 2023 at 2.00 pm.

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

Order Of Business

1	Apologies	5
2	Public Forum.....	5
3	Confirmation of Minutes.....	5
	Teviot Valley Community Board meeting Meeting - 2 February 2023.....	7
4	Declaration of Interest	11
	23.2.1 Declarations of Interest Register.....	11
5	Reports	14
	23.2.2 Application to Stop Part of Branhholm Street	14
	23.2.3 Roxburgh Entertainment Centre Maintenance Project	55
	23.2.4 2023-24 Annual Plan Budget and Fees and Charges Schedule	67
	23.2.5 Teviot Valley Financial Report for the Period Ending 31 December 2022	106
	23.2.6 Plan Change 19 Update	111
6	Mayor's Report.....	115
	23.2.7 Mayor's Report	115
7	Chair's Report	116
	23.2.8 Chair's Report.....	116
8	Members' Reports.....	117
	23.2.9 Members' Reports	117
9	Status Reports	118
	23.2.10 March 2023 Governance Report.....	118
10	Date of the Next Meeting	126
11	Resolution to Exclude the Public	127
	23.2.11 March 2023 Confidential Governance Report.....	127
	23.2.11 March 2023 Confidential Governance Report	127

Members Mr N Dalley (Chairperson), Mr M Jessop, Cr S Feinerman, Ms G Booth, Mr R Read

In Attendance T Cadogan (Mayor), 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), W McEnteer (Governance Manager), S Reynolds (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Teviot Valley Community Board meeting - 2 February 2023

**MINUTES OF A MEETING OF THE
TEVIOT VALLEY COMMUNITY BOARD
HELD IN THE ROXBURGH SERVICE CENTRE, 120 SCOTLAND STREET, ROXBURGH
AND LIVE STREAMED VIA MICROSOFT TEAMS ON THURSDAY, 2 FEBRUARY 2023
COMMENCING AT 2.02 PM**

PRESENT: Cr N Dalley (Chairperson), Mr M Jessop, Cr S Feinerman, Ms G Booth,
Mr R Read

IN ATTENDANCE: S Jacobs (Chief Executive Officer), D Rushbrook (Group Manager -
Community Vision), L van der Voort (Group Manager - Planning and
Infrastructure), W McEnteer (Governance Manager), S Reynolds (Customer
Service Officer)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There was no public forum.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Feinerman

Seconded: Jessop

That the public minutes of the Teviot Valley Community Board Meeting held on 24 November 2022
be confirmed as a true and correct record.

CARRIED

4 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no
further declarations of interest.

5 REPORTS

In accordance with item 9.9 of the Standing Orders, the Chief Executive informed the Chair that
item 23.1.2 of the agenda had been withdrawn.

6 MAYOR'S REPORT**23.1.3 MAYOR'S REPORT**

His Worship the Mayor was not present at the meeting.

7 CHAIR'S REPORT**23.1.4 CHAIR'S REPORT**

The Chair gave an update and reflected on his first four months in the Chair and his focus for the triennium. In particular he noted that a number of community members did not understand the process for requesting a service from the council and that work needed to be done to improve that.

COMMITTEE RESOLUTION

Moved: Jessop

Seconded: Dalley

That the report be received.

CARRIED

8 MEMBERS' REPORTS**23.1.5 MEMBERS' REPORTS**

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

Cr Feinerman reported on the following:

- Attended Teviot Prospects meeting.
- Attended Walkways meeting.
- Attended Teviot Hubs meeting.
- Attended Swimming Pool meeting and gave an update to members on current developments.
- Noted an issue with rubbish at Three Beaches. Also expressed concern for potential fire hazard at a road closure at Three Brothers Road, Teviot.

Mr Read reported on the following:

- Noted the need for more trees to be planted in the main street of Roxburgh.
- Attended a I & H McPhail Charitable Trust meeting.
- Noted that the assets of the squash club have been given to the Roxburgh Area School.

Ms Booth reported on the following:

- Attended a LGNZ meeting in Dunedin.
- Attended a Medical Services Trust meeting.

Mr Jessop reported on the following:

- Attended a Museum meeting.
- Attended a Teviot Prospects meeting.
- Attended a CODC Onslow meeting.
- Attended Millers Flat Community meeting.
- Noted recent enquiries related to the proposed Gold Mine in Millers Flat, and to the forthcoming changes in green waste collection.
- Noted that the Cavalcade would finish in Millers Flat on Saturday 4th March.

COMMITTEE RESOLUTION

Moved: Dalley
Seconded: Feinerman

That the report be received.

CARRIED

9 STATUS REPORTS

23.1.6 FEBRUARY 2023 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: Dalley
Seconded: Booth

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 23 March 2023.

11 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Jessop
Seconded: Feinerman

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
23.1.7 - February 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

CARRIED

The public were excluded at 2.27pm and the meeting closed at 2.36pm

4 DECLARATION OF INTEREST

23.2.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 622198

1. Purpose

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

2. Attachments

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

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Gill Booth			Teviot Valley Rest Home Roxburgh and District Medical Services Trust
Norman Dalley	Martel International Limited (Sole Director/Shareholder) Gilmour Development Limited (Sole Director/Shareholder) North Hill Limited (Sole Director/Shareholder) Teviot Valley Rest Home Incorporated (Chair) Roxburgh Entertainment Centre Improvement and Promotions Incorporated (Treasurer/Committee member) Dalley Family Trust (trustee) Teviot Prospects (member) Teviot Valley Rest Home Ltd (Director)	217 Scotland Street, Roxburgh (Property Owner) Gilchrist Town Orchard Limited (Shareholder/Director) Roxburgh and Districts Medical Services Trust (trustee) Roxburgh Entertainment Centre Improvement and Promotions Incorporated (committee member)	I and H McPhail Charitable Trust Roxburgh Cemetery Trust Committee Roxburgh Swimming Pool Redevelopment Committee
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
Mark Jessop	Hillside Family Trust (Trustee) Sunny Days Trust (Trustee) Faigans Hospitality Ltd (director) Teviot Prospects (Trustee)	Hillside Family Trust (Trustee) Sunny Days Trust (Trustee) Faigans Hospitality Ltd (manager)	Teviot Museum Committee Ida MacDonald Charitable Trust

Russell Read	Central Otago Districts Arts Trust (Trustee) Community Garden (Member) Cancer Society (Councillor) Southland Boys HS Old Boys Association (Committee) Central Otago Arts Society (member)		I and H McPhail Charitable Trust Tuapeka County Bursary Fund Committee
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5 REPORTS

23.2.2 APPLICATION TO STOP PART OF BRANXHOLM STREET

Doc ID: 619690

1. Purpose of Report

To consider an application to stop an unformed section of Branhholm Street, to legalise an historic encroachment, in accordance with the provisions of the Public Works Act 1981.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
 - B. To recommend to Council to approve the proposal to stop the unformed portion of Branhholm Street identified as Section 1 in figure 5, being approximately 268 square metres, subject to:
 - The Applicants paying all costs associated with the stopping, including purchase of the land at valuation.
 - The Applicants obtaining the consent of the owner of Lot 1 DP 7225.
 - The land being amalgamated with record of title OT400/197 (Lot 1 DP 4138).
 - The stopping being approved by the Minister of Lands.
 - The final survey plan being approved by the Chief Executive Officer.
 - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

This matter was originally to be considered by the Teviot Valley Community Board (the Board) at their meeting of 02 February 2023. The report was withdrawn at the request of the applicants lawyer on the day of the meeting.

A copy of the original report, which discusses imperial survey plans, geographical information systems (and the ownership of the data contained in them), and the identification of legal property boundaries, is attached as **Appendix 1**.

A copy of the applicant's lawyer's letter received on 1 February 2023, which raised a number of points about the original report, is attached as **Appendix 2**.

While this report is similar to the original report, some of the content has been updated in consideration of the points raised in the letter dated 01 February 2023.

Encroachment

A property encroachment occurs when something traverses the legal property boundary.

A roading encroachment occurs when public access to a legal road is restricted, or where an area of legal road has been occupied for private use. For example, a building or a fence which extends onto the legal road, or a balcony which protrudes over the legal road.

If an encroachment is identified, the current owner of the property is responsible for the encroachment regardless of when they purchased the property or when the structure was erected.

Branxholm Street

Branxholm Street (the Road) starts at Edinburgh Street. It runs southwest, parallel to Scotland Street, then terminates at the intersection of Till Street.

It is a low volume road which is somewhat disjointed, and only partially formed. The road has an overall length of approximately 1,360 metres. Its width varies from around 15 to 22 metres.

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



Figure 1 – Overview of Branxholm Street.

The Property

Noel and Sharyn Miller (the Applicants) own the property at 150 Branxholm Street (the Property). The Property is situated at the southernmost end of Branxholm Street, adjacent to the western end of Till Street.

The Property is contained in records of title OT400/197 and OT1C/1032. Record of title OT400/197 consists of two parcels of land, both parcels are described as Lot 1 Deposited Plan (DP) 4138.

Record of title OT1C/1032 consists of a single parcel of land which is described as Section 15 Block XXIV Town of Roxburgh (Section 15).

Section 15 was originally part of a Crown owned water race which ran through or behind a number of properties off the western side of the Road. In 1964, several titles were issued for the land under the water race with the Crown then disposing of those titles to the adjacent landowners.

Section 15 dissects Lot 1 DP 4138 which is why Lot 1 is contained in two parcels. The Property has a total area of 1,043 square metres more or less.

An overview of the Applicant's Property is shown below in figure 2.

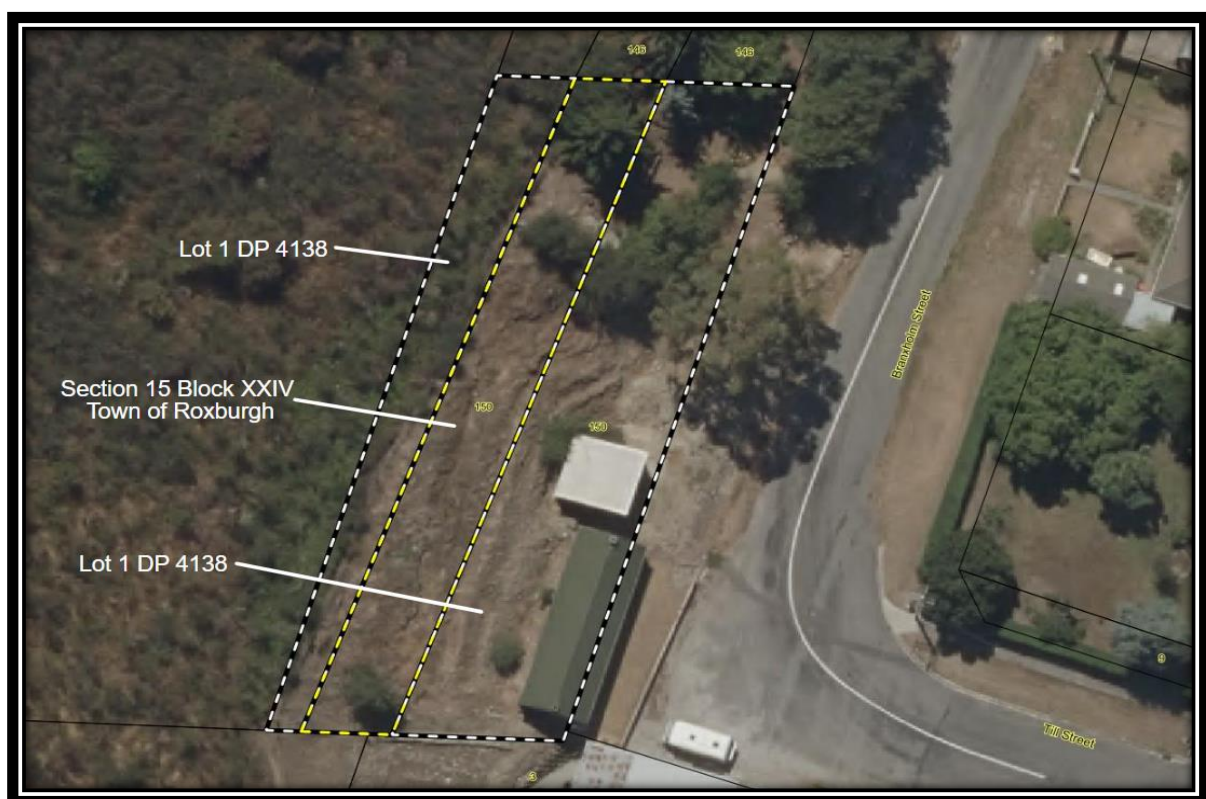


Figure 2 – Overview of the Property situated at 150 Braxholm Street.

The Applicant's purchased the Property in June 1990. Improvements on the Property include an historic stone cottage (the Cottage), and a sleepout with ablutions and a small deck.

Records indicate that the Cottage was constructed in the 1870's. The Applicant's moved the sleepout onto the Property in 2009 after obtaining building and land use (resource) consents.

Boundary Issues and Geographic Information Systems

Notes attached to the building consent file indicate that the Applicant's first contacted Council regarding their plans to relocate the sleepout to the Property in early 2008. The file also indicates that there were concerns regarding the identification of the true legal property boundary.

In that same year (2008) the Applicants engaged a surveyor to identify their true legal boundaries.

While carrying out that work, the surveyor recorded the northern and southern boundaries as being 'out' slightly and the eastern and western boundaries as being 'out' quite significantly in comparison to the cadastral boundaries and aerial photography overlay on the Geographic Information System records.

In 2015, the Applicant's surveyor submitted the new digitised survey data to LINZ, and they were asked to correct the base parcel layer.

3. Discussion

Application to Stop

Since having their true legal boundaries identified in 2008, the Applicants have contacted Council a number of times to discuss remedying the encroachment. The Applicants have been advised that a simple road stopping, undertaken in accordance with Council's Roding Policy, would legalise the encroachment.

In July 2022, the Applicant's lawyer submitted an application to stop a 268 square metre portion of Branhholm Street.

A plan of the road to be stopped, which is described as Section 1, is shown below in figure 3.



Figure 3 – Plan of Section 1 (Road to Stopped).

In a cover letter attached to the application, the purpose of the stopping was noted as being to resolve an historic encroachment issue that had resulted during a surveying exercise that was undertaken in the 1930s. The letter noted that the Crown had undertaken the survey,

and that the survey had resulted in the culturally significant cottage encroaching onto Council's legal road.

The letter further noted that the Applicant's had unwittingly inherited mistakes of the past and that they had always maintained the berm at their own expense, even though the berm is located on Council's legal road.

On that basis, the Applicants offered to pay all survey and legal costs associated with the proposal and requested that the stopped road be transferred to them for nominal legal consideration, being \$1.00.

In consideration of the Applicant's request, and to understand the value of the road to be stopped, it was agreed that Section 1 would be valued (at the Applicant's cost) prior to the presentation of this report.

Roading Network

As noted previously, Branhholm Street is a low volume road which is somewhat disjointed, and only partially formed with the legal road width varying from around 15 to 22 metres.

The section of road which the Applicants propose to stop varies from approximately 3.6 metres wide to 6.8 metres wide. This would leave a clearance of around 2 metres between the proposed new boundary and the formed carriageway.

Overall, a legal road width of approximately 15 to 17 metres would be retained as shown below in figure 4, which is sufficient for roading purposes.



Figure 4 – Legal Roading Corridor and Formed Carriageway.

Legislation and Policy

The Central Otago District Council's Roading Policy determines the appropriate statutory procedure for stopping a legal road or any part thereof that is under their control.

The policy for selecting the correct statutory process is outlined in section 8.5 of Council's Roading Policy. The options are as follow:

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

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

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

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

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

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

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

The Public Works Act further provides for legal road to be stopped, sold, and amalgamated with an adjacent title. In this instance, Section 1 (the stopped road) would be amalgamated with Lot 1 DP 4138, with a new record of title being issued for the three parcels of land.

Public Notification and Consultation Requirements

As outlined in Section 116 of the Public Works Act, road stoppings are not subject to public consultation if:

- the road is under the control of the territorial authority,
- the territorial authority agrees to the proposed stopping, and:
- adequate road access to land adjoining the road is left or provided; or
- the owners of the land adjoining the road or part of the road consent in writing to the stopping.

If the stopping is approved, the Applicants will require the written approval of the owner of Lot 1 DP 7225 as their road frontage would be reduced by about 3.6 metres.

About 20 metres of the northern boundary of Lot 1 DP 7225 fronts the intersection of Braxholm and Till Streets. Another 14 metres of that boundary is mutual as shown below in figure 5.

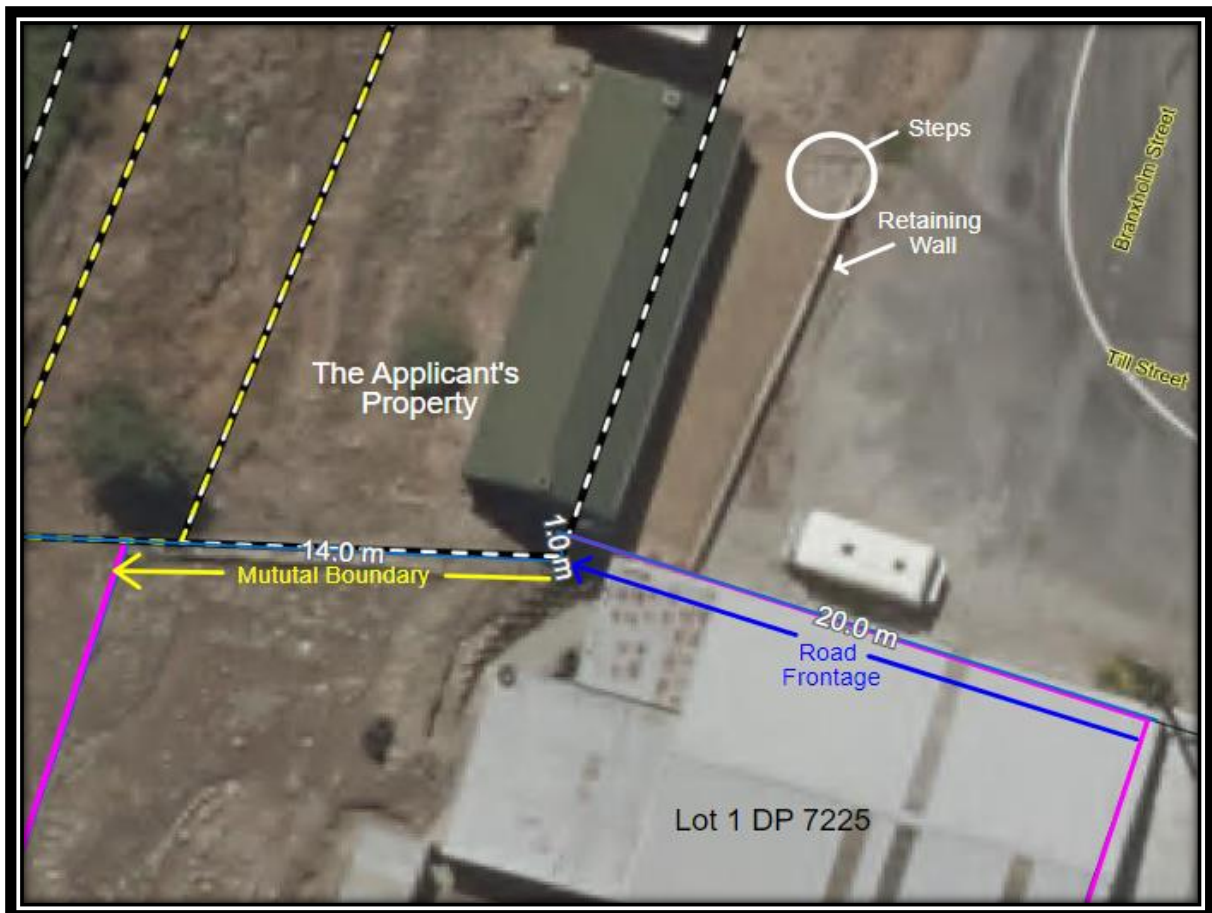


Figure 5 – Northern Boundaries of Lot 1 DP 7225.

A low retaining wall and stone steps have been constructed on the road immediately adjacent to the edge of the formed carriageway. The retaining wall reinforces the grassed area in front of the cottage with the stone steps providing pedestrian access to the Property.

The retaining wall abuts the building on Lot 1 DP 7225 as shown below in figure 6.

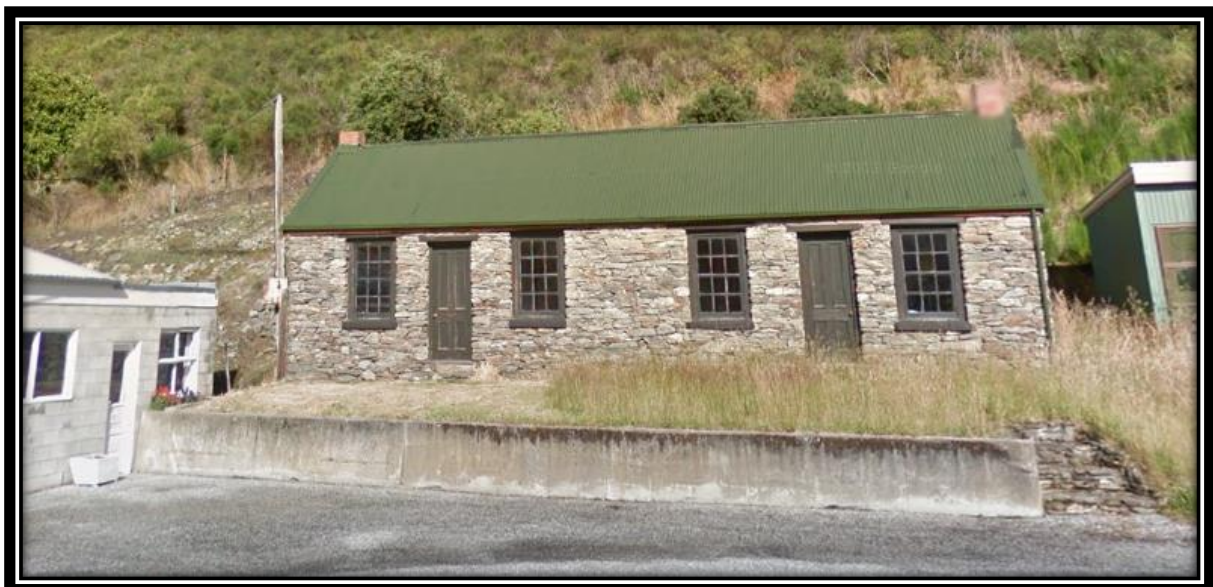


Figure 6 – View of Retaining Wall and Stone Steps from the Formed Carriageway.

Toward the end of 2022, the owner of Lot 1 DP 7225 approached Council to ask about the process for stopping legal road.

After the process was explained, they indicated that they had some concerns about this proposal as it could impact their ability to access to the rear of their property, and that the visibility from the small window fronting the legal road (to be stopped) could be impaired by a building or plantings.

A plan of the building on Lot 1 DP 7225 as it front Till Street is shown below in figure 7.

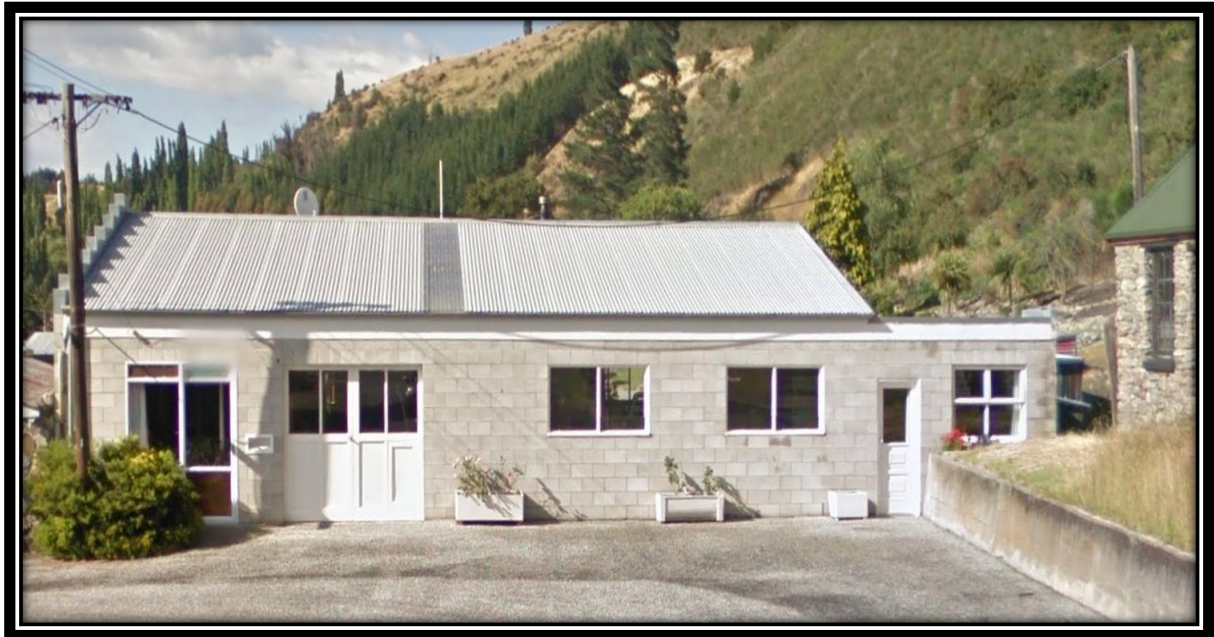


Figure 7 – Till Street frontage of Lot 1 DP 7225.

While there are a number of ways that those concerns could be addressed, such as by registration of a covenant prohibiting the construction of improvements or the growing trees in an agreed area, that agreement would be between the Applicants and the owner of Lot 1.

As an example an area which could be subject to a covenant is shown below in figure 8.

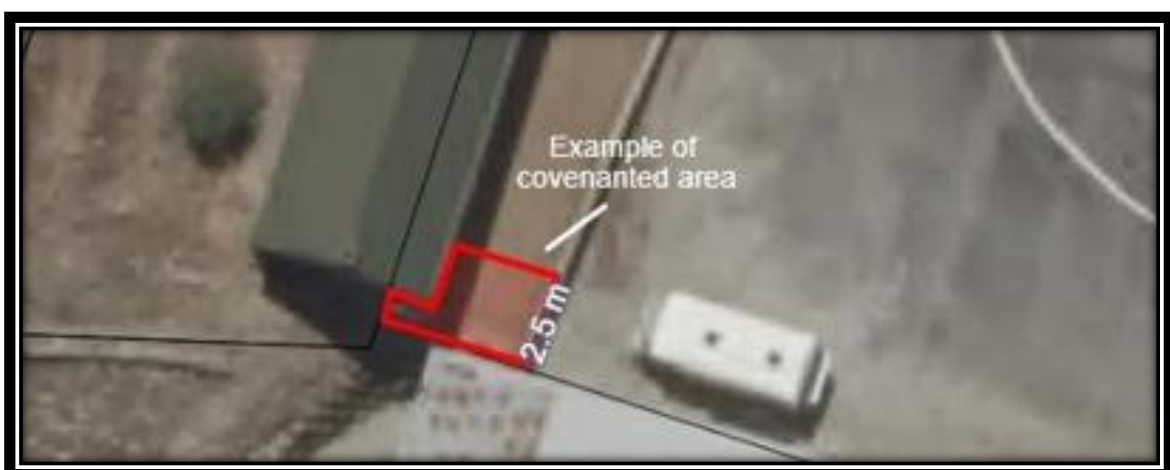


Figure 8 – Example of covenanted area.

Utility Networks

Many legal roads, whether formed or not, contain electrical, telecommunication, or water infrastructure. If there are any services in a road that is to be stopped, these can be protected by registering an easement on the resulting title.

Network operators have confirmed that there is no utility infrastructure in the section of the road which the Applicants propose to stop.

Financial

Council's Roothing Policy determines that the Applicant is responsible for all costs associated with the road stopping. This includes purchase of the land at market valuation.

In November 2022 a registered independent valuer valued Section 1 at \$35,000 including GST (if any). This means the road has a value of approximately \$131 per square metre.

While the Applicants have requested that the land be transferred to them for \$1.00, this would be contrary to Roothing Policy. It could also be seen to set a precedent implying that Council did not agree that the identification of property boundaries on the ground (now or historically) is the responsibility of the landowner.

An alternate solution, which is consistent with Council's Roothing Policy, and which may be more affordable to the Applicants, would be to stop a much smaller section of the Road.

For example, the encroachment could be resolved by stopping just 46 square metres of unformed legal road at a cost of approximately \$6,025 including GST (if any).

A plan of the smaller stopping, which may also be preferable to the owner of Lot 1 DP 7225, is shown below in figure 9.



Figure 9 – Plan of less expensive option for legalising the encroachment.

Rating Implications

The total local authority rates payable on the Property for the 2022/2023 rating year have been assessed at \$2,056.55 including GST.

If the current land value was increased by \$35,000 and the annual rates recalculated using the same rating factors, this would equate an increase of about 2.8% per annum, or around \$58 including GST.

A breakdown of those calculations is shown below in table 1.

Description of Rate	Category	Factor	Factor Value	Rate	Total for the Year
General Rate	All except Dams	Land Value	35,000	\$0.0011100	\$ 38.85
Planning and Environment	District	Capital Value	35,000	\$0.0002438	\$ 8.53
Works and Public Toilets	District	Capital Value	35,000	\$0.0001606	\$ 5.62
Economic Development	District	Capital Value	35,000	\$0.0000208	\$ 0.73
Tourism	Residential	Capital Value	35,000	\$0.0000721	\$ 2.52
Teviot Valley Promotions	Residential	Capital Value	35,000	\$0.0000024	\$ 0.08
Ward Services Rate	Teviot Valley	Capital Value	35,000	\$0.0000500	\$ 1.75
Additional Rates per Annum					\$ 58.09

Table 1 – Rating Implications associated with \$35,000 increase in Land Value (Teviot Valley Ward 2022/2023).

Alternatively, a \$6,000 increase to the land value would result in an annual rates increase of about 0.5% per annum, or around \$10 including GST, as shown in table 2.

Description of Rate	Category	Factor	Factor Value	Rate	Total for the Year
General Rate	All except Dams	Land Value	6,000	\$0.0011100	\$ 6.66
Planning and Environment	District	Capital Value	6,000	\$0.0002438	\$ 1.46
Works and Public Toilets	District	Capital Value	6,000	\$0.0001606	\$ 0.96
Economic Development	District	Capital Value	6,000	\$0.0000208	\$ 0.12
Tourism	Residential	Capital Value	6,000	\$0.0000721	\$ 0.43
Teviot Valley Promotions	Residential	Capital Value	6,000	\$0.0000024	\$ 0.01
Ward Services Rate	Teviot Valley	Capital Value	6,000	\$0.0000500	\$ 0.30
Additional Rates per Annum					\$ 9.96

Table 2 – Rating Implications associated with \$6,000 increase in Land Value (Teviot Valley Ward 2022/2023).

This means the rating implications associated with the proposal will be no more than minor.

4. Options

Option 1 – (Recommended)

To recommend to Council to approve the proposal to stop the unformed portion of Branhholm Street identified as Section 1 in figure 5, being approximately 268 square metres, subject to:

- The Applicants paying all costs associated with the stopping, including purchase of the land at valuation.
- The Applicants obtaining the consent of the owner of Lot 1 DP 7225.
- The land being amalgamated with record of title OT400/197 (Lot 1 DP 4138).
- The stopping being approved by the Minister of Lands.
- The final survey plan being approved by the Chief Executive Officer.

Advantages:

- The Applicants occupation (encroachment) of the legal road will be legalised.
- Will not compromise the roading network.
- The income received will be used to address other public roading matters.
- Is consistent with the provisions of Council's Roding Policy.
- Is consistent with the Public Works Act 1981.

Disadvantages:

- The Applicants may not have anticipated having to purchase the land at valuation.

Option 2

To recommend to Council to approve the proposal to stop the unformed portion of Branhholm Street identified as Section 1 in figure 5, being approximately 268 square metres, subject to:

- The Applicants paying all other costs associated with the stopping.
- The land identified as Section 1 in figure 5, being transferred to the Applicants for \$1.00.
- The Applicants obtaining the consent of the owner of Lot 1 DP 7225.
- The land being amalgamated with record of title OT400/197 (Lot 1 DP 4138).
- The stopping being approved by the Minister of Lands.
- The final survey plan being approved by the Chief Executive Officer.

Advantages:

- Would be agreeable to the Applicants.
- The Applicant's occupation (encroachment) of the legal road will be legalised.
- Would not compromise the roading network.

Disadvantages:

- No income will be received for the purpose of addressing other public roading matters.
- Is not consistent with the provisions of Council's Roding Policy.
- Is not consistent with the provisions of the Public Work Act as it relates to the assessment and payment of compensation.
- Would create a precedent.

Option 3

To recommend to Council to approve the proposal to stop the smaller unformed portion of Branhholm Street, as shown in figure 9, being approximately 46 square metres, subject to:

- The Applicants paying all costs associated with the stopping, including purchase of the land at \$6,025 including GST (if any).
- The Applicants obtaining the consent of the owner of Lot 1 DP 7225.
- The land being amalgamated with record of title OT400/197 (Lot 1 DP 4138).
- The stopping being approved by the Minister of Lands.
- The final survey plan being approved by the Chief Executive Officer.

Advantages:

- The Applicant's occupation (encroachment) of the legal road will be legalised.
- Will not compromise the roading network.
- May be more palatable to the owner of Lot 1 DP 7225.
- The income received will be used to address other public roading matters.
- Is consistent with the provisions of Council's Roding Policy.
- Is consistent with the Public Works Act 1981.

Disadvantages:

- The Applicants may not have anticipated having to purchase the land at valuation.
- Stopping a smaller section of the road may not suit the Applicant's requirements.

Option 4

To recommend to Council to approve the proposal to stop the smaller unformed portion of Branhholm Street as shown in figure 19, being approximately 46 square metres, subject to:

- The Applicants paying all costs associated with the stopping.
- The land being transferred to the Applicants for \$1.00.
- The Applicant's obtaining the consent of the owner of Lot 1 DP 7225.
- The land being amalgamated with record of title OT400/197 (Lot 1 DP 4138).
- The stopping being approved by the Minister of Lands.
- The final survey plan being approved by the Chief Executive Officer.

Advantages:

- The Applicant's occupation (encroachment) of the legal road will be legalised.
- Will not compromise the roading network.
- May be more palatable to the owner of Lot 1 DP 7225.
- Recognises the provisions of Council's Roading Policy.
- Is consistent with the Public Works Act 1981.

Disadvantages:

- No income will be received for the purpose of addressing other public roading matters.
- Is not consistent with the provisions of Council's Roading Policy.
- Is not consistent with the provisions of the Public Work Act as they relate to the assessment and payment of compensation.
- Stopping a smaller section of the road may not suit the applicant's requirements.
- Would create a precedent.

Option 5

To not recommend to Council to approve the proposal to stop an unformed section of Branhholm Street.

Advantages:

- None, as the proposal to legalise the encroachment will not compromise the roading network.

Disadvantages:

- The Applicant's occupation (encroachment) of the legal road would not be legalised.

- Would resolve the concerns of the owner of Lot 1 DP 7225.
- Additional income will not be received for the purpose of addressing other public roading matters.
- Does not recognise the provisions of Council's Roothing Policy.
- Does not recognise that the proposal is consistent with the Public Works Act 1981.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the economic wellbeing of the community by generating income from the disposal of land that is held (but not required) for roading purposes.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	<p>There are no negative financial implications associated with the recommended option as the Applicants are required to all costs associated with the proposal including purchase of the land at valuation.</p> <p>The proceeds of the sale will be used to address other public roading matters.</p>
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	<p>Council's Road Stopping Policy applies to this application.</p> <p>Consideration of this policy has ensured that the appropriate statutory process, being to stop the road in accordance with the provisions of the Public Works Act 1981, has been followed.</p>
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision to stop this short unnamed unformed road.
Risks Analysis	There are no risks to Council associated with the recommended option.
Significance, Consultation and Engagement (internal and external)	<p>The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.</p> <p>Notice of the completed road stopping will be published in the New Zealand Gazette.</p>

6. Next Steps

- | | |
|--|------------------------------|
| 1. Community Board approval | 23 March 2023 |
| 2. Council approval | 30 March 2023 |
| 3. Surveyor and LINZ Accredited Supplier engaged | On release of CNL Resolution |
| 4. Survey Plan approved | Mid to late 2023 |
| 5. Gazette notice published | Late 2023/Early 2024 |

7. Attachments

Appendix 1 - Original Report dated 02 February 2023 [↓](#)

Appendix 2 - Letter to Council dated 01 February 2023 [↓](#)

Appendix 3 - Letter to Council dated 07 July 2022 [↓](#)

Report author:



Linda Stronach
Team Leader – Statutory Property
9/03/2023

Reviewed and authorised by:



Louise van der Voort
Acting Chief Executive Officer
14/03/2023



2 February 2023

23.1.2 APPLICATION TO STOP PART OF BRANXHOLM STREET

Doc ID: 605823

1. Purpose of Report

To consider an application to stop an unformed section of Branxholm Street, to legalise an historic encroachment, in accordance with the provisions of the Public Works Act 1981.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. To recommend to Council to approve the proposal to stop the unformed portion of Branxholm Street identified as Section 1 in figure 5, being approximately 268 square metres, subject to:
 - The applicants paying for the land identified as Section 1 at valuation of \$35,000 including GST (if any).
 - The applicants paying all other costs associated with the stopping.
 - The applicant obtaining the consent of the owner of Lot 1 DP 7225.
 - A covenant being registered over the area identified in figure 18.
 - The land being amalgamated with record of title OT400/197 (Lot 1 DP 4138).
 - The final survey plan being approved by the Chief Executive Officer.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

2. Background

Ownership, Occupation, and Management of Legal Roads

All legal roads were originally vested in the Crown pursuant to the Public Works Act 1876.

In 1979, all legal roads (other than government or state highways) vested in fee simple in the council of the district in which they were situated, making councils road controlling authorities.

Each road controlling authority manages their roading network in accordance with a selection of legislation such as the Local Government Acts 1974 and 2002, the Land Act 1948, and the Land Transport Act 1998.

Road controlling authorities also have the power to make bylaws and policies to assist with the ongoing management of their roads.

Many unformed legal roads, or parts thereof, appear to be incorporated into adjoining properties, however adjoining property owners have no legal right of occupation or ownership of unformed legal roads, or any part thereof, irrespective of how many years they have been occupying the land as their own.

While the legislation governing the use of legal roads does not differentiate between formed and unformed roads, the Land Act 1948 and the Land Transfer Act 2017 prohibit claims of adverse possession of a road or any other land that is vested in trust for public use. This is

because the right of the general public to pass and repass over any legal road is held in perpetuity.

Stopping Legal Roads

To 'stop' a legal road or any part thereof, the legal road status must first be revoked. This enables the land to be freeholded, then sold if it is determined to be surplus to the road controlling authority's operational requirements.

Roads can be stopped subject to the provisions of the Public Works Act 1981 or the Local Government Act 1974.

Examples of road being surplus to requirement include the legal road being much wider than the formed road or the legal road being located on land that is not physically able to be formed.

A more common reason for stopping legal road is to address an encroachment.

Encroachment

A property encroachment occurs when someone or something traverses the legal property boundary.

A roading encroachment occurs when public access to a legal road is restricted, or where an area of legal road has been occupied for private use. For example, a building or a fence which extends onto the legal road, or a balcony which protrudes over the legal road.

If an encroachment is identified, the current owner of the property is responsible for the encroachment regardless of when the structure was erected.

Branxholm Street

Branxholm Street (the road) starts at Edinburgh Street. It runs southwest, parallel to Scotland Street, then terminates at the intersection of Till Street.

It is a low volume road which is somewhat disjointed, and only partially formed. The road has an overall length of approximately 1,360 metres. Its width varies from around 15 to 22 metres.

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

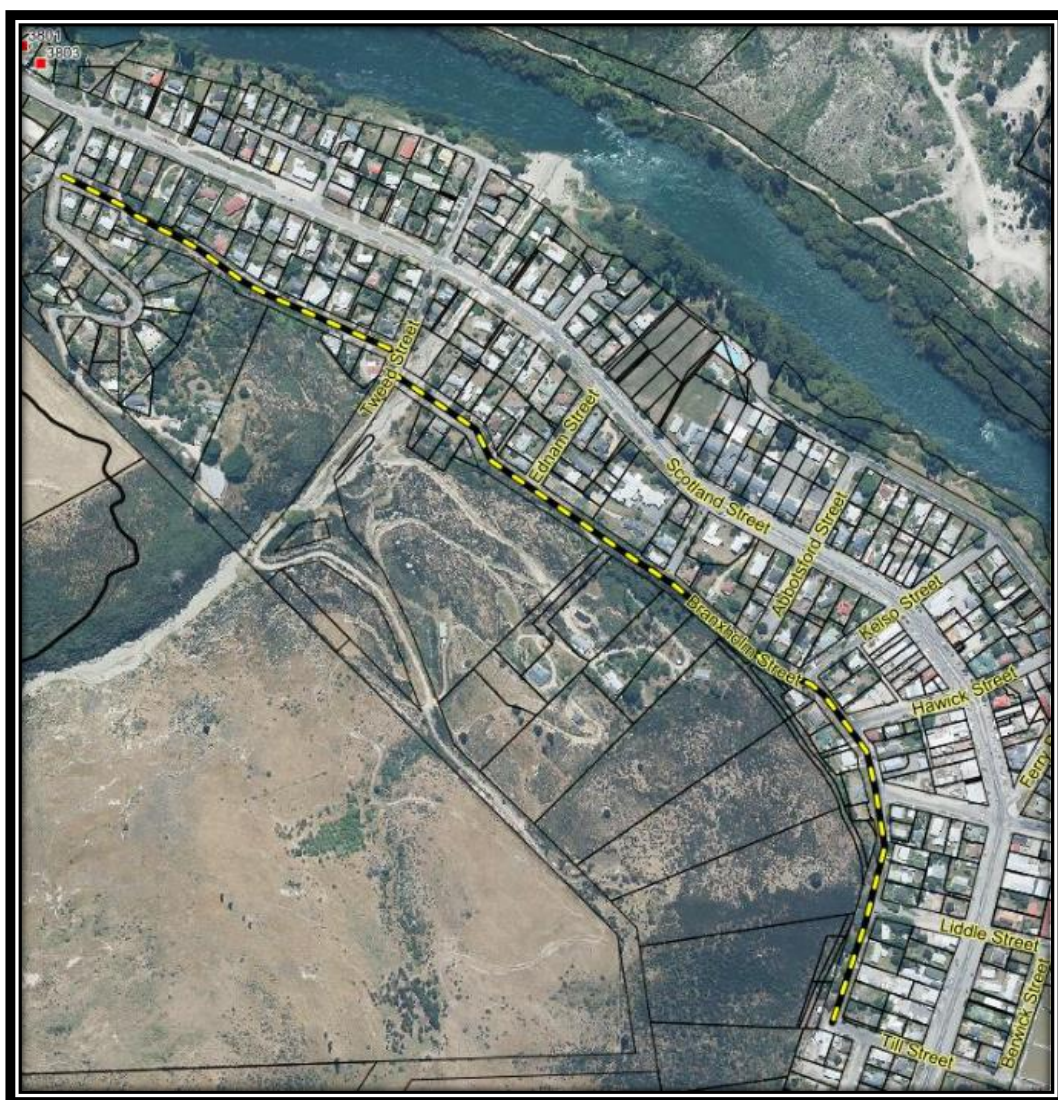


Figure 1 – Overview of Branhholm Street.

The Property

Noel and Sharyn Millar (the applicants) own the property at 150 Branhholm Street (the Property). The Property is situated at the southernmost end of Branhholm Street, adjacent to the western end of Till Street.

The Property is contained in records of title OT400/197 and OT1C/1032. Record of title OT400/197 consists of two parcels of land, both parcels are described as Lot 1 Deposited Plan (DP) 4138.

Record of title OT1C/1032 consists of a single parcel of land which is described as Section 15 Block XXIV Town of Roxburgh (Section 15).

Section 15 was originally part of a Crown owned water race which ran through and/or behind a number of properties off the western side of the road. Several titles were issued for the land under the water race in 1964 with the Crown then disposing of the titles to the adjacent property owners.

Section 15 dissects Lot 1 DP 4138 which is why Lot 1 is contained in two parcels. The Property has a total area of 1,043 square metres more or less.

An overview of the Property is shown below in figure 2.

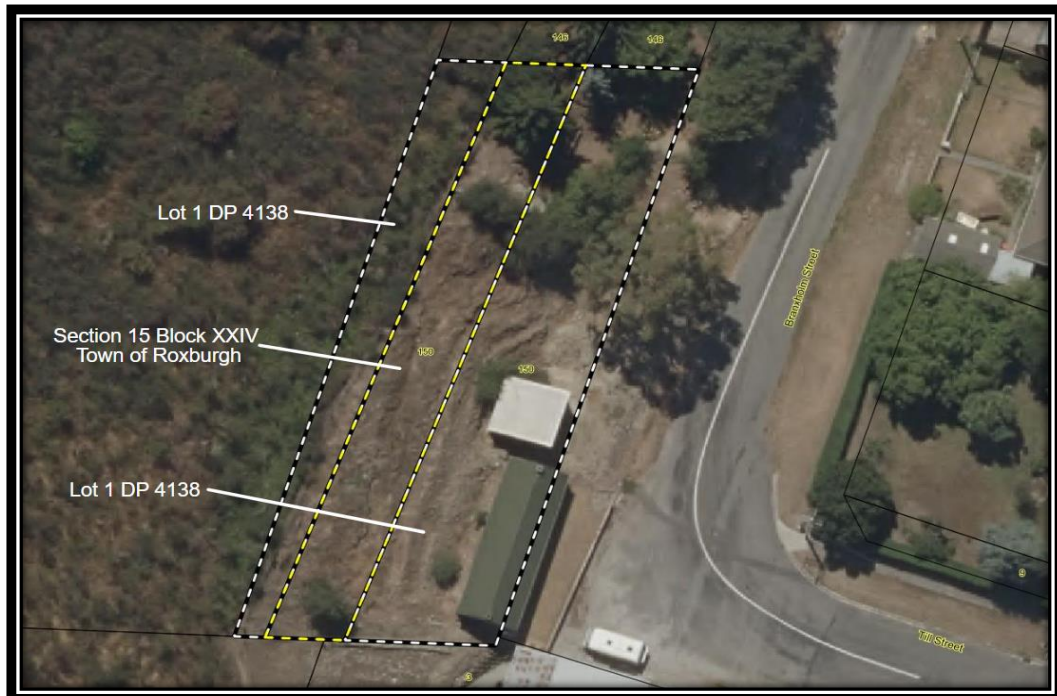


Figure 2 – Overview of the Property situated at 150 Branhelm Street.

The applicants purchased the Property in June 1990. There is no evidence of a LIM being obtained in conjunction with that purchase.

Improvements on the Property include an historic stone cottage (the cottage), and a sleepout with ablutions and a small deck. Records indicate that the cottage was constructed in the 1870's. The applicants moved the sleepout onto the Property in 2009 after obtaining building and land use (resource) consents.

The building consent provided for the relocation of the sleepout, and the ground works associated with its placement. Land use consent was also required as the applicants proposed to breach yard requirements by placing the sleepout closer to the Branhelm Street boundary than is permitted under District Plan rules.

Applications to breach yard requirements must give consideration to the adverse effects the proposed breach may have on the amenity value of the surrounding environment. The surrounding environment includes neighbouring properties, water bodies, the character of the streetscape, the roading network, infrastructure, and heritage values.

An application for resource consent may be considered non notified if the effects are not more than minor and affected parties have provided written approval. Where written approvals are provided effects on those parties cannot be considered in the consent process. In a roading context, affected parties are likely to be adjoining landowners.

As the applicants proposed to breach the road frontage, the Central Otago District Council (Council), as road controlling authority, was identified as an affected party.

On consideration, the breach was deemed to have no adverse effect on the roading network and affected party approval was given. It was also determined that adverse effects on the wider surrounding environment would be no more than minor, with land use consent being granted in March 2009.

Boundary Issues and Geographic Information Systems

Notes attached to the building consent file indicate that the applicants first contacted Council regarding their plans to relocate the sleepout to the Property in early 2008. The file also indicates that there were concerns regarding the identification of the true legal property boundary.

In that same year (2008) the applicants engaged a surveyor to identify their true legal boundaries.

While carrying out that work, the surveyor recorded the northern and southern boundaries as being 'out' slightly and the eastern and western boundaries as being 'out' quite significantly in comparison to the cadastral boundaries and aerial photography overlay on the Geographic Information System records.

Geographic Information Systems (GIS) are computer-based tools which are used to capture, store, visualise, and analyse digitised spatial records. The base layer of GIS is the parcel layer being a digitised version of property boundaries which have been defined by cadastral survey, then approved by Toitū Te Whenua Land Information New Zealand (LINZ), as the owner of New Zealand's cadastral data.

Some versions of GIS, such as those used by local authorities, are complex as they contain numerous additional layers. An example of the base parcel data being attributed to LINZ is shown on the bottom of all maps that are printed from Council's GIS as shown below in figure 3.

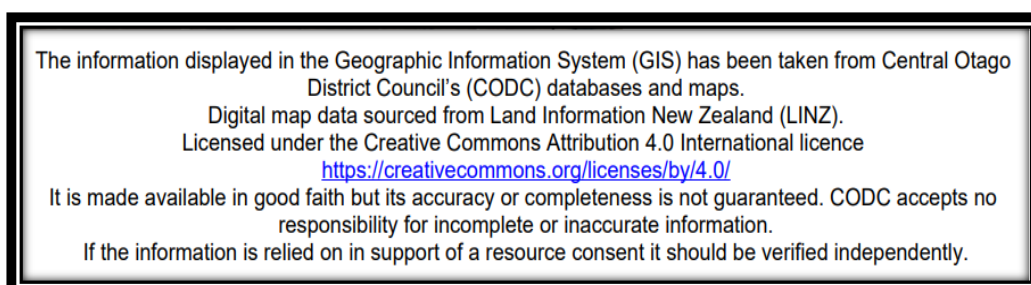


Figure 3 – GIS Disclaimer

In 2015, the applicant's surveyor submitted the new digitised survey data to LINZ, and they were asked to correct the base parcel layer.

Corrections to base parcel layer are called rubber-sheeting. Rubber-sheeting is the process of identifying the true legal boundary geospatially by overlaying and comparing the newly digitised survey data to the existing spatial record. If the existing spatial record is found to be 'out', LINZ will adjust it to reflect the true legal boundaries.

Rubber-sheeting has become increasingly common since the introduction of digital survey plans in 2007. It also means that the accuracy of LINZ's geospatial records have improved considerably during the last 15 years.

In areas like Roxburgh, which have experienced little or no redevelopment during recent times, the digitised spatial records are known to be very unreliable.

LINZ confirmed the surveyor's findings, then corrected their geospatial records accordingly.

A plan of the Property, as it was shown in GIS prior to the 2015 correction, is shown below in figure 4.



Figure 4 – Extract of the Base Parcel Layer Prior to Correction in 2015.

Post correction, the digitised version of the base parcel layer was noted as being consistent with the title plan. The correction also showed that the cottage encroached over the Branhholm Street boundary as shown previously in figure 2.

Application to Stop

Since having their true legal boundaries identified by a surveyor in 2008, the applicants have contacted Council to discuss remedying the encroachment of the cottage.

The applicants were advised that a simple road stopping, undertaken at their cost, would enable them to rectify the encroachment. The applicants advised they do not consider they are responsible for the encroachment.

In July 2022, the applicant's lawyer lodged an application to stop an unformed section of Branhholm Street. A plan of the proposed stopping, which identified the road to be stopped as Section 1, is shown below in figure 5.



Figure 5 – Plan of Section 1 (Road to Stopped).

The purpose of the stopping was noted as being to resolve an historic encroachment that had stemmed from “a careless Crown surveying exercise” in the 1930s which resulted in the culturally significant cottage technically encroaching onto Council's unformed legal road.

The application also noted that the applicants had unwittingly inherited mistakes of the past and that they have maintained the berm at their own expense, even though the berm is located on Council's legal road.

As the applicants believe the encroachment is not their responsibility, they also believe the proposed stopping should be undertaken at Council's cost with the land identified as Section 1 then being transferred to them for \$1.00.

In consideration of the applicant's position and to understand the costs, it was agreed that Section 1 would be valued (at the applicant's cost) prior to the presentation of this report.

3. Discussion

Imperial Survey Plans

Prior to the introduction of the metric system in the 1970's, surveyors recorded the survey, occupation, and title data on a single plan. They were also required, by law, to record the details of any encroachment. These plans are known as imperial survey plans.

DP 4138 is an imperial survey plan which dates back to August 1930. A full copy of DP 4138 is shown below in figure 9.

The survey plan is extensively detailed drawing to the centre right of the plan. The survey plan shows the details of both the subject land and surrounding properties, the water race and roads, along with the observation data and occupation details as they were at the time.

The Roxburgh Borough Council approved the survey plan in December 1930.

The title plan is the simpler drawing next to the left hand margin. The Deputy Chief Surveyor approved the title plan in June 1937.

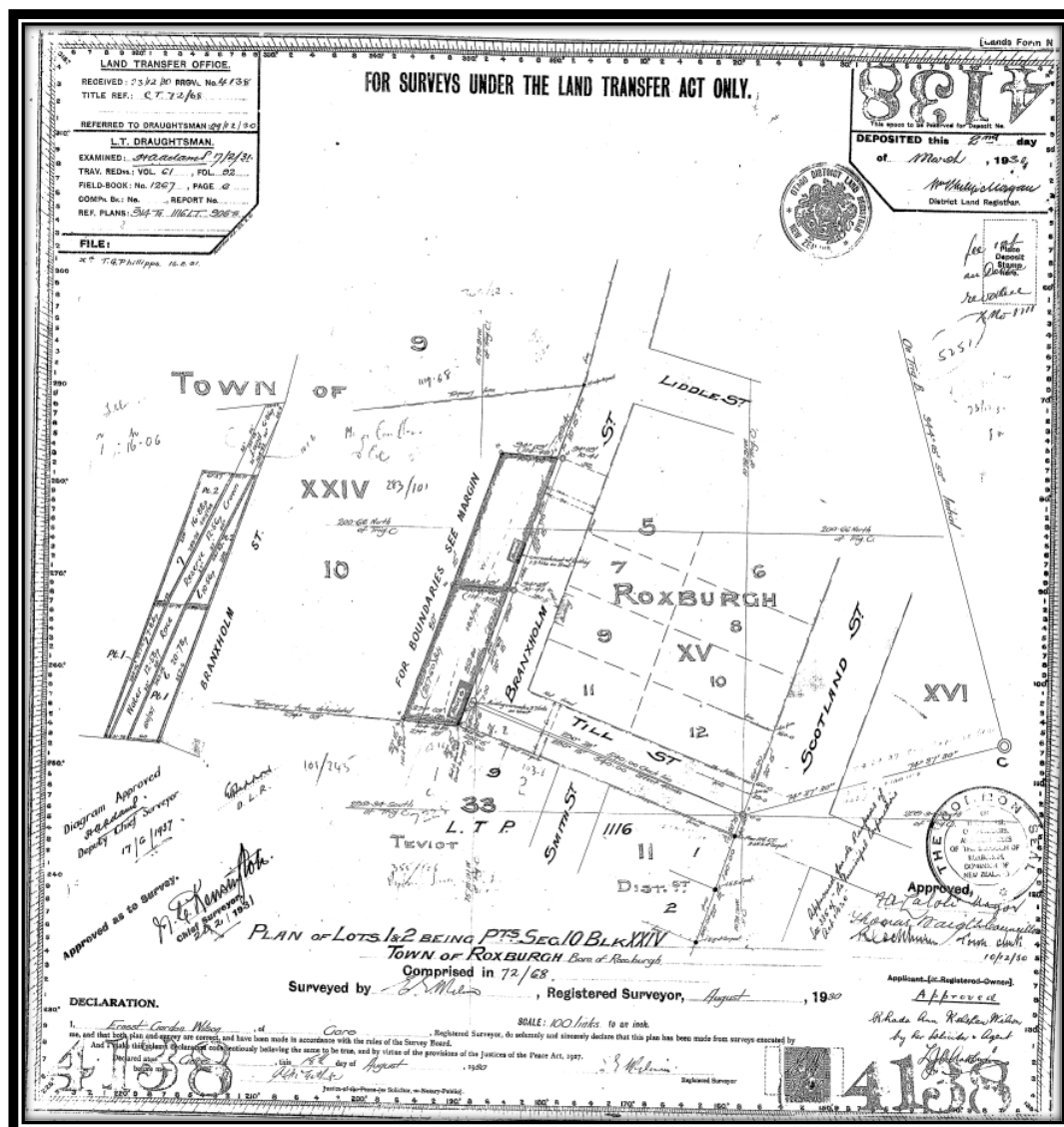
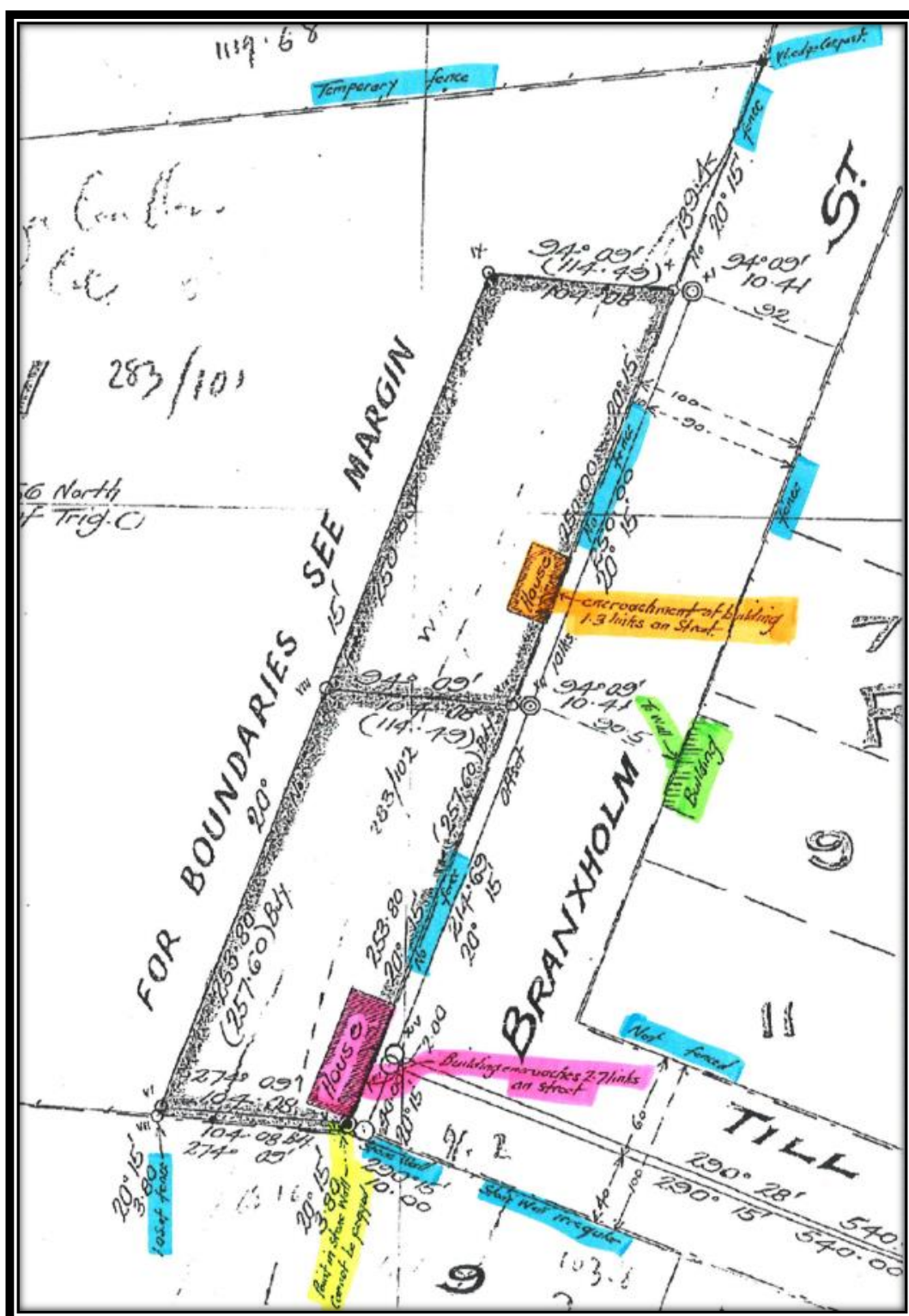


Figure 9 – Full Copy of DP 4138

Surveying (cadastral) is the discipline of land surveying that relates to the laws of land ownership and the definition of property boundaries. Approving a survey or title plan relates purely to the proposed subdivision of the land.

The survey plan for DP 4138 identifies a number of occupations including fences, stone walls, and a building on an adjacent property. It also records two encroachments to road. The encroachment and other occupation notes are highlighted in the magnified extract of the survey plan which is shown below in figure 10. The applicant's cottage is shaded pink.



As noted previously, the applicants believe the encroachment resulted a Crown surveying exercise which was undertaken in the 1930s. While the Crown was the original surveyor of the land, they had no interest in second survey as they had long since disposed of the land.

The evidence suggests that the two encroachments resulted from a simple mistake in identifying the south eastern boundary. This seems to be reflected on the survey plan which notes that the south eastern boundary point 'cannot be pegged' as the point is in a 'stone wall'.

While it is an offence to move or remove a survey peg, they are often buried or lost over time. If the stone wall was constructed over the original survey peg, it is conceivable that the point marked with the red 'x' in figure 11, may have been taken to be the legal boundary marker.

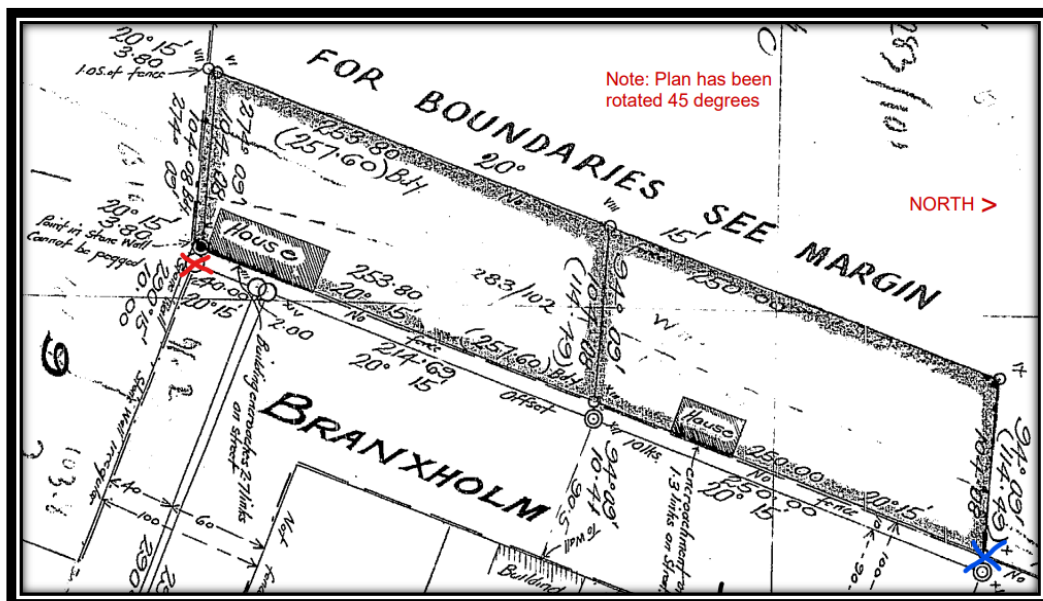


Figure 11 – Possible explanation for boundary issue.

For example, if a straight line is drawn from the point marked with the red 'x' in figure 11, to the north eastern boundary point which is represented by the blue 'x', the incorrect boundary could have been assumed. If that was the case, the encroachment would not have been identified until the second survey was undertaken in the 1930s.

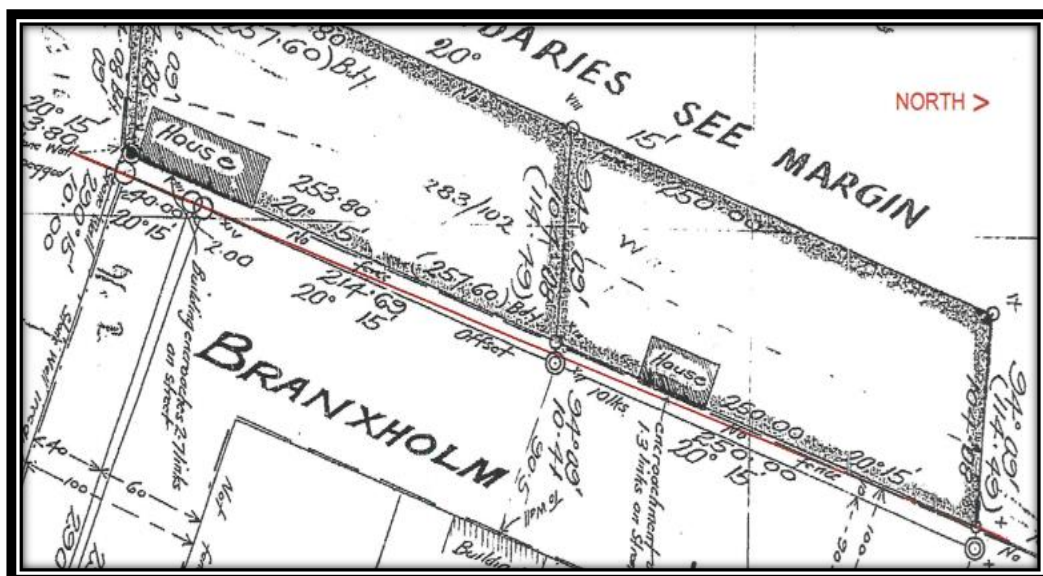


Figure 12 – Possible misrepresentation of the boundary points.

Roading Network

As noted previously, Branxholm Street is a low volume road which is somewhat disjointed, and only partially formed with the legal road width varying from around 15 to 22 metres.

The section of road which the applicants propose to stop varies from approximately 3.6 metres wide to 6.8 metres wide. This would leave a clearance of around 2 metres between the proposed new boundary and the formed carriageway.

Overall, a legal road width of approximately 15 to 17 metres would be retained as shown below in figure 13, which is sufficient for roading purposes.



Figure 13 – Legal Roading Corridor and Formed Carriageway.

Legislation and Policy

The Central Otago District Council's Roading Policy determines the appropriate statutory procedure for stopping a legal road or any part thereof that is under their control.

The policy for selecting the correct statutory process is outlined in section 8.5 of Council's Roading Policy. The options are as follow:

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

- a) *Where the full width of road is proposed to be stopped and public access will be removed as a result of the road being stopped; or*

Teviot Valley Community Board meeting Agenda

2 February 2023

- b) *The road stopping could injuriously affect or have a negative or adverse impact on any other property; or*
- c) *The road stopping has, in the judgment of the Council, the potential to be controversial; or*
- d) *If there is any doubt or uncertainty as to which procedure should be used to stop the road.*

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

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

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

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

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

The Public Works Act further provides for legal road to be stopped, sold, and amalgamated with an adjacent title. In this instance, Section 1 (the stopped road) would be amalgamated with Lot 1 DP 4138, with a new record of title being issued for the three parcels of land.

Public Notification and Consultation Requirements

As outlined in Section 116 of the Public Works Act, road stoppings are not subject to public consultation if:

- the road is under the control of the territorial authority,
- the territorial authority agrees to the proposed stopping, and:
- adequate road access to land adjoining the road is left or provided; or
- the owners of the land adjoining the road or part of the road consent in writing to the stopping.

If the stopping is approved, the applicants will require the written approval of the owner of Lot 1 DP 7225 as her road frontage would be reduced by about 3.6 metres.

About 20 metres of the northern boundary of Lot 1 DP 7225 fronts the intersection of Branhholm and Till Streets. Another 14 metres of that boundary is mutual as shown below in figure 14.

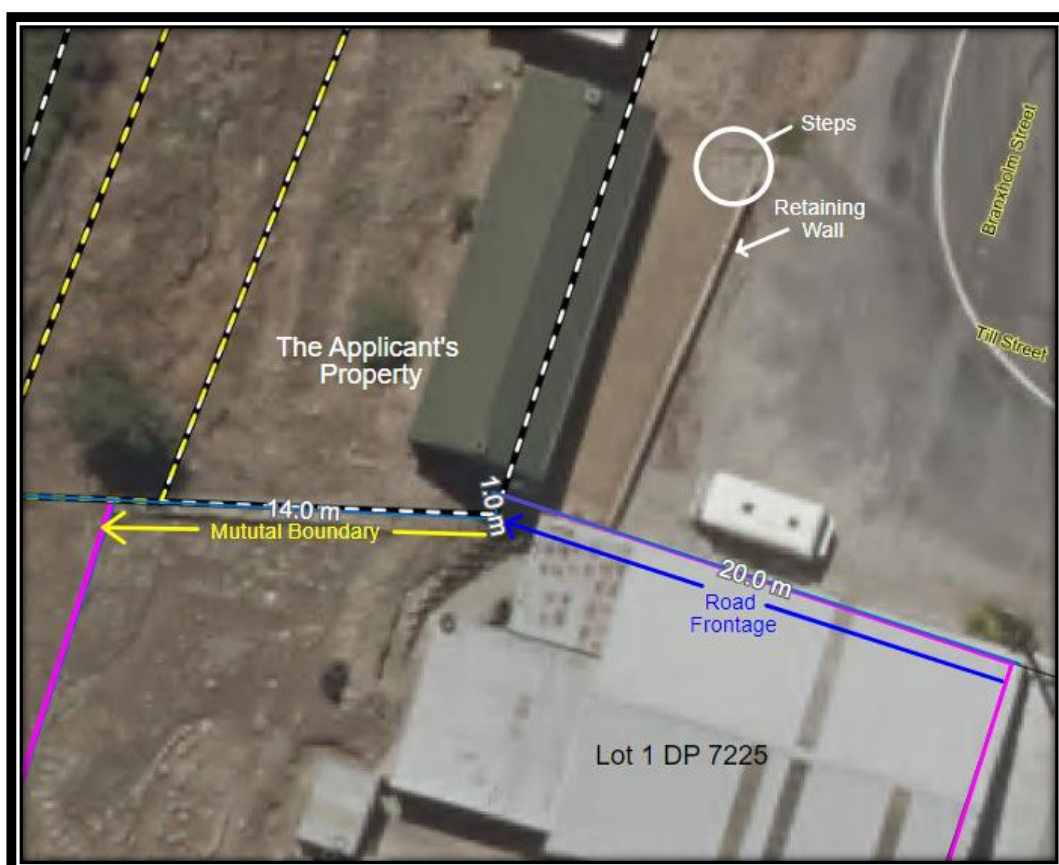


Figure 14 – Northern Boundaries of Lot 1 DP 7225.

A low retaining wall and stone steps have been constructed on the road immediately adjacent to the edge of the formed carriageway. The retaining wall reinforces the grassed area in front of the cottage with the stone steps providing pedestrian access to the Property.

The retaining wall abuts the building on Lot 1 DP 7225 as shown below in figure 15.



Figure 15 – View of Retaining Wall and Stone Steps from the Formed Carriageway.

The owner of Lot 1 DP 7225 approached Council enquiring about the road stopping process. After the process was explained to her, she indicated concern about access the rear of her property and that visibility from the small window fronting the legal road (to be stopped) could be impaired by a building or plantings.

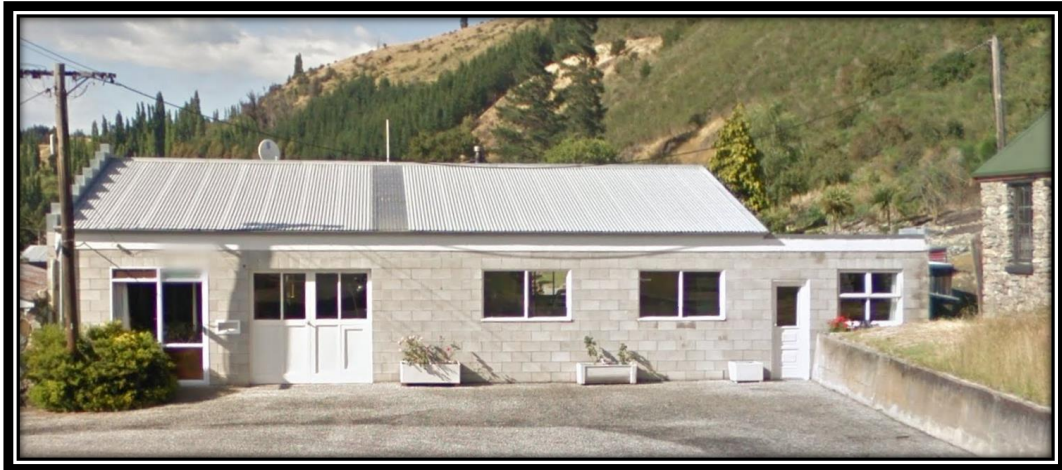


Figure 16 – Till Street frontage of Lot 1 DP 7225.

Because of the mutual boundary and the location of the cottage and retaining wall the road stopping may impact on that property.

A covenant could for example, prohibit the construction of any improvements or plantings, could limit their height, and could also prescribe acceptable styles of fencing on the mutual boundary. It is recommended that a covenant be registered over the land immediately in front of the small window that sits just above the height of the retaining wall.

An example of the area which could be subject to the covenant is shown below in figure 18.

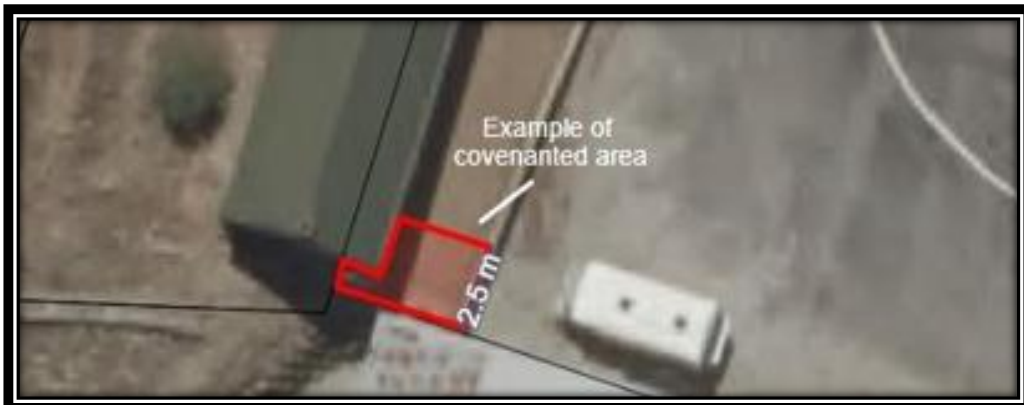


Figure 18 – Example of covenanted area.

Utility Networks

Many legal roads, whether formed or not, contain electrical, telecommunication, or water infrastructure. If there are any services in a road that is to be stopped, these can be protected by registering an easement on the resulting title.

Network operators have confirmed that there is no utility infrastructure in the section of the road which the applicants propose to stop.

Financial

Council's Roding Policy determines that the applicant is responsible for all costs associated with the road stopping. This includes purchase of the land at market valuation. Section 1 (the land/road to be stopped) has been valued at \$35,000 including GST (if any). This equates to about \$131 including GST (if any) per square metre.

The applicants have requested that the land be transferred to them for \$1.00 as they consider the encroachment to be Council's fault, however. The identification of property boundaries on the ground (now or historically) is the responsibility of the property owner.

Transferring the land for less than the market valuation would also be contrary to Council's Roding Policy.

If the applicants do not wish to pay market valuation for Section 1, the encroachment could be legalised by stopping a much smaller section of the road.

For example, the section of road shaded red in figure 19 below, has an approximate area of just 46 square metres. If the applicant's preferred, this smaller section of the road would be worth approximately \$6,025 including GST (if any). This option may also be preferable to the owner of Lot 1 DP 7225.



Figure 19 – Plan of less expensive option for legalising the encroachment.

4. Options

Option 1 – (Recommended)

To recommend to Council to approve the proposal to stop the unformed portion of Braxholm Street identified as Section 1 in figure 5, being approximately 268 square metres, subject to:

- The applicants paying for the land identified as Section 1 at valuation of \$35,000 including GST (if any).
- The applicants paying all other costs associated with the stopping.
- The applicant obtaining the consent of the owner of Lot 1 DP 7225.
- A covenant being registered over the area identified in figure 18.
- The land being amalgamated with record of title OT400/197 (Lot 1 DP 4138).
- The final survey plan being approved by the Chief Executive Officer.

Teviot Valley Community Board meeting Agenda

2 February 2023

Advantages:

- The applicant's occupation (encroachment) of the legal road will be legalised.
- Will not compromise the roading network.
- The income received will be used to address other public roading issues.
- Recognises the provisions of Council's Roading Policy.
- Is consistent with the Public Works Act 1981.

Disadvantages:

- The applicants may not have anticipated having to purchase the land at valuation.

Option 2

To recommend to Council to approve the proposal to stop the smaller unformed portion of Branhholm Street as shown in figure 19, being approximately 46 square metres, subject to:

- The applicants paying for the land identified at valuation of \$6,025 including GST (if any).
- The applicants paying all other costs associated with the stopping.
- The applicant obtaining the consent of the owner of Lot 1 DP 7225.
- The land being amalgamated with record of title OT400/197 (Lot 1 DP 4138).
- The final survey plan being approved by the Chief Executive Officer.

Advantages:

- The applicant's occupation (encroachment) of the legal road will be legalised.
- Will not compromise the roading network.
- May be more palatable to the owner of Lot 1 DP 7225.
- The income received will be used to address other public roading issues.
- Recognises the provisions of Council's Roading Policy.
- Is consistent with the Public Works Act 1981.

Disadvantages:

- The applicants may not have anticipated having to purchase the land at valuation.
- Stopping a smaller section of the road may not suit the applicant's requirements.

Option 3

To not recommend to Council to approve the proposal to stop an unformed section of Branhholm Street.

Advantages:

- None, as the proposed stopping will not compromise the roading network.

Teviot Valley Community Board meeting Agenda

2 February 2023

Disadvantages:

- The applicant's occupation (encroachment) of the legal road will not be legalised.
- Would resolve the concerns of the owner of Lot 1 DP 7225.
- Additional income will not be available to address other road encroachment or access issues.
- Does not recognise the provisions of Council's Roading Policy.
- Does not recognise that the proposal is consistent with the Public Works Act 1981.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the economic wellbeing of the community by generating income from the disposal of land that is held (but not required) for roading purposes.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no negative financial implications associated with the recommended option. The applicants are required to pay market value for the land, as well as all other associated costs. Funds received from the disposal will then be available to address other public encroachment or access issues.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Council's Road Stopping Policy applies to this application. Consideration of this policy has ensured that the appropriate statutory process, being to stop the road in accordance with the provisions of the Public Works Act 1981.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision to stop this short unnamed unformed road.
Risks Analysis	No risks to Council are associated with the recommended option.
Significance, Consultation and Engagement (internal and external)	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded. Notice of the completed road stopping will be published in the New Zealand Gazette.

6. Next Steps

- | | |
|-----------------------------|---------------|
| 1. Community Board approval | February 2023 |
| 2. Council approval | February 2023 |

Item 23.1.2 - Report author: Statutory Property Officer

Page 17

Teviot Valley Community Board meeting Agenda2 February 2023

- | | |
|--|------------|
| 3. Survey and LINZ Accredited Supplier engaged | March 2023 |
| 4. Survey Plan approved | Mid 2023 |
| 5. Gazette notice published | Mid 2023 |

7. Attachments**Nil**

Report author:

Reviewed and authorised by:



Linda Stronach
Team Leader - Statutory Property
13/01/2023

Louise van der Voort
Group Manager – Planning and Infrastructure
26/01/2023

**URGENT**

1 February 2023

Central Otago District Council
1 Dunorling Street
PO Box 122
ALEXANDRA 9340

PO Box 44, 9 Good Street
Rangiora 7440
New Zealand
DX: WP 29502

Ph: (03) 311 8008
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W: www.helses-law.co.nz

Attention: Louise van der Voort (Group Manager - Planning and Infrastructure)
Linda Stronach (Team Leader – Statutory Property)
Sanchia Jacobs (Chief Executive Officer)
Tim Cadogan (Mayor)

By email: louise.vandervoort@codc.govt.nz
linda.stronach@codc.govt.nz
sanchia.jacobs@codc.govt.nz
mayor@codc.govt.nz

RE: 150 BRANXHOLM STREET, ROXBURGH – PROPOSED STOPPING OF ROAD

1. As you may be aware, we act for Kenneth Noel Miller and Sharyn Marjorie Miller, who own the property situated at 150 Branhholm Street, Roxburgh ("Property"). We have reviewed the report prepared by Central Otago District Council ("Council") dated 2 February 2023 regarding our clients' proposed road stopping application ("Report"). The Report is to be considered at the Teviot Valley Community Board Meeting on Thursday 2 February 2023 ("Meeting").
2. We and our clients hold significant concerns regarding the Report, which are detailed below:
 - a. The Report was prepared and finalised on 26 January but became available online on 30 January, giving our clients only two working days to review the same and prepare for the Meeting. We respectfully suggest that the Report should have been made publicly available at least a week before the Meeting was scheduled, in order to allow my clients sufficient time to prepare for the Meeting.
 - b. We **attach** an email from Mrs Stronach dated 28 July 2022, in which a third option was offered to our clients, in which the road would be stopped and the land would be transferred to our clients for nil consideration. This proposal was accepted by our clients and they proceeded with the road stopping application strictly on that basis. The Report completely fails to present or consider this nil consideration option, which is very surprising and disappointing for our clients. We sincerely hope that this omission is a result of an innocent oversight, as opposed to being an intentional or disingenuous omission. In any event, the promised option to transfer the land at nil consideration needs to be properly proposed and analysed in the Report. The advantages of that option should include the following:
 - i. The applicant's occupation of the legal road will be legalised;
 - ii. Will not compromise the roading network;
 - iii. The applicant's considerable professional expenses incurred to date and their initiative taken to correct the encroachment will be formally recognised;

RRA-169006-1-189-V1

- iv. The applicant's lack of fault in the encroachment will be formally recognised;
- v. Council will not lose money, as the applicant will pay for all of Council's costs, legal and surveying costs;
- vi. Council is likely to receive future income of over \$500 every year in additional rates relating to the piece of road to be stopped, which can be used to address other public roading issues;
- vii. Achieves a fair and reasonable use of Council's discretion to depart from the strict process set out in Council's Roading Policy; and
- viii. Is consistent with the Public Works Act 1981.

The only possible disadvantages of the nil consideration option would be that:

- i. Council will receive less money than if the land was purchased at valuation; and
- ii. This option represents a very minor departure from Council's normal Roading Policy.

To be clear, our clients expect the nil consideration option to be included and properly analysed in the Report, as promised by Mrs Stronach on behalf of Council.

- c. Pages 30 and 31 – the obvious advantage of Council receiving increased land rates from our clients relating to the stopped land seems to be missing from the analysis of the options. The Report needs to include this obvious advantage in relation to each option which sees the land being stopped and transferred to our clients. Likewise, Council not receiving additional rates needs to be listed as a disadvantage of the "status quo" option.
- d. Pages 21 and 29 – you suggest that our clients hold Council responsible for the encroachment and on that basis the road stopping should be undertaken at Council's costs. This is completely false and very misleading. Even though Council approved the incorrect survey plan in 1930, our clients do not blame Council for the encroachment, nor do they expect Council to bear the costs relating to its rectification. Rather, our clients expect to pay for all of Council's costs, including legal, valuation and surveying costs. These false statements need to be corrected in the Report.
- e. Since 2008, our clients have spent around \$10,000 on surveying and legal costs in relation to the encroachment and proposed road stopping. Copies of invoices can be provided on request. After discussions with our clients' surveyor, we estimate that all future costs payable by our clients to finalise the road stopping and obtain new titles will be between \$22,000 and \$25,000. Therefore, it is very likely that our clients will end up paying around \$35,000 to finalise this matter (which incidentally is the value attributed to the strip of land by APL's valuer). We should also remind Council that, due solely to our clients' own initiative, their surveyor liaised with LINZ and Council to correct the Property boundaries in the maps administered by those organisations. With reference to the fourth paragraph on page 20 of the Report, there is nothing "simple" about this road stopping application. We therefore assert that Council should be exercising its discretion to transfer the stopped road to our clients for \$1.00 to reflect the considerable costs and efforts expended by our clients to date and those anticipated in the future. The Report is completely silent regarding these relevant considerations and requires amendment to afford adequate analysis of such matters.
- f. We question the methodology employed by APL in their valuation of the piece of road to be stopped. On page 26 of the APL valuation, an adjustment of -%50 has been made to the comparable square metre rate due to the shape of the piece of land, which is reasonable. Strangely, an adjustment of +20% has then been added for the road frontage, as if this

feature is somehow beneficial. The valuer mentions that no adjustment needs to be made for the contour of the land, as the comparable property at 32 Scotland Street has a similar contour. With respect, this feature is not comparable to 32 Scotland Street, which our clients have physically inspected themselves. There is a 1 metre high concrete retaining wall on the piece of land to be stopped, which prevents any future development of the piece of land to be stopped. We assert that the valuer should not have added a +20% adjustment for the road frontage feature, as this feature is not beneficial (in fact it is quite the opposite, because our clients can do nothing with the road berm). We also assert that the valuer should have applied a discount of between -10% and -20% due to the contour of the land in question, which effectively prohibits any future development of any kind, unlike the land at 32 Scotland Street, which could be utilised for future improvements. If Council resolves to adopt your recommended option (being to transfer the land at full valuation), then our clients will need to obtain and present to Council their own valuation from a reputable valuer.

- g. We question the sincerity of the concerns raised by Anne-Marie Gardiner (the owner of Lot 1 DP 7225). Firstly, Ms Gardiner's pedestrian and vehicular access to her property is from Smith Street, and she does not access her property from the piece of road to be stopped. She also has numerous exterior doors in her building from Till Street, which she can use to access her building (which incidentally breaches Council's yard requirements). Second, had Mrs Gardiner's building been constructed in a manner which did not breach Council's boundary setback requirements, the proposed land covenant would not be required. In any event, our clients are not keen on the idea of a land covenant over part of the stopped land, as they may need to fence their new boundary to provide an element of privacy and to stop members of the public trespassing on their land (which is unfortunately a common occurrence). Our clients are willing to work with Ms Gardiner to find a practical solution which would protect the existing visibility and light from her small window, whilst also providing sufficient privacy and security to our clients. The comments in this paragraph are provided for your information only – they do not necessitate any changes to the Report.
 - h. Page 18 – our clients did not obtain a LIM when they purchased the Property. However, the Report should mention in an unbiased manner that, had a LIM been obtained by my clients when they purchased the Property, the information therein would have shown the incorrect historical eastern property boundary (which was later corrected by our clients' surveyor in 2015). Accordingly, obtaining a LIM would have made no difference to the present predicament.
 - i. Page 17 – please correct "Millar" to "Miller".
 - j. Our **attached** letter of 7 July 2022 contains a raft of very relevant information which has been omitted from the Report. Those matters need to be made available to the Board members, so our letter of 7 July should be included as an appendix to the Report.
- 3. In order for the Board members to be presented with a correct, complete and balanced report, our clients expect the Report to be corrected to reflect all foregoing matters and made available to the Board members for their consideration prior to 2 February, which is not a dissimilar timeframe than that afforded to our clients to review the Report and prepare for the Meeting.
 - 4. Our clients will be permitted only 5 minutes to speak regarding the Report at the Meeting on 2 February. They will therefore not have sufficient time to make the Board members aware of all relevant issues and considerations pertaining to the proposed road stopping. Accordingly, it is important that the Board members be made aware of this letter and our letter of 7 July 2022.

5. In light of the tight timeframes we are facing, we look forward to receiving a response from your office as a matter of urgency.
6. Please feel free to contact the writer if any matter requires clarification.

Yours faithfully

HELMORE STEWART



Rob Andersen

Partner

rob@helses-law.co.nz



7 July 2022

The Chief Executive Officer
Central Otago District Council
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ALEXANDRA 9340

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Attention: Sanchia Jacobs – Chief Executive Officer

Dear Madam

150 BRANXHOLM STREET, ROXBURGH – PROPOSED STOPPING OF ROAD

1. We act for Kenneth Noel Miller and Sharyn Marjorie Miller, who own the property situated at 150 Branhholm Street, Roxburgh ("Property"). My clients have owned the Property for approximately 32 years. Central Otago District Council ("Council") is the responsible local authority for the Property. Copies of the two records of title comprising that property are **enclosed** for Council's records, marked "A" and "B" respectively.
2. Ordinarily this letter would be addressed to Council's roading team, however my clients have lost all faith in Council's roading team following previous meetings between my clients and the roading team regarding this matter. Accordingly this letter has been addressed to you directly.
3. Also **enclosed** is a completed form retrieved from Council's website for an Application for Proposed Stopping of Legal Road, marked "C". We have made the associated payment of the \$115.00 administration fee to Council from our trust account.
4. Also enclosed are extracts from Land Information New Zealand marked "D", which show in pink the current land parcels comprising the Property and Council's road. These maps clearly show that the legal boundary of Branhholm Street currently cuts through my client's historic stone cottage ("Cottage"). My clients have been advised by their surveyor that the current incorrect location of the road boundary resulted from a careless Crown surveying exercise which was completed in or around 1930. Council previously advised my clients that this was a nationwide problem due to the survey methods employed when the Property was last surveyed. That surveying exercise resulted in the Cottage technically encroaching on to Council's unformed legal road and there being no proper legal access to the Cottage. This historical anomaly also means that any members of the public could legally approach and enter part of the Cottage, which is unacceptable to my clients for obvious reasons. We understand this type of boundary anomaly is not uncommon in Roxburgh.
5. My clients feel like they have unwittingly inherited mistakes of the past, which they now seek to rectify.
6. The Cottage on the Property was constructed in the 1870's and has significant historical and cultural value – a photograph of the cottage is enclosed and marked "E". My clients have always maintained the road berm to a tidy standard at their own expense, even though the berm is located on Council's legal road.

RRA-169006-1-79-V1

7. My clients are applying to stop and acquire part of the unformed legal road known as Branhholm Street, Roxburgh, more specifically being an area of approximately 268m² (more or less). The proposed area of road to be stopped and acquired is shown as "Section 1" on the enclosed LandPro survey plan marked "F". My clients have engaged LandPro at their own significant expense to produce this plan for Council's consideration. It is proposed that the stopped part of road be transferred to my clients' ownership. My clients understand that Council has no intentions of widening this road in future.
8. The proposed area of road to be stopped is well back from the edge of the formed section of the road. The new proposed boundary follows the existing concrete retaining wall, which can be seen in the enclosed photograph of the Cottage. If this application is successful, my clients intend to tastefully fence the new boundary to increase their privacy and prevent members of the public and animals from trespassing, which unfortunately happens from time to time.
9. Council is well aware of this historical boundary anomaly. Council previously allowed my client to install a septic tank under the part of road to be stopped, resulting in a private septic tank being located beneath Council's unformed road. Also, a previous misunderstanding between Council and its contractors resulted in the water and electricity supply to the Cottage being improperly cut-off entirely. My clients had to battle with Council and its contractors (Fulton Hogan) to have the water reconnected, after issues arose due to the existing private water connection being located on Council's legal unformed road.
10. You may note that item 7 on page two of the enclosed Application Form has been deleted. This change has been made because our clients understandably assert that there is no justification to paying market value to acquire the 268m² strip of road to be stopped. The incorrect boundary is an obvious historical anomaly dating back to the 1870's. That strip of road appears to have no present or future utility value for Council. For all practical intents and purposes, Council and all owners of the Property have always treated the relevant strip of road as land which is owned and maintained by the owner of the Property.
11. The strip of road in question is well set back from the sealed portion of the road, so this proposal should not result in any loss of amenity for Council. These claims have been verbally endorsed by my clients' valuer. If anything, my client's proposal to stop and acquire this strip of road will benefit Council, for the reasons that a legal anomaly regarding Council's road is being corrected by my clients at no cost to Council and Council will in future receive increased land rates for the Property on account of the rateable area of land comprising the Property increasing by 268m².
12. After taking in to account all relevant factors, my clients assert that the purchase price they should pay to acquire the 268m² strip of road is \$1.00 (representing nominal legal consideration), on the basis that my clients will pay all survey and legal costs associated with the proposed exercise. Please confirm whether this purchase price is acceptable to Council in the circumstances.
13. For my clients' budgeting purposes, please could you provide an approximate estimate of Council's likely costs (payable by my clients) relating to the proposed stopping and acquisition of road.
14. My clients' proposal to stop and acquire the strip of road should not adversely affect any other property owners in any way. The relevant strip of road serves as access only to my clients' Property. That strip of road does not provide access to any other property. This proposal will simply rectify the incorrect legal road boundary. This proposal does not include any intentions to physically alter the existing formed road, berm, or services in any way. Accordingly, this proposal will not result in any physical changes to neighbouring properties or their services. For these reasons, my clients request that their proposal to stop and acquire the strip of road not be notified

to any neighbouring property owners or the public, unless Council is legally required to notify. Notification otherwise would seem to be a waste of Council's time and resources. Please advise whether this proposal must legally be notified and, if so, to whom it must be notified.

15. My clients have been trying for some years to stop and acquire the strip of road. They have attended Council meetings and engaged in lengthy correspondence with various Council representatives, including a previous Chief Executive Officer (who incidentally was very supportive of this proposal). My pensioner clients wish to rectify this boundary anomaly while they are still young and fit enough to enjoy the Cottage. My clients therefore humbly request that Council exercises its discretion to fast-track this application, if at all possible. Please confirm whether this matter can be fast-tracked and advise the likely timeframe for completion.
16. We appreciate that you will need to consult with various Council departments before you can respond to the application and queries comprised herein. We ask that you provide the writer with an update regarding this application within two weeks from receiving this letter.
17. In the meantime, should Council require any additional information or clarification regarding the foregoing, please feel free to contact the writer directly by email or telephone. As we are situated in North Canterbury a physical meeting will not be possible, but a virtual meeting could be arranged, if desired.
18. We look forward to hearing from you as soon as possible.

Yours faithfully

HELMORE STEWART

Rob Andersen

Partner

rob@hilmores-law.co.nz

23.2.3 ROXBURGH ENTERTAINMENT CENTRE MAINTENANCE PROJECT

Doc ID: 604319

1. Purpose of Report

To consider the proposed maintenance programme and funding for the Roxburgh Entertainment Centre.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
 - B. Approves the Roxburgh Entertainment Centre roof repair costs, estimated at an initial cost of \$61,000 and ongoing of \$1,500, are included in the Long-term Plan 2024-34.
 - C. Notes the Roxburgh Entertainment Centre is no longer required to be earthquake strengthened to 67% NBS IL4. This is because the Central Otago Emergency Management is going to execute a memorandum of understanding with the Roxburgh Area School to use their hall as the ward's Civil Defence Centre.
 - D. To approve the reallocation of \$336,000 of the \$362,000 capital budget no longer required to earthquake strengthen the Roxburgh Entertainment Centre to the full replacement of the southwall (WSP Report Option 3), and an Asbestos Refurbishment Survey and Building Condition Assessment.
 - E. To approve the reallocation of \$15,900 of the \$26,251 operational budget no longer required for the Roxburgh Entertainment Centre earthquake strengthening to carry out a Conservation Plan.
-

2. Background

In the last year several maintenance items, both programmed and unprogrammed, have been identified. These include:

- Fire system upgrade
- LED lighting upgrade
- Earthquake strengthening
- Rot to the exterior south wall
- Roof repairs
- Conservation Plan

A project plan was developed to bring these various maintenance items together. The aim of this project is to provide economical gains by bringing like projects together, gaining a better understanding of the building significance and have a better ability to plan for future maintenance items.

3. Discussion

Fire System Upgrade

In year two of the Long-term Plan 2021-31, \$132,000 is approved for the upgrade of the fire alarm system in the building. This is as per the Teviot Valley Community Board (the Board) resolution 20.2.8 below.

20.2.8

It was moved (Feinerman/Gunn):

That the Board:

A. **Receives** the report and accepts the level of significance.

It was moved (Browning/Feinerman):

That the Board:

B. **Agrees** to remove the firewall from being a part of the Roxburgh Entertainment Centre building warrant of fitness compliance schedule. This will permanently reduce the maximum occupancy to 170 in the Town Hall and 210 in the Theatre. Total maximum building occupancy of 380.

It was moved (Jeffery/Gunn):

That the Board:

C. **Agrees** to include in the draft Long Term Plan 2021/31 the budget of \$132,000 for the Roxburgh Entertainment Centre to allow for minor works outlined in this report, plus an upgrade to a type 4 fire system. This work will result in an increase to the maximum occupancy of the Town Hall and the Theatre to 300 each, resulting in a total building occupancy of 600. This work is programmed to occur with the upcoming Earthquake Strengthening Project for the complex.

With the current restriction of occupant numbers in place, community members are very keen to have this work made a priority. This was communicated by the Chair of the Board at their meeting on 3 February 2022.

The Board also agreed at this meeting to transfer cost savings from the Stage Upgrade Project into this budget. As per resolution 22.1.2 below.

22.1.2 ROXBURGH ENTERTAINMENT CENTRE - STAGE UPGRADE PROJECT

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

COMMITTEE RESOLUTION

Moved: Feinerman

Seconded: Jeffery

That the Teviot Valley Community Board

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

CARRIED

The total budget for this project is \$203,254.

A potential budget surplus was identified. This project will be extended to include the replacement of the existing lights with LED lights. This will improve the energy efficiency of the building and maximise the use of the scaffolding that will be required for the fire alarm installation.

A tender for the fire alarm and LED lighting upgrade was carried out. The tender was awarded to Aotea Electrical Limited. The preliminary design work for the fire alarm is underway.

Earthquake Strengthening

In 2017, the building was strengthened to above 34% NBS IL4. Due to updated building regulations the building strengthening needs to be increased to 67% NBS IL4 if it is to be used as a Civil Defence Centre.

The following budgets were included in the Long-term Plan 2021-31.

Year 1	Detailed Seismic Assessment	\$26,450	Operational budget
Year 2	Detailed design and construction costs	\$362,000	Capital budget

The Central Otago Emergency Management Officer is in the process of executing a memorandum of understanding to use the Roxburgh Area School Hall as the areas Civil Defence Centre. Once this agreement is executed the Roxburgh Entertainment Centre will no longer require further strengthening.

Roof Repairs

In 2022 a roof inspection was undertaken as there had been several roof leaks in the past few years.

The roof inspection report identified the following one-off work programme:

Hall roof	<ol style="list-style-type: none"> 1. Surface rust to be treated with scotch brite, rust converter, layer of zinc rich paint, then painted with galvanised matched paint to help prevent more corrosion. 2. Roofing iron laps to be re screwed down with profile washers and rubber ethylene propylene diene monomer (EPDM). 3. Install two soaker/cover trays over roofing patches to cover from weather and keep water off. 4. Install profile foam to the top side of the change of pitch underneath roofing iron and on top of flashing to stop any wind-blown water reaching where the roofing screws have penetrated the flashing. 5. Re fix all barge flashings on the main gable roof.
Theatre roof	<ol style="list-style-type: none"> 1. Roofing iron and flashings with surface rust could be scotch brite then treated with rust converter, layer of zinc rich paint

	<p>then painted with galvanised matched paint to help prevent more corrosion.</p> <ol style="list-style-type: none"> Ridging to main building to be replaced with new. Apron flashings to dutch gable and man entry to roof to be replaced. Roofing nails to be replaced to entire roof including roof flashings with new roofing screws, profile washers & rubber EPDMs. Holes to be filed where required with pop rivets. Parapet capping joins to be re sealed and fixed. Fixing holding to be checked and replaced where needed. Missing parapet cap to be re used and fitted. Roofing and required flashing to man entry roof to access roof to be replaced with new. Replace flashings to base of roof vent.
Cost estimate	\$61,000

The roof inspection report identified the following annual maintenance programme:

Hall Roof	<ol style="list-style-type: none"> All gutters to be cleaned and maintained often. Butynol to gable wall junction (chase flashing) to be monitored.
Theatre Roof	<ol style="list-style-type: none"> All internal gutters to be cleaned and maintained often. Chase flashing to be monitored.
Cost estimate	\$1,500pa

Exterior Rot Repair


In 2021 water damage to the south wall of the Roxburgh Entertainment Centre was discovered. See photos below.





WSP structural engineers assessed the wall and provided the following recommendations in their report dated 2022.

Repair Options

WSP provided the following options for consideration:

Option	Scope of works to south elevation	Benefits
Do-Minimum (Option 1) 	<ul style="list-style-type: none"> Strip existing cladding of wall and interior wall linings to the height of the window sills. Remove and replace timber framing* as required. Allow for temporary propping of the wall and a staged replacement methodology. Repair subfloor framing as required (T&G flooring to be reinstated) Install new cladding with sufficient overlap with the foundation and ground clearance (client to confirm if matching is required) and internal wall linings Install junction between existing cladding and new cladding Repaint interior and exterior of south elevation Stormwater pipe to be removed, to remain operational during the works and reinstated. Install concrete haunching to gully-trap Treat and monitor borer. Retreat as required. 	<ul style="list-style-type: none"> Expected life to first major maintenance of 5-10 years. Other untreated areas may deteriorate first.

<p>Do-Medium (Option 2)</p> 	<ul style="list-style-type: none"> Strip existing cladding of wall and interior wall linings to the top of the windows. Remove and replace timber framing* as required. Allow for temporary propping of the wall and a staged replacement methodology. Repair subfloor framing as required (T&G flooring to be reinstated) Install new cladding with sufficient overlap with the foundation and ground clearance (client to confirm if matching is required) and wall linings Install junction between existing cladding and new cladding Repaint interior and exterior of south elevation 	<ul style="list-style-type: none"> Expected life to first major maintenance of 10-15 years. Other untreated areas may deteriorate first. Includes the old door way in the repair works. Junction between cladding systems easier and more robust at head of window.
	<ul style="list-style-type: none"> Stormwater pipe to be removed, to remain operational during the works and reinstated. Install concrete haunching to gully-trap Install subfloor vents. Treat and monitor borer. Retreat as required. 	
	<p>methodology.</p> <ul style="list-style-type: none"> Repair subfloor framing as required (T&G flooring to be reinstated) Install building paper, include a cavity batten, new cladding with sufficient overlap with the foundation and ground clearance (client to confirm if matching is required) and wall linings Remove windows and reinstall with appropriate flashings and window sills as required for the cladding system. Repaint interior and exterior of south elevation Install subfloor vents Install DPM to subfloor substrate Stormwater pipe to be removed, to remain operational during the works and reinstated. Install concrete haunching to gully-trap Install concrete apron strip along base of foundation wall Treat and monitor borer. Retreat as required. 	<p>maintenance.</p> <ul style="list-style-type: none"> Introduce a cavity system to alleviate moisture ingress. No old cladding to new cladding junction. Detailing around windows can be checked and re-done.

*For all options listed above allow for replacement of the top plate of foundation, bottom plate of wall, and timber framing (studs and noggin). Treated timber and fixings to be in accordance with NZS3604.

A quantity surveyor provided the following cost estimates for the three options.

Option 1 – do minimal	\$105,000
Option 2 – do medium	\$165,000
Option 3 – do maximum	\$236,000

While the most expensive, WSP recommends option 3. WSP recommended this option as it resolves not only the moisture damage it also addresses the existing design issues around the windows and provides for the most longevity of the repair options.

The report also identified several risks that will be associated with this project.

- The extent of the rot is unknown.

“The exact extent of work is unknown and hence the biggest project risk. The only way to determine this with confidence is to expose the existing structure.”

This could be confirmed by either of the following options.

1. Carry out an intrusive investigation prior to starting works from the inside of the hall. This would involve removing the internal wall linings up to the roof height.
 - Rough cost estimate of \$5,000.
 2. Determine the extent of repair required on-site during construction.
 - Procure a construction partner to work alongside the engineer to determine the extent of work and then quote on construction at pre-determined rates.
- Potential for asbestos being present in the plaster cladding. Asbestos refurbishment survey recommended.
 - WSP quote for an asbestos refurbishment survey is \$4,680
 - Lack of sub-floor ventilation throughout the complex.

“We noted the lack of sub-floor ventilation and moisture issues during the site walk over and consider that this is a major factor in the deterioration of the subfloor members. We recommend that ventilation and moisture control is looked at across both buildings to increase the longevity of the proposed repair works. Therefore, we recommend a detailed condition assessment.”

- WSP quote for a Building Condition Assessment is \$12,350

This condition assessment will also assist with understanding the expected life of the building.

Conservation Plan

The theatre was built in 1930 and the hall added on in 1959.

The building is not listed on the New Zealand Heritage List/Rārangī Kōrero nor the District Plan's Heritage Building, Place, Sites, Object and Trees List. However, the Roxburgh Entertainment Centre Promotion and Improvement's Group (RECIP) have identified the Cinema as the longest running in New Zealand. See RECIP's document below.



It has been proven via this newspaper clipping that the first Cinematographe was shown here in Roxburgh, 11 December 1897, in what was then the 'Roxburgh Athenaeum Hall' (now the town hall)

Extensions have been made to the original hall, but the visual entertainment has continued ever since from cinematographes & phonographs right through to the Digital projection machines that are used today.

Intense research has been ongoing to prove and apply to the Guinness World Records for;

"The longest Continuously running cinema in the world"

Unfortunately, we miss out by 7 months as the current record holder – Washington Iowa State Theatre has been in operation since 14 May 1897.

To assist the Council in understanding the significance of the building it is prudent of Council to consider undertaking a Conservation Plan.

The purpose of a Conservation Plan is to:

- Research and provide an account of the history of the place
- Evaluate the heritage significance of the place and its features
- Assess the condition of vulnerability of the place and its features
- Formulate a set of conservation policies to provide protection and guide decisions about future management and use
- Translate these policies into detailed guidance for conservation, restoration, and maintenance actions

➤ WSP quote for a Conservation Plan is \$21,500.

4. Financial Considerations

Fire system and LED lighting upgrade

Is due to be completed within budget. Therefore, there is no new financial impact.

Earthquake Strengthening

As the Roxburgh School hall is going to be used as the ward's Civil Defence Centre, the Roxburgh Entertainment Centre no longer needs to be strengthened beyond the current 34% NBS IL4 level.

The \$26,451 operational budget is no longer required to provide a Detailed Seismic Assessment.

The \$362,000 capital budget is no longer required to provide an earthquake strengthening detailed design and construction costs.

Roof Repairs

It is proposed that the one-off cost of the roof repairs of \$61,000 and annual maintenance costs of \$1,500 per annum are considered in the Long-term Plan 2024-34.

Wall Replacement

If option 3 recommended above is adopted together with provision of intrusive investigation, an asbestos refurbishment survey and a detailed building assessment, plus a 30% contingency, the estimated budget required is \$336,000.

As the full wall is being replaced this is therefore a capital expense. It is proposed that \$336,000 of the \$362,000 capital budget for earthquake strengthening design and construction costs, which is no longer required, is reallocated to this repair. This budget is funded by the building's reserve account. This reserve account will go into deficit if this capital is spent. As at February 2023 this will leave the Teviot Ward with an overall balance of \$300,000 in reserves.

Conservation Plan

A Conservation Plan is an operational building expense. If the Conservation Plan is carried out at the same time of the Building Condition Assessment, then there is a reduction of \$5,300 due to staff efficiencies gained through the same personnel carrying out both items. Total cost is \$15,900.

The Council has been successful in gaining funding for Conservation Plans through the Lottery's Environment and Heritage Fund. However, these applications take a considerable amount of staff time in preparing and the fund is often oversubscribed so funding is not guaranteed. The next round of funding applications are due to be considered in the latter half of the year. Therefore, if this funding option is adopted the saving from combining the Conservation Plan and the Building Condition Assessment are not achieved.

It is proposed that the \$26,451 operational budget no longer required for the earthquake strengthening is reallocated to this expense and the Building Condition Assessment and the Conservation Plan is carried out at the same time.

5. Options

Option 1 – (Recommended)

To approve the Roxburgh Entertainment Centre roof repair costs, estimated at an initial cost of \$61,000 and ongoing of \$1,500, are included in the Long-term Plan 2024-34.

To note the Roxburgh Entertainment Centre is no longer required to be earthquake strengthened as the Central Otago Emergency Management is executing a memorandum of understanding with the Roxburgh Area School to use their school hall as the wards Civil Defence Centre.

To approve the reallocation of \$336,000 of the \$362,000 capital budget no longer required for the Roxburgh Entertainment Centre earthquake strengthening to the replacement of the full replacement of the south wall (WSP Report Option 3), and an Asbestos Refurbishment Survey and Building Condition Assessment reports.

To approve the reallocation of \$15,900 of the \$26,251 operation budget no longer required for the Roxburgh Entertainment Centre earthquake strengthening to carry out a Conservation Plan at the same time the Building Condition Assessment report is commissioned.

Advantages:

- Provides for the current and ongoing maintenance of the roof.
- Provides for the most appropriate long-term solution to make good the rot found on the exterior south wall. The methodology of repair will resolve both current moisture damage, and the design issues around the windows.
- Provides for an asbestos refurbishment report to ensure the health and safety requirements are met during construction.
- Provides for a Building Condition Assessment which will be used to identify any building ventilation issues to ensure the longevity of the wall replacement.
- Provides for a Conservation Plan that will help formalise the significance of the building and formulate a set of conservation policies to provide protection and guidance for conservation, restoration and maintenance actions.
- Provides for reallocation of current capital and operation budget no longer required for earthquake strengthening to achieve the above.

Disadvantages:

- Operational and capital budget savings due to the cancellation of the earthquake strengthening of the building will be reduced.

Option 2

To not adopt option 1 or adopt a variation to option 1.

Advantages:

- Potentially increases the operational and capital budget savings due to the cancellation of the earthquake strengthening of the building.

Disadvantages:

- May not provide for the current and ongoing maintenance of the roof.
- May not provide for the most appropriate and long-term solution to make good the rot found in the exterior south wall. The methodology of repair may not resolve both current moisture damage, and the design issues around the windows.
- May not provide for an asbestos refurbishment report to ensure the health and safety requirements are met during construction.
- May not provide for a building condition assessment which will be used to identify any building ventilation issues to ensure the longevity of the wall replacement.
- May not provide for a Conservation Plan that will help formalise the significance of the building and formulate a set of conservation policies to provide protection and guidance for conservation, restoration and maintenance actions.

6. Compliance

Local Government Act 2002 Purpose Provisions	<p>This decision enables democratic local decision making and action by, and on behalf of communities by determining the most appropriate building maintenance repairs and funding for the Roxburgh Entertainment Centre.</p> <p>AND</p>
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	This decision promotes the social and cultural wellbeing of communities, in the present and for the future by continuing to preserve and gain further understanding of the significance of this iconic community building.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	<p>Yes, this decision is consistent with other Council plans and policies.</p> <p>The procurement of engineering services is within the minor spend category parameters of the Council's Procurement Policy. Therefore, a direct source via a written quote is deemed appropriate where there are economical savings when the standardisation of one contractor carrying out multiple reports is desirable.</p> <p>The procurement of the construction contract is potentially in the high spend category of the Council's Procurement Policy. Therefore, a market tender is proposed.</p>
Considerations as to sustainability, the environment and climate change impacts	This decision does not impact on the sustainability, environmental, and climate change of district.
Risks Analysis	There is a risk that if the recommended option is not adopted then health and safety obligations to the contractor and the community are not upheld, that the longevity of the wall repair is not obtained, the building condition will deteriorate, and the historic significance of the building is not protected.
Significance, Consultation and Engagement (internal and external)	None of the thresholds/criteria in the Significance and Engagement Policy have been met or exceeded by the proposal and so the proposal is not considered significant.

7. Next Steps

- RECIP are notified of the Board decision
- WSP are engaged to undertake the engineering work
- A building contractor is engaged to undertake the intrusive investigation work under the engineer's guidance
- Engineering reports received and appropriate action is taken with regards to their recommendations
- Construction work is tendered
- Construction work is completed
- The roof maintenance budget is included in the Long-term Plan 2024-34

8. Attachments

Nil

Report author:

Reviewed and authorised by:



Christina Martin
Property and Facilities Officer (Vincent and Teviot Valley)
13/03/2023

Louise van der Voort
Acting Chief Executive Officer
14/03/2023

23.2.4 2023-24 ANNUAL PLAN BUDGET AND FEES AND CHARGES SCHEDULE**Doc ID: 614366****1. Purpose of Report**

To approve the draft budgets and the Teviot Valley ward 2023-24 fees and charges schedule for inclusion in Council's Annual Plan 2023-24 process.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to accept the Teviot Valley Ward draft 2023-24 Annual Plan budgets and recommend to Council for inclusion in the 2023-24 Annual Plan.
- C. Agrees to accept the Teviot Valley Ward 2023-24 Fees and Charges schedule and recommend to Council for inclusion in the 2023-24 Annual Plan.

2. Background

The 2023-24 draft budgets for the Teviot Valley Ward have been prepared on Council's request to keep the 2021-31 Long-term Plan (year three) budgets relatively unchanged. The year three budgets of the Long-term Plan proposed an average rate increase across the district of 7.6%. This is including the impact of growth which was anticipated to be 1.9%. Currently the average increase across the district is 10.4%, after adjusting for the projected growth factor of 1.9%.

The 2023-24 Annual Plan draft budget for the Teviot Valley Ward has a decrease in rates of (\$6.6k) or (1.3%). This ensures we deliver the level of service the board has requested through both the 2021-31 Long-term Plan and resolutions for the year ahead.

In addition to adopting the annual plan and striking the rates for the new year, Council also adopts the annual fees and charges. A complete copy of the Fees and Charges Schedule is attached for information. There are minimal changes to fees and charges from year one of the Long-term Plan to the proposed 2023-24 Annual Plan.

3. Discussion

Council staff are presenting draft budgets to each community board for consideration at their March meetings. Once accepted, the community board budgets will be provided to Council to consider including in the 2023-24 Annual Plan.

There are several factors which account for the district increase which are detailed below.

Elected member remuneration has increased upon instruction from the Remuneration Authority.

Community board and Council property has been subjected to the three yearly revaluation. The increases in the revaluations of Council buildings reflect the increases in the depreciation expense and therefore rate funding for the depreciation.

Appendix 2 shows the cost centres that are funded by Teviot Valley Ward Rates and outlines the changes made. Please note that the ward rate is specific to rateable units in the ward only and does not include the district wide rate and does not allow for increased growth.

4. Financial Considerations

The 2023-24 Annual Plan draft budget for the Teviot Valley Ward has a decrease in rates of (\$6.6k) or (1.3%)

During the compilation of the 2023-24 budgets council staff have identified the need to reconsider elements of the financial strategy ready for the compilation of the 2024-34 LTP to ensure appropriate repayment of both external debt and reserve deficits occur.

5. Options

Option 1 - (recommended)

To accept the draft 2023-24 budget and 2023-24 Fees and Charges Schedule for recommendation to Council for inclusion in the 2023-24 Annual Plan.

Advantages:

- Meets statutory requirements
- Provides transparent expenditure management
- The Teviot Valley Ward's budget will feed into Council's Annual Plan budget for 2023-24
- Meets the ratepayers' expectations of what was consulted on in the 2021-31 Long-term Plan
- Allows changes to reflect Council and Community Board decisions post setting of the 2021-31 Long-term Plan
- —Allows for Fees and Charges to be updated to reflect the most accurate charges.

Disadvantages:

- Some members of the community may feel disadvantaged paying increased district rates.

Option 2

Decline the draft 2023-24 budget and 2023-24 Fees and Charges Schedule for recommendation to Council for inclusion in the 2023-24 Annual Plan and do not recommend it to Council for inclusion in the 2023-24 Annual Plan process.

Advantages:

- Status quo remains and rate payers do not incur increased rates or Fees and Charges.

Disadvantages:

- The 2023-24 Annual Plan may not accurately reflect the Community Board's prior decisions.
- Run the risk of delaying the annual plan process and therefore potentially miss the legislative deadlines
- May not reflect a fair distribution of costs to the rate payer
- Does not reflect the intention of the 2021-31 Long-term Plan (year three)
- Loss in revenue or a greater reliance on the ratepayer though not correctly the most up-to-date fees and charges.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of the community by involving community board members in robust and transparent financial decision making.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, consistent with all council plans and policies.
Considerations as to sustainability, the environment and climate change impacts	No implications, as this has been factored in the 2021-31 Long-term Plan and there have been no changes to these considerations and assumptions used to prepare the 2021-31 Long-term Plan.
Risks Analysis	The risk of not accepting this report is that Council will lose the ability to adopt the 2023-24 Annual Plan and set the rates for the income required to meet the activities Council is required to carry out. Council will not meet legislative requirements and may be exposed to legal challenges.
Significance, Consultation and Engagement (internal and external)	This is a significant step in the annual plan process, as it ensures the Community Board is across its ward-specific budget, and feedback to Council's overall 2023-24 Annual Plan which will be consulted upon.

7. Next Steps

Once this report is accepted and changes made where necessary, it will be submitted to Council for inclusion in the 2023-24 Annual Plan, which is planned to be adopted for consultation on 30 March 2023.

A complete schedule of the fees and charges will be submitted to each of the relevant community boards for approval. Once approved, the total suite of fees and charges will be presented to Council with the recommendation that Council adopt the proposed fees and charges as part of the adoption process when adopting the 2023-24 Annual Plan.

8. Attachments

Appendix 1 - Fees and Charges 2023-24 [↓](#)

Appendix 2 - TVCB Draft 2023-24 Annual Plan Budgets. [↓](#)

Appendix 3 - TVCB Draft 2023-24 Annual Plan Budgets - Capital Expenditure. [↓](#)

Appendix 4 - TVCB Draft 2023-24 Annual Plan Budgets - Sample Rates. [↓](#)

Report author:



Susan Finlay
Chief Financial Officer
14/03/2023

Reviewed and authorised by:



Saskia Righarts
Group Manager - Business Support
14/03/2023

FEES AND CHARGES 2023-24

THREE WATERS		2023/24 Includes GST	2022/23 Includes GST	Comments
Where a service connection for water and/or wastewater, or a wheelie bin is provided to a rating unit in the course of a rating year, the rating unit will be charged a proportion of the full year cost the service as scheduled in the rating section of the 10-year Plan, based on the number of complete months remaining in the financial year.	DESIGNATED WASTEWATER TREATMENT PLANT			
	Disposal of septage tank load less than 3,000 litres	135	130	Fees have remained the same charge for a number of years. This also brings charging into line with neighbouring authority.
	Every additional 1,000 litres discharges (or part thereof)	45	40	Fees have remained the same charge for a number of years. This also brings charging into line with neighbouring authority.
	Designated Septage station disposal cost/litre	0.045	0.04	Fees have remained the same charge for a number of years. This also brings charging into line with neighbouring authority.
	TRADE WASTE			
	Application fee deposit (invoiced at actual cost)	240	240	
	Application to transfer trade waste discharge consent	80	80	
	Annual fee	160	160	
	THREE WATERS - PER APPLICATION			
	Approved contractors (per application)	80	80	
	Non-approved contractors (per application)	160	160	
	Non-approved contractors (per application)	At cost	At cost	
	BULK TANKER WATER FROM FIRE HYDRANTS			
	Bulk water application fee	No charge	No charge	
	Tanker / Standpipe Inspection (at least annual)	100	100	
	Hydrant Standpipe Hire / month (excluding water usage)	N/A	30	Remove - no longer applicable
	Water Usage Per m³	1.80	1.80	
	BULK WATER SUPPLY			
	Network connected bulk water rate (per m³)	0.9	0.86	Fees have remained the same for a number of years.
	REMOVAL OF WATER RESTRICTOR			
	Temporary restrictor removal fee	At cost	At cost	
	WATER METER ACCURACY TESTS			
	House visit and assessment	55	55	
	Meter removal and calibration	525	525	
	Meter validated as accurate	80	80	
	Meter validated as inaccurate	No charge	No charge	
	Final meter read	40	40	
	OTHER			
	Unauthorised and other activities	At cost	At cost	
	CAPITAL CONTRIBUTIONS – NEW CONNECTIONS (SEE DISTRICT PLAN ALSO)			
	Financial Contributions - Reserves			
	Urban	2,380	2,380	
	Rural	1,190	1,190	
	Note: Financial Contributions are inflated annually based on Statistics NZ Construction Index. They are indexed from the December 2019 quarter in the table above.			

FEES AND CHARGES 2023-24

THREE WATERS		2023/24	2022/23	Comments
		Includes GST	Includes GST	
DEVELOPMENT CONTRIBUTIONS - NEW CONNECTIONS				
Water Supply				
Lake Dunstan Water Supply (Alexandra / Clyde)		7,131	7,131	
Cromwell		3,877	3,877	
Naseby		4,044	4,044	
Omakau / Ophir		10,917	10,917	
Patearoa		3,267	3,267	
Ranfurly		2,492	2,492	
Roxburgh		3,321	3,321	
Wastewater				
Alexandra / Clyde		7,536	7,536	
Cromwell		3,139	3,139	
Naseby		3,399	3,399	
Omakau / Ophir		4,992	4,992	
Ranfurly		796	796	
Roxburgh		4,670	4,670	
PART CHARGES IN LIEU OF RATES				
The Local Government (Rating) Act 2002 requires that properties be rated based on their status as at 1 st July each year. Certain rates are based on level of service provided. These are Water Supply rates, Wastewater rates and Waste Management rates. To enable these services to be provided part way through the rating year Council will invoice the rate payer upon provision of the laterals for Water Supply and Wastewater and upon commencement of service in the case of Waste Management collections. The following charges will be invoiced for each complete month of the rating year remaining.				
Water Supply – per month				
If already rated as serviceable		23.12	23.12	
If not rated as serviceable before		37.91	37.91	
Wastewater – per month				
If already rated as serviceable		27.20	27.20	
If not rated as serviceable before		54.40	54.40	

FEES AND CHARGES 2023-24

ENVIRONMENTAL SERVICES	2023/24 Includes GST	2022/23 Includes GST	Comments
TRANSFER STATION CHARGES			
Standard size refuse bag (60 litres)	8	8	
Prepaid Council approved 60 litre refuse bag (for Tarras and Patearoa use only)	8	8	
Child car seat recycling (Alexandra and Cromwell only)	10	10	
Car body (all tanks pierced and drained)	20	20	
Whiteware and separated metal (excludes fridges, freezers and air-conditioning units)	No charge	No charge	
Fridges, freezers and air-conditioning units (disposal charge)	25	16.5	
Gas bottle disposal (any size)	11	11	
Transfer Station with Weigh Facility (Alexandra/Cromwell)			
General waste charge by weight per tonne	405	345	Increases in charges driven by landfill disposal costs, Emissions Trading Scheme, waste levy charges, operational changes and fuel costs
Greenwaste by weight by tonne	75	n/a	Charges updated to reflect true costs of acceptance and processing
Transfer Station without Weigh Facility (Ranfurly/Roxburgh)			
General waste charge by volume per cubic metre (assessed by operator)	85	70	
Greenwaste charge by volume per cubic metre (assessed by operator)	15	- New charge	
Greenwaste minimum charge (small car/boot load - 0.5 cubic metre or less)	8	- New charge	
Tyre Disposal			
Car tyres (per tyre)*	7	6	Increased costs of collection/recycling
4x4 and small truck tyres (per tyre)*	11	10	Increased costs of collection/recycling
Large truck tyres (per tyre)*	22	20	Increased costs of collection/recycling
Tractor / Loader tyres*	125	115	Increased costs of collection/recycling
* Charges for tyres without rims. Note: Tyres that contain rims at the time of disposal will incur an additional fee twice that of the charge listed above.			
GREENWASTE DEPOSITED IN GREENWASTE AREA			
Car load	N/A	No charge	Now charged by tonne or m ³ depending on location
Trailer or ute load	N/A	5	Now charged by tonne or m ³ depending on location
Trailer-load charge by volume per cubic metre	N/A	5	Now charged by tonne or m ³ depending on location
CLEANFILL/HARDFILL DEPOSITED IN CLEANFILL/HARDFILL AREA			
Charge by volume per cubic metre	N/A	15	
Single axle trailer*	50	n/a	Updated charging methodology
Tandem axle trailer*	70	n/a	Updated charging methodology
*Domestic quantities of cleanfill/hardfill only			

FEES AND CHARGES 2023-24

ENVIRONMENTAL SERVICES	2023/24 Includes GST	2022/23 Includes GST	Comments
HAZARDOUS WASTE			
Class 2 (per kg)	5	n/a	New - Updated charging methodology
Class 3 (per kg)	5	n/a	New - Updated charging methodology
Class 4 (per kg)	8	n/a	New - Updated charging methodology
Class 5 (per kg)	9	n/a	New - Updated charging methodology
Class 6 Intractable Pesticides (per kg)	41	n/a	New - Updated charging methodology
Class 6 (per kg)	10	n/a	New - Updated charging methodology
Class 8 (per kg)	4	n/a	New - Updated charging methodology
Class 9 (per kg)	3	n/a	New - Updated charging methodology
Waste Oils (per kg/litre)	2	n/a	New service
Up to 20kg or 20 litres	N/A	10	Charges covered above
Greater than 20kg or 20 litres (charge per kg over 20kg or 20 litres up to a maximum of 100kg or 100 litre).	N/A	10	Charges covered above
WHEELIE BIN CHARGES			
Replacement of bin due to damage (not wear and tear)	55	50	
Initial change of bin size	No charge	No charge	
Additional organics bin (240L) per annum	91.49	n/a	New charge
Additional mixed recycling bin (240L) per annum	64.6	59.41	
Additional glass recycling bin (240L) per annum	64.6	59.41	
Additional rubbish (red) bin (140L) per annum	215.49	282.80	
Additional rubbish (red) bin (240L) per annum	369.41		New charge
Upsize rubbish (red) bin to(240L) per annum	153.92	n/a	Possible - New charge to upsize red bin
Bin delivery and administration charge (for additional bins/replacement bins/change of bin)	35	50	
PART CHARGES IN LIEU OF RATES			
The Local Government (Rating) Act 2002 requires that properties be rated based on their status as at 1 st July each year. Certain rates are based on level of service provided. These are Water Supply rates, Wastewater rates and Waste Management rates. To enable these services to be provided part way through the rating year Council will invoice the rate payer upon provision of the laterals for Water Supply and Wastewater and upon commencement of service in the case of Waste Management collections. The following charges will be invoiced for each complete month of the rating year remaining.			
Waste Management – per month			
Additional organics bin (240L)	7.62	n/a	New charge
Additional mixed recycling bin (240L)	5.38	4.95	
Additional glass recycling bin (240L)	5.38	4.95	
Additional rubbish (red) bin (140L)	17.96	23.57	
Additional rubbish (red) bin (240L) per annum	30.78		New charge
Upsize rubbish (red) bin to 240L	12.83	n/a	New charge

FEES AND CHARGES 2023-24

ROADING	2023/24 Includes GST	2022/23 Includes GST	Comments
LICENCE TO OCCUPY			
Single owner	190	180	Staff processing costs
Multiple owner	At cost	At cost	
TRAFFIC MANAGEMENT PLAN APPROVAL			
Commercial organisations and events	95	90	Staff processing costs
Non-profit community events	No charge	No charge	
TEMPORARY ROAD CLOSURE			
Commercial organisations and events	295	280	Staff processing costs
Non-profit community events	No charge	No charge	
CORRIDOR ACCESS REQUEST			
(as defined in the National Code of Practice for Utility Operators' Access to Transport corridors)			
Minor Works	No charge	No charge	
Major Works (trenches exceeding 20m in length)	85	80	Staff processing costs
Project Works	At cost	At cost	
ROAD STOPPING			
Time and disbursements plus legal and survey costs	At cost	At cost	
Miscellaneous fees	At cost	At cost	
(other consents, certificates, authorities, services or inspections not specifically provided for to be charged at the cost of time and disbursement)			
RAPID NUMBER			
New	70	70	
Replacement	50	50	
DUST SUPPRESSION			
Residential house with 100m of road to Council programmed timetable	No charge	No charge	
Residential house with 100m of road outside programme works	At cost	At cost	
Commercial and other applications to Council programmed timetable	At cost	At cost	
OTHER			
Commercial fingerboard signs	At cost	At cost	
DEVELOPMENT CONTRIBUTIONS			
Roading			
Residential	1719	1719	
Business	Nil*	NIL*	
* Fixed business contributions are non-longer applicable. All contributions are calculated on the basis of a household unit equivalent (HUE).			

FEES AND CHARGES 2023-24

	PLANNING AND REGULATORY		Comments	
		2023/24 Includes GST	2022/23 Includes GST	
<i>Estimated value of work, includes Project Check Fee. The cost of any peer review of professional documents is at the applicant's cost. All Building Control Fees are based on the average time taken to complete administration, processing and inspections based on the value of the building consent or other building work. Work in excess of this time may be charged for at time and disbursements. Any other charge for information, certification or inspection, or recording of safe and sanitary certificates not specifically provided for to be charged at time and disbursements (\$140 minimum).</i>	BUILDING CONTROL CHARGES			
	Residential alterations and new			
	Up to and including \$5,000	450	450	
	Over \$5,000 and not exceeding \$10,000	691	691	
	Over \$10,000 and not exceeding \$20,000	1141	1141	
	Over \$20,000 and not exceeding \$40,000	1671	1671	
	Over \$40,000 and not exceeding \$80,000	1971	1971	
	Over \$80,000 and not exceeding \$200,000	2651	2651	
	Over \$200,000 and not exceeding \$350,000	3460	3556	Changes to reflect costs between residential v commercial
	Over \$350,000 and not exceeding \$500,000	3636	3712	Changes to reflect costs between residential v commercial
	Over \$500,000 and not exceeding \$750,000	4017	4017	
	Over \$750,000 and not exceeding \$1,000,000	4467	4467	
	Exceeding \$1 million (minimum deposit plus additional time if necessary)	4242	4852	Changes to reflect costs between residential v commercial
	Farm shed with engineers PS1, conservatories, new swimming pools, other consents with <3 inspections (no amenities)	953	953	
	Commercial alterations and new			
	Up to \$10,000	841	841	
	\$10,000 - \$20,000	1441	1441	
	\$20,000 - \$40,000	1971	1971	
	\$40,000 - \$80,000	2121	2121	
	\$80,000 - \$200,000	3251	3251	
	\$200,000 - \$350,000	3556	3406	Changes to reflect costs between residential v commercial
	\$350,000 - \$500,000	3712	3636	Changes to reflect costs between residential v commercial
	\$500,000 - \$750,000	4167	4167	
	Exceeding \$750,000 (minimum deposit plus additional time if necessary)	4852	4242	Changes to reflect costs between residential v commercial
	BRANZ Levy - (exempt from GST) (projects under \$20,000 are exempt)	\$1 for every \$1000.00 or part thereof	\$1 for every \$1000.00 or part thereof	
	MBIE Levy - (projects under \$20,444 are exempt)	\$1.75 for every \$1000.00	\$1.75 for every \$1000.00	
	OTHER BUILDING CONSENT CHARGES			
	Multi-proof building consents actual cost of work to be recovered (value of work less processing apportionment)	As required	As required	
	Amendments to Building Consents actual cost of work to be recovered at time and disbursements	\$150.00 deposit + \$150.00 / hour	\$150.00 deposit + \$150.00 / hour	
	Erection of marquee	316	316	
	Heating / fire appliances - free standing	241	241	
	Heating / fire appliances - inbuilt and second-hand	391	391	
	Wetback fire / diesel boilers	391	391	
	Inspection cancellation (same day) no fee if cancelled the previous day	150	150	

FEES AND CHARGES 2023-24

PLANNING AND REGULATORY	2023/24 Includes GST	2022/23 Includes GST	Comments
Other building charges			
Certificate of Acceptance			
Minor work up to \$5,000	1103	1103	
Residential \$5,000 to \$20,000	1478	1478	
Residential \$20,000+	2453	2453	
Commercial – \$615 deposit plus hourly rate	\$675.00 + hourly rate	\$675.00 + hourly rate	
Change of Use (initial fee)	252	252	
Relocation report within the district	\$150 (report) plus \$150 per hour of inspection	\$150 (report) plus \$150 per hour of inspection	
New compliance schedule	\$150.00 / hour	\$150.00 / hour	
Amended compliance schedule	110	110	
WOF monitoring features and renewal	\$150.00 / hour	\$150.00 / hour	
Certificate for Public Use	504	504	
Notice to Fix	225	225	
Fire Service assessment of building consents (plus costs)	150	150	
Demolition	300	300	
Inspection of unsatisfactory work (per visit or inspections not already provided for)	150	150	
Swimming pool inspection barriers and compliance (each inspection)	\$150.00 / hour	\$150.00 / hour	
Swimming pool registration	55	55	
Water test fee (fee plus actual test cost)	120	120	
Assessment of building consent exemption application (deposit) + \$150.00 / hour processing or inspection	\$150.00 / hour	\$150.00 / hour	
Title search	27	27	
Minor variations (to building consents)	\$150.00 / hour	\$150.00 / hour	
Cancellation of inspection (any inspection cancelled on the day)	150		- To address the issue of late notification of a cancellation that could have been used for another customer, to try and reduce waiting times and improve customer service.
BWOF monitoring	\$150.00 / hour		- New charge due to MBIE requiring Territory Authority to undertake on site ins
Building Consent Report (annual fee)	69	69	
Project Information Memorandum – Residential	412	412	
Project information memorandum – Commercial	525	525	

FEES AND CHARGES 2023-24

PLANNING AND REGULATORY	2023/24 Includes GST	2022/23 Includes GST	Comments
Time and disbursements			
Hourly rates for processing all applications - Officers	150	150	
Mileage (dollar(s) per km)	1	1	
Hourly rates for processing all applications - Support	105	105	
ENVIRONMENTAL HEALTH			
Annual inspection			
Camping grounds	336	336	
Hairdresser shops	225	225	
Offensive trades	225	225	
Funeral directors	225	225	
Follow up inspection fee (hourly rate)	150	150	
Change of ownership	150	150	
ANNUAL REGISTRATION			
Camping grounds	168	168	
Hairdresser shops	168	168	
Offensive trades	168	168	
Funeral directors	168	168	
FOOD CONTROL PLANS / NATIONAL PROGRAMMES			
Initial registration	403	403	
Annual registration	201	201	
Audit fee			
Food control plan (single-site)	520	504	Reflects new anticipated costs from Ministry of Primary Industry
Food control plan (multi-site)	820	804	Reflects new anticipated costs from Ministry of Primary Industry
National Programme 1	377	336	Reflects new anticipated costs from Ministry of Primary Industry
National Programme 2	461	420	Reflects new anticipated costs from Ministry of Primary Industry
National Programme 3	545	504	Reflects new anticipated costs from Ministry of Primary Industry
Subsequent verifications and enforcement (hourly rate)	168	168	
BYLAW AND POLICY			
Trading in Public Place General Bylaw			
Application fee			
Fee per annum	420	420	
Class 4 Gambling and Board Venue application fee (deposit)	336	336	
Hourly rates for processing all applications	168	168	
ALCOHOL LICENSING			
Local Authority Compliance Certificate			
Building	150	150	
Planning	150	150	
Public notification fee	125	125	

FEES AND CHARGES 2023-24

	PLANNING AND REGULATORY	2023/24 Includes GST	2022/23 Includes GST	Comments
Any dog classified as dangerous under the Dog Control Act shall pay 150% of the registration fee prescribed in this.	ANIMAL CONTROL			
	Dog Registration Fees			
	Non-working dogs	55	55	
	Working dogs	12	12	
	Late penalty fee (percentage of base fee)	150% of annual registration fee	150% of annual registration fee	
	Dog Impounding Charges			
	First impounding (for each 12 months)	100	100	
	Second impounding (for each 12 months)	150	150	
	Third and subsequent impounding (for each 12 months)	200	200	
	Sustenance	35	22	Reflects increased costs for out of hours contract.
	Destruction of dog	At cost	At cost	
	Microchipping	At cost	32	Costs should be lower as we encourage microchipping and train staff to do this in house.
	Licence to keep more than 3 dogs			
	Application	75	75	
	Inspection fee	\$150.00 / hour	\$150.00 / hour	
	Annual permit fee	150	150	
	REFUNDS			
	Refund administration fee	Refer to Governance and Corporate Services	Refer to Governance and Corporate Services section	
	NOISE CONTROL			
	Return of Seized Equipment			
	Administration charge	84	84	
	Storage fee	5 per day	5 per day	
	Non-compliance with Excessive Noise Direction	500	500	
	Non-compliance with Abatement Notice regarding unreasonable noise	750	750	
	Contractor charge (add to administration charge)			
	Alexandra / Clyde	70	60	Reflects increased in out of hours contract
	Cromwell	80	70	Reflects increased in out of hours contract
	Ranfurly	110	100	Reflects increased in out of hours contract
	Roxburgh / Naseby	90	80	Reflects increased in out of hours contract
	ENFORCEMENT			
	Monitoring and enforcement - hourly rate	150	150	

FEES AND CHARGES 2023-24

	PLANNING AND REGULATORY		2022/23 Comments	
		2023/24 Includes GST	2022/23 Includes GST	
<p>All applications for resource and subdivision consent and changes to the District Plan will be charged on a time charge /hourly rate, plus disbursements basis although a minimum payment (deposit fee) is required as detailed. Applications will not be processed unless accompanied by the appropriate application or deposit fee. In accordance with Section 36 of the Resource Management Act where a charge is payable, the Council will not perform the action to which the charge relates until the charge has been paid in full. Note: This applies to all fees and charges in relation to Resource Management functions. Applications which are incomplete or require the applicant to undergo remedial works will incur further costs on a time and disbursement basis.</p>	PLANNING (all deposits non-refundable)			
	Subdivision Charges			
	Land Subdivision Consent			
	Consent application deposit (notified to formal hearing)	2500	2000	Reflects average costs to reduce the need for invoicing
	Consent application deposit (non-notified to formal hearing)	2000	1500	Reflects average costs to reduce the need for invoicing
	Consent application deposit (under delegated authority)	1000	900	Reflects average costs to reduce the need for invoicing
	Minor boundary adjustment	430	430	
	Plan Certification - 223 (deposit)	200 + hourly rate	150	Provide clarity on fees and actual costs
	Plan Certification - 224(c) (deposit)	300 + hourly rate	260	Provide clarity on fees and actual costs
	Minor amendment to cross lease / unit title plan (deposit)	510 + hourly rate	510	Provide clarity on fees and actual costs
	Other Charges			
	Completion certificates	80	80	
	Overseas Investment Regulations Certificates (deposit)	150	150	
	Compliance certificates / Certificate of Compliance (S139) (deposit)	550	550	
	Certified copy of Council resolution	80	80	
	Registered bond	At cost	At cost	
	Release from registered bond	At cost	At cost	
	Right of way consents (deposit) (Section 348 LGA)	225	225	
	Certificate of approval of survey plans (s.226(1)(e)(ii))	150	150	
	Change or cancellation of amalgamation condition (deposit) (Section 241)	160	160	
	Cancellation of easement (Section 243)	200 + hourly rate	160	Provide clarity on fees and actual costs
	Cancellation or amendment of consent notice (Section 221)	200 + hourly rate	180	Provide clarity on fees and actual costs
	Hourly rates for processing all applications - Officers	150	-	New fee. Provide clarity on fees
	Hourly rates for processing all applications - Support	105	-	New fee. Provide clarity on fees
	Specialist assessments	At cost	-	New fee. Provide clarity on fees and actual costs
	Engineering assessment/inspections	150	-	New fee. Provide clarity on fees and actual costs
	Mileage (dollar(s) per km)	1	-	New fee. Provide clarity on fees and actual costs
	Land Use Consent			
	Consent application deposit (notified to formal hearing)	2000	2000	
	Consent application deposit (non-notified to formal hearing)	1500	1500	
	Consent application deposit (under delegated authority)	750	600	Provide clarity on fees and actual costs
	Non-compliance with bulk and location requirements - deposit (under delegated authority)	N/A	N/A	
	Minor breach of standards (deposit)	350	350	
	Application for extension of lapse date (deposit (section 125)	300	300	
	Minor Change or Cancellation of Consent Condition (delegated section 127) (deposit)	400 + hourly rate	400	Provide clarity on fees and actual costs
	Complex Change or Cancellation of Consent Condition (delegated section 127) (deposit)	600 + hourly rate	600	Provide clarity on fees and actual costs
	Change or Cancellation of Consent Condition to Formal Hearing (section 127) (deposit)	1000	1000	

FEES AND CHARGES 2023-24

	PLANNING AND REGULATORY		Comments
	2023/24 Includes GST	2022/23 Includes GST	
	Monitoring Consent Holders (per hour + mileage)	\$150 / hour + mileage	\$150 / hour + mileage
	Hearing of Objection to Resource Consent (deposit)	800	800
	Resource consent exemption (section 87BB) (fixed fee)	225	225
	Boundary activity (section 87BA) (fixed fee)	300	300
	Application for Heritage Orders and Designations (deposit)		
	Outline plan approval (deposit)	390 + hourly rate	390
	Outline plan approval (waiver)	150/hour	- New fee. Provide clarity on fees and actual costs
	Minor, no research (plus public notification)	1000	1000
	Moderate, standard research requirements (plus public notification)	5000	5000
	Major, affects large area of district (plus public notification)	10500	10500
Because such procedures are lengthy and involved, it is appropriate that provision be made for ongoing fee charging, for the processing, report preparation, briefing of Chairperson, attendance of planning consultant and / or staff at hearing or in preparation of application to the Chief Executive Officer in the event of an application under delegated authority and for the preparation and drafting of the decision and release to all parties. DBH and BRANZ levies apply to work over \$20,000.	APPLICATION FOR DISTRICT PLAN CHANGE (DEPOSIT)		
	Minor effect – not requiring research (plus public notification and disbursements and all costs associated with conducting a hearing, including Councillors' fees. Applicant to provide all documentation to Council's satisfaction).	2500	2500
	Moderate effect – requiring limited research (plus public notification and disbursements and all costs associated with conducting a hearing, including Councillors' fees. Applicant to provide all documentation to Council's satisfaction).	7500	7500
	Major effect – affects significant part of District Plan / major land use effects (plus public notification and disbursements and all costs associated with conducting a hearing, including Councillors' fees. Applicant to provide all documentation to Council's satisfaction).	15000	15000
	Information Charges		
	Resource Management Act information	At cost	At cost
	All other information requested in writing (time charge + disbursements basis min)	80	80
	NES record search	150	150
	LAND INFORMATION MEMORANDUM (LIM)		
	Residential Search		
	Provided in 10 working days (electronic)	185 (non-refundable)	185 (non-refundable)
	Provided in 5 working days (electronic)	263 (non-refundable)	263 (non-refundable)
	Provided in 10 working days (paper)	315 (non-refundable)	315 (non-refundable)
	Provided in 5 working days (paper)	420 (non-refundable)	420 (non-refundable)

FEES AND CHARGES 2023-24

	PLANNING AND REGULATORY		Comments
	2023/24	2022/23	
	Includes GST	Includes GST	
Commercial Search			
Provided in 10 working days (electronic)	263 (non-refundable)	263 (non-refundable)	
Provided in 5 working days (electronic)	368 (non-refundable)	368 (non-refundable)	
Provided in 10 working days (paper)	368 (non-refundable)	368 (non-refundable)	
Provided in 5 working days (paper)	420 (non-refundable)	420 (non-refundable)	
Other charges (engineering, technical consultancy and valuation fees) – to be in addition to all fees where additional information may be required or a report commissioned, or where attendance at a meeting is requested and for administration, inspection and / or supervision.	At cost	At cost	

FEES AND CHARGES 2023-24

	POOLS, PARKS AND CEMETERIES		Comments
	2023/24 Includes GST	2022/23 Includes GST	
Cricket rates are variable depending on level of pitch preparation; seasonal rates available on application and by negotiation.	DISTRICT CEMETERIES		
	Plot Charge (Standard) - all cemeteries in the District		
	Standard plot fees - including memorial structures plot, Cromwell Cemetery	900	900
	Ashes plot	400	400
	Memorial wall (plinth which allows for 32 plaques) - Alexandra Cemetery	100	100
	Memorial wall (which allows for 88 plaques double-sided) - Cromwell Cemetery	100	100
	RSA Plot - Cromwell Cemetery	No charge	No charge
	Stillborn babies	No charge	No charge
	Burial Fees District		
	Monday to Friday and Saturday mornings only and excluding Saturday afternoon's. No burials Sundays, statutory public holidays.		
	Standard re-opening and burial - Double Depth Standard	1200	950 Increased costs of burial by Contractor
	Casket larger than standard (213cm x 76.2cm x 50.8cm) – additional to above fee	120	120
	Burial of ashes	400	400
	Out of District Fee (6 months or more)	100	95 Increased costs
	Burial of infants (up to 10 years / re-opening)	300	300
	Disinterment costs / re-interment	At cost	At cost
	Breaking concrete	At cost	At cost
	Memorial Permit processing fee	15	10 Increased costs
	NASEBY CEMETERY		
	Plot Fees		
	Standard plot fees	400	300 Fees not covering cost of maintenance
	Ashes plot	200	156 Fees not covering cost of maintenance
	Burial fees invoiced directly by Sexton	N/A	N/A
	RANFURLY CEMETERY		
	Plot Fees		
	Standard plot fees	400	300 Fees not covering cost of maintenance
	Ashes plot	200	156 Fees not covering cost of maintenance
	Burial fees invoiced directly by Sexton		
	PARKS		
	Sports Grounds (Alexandra and Clyde)		
	First class cricket wicket per ground (per day - wickets 1 & 2)	300	250 Fees not covering cost of maintenance
	Casual (per ground per day)	130	123 Fees not covering cost of maintenance
	Cricket wickets (per day - wickets 3 & 4) per wicket	135	135
	Changing Rooms		
	Changing rooms (per room) including showers	15	15
	Use of showers per day	5	5
	Athletics (per day)	135	135
	Litter collection (per litter bin per day) - Additional fee	30	30
	Schools and school aged children exempt from ground charges	No charge	No charge
	Club Seasonal Rates (Including club training, regular season fixtures)		
	Rugby - Senior teams only	900	850 Increased cost of maintenance
	Football - Senior teams only	900	1500 Increased cost of maintenance
	Softball - Senior teams only	500	500
	Athletics - Senior teams only	500	500
	Club Cricket only (excludes first class cricket) - Senior teams only	1600	1600
	Touch Rugby – per season	600	500 Increased cost of maintenance
	End of season cleaning fee	At cost	200 Actual Cost

FEES AND CHARGES 2023-24

	POOLS, PARKS AND CEMETERIES		2023/24	2022/23	Comments
			Includes GST	Includes GST	
<div>A \$400 bond is required for circuses and fairs, amusement device operators are also required to pay the appropriate inspection licensing fees to operate devices in the district.</div>	Other Parks and Reserves Alexandra and Clyde – including Pioneer Park – per day				
	Commercial activity or event including circus, gypsy fair, Blossom Festival	400	400		
	Non-Profit Community Groups	No charge	No charge		
	Commercial market days	\$55 including power	\$55.00 including power		
	Commercial – car displays, advertising, vendors	150	146	Increased cost of maintenance	
	Basic space hire – no preparation / services required	No charge	No charge		
	Non Commercial – community group activity includes rubbish and area preparation, e.g. school fairs	No charge	No charge		
	Amusement devices (activity or device)	\$11.50 application fee for one device and \$2.30 extra device	\$11.50 application fee for one device and \$2.30 per extra device		
		For longer periods \$1.15 per week per device	For longer periods \$1.15per week per device		
		Engineering Fee at cost	Engineering fee at cost		
	Council power box (power already connected per hour)	5	5		
	Electricity boxes (if available) (power and connection)	At cost	At cost		
	Bond to cover potential damage - refundable upon inspection grounds are in good condition	400	400		
	CROMWELL				
	Anderson Park Pavilion				
	Club per season	574	574		
	Casual day hire	58	58		
	ANDERSON PARK (junior sport free) - school and school age children exempt				
	Sports Club Rentals (per player per season)				
	Anderson Park grounds	51	51		
	Netball / tennis courts	20	20		
	Club Seasonal Rates (Including club training, regular season fixtures)				
	Rugby - Senior teams only	1500	1500		
	Football - Senior teams only	1500	1500		
	Softball - Senior teams only	500	500		
	Athletics - Senior teams only	500	500		
	Club Cricket only (excludes first class cricket) - Senior teams only	1200	1200		
	Touch Rugby – per season	500	500		
	Casual Users (per day)				
	Non-sporting activities (per ground plus electricity)	75	75		
	Touch (per field)	45	45		
	Rugby (per field)	69	69		
Alpha Street Pavilion					
Football Club per annum	573	573			
Casual day hire	58	58			
ALPHA STREET RESERVE (per day) - school and school age children exempt					
Commercial activity or event including circus and gypsy fair, circus	400	400			
Club Seasonal Rates (Including club training, regular season fixtures)					
Football - Senior teams only	1500	1500			
Touch Rugby – per season	500	500			
Sports Club Rentals (per player per season) (junior sports free)					
Alpha Street grounds	51	51			

FEES AND CHARGES 2023-24

POOLS, PARKS AND CEMETERIES		2023/24 Includes GST	2022/23 Includes GST	Comments
Other Parks and Reserves – Cromwell per day				
Basic space hire – space only no preparation required		No charge	No charge	
Non-Profit – community group activity including rubbish and area preparation eg. school fairs		No charge	No charge	
Commercial – Market days		55	55	
Commercial – Car displays / advertising, vendors		150	145	Increased cost of maintenance
Amusement devices (activity or device)		\$11.50 application fee for one device and \$2.30 per extra device. For longer periods \$1.15per week per device.	\$11.50 application fee for one device and \$2.30 per extra device. For longer periods \$1.15per week per device.	
		Engineering fee at cost	Engineering fee at cost	
MĀNIATOTO PARK				
Sports clubs (per annum)		907	907	
Sports ground (per day)		117	117	
Outdoor netball / tennis courts		150	150	
Basic space hire – no preparation required		No charge	No charge	
Non-Profit Community activity (general use including rubbish and ground preparation)		No charge	No charge	
Commercial activity		122	122	
Athletics (per day) - Schools		No charge	No charge	
Athletics (per half day)		No charge	No charge	
Other Parks and Reserves – Māniatoto per day				
Basic space hire – space only no preparation required		No charge	No charge	
Non-commercial – community group activity including rubbish and area preparation e.g.; school fairs		38	38	
Junior Cricket – Naseby		No charge	No charge	
Commercial – Market days, Vendors		55	55	
Commercial – Car displays / advertising		145	145	
TEVIOT VALLEY				
King George Park - Community activity		No charge	No charge	
King George Park - Commercial activity		80	80	
Basic space hire – no preparation required		No charge	No charge	
Commercial Market, Vendor		55	55	
BIG FRUIT EVENT SIGNS (Includes install / removal costs)				
6 signs available (maximum 2 signs per event booking)				
Commercial event per event, per sign frame		350	350	
Non-commercial event per event, per sign frame		50	50	
EVENT BANNERS				
Banner install / removal and fixings per sign - Big Fruit Reserve		50	50	
Banner install / removal and fixings per sign on FlagTrax system		10	10	
ALEXANDRA POOL AND CROMWELL POOL				
Single Admission				
Adult (18 years old)		7	6.5	Increase costs, labour, material utility charges
Child (School Age)		4	3.5	Increase costs, labour, material utility charges
Pre-schooler (with maximum of 2 per 1 paying parent / caregiver)		No charge	No charge	
Gold Card and tertiary student 17% off entry		6	5.5	Increase costs, labour, material utility charges
Community Services Card holder 17% off entry		6	5.5	Increase costs, labour, material utility charges
Shower		6	5	Increase costs, labour, material utility charges
Family - maximum 2 adults and 4 children		18.5	17	Increase costs, labour, material utility charges
Family - 1 Adult and 4 children		17.5	16.4	Increase costs, labour, material utility charges
Replacement swim card if lost		2.5	2	Increase cost of replacement
Gym/Swim Pass 30% off adult entry only		5	-	Actual cost with 30% discount

FEES AND CHARGES 2023-24

POOLS, PARKS AND CEMETERIES		2023/24 Includes GST	2022/23 Includes GST	Comments
Membership Card and Yearly Pass				
Adult - 10 swims	63	58.5	1 free swim - increase in costs	
Adult - 25 swims	160	138	2 free swims - increase in costs	
Adult - 50 Swims	330	260	3 free swims - increase in costs	
Adult yearly pass (includes Aqua Fit classes)	480	480		
Child - 10 swims	36	30	1 free swim - increase in costs	
Child - 25 swims	92	74.5	2 free swims - increase in costs	
Child - 50 Swims	188	140	3 free swims - increase in costs	
Child yearly pass	240	240		
Prepaid Swim Membership Prices				
Family - 6 Months	429	429		
Family - 12 Months	709	709		
Direct Debit Swim Membership Prices				
Child - 6 Months	5.00 / week	5.00 / week		
Child - 12 Months	4.00 / week	4.00 / week		
Adult - 6 Months	12.00 / week	12.00 / week		
Adult - 12 Months	10.00 / week	10.00 / week		
Family - 6 Months	19.00 / week	19.00 / week		
Family - 12 Months	16.00 / week	16.00 / week		
Gold Card, Community Services Card and Tertiary Students Card Holders				
10 swims (includes 17% discount)	\$59	17% off the above adult prices	Includes 17% discount	
25 swims (includes 17% discount)	\$137	17% off the above adult prices	Includes 17% discount	
Yearly pass (includes 17% discount)	\$400	17% off the above adult prices	Includes 17% discount	
Aquarobics and Aqua Fit				
Casual Adult entry and class	11.5	11	Increased costs	
Adult - 11 class membership concession (includes pool entry)	115	110	1 free class - increase costs	
Aqua class only when used with 10/25/50 swim concession card	5	4.5	Increased costs	
Gold Card, Community Services Card, tertiary student entry and class (includes 17% discount)	\$9.5	17% off the above adult prices	Including 17% discount	
Gold Card, Community Services Card, tertiary student - 11 class membership concession (includes pool entry) (includes 17% discount)	\$5	17% off the above adult prices	Including 17% discount	
Aqua Fit Class only excluding pool entry	5	No charge	Mistake last year	
Aqua Fit/Swim	11.5			
School Hire				
District primary schools per lane / block per hour – min charge 1 hour (excludes pool entry)	10	9	Increase in operating costs	
District high schools per lane / block per hour – min charge 1 hour (excludes pool entry)	10	9	Increase in operating costs	
Non-district schools –Min charge 1 hour (excludes pool entry)	15	13	Increase in operating costs	
Therapeutic pool per hour	40	36	Increase in operating costs	
Central Otago Swimming Clubs / Non-Commercial (as per definition)				
Tues, Thurs non-competitive club nights per lane, excludes entry (does not include development or squad coaching sessions)	10	9	Increase in operating costs	
Lane hire per lane per hour excludes pool entry minimum 1 hour (including development or squad coaching sessions)	10	9	Increase in operating costs	
Swim meets / competition nights full 25 metre pool hire includes pool entry min 1 hour (or by agreement with Aquatics Manager), includes staff time	150	150		
Kayak Polo	Pool entry plus staff time	Pool entry plus staff time		

FEES AND CHARGES 2023-24

POOLS, PARKS AND CEMETERIES		2023/24 Includes GST	2022/23 Includes GST	Comments
Commercial Operators				
Lane hire per lane per hour excludes pool entry min 1 hour (or by agreement with Aquatics Manager)		35	30	Increase operating costs
Students - 10 swim pool entry concession card		10	10	
Commercial Advertising fee per A1 size sign		1000	-	This is a new charge designed to attract additional income from commercial advertising.
Additional Charges				
Additional staff after hours		\$50 per hour per staff member	\$50 per hour per staff member	
Meeting Room Charges (where available)				
Kitchen surcharge per half day		45	45	
Kitchen surcharge per hour		15	15	
Meeting room hire per half day		45	45	
Meeting room hire per hour		15	15	
Birthday Party options				
Normal entry fee applies		4		New charge to promote birthday party income
Normal entry plus Party room hire fee	Refer to entry and room hire fees			- New charge to promote birthday party income
Full package - Birthday child free - room hire - decorations - pool toys - invitations	\$10 per child			- New charge to promote birthday party income
BBQ Hire	\$15 per hour			- New available for hire at parties etc.
Inflatable Hire	\$25 Per hour			- New available for hire at parties etc.
Over 80 Years old	No charge			- New to attract older people
Toddler Time - 1 under 5 years old - plus 1 parent	5			- New to attract young families
SWIMMING LESSONS – CENTRAL SWIM SCHOOL (includes pool entry) Payment in advance or by direct debit				
10 x toddler / preschool lesson	120		111	\$12.00 a lesson to cover increased costs
- 10 swim pool entry concession card	0		10	0 pool entry free
TOTAL	120		121	
10 x school age lessons	130		111	\$13 a lesson to cover increased expenses
- 10 swim pool entry concession card	10		10	\$1 pool entry fee
TOTAL	140		121	
10 x 45 Advanced level	140		118	\$14 a lesson to defray increased expenses
- 10 swim pool entry concession card	10		10	\$1 pool entry fee
TOTAL	150		128	
Weekday private lesson				
15 minutes	20		19	To cover increased expenses
30 minutes	40		39	To cover increased expenses
5 day block holiday classes - Under 5-years \$60 including pool entry fee	65		55	To cover increased expenses
- 5 swim pool entry concession card - Private swim school	5		5	
TOTAL	70		60	Total \$70 including swim entry

FEES AND CHARGES 2023-24

POOLS, PARKS AND CEMETERIES	2023/24 Includes GST	2022/23 Includes GST	Comments
Family Discount:			
<i>If you have 3 or more members of your family learning to swim, only the first two members will pay standard price, then all additional children will receive 30% off standard price.</i>			
Multi-Lesson Discount:			
<i>Students attending more than one lesson per week are eligible for a 20% discount off their second lesson that week.</i>			
Direct Debit fees for payment of lessons above will incur these additional charges	0.6	0.6	
Direct Debit Transaction Fee - successful transaction from bank account, credit union or building society	2.35%	2.35%	
Direct Debit Transaction Fee - successful transaction from Visa / Mastercard	4.22%	4.22%	
Direct Debit Transaction Fee - successful transaction from Amex / Diners Card	0.6	0.6	
Failed Transaction Fee	11.5	11.5	
Dishonour Fee by customer	44	44	
Investigation Fee - charged back to customer			
RANFURLY SWIM CENTRE			
Admission			
Child	3	2.5	To cover increased expenses
Adult	5.5	5	To cover increased expenses
Child - 11 x swims (swim card) - includes 1 free swim	27	25	1 free swim
Adult - 11 x swims (swim card) - includes 1 free swim	50	50	1 free swim
Season pass (single)	100	95	To cover increased expenses
Season pass (family) plus \$10 per child	118	118	
Mānīatoto Area School	522	522	
St John's School	154	154	
Aquabelles (per season)	412	412	
Other groups (per season)	412	412	
Professional coaching per hour	27	27	

FEES AND CHARGES 2023-24

PROPERTY AND COMMUNITY FACILITIES		2023/24 Includes GST	2022/23 Includes GST	Comments
A \$25 booking fee is applicable for non-payment on landing	AIRPORT LANDING FEES (PER LANDING)			
	Private aircraft	10	10	
	Commercial light aircraft / twin engine	20	20	
	Passenger planes < 18 passenger capacity	30	30	
	Passenger planes > 18 passenger capacity	60	60	
	Emergency services (Police, Rural Fire, Air Ambulance)	No charge	No charge	
	New Zealand Armed Forces	No charge	No charge	
A \$200 bond is required for social functions; a whole day is more than 6 hours, half day is less than 6 hours. Bookings for the Jordan Lounge are made with the Senior Citizens on (03) 448 7007.	APPLICATION FOR EASEMENT OR LEASE FOR ACCESS OR INFRASTRUCTURE PURPOSES (ROADING, SERVICES, TELECOMMUNICATIONS, POWER ETC)			
	Time plus legal, survey and advertisement costs	At cost	At cost	
	Deposit - no reserve status	500	500	
	Deposit - reserve land	1000	1000	
	COMMUNITY FACILITIES			
	ALEXANDRA COMMUNITY CENTRE			
	Hall and Bar			
	Commercial whole day	275	275	
	Commercial half day	170	170	
	Commercial hourly rate	35	35	
	Non-commercial whole day	160	160	
	Non-commercial half day	100	100	
	Non-commercial hourly rate	20	20	
	Hall, Kitchen and Bar			
	Commercial whole day	300	300	
	Commercial half day	200	200	
	Non-commercial whole day	180	180	
	Non-commercial half day	125	125	
	Hall, Reading Room, Kitchen and Bar			
	Commercial whole day	345	345	
	Commercial half day	225	225	
	Non-commercial whole day	225	225	
	Non-commercial half day	135	135	
	Whole Complex			
	Commercial whole day	455	455	
	Commercial half day	300	300	
	Non-commercial whole day	280	280	
	Non-commercial half day	170	170	
	Hire of equipment (away from hall, daily rate)			
	Trestles (each)	5	5	
	Chairs (each)	2	2	
	Portable stage pieces (each)	5	5	

FEES AND CHARGES 2023-24

PROPERTY AND COMMUNITY FACILITIES		2023/24 Includes GST	2022/23 Includes GST	Comments
A \$200 bond is required for social functions; a whole day is more than 6 hours, half day is less than 6 hours.	ALEXANDRA MEMORIAL THEATRE			
	Commercial / non-local or by agreement with Chief Executive Officer			
	Evening performance	670	670	
	Matinee performance (afternoon)	505	505	
	Rehearsal (includes heating)	225	225	
	Hourly rate (includes heating)	105	105	
	Hourly rate (no heating)	50	50	
	Amateur local non-profit making incorporated societies and educational institutes			
	Evening performance	235	235	
	Matinee performance (afternoon)	180	180	
	Rehearsal (no heating)	60	60	
	Rehearsal (with heating)	125	125	
	Hourly rate (includes heating)	60	60	
	Hourly rate (no heating)	30	30	
	CENTRAL STORIES BUILDING			
	Meeting room and theatre			
	Commercial hire	\$40 / hour	\$40 / hour	
	Non-commercial hire	\$20 / hour	\$20 / hour	
	CROMWELL MEMORIAL HALL			
	Whole complex (auditorium, supper room, west wing, kitchen)			
	Commercial whole day		470	
	Commercial half day		315	
	Non-commercial whole day		190	
	Non-commercial half day		140	

FEES AND CHARGES 2023-24

PROPERTY AND COMMUNITY FACILITIES		2023/24 Includes GST	2022/23 Includes GST	Comments
	Sporting events - tournaments whole day		145	
	Sporting events - club nights / half day tournaments		115	
	Sporting events - schools		115	
	Hourly rate (only available on application to the Cromwell Community Board)		25	
	After 1am charge per hour		25	
	Auditorium (not including kitchen)			
	Commercial whole day		300	
	Commercial half day		185	
	Non-commercial whole day		160	
	Non-commercial half day		105	
	Sporting events - tournaments whole day		115	
	Sporting events - club nights / half day tournaments		85	
	Sporting events - schools		85	
	Sporting events - tournaments whole day		115	
	Hourly rate (only available on application to the Cromwell Community Board)	Cromwell Hall closed	20	Remove as the Cromwell Hall is Closed
	After 1am charge per hour		20	
	Supper Room or West Wing (not including kitchen)			
	Commercial whole-day		155	
	Commercial half day		115	
	Non-commercial whole day		90	
	Non-commercial half day		75	
	Supper Room and Kitchen			
	Commercial whole day		180	
	Commercial half day		125	
	Non-commercial whole day		115	
	Non-commercial half day		90	
	Commercial whole day		180	
	Hourly rate (only available on application to the Cromwell Community Board)		90	
	After 1am charge per hour		25	
	Kitchen per hour		25	
	Stage per hour		25	
	Hire of trestles and chairs (away from hall)			
	Trestles (each)		5	
	Chairs (each)		5	
	Refundable deposit for 1-20 chairs		85	
	Refundable deposit for more than 20 chairs		115	
	Crockery breakages (at hall)		At cost	

FEES AND CHARGES 2023-24

PROPERTY AND COMMUNITY FACILITIES		2023/24 Includes GST	2022/23 Includes GST	Comments
	NASEBY HALL			
	Whole day hire (not exceeding 24 hours)	105	105	
	Half day hire (not exceeding 4 hours)	40	40	
	Hourly rate if less than half day	20	20	
	NASEBY PAVILION			
	Whole day hire (not exceeding 24 hours)	35	35	
	Half day hire (not exceeding 4 hours)	20	20	
	WAIPIATA HALL			
	24 hour period	105	105	
	Hourly rate	8	8	
	Waipiata Darts Club per annum	405	405	
	WALLACE MEMORIAL HALL			
	Whole day hire (not exceeding 24 hours)	35	35	
	Half day hire (not exceeding 4 hours)	20	20	
A \$200 bond is required for social functions.	RANFURLY HALL			
	Meetings	55	55	
	Meetings in supper room (hourly rate)	20	20	
	Furniture auctions	55	55	
	Local concerts	90	90	
	Visiting artists and concerts	120	120	
	Weddings and cabarets etc	180	180	
	Local schools: sports day / events (subject to conditions)	No charge	No charge	
	PATEAROA HALL			
	Whole day hire and funerals	105	105	
	Half day hire	35	35	
	Meeting room (locals)	20	20	
	Meeting room (non-locals)	30	30	
	Discretionary bond	260	260	
	Hire of tables and chairs (away from hall)			
	Tables	10	10	
	Padded chairs	2	2	
	Plastic chairs	1	1	
This hall is now under Council management. Fes last set by community hall committee in 2007. Fees in line with other provincial halls but with a discount as hall is in poor condition.	OMAKAU HALL			
	Whole day hire (not exceeding 24 hours)	60	60	
	Half day hire (not exceeding 6 hours)	25	25	
	Hourly rate	7	7	
	Hire of trestles and chairs (away from hall)			
	Trestles (each)	5	5	
	Chairs (each)	1	1	

FEES AND CHARGES 2023-24

PROPERTY AND COMMUNITY FACILITIES		2023/24 Includes GST	2022/23 Includes GST	Comments
A \$200 bond is required for social functions.	ROXBURGH ENTERTAINMENT CENTRE			
	Theatre			
	Evenings	310	310	
	Conferences	310	310	
	Matinees, meetings and rehearsals	150	150	
	Hourly rate for non-profits groups only	20	20	
	Dance Hall			
	Commercial whole day (social functions, weddings, funerals)	310	310	
	Commercial half day (social functions, weddings, funerals)	150	150	
	Hourly rate for non-profit groups only	20	20	
Track lighting is additional to all other fees.	Track lighting (per day) room (per day)	55	55	
	Track lighting - supper	30	30	
	Track lighting - dance hall (per day)	30	30	
A \$200 bond is required for social functions in the Stadium	Kitchen			
	Commercial hire whole day (social functions, weddings, funerals)	150	150	
	Commercial half day (social functions, weddings, funerals)	105	105	
	Hourly rate for non-profit groups only	20	20	
	Whole complex (non-discountable)	570	570	
	ROXBURGH MEMORIAL HALL			
	Whole Hall			
	Whole day hire (not exceeding 24 hours)	105	105	
	Half day hire (not exceeding 6 hours)	40	40	
	Hourly rate	20	20	
	MĀNIATOTO STADIUM			
	Stadium sports session (not exceeding 2 hours)	20	20	
	Stadium sports session (not exceeding 4 hours)	35	35	
	Stadium only (day rate – not exceeding 24 hours)	115	115	
	Stadium / kitchen / bar (day rate) weddings, cabarets	170	170	
	Stadium frost cloth canopy	300	300	
	Local schools sports day / events (subject to conditions)	No charge	No charge	
	Rugby Clubrooms			
	Rugby clubrooms (day rate – not exceeding 8 hours)	85	85	
	Rugby clubrooms (half day rate – not exceeding 4 hours)	45	45	
	Rugby clubroom / kitchen / bar (day rate not exceeding 24 hours)	145	145	
	Rugby clubroom / kitchen / bar (half day rate not exceeding 4 hours)	70	70	
	Local schools sports day / events (subject to conditions)	No charge	No charge	
	Kitchen			
	Kitchen whole day (not exceeding 24 hours)	55	55	
	Kitchen half day (not exceeding 4 hours)	27	27	

FEES AND CHARGES 2023-24

PROPERTY AND COMMUNITY FACILITIES		2023/24 Includes GST	2022/23 Includes GST	Comments
A whole day is more than 6 hours, half day is less than 6 hours. The stadium has a wooden gymnasium floor and is therefore not suitable for events requiring seating or furniture unless provision is made to protect the floor.	Hire of trestles away from the Stadium			
	Hire of trestles away from the stadium (per trestle)	3	3	
	Hire of chairs away from the stadium (per chair)	1	1	
	Charges per annum			
	Mānīatoto Squash Club	1550	1550	
	A&P Association (per show)	825	825	
	Mānīatoto seasonal toilets			
	Mānīatoto Summer seasonal toilets (Nov-May) - open toilets outside of the season	30	30	
	Service toilets outside of season - daily fixed charge	15	15	
	MOLYNEUX PARK			
	Stadium			
	Commercial hourly rate	35	35	
	Non-commercial hourly rate	25	25	
	Commercial - whole day	305	305	
	Commercial - half day	205	205	
	Non-commercial - whole day	170	170	
	Non-commercial - half day	125	125	
	Kitchen - whole day (includes foyer toilets)	55	55	
	Kitchen - half day (includes foyer toilets)	30	30	
	Gas heating token (20 mins)	2	2	
	Electric heating token (15 mins)	0.5	0.5	
	Changing rooms (per room)	15	15	
	COUNCIL OFFICE HIRE			
	William Fraser Building			
	Council Chambers whole day	115	115	
	Council Chambers half day	55	55	
	Tea making facilities (per person per tea break)	2	2	
	Cromwell Service Centre			
	Council Chambers whole day	115	115	
	Council Chambers half day	55	55	
	Tea making facilities (per person per tea break)	2	2	
	Ranfurly Service Centre			
	Council Chambers whole day	55	55	
	Council Chambers half day	35	35	
	Meeting room whole day	35	35	
	Meeting room half day	25	25	
	Roxburgh Service Centre			
	Council Chambers whole day	55	55	
	Council Chambers half day	35	35	

FEES AND CHARGES 2023-24

	SERVICE CENTRES, i-SITES AND LIBRARIES	2023/24 Includes GST	2022/23 Includes GST	Comments
Located at Alexandra, Cromwell, Ranfurly and Roxburgh	VISITOR INFORMATION CENTRES			
	Booking commission (on operator bookings)	10-20%	10-20%	
	Cancellation fee (payable by customer)	10-20%	10-20%	
	Event tickets	Up to 20%	Up to 20%	
	Booking fee	6	6	
	DISPLAY			
	Wall / poster (6 months) A1	-	310	No longer available
	Wall / poster (full year) A1	-	520	No longer available
	Local operators (per brochure per centre per annum)	115	115	
	Outside region operators (per brochure per centre per annum)	200	200	
	Commercial series publications per centre	N/A	562	
	Commercial series publications all four centres	N/A	1405	
	Commercial individual publications (per centre per annum)	N/A	172	
	TV OPERATOR ADVERTISING			
	Per month	25	42	Reduced to encourage local content
	Per 6 months (summer / winter)	150	187	Reduced to encourage local content
	Per year	300	338	Reduced to encourage local content
	One-off projects carried out during the year where operators who participate contribute to the costs on a case-by-case basis	As required	As required	
	FAX CHARGES			
	All locations up to 3 pages (per fax)	N/A	3	
	LIBRARIES			
	Interloan books from outside district (plus and externally imposed charges per book)	Up to \$15	Up to \$15	
	Replacement cards	5	5	
	OVERDUE BOOKS (per book per day)			
	Adults	0.2	0.2	
	DVDs (per week)	3	3	
	Lost / Damaged books	Replacement cost & \$10.00 processing fee	Replacement cost & \$10.00 processing fee	
	COMPUTER USE			
	Half-hour	2	2	

FEES AND CHARGES 2023-24

SERVICE CENTRES, i-SITES AND LIBRARIES	2023/24	2022/23	Comments
	Includes GST	Includes GST	
PHOTOCOPYING AND PRINTING			
A4 per sheet up to 20 sheets (black and white)	0.2	0.2	
A4 per sheet up to 20 sheets (colour)	1.3	1.3	
A4 per sheet more than 20 sheets (black and white)	0.1	0.1	
A4 per sheet more than 20 sheets (colour)	0.6	0.6	
A3 per sheet up to 20 sheets (black and white)	0.4	0.4	
A3 per sheet up to 20 sheets (colour)	2	2	
A3 per sheet more than 20 sheets (black and white)	0.2	0.2	
A3 per sheet more than 20 sheets (colour)	1	1	
A4 double sided (black and white)	0.3	0.3	
A4 double sided (colour)	2	2	
A3 double sided (black and white)	0.8	0.8	
A3 double sided (colour)	4	4	
A2, A1 & A0 per sheet (black & white)	N/A	N/A	
A2, A1 & A0 per sheet (colour)	N/A	N/A	
Own paper per sheet (black and white)	0.1	0.10	
Own paper per sheet (colour)	0.6	0.60	
Own paper double sided per sheet (black and white)	0.1	0.10	
Own paper double sided per sheet (colour)	0.6	0.60	
Providing of regular meeting agenda (per agenda)	36	36	
SCANNING			
A4 per sheet	0.2	0.20	
A4 per sheet more than 20 sheets	N/A	N/A	
A3 per sheet	0.5	0.50	
A3 per sheet more than 20 sheets	N/A	N/A	
A2, A1 & A0	N/A	N/A	

FEES AND CHARGES 2023-24

COMMUNITY, ECONOMIC AND STRATEGIC DEVELOPMENT	2023/24	2022/23
	Includes GST	Includes GST
TOURISM CENTRAL OTAGO		
Central Otago related products / operators registration fee (outside region operators as approved by Tourism Central Otago)	up to \$1000.00	up to \$1000.00
There may be one-off projects carried out during the year where operators who participate contribute to the costs on a case-by-case basis	As required	As required

FEES AND CHARGES 2023-24

GOVERNANCE AND BUSINESS SUPPORT		2023/24 Includes GST	2022/23 Includes GST	Comments
REFUNDS				
Administration fee		25	25	Recommend removal as never charged and refunds have to prescribe under the requirements of LTP
RATING SERVICES				
Water rates final read		40	40	
Water rates final self-read		No charge	No charge	
Printed copy of complete Rating Information Database		460	460	
MAPS / AERIAL PHOTOGRAPHY				
<i>Printing as per the above photocopying charges</i>				
Custom maps (per hour cost)		102	102	
Electronic copies of aerials		POA	POA	
PROJECTOR				
Projector hire (per day)		51	51	
RECORDS, ARCHIVES AND LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT				
Records, archives and official information request time spent by staff searching for relevant material, abstracting and collating, copying, transcribing and supervising access where the total time involved is in excess of one hour should be charged out as follows, after the first hour. This is at the discretion of Council and will be discussed at time of engagement.				
First 1 hour		38	38	To be reviewed at LTP
For additional half hour or part thereof		N/A	N/A	To be reviewed at LTP
Council's preferred method for delivery of the requested information is digitally for sustainability purposes. If you require the information to be printed or posted, please refer to Service Centres and Libraries section.				



Teviot Valley Community Board

23 March 2023

Appendix Two

Teviot Valley Community Board – Draft 2023-24 Annual Plan Budget - Income and Expenditure

Annual Report 2021/22	Annual Plan 2023/24 Budget	Annual Plan 2022/23	Annual Plan 2023/24	AP 2022/23 vs AP 2023/24 \$ Change	AP 2022/23 vs AP 2023/24 % Change	LTP Year 3 2023/24	LTP vs AP 2023/24 \$ Change
Income							
507,299 Rates		529,142	522,464	(6,678)	(1.3%)	503,511	18,953
297,049 User fees & other		17,950	28,150	10,200	56.8%	17,950	10,200
12,156 Internal Interest Revenue		21,654	23,871	2,217	10.2%	21,540	2,331
10,984 Reserves contributions		-	-	-	0.0%	-	-
- Other Capital Contributions		27,500	-	(27,500)	(1.00)	-	-
827,488 TOTAL INCOME		596,246	574,485	(21,761)	(3.6%)	543,001	31,484
Expenditure							
16,455 Staff		10,182	10,336	154	1.5%	10,183	153
13,271 Other Costs		39,938	39,479	(459)	(1.2%)	40,938	(1,459)
2 Internal Interest Expense		6,476	7,884	1,409	21.8%	16,010	(8,126)
- Conferences & Courses		3,000	1,000	(2,000)	(0.67)	1,000	-
- Office Expenses		500	500	-	-	500	-
- Vehicles		350	350	-	-	350	-
17,526 Members Remuneration		17,970	21,325	3,355	18.7%	18,326	2,999
20,634 Buildings R&M		23,580	23,580	-	0.0%	23,580	-
8,926 Electricity & Fuel		12,600	12,600	-	0.0%	12,600	-
13,068 Rates Expense		11,433	12,005	572	5.0%	12,005	-
19,412 Grants		42,200	42,200	-	0.0%	42,200	-
141,837 Overhead Costs		147,342	156,235	8,893	6.0%	147,302	8,933
6,694 Professional Fees		3,500	5,500	2,000	57.1%	5,500	-
170,862 Contracts		137,492	152,192	14,700	10.7%	139,692	12,500
196,222 Cost of Sales		-	-	-	0.0%	-	-
82,503 Valuation Losses		-	-	-	0.0%	-	-
81,099 Depreciation		146,166	141,607	(4,559)	(3.1%)	112,062	29,545
788,510 TOTAL EXPENDITURE		602,729	626,792	24,063	4.0%	582,248	44,545
38,978 OPERATING SURPLUS/(DEFICIT)		(6,483)	(52,308)	(45,825)	706.9%	(39,246)	(13,061)

Income

The main variances are:

- User fees have increased as this is the first year, we have taken over the budgeted responsibility for the Roxburgh cemetery.



Expenditure

The main variances are:

- Contract ordered works have increased for the Millars Flat Pool as anticipated in the LTP.
- Depreciation costs have increased for buildings as a result in the uplift of the property valuation.
- Depreciation costs have decreased in parks and reserves cost centers due to depreciation charges being removed from passive park spaces.

Rates for the 2023-24 Annual Plan comparison to Annual Plan 2022-23

Promotion Rate		AP 2022/23	AP 2023/24	AP 2022/23 vs AP 2023/24 \$ Change	AP 2022/23 vs AP 2023/24 % Change	LTP Year 3 2023/24	LTP vs AP 2023/24 \$ Change
7033	Teviot Valley Promotions	2,000.00	2,000	0	0.0%	2,000	0
		2,000.00	2,000	0	0.0%	2,000	0

Targeted rate for promotion within each community board based on the use to which the rating unit is placed. The targeted rates are based on the capital value

Recreation and Culture Charge		AP 2022/23	AP 2023/24	AP 2022/23 vs AP 2023/24 \$ Change	AP 2022/23 vs AP 2023/24 % Change	LTP Year 3 2023/24	LTP vs AP 2023/24 \$ Change
7461	Reserves Teviot Valley	213,438	224,900	11,461	5.4%	211,158	13,741
7414	Roxburgh Entertainment Centre	47,529	74,610	27,081	57.0%	38,927	35,682
7491	Roxburgh Pool	89,589	66,312	(23,277)	(26.0%)	66,363	(51)
7463	Teviot Valley Walkway Committee	18,009	2,438	(15,571)	(86.5%)	3,725	(1,287)
7492	Millers Flat Pool	20,007	37,033	17,026	85.1%	34,499	2,534
7411	Community Halls Teviot	75	3,531	3,456	4,587.8%	5,952	(2,421)
7413	Roxburgh Memorial Hall	330	330	0	0.0%	330	0
		388,978	409,154	20,176	5.2%	360,955	48,199

Targeted rate for recreation and culture based on a uniform charge per rating unit. Recreation and culture charges fund the operations and maintenance of parks and reserves, swimming pools, museums, sports club loan assistance, community halls and other recreation facilities and amenities.

Ward Services Charge		AP 2022/23	AP 2023/24	AP 2022/23 vs AP 2023/24 \$ Change	AP 2022/23 vs AP 2023/24 % Change	LTP Year 3 2023/24	LTP vs AP 2023/24 \$ Change
7451	Millers Flat Recreation Reserve Committee	39,432	4,728	- 34,704	(0.88)	40,739	(36,011)
7431	Grants Teviot Valley	5,200	5,200	0	0.0%	5,200	0
7111	General Reserves Teviot Valley	(5,000)	(5,000)	(0)	0.0%	(5,000)	(0)
7351	Endowment Land Teviot Valley	(12,443)	(10,480)	1,963	(15.8%)	(10,480)	0
7353	Property General Teviot Valley	15,965	16,525	559	3.5%	16,277	248
		43,154	10,973	(32,181)	(74.6%)	46,736	(35,763)

Targeted rate for ward services based on capital value for each rating unit. For housing & property, grants, recreation reserve committees and other works.

Ward Services Rate		AP 2022/23	AP 2023/24	AP 2022/23 vs AP 2023/24 \$ Change	AP 2022/23 vs AP 2023/24 % Change	LTP Year 3 2023/24	LTP vs AP 2023/24 \$ Change
7211	Elected Members Teviot Valley	95,010	100,337	5,327	5.6%	93,820	6,517
		95,010	100,337	5,327	5.6%	93,820	6,517

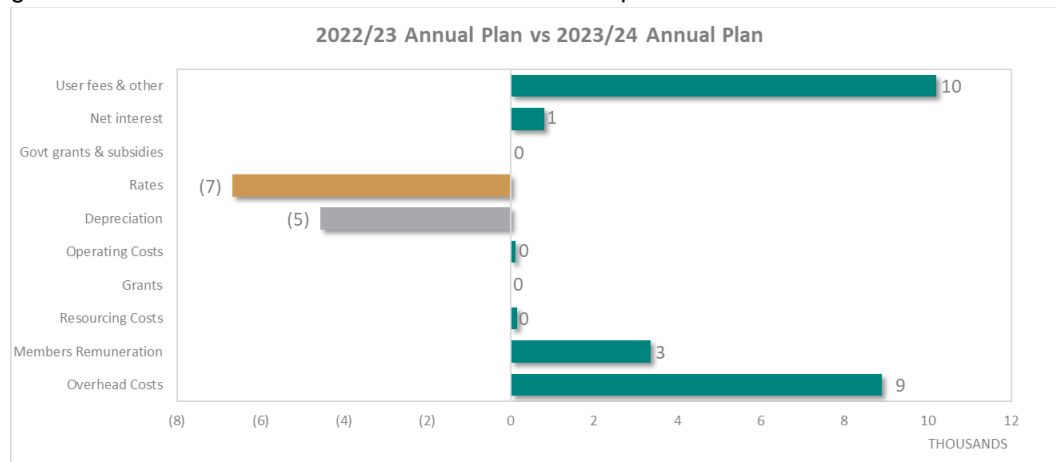
Targeted rates for ward services based on a uniform charge for each rating unit. Ward services charges are used to fund Community Board elected members costs and other works for each respective ward

	AP 2022/23	AP 2023/24	AP 2022/23 vs AP 2023/24 \$ Change	AP 2022/23 vs AP 2023/24 % Change
Planned LTP Rate Movement	529,142	522,464	(6,678)	(1.3%)



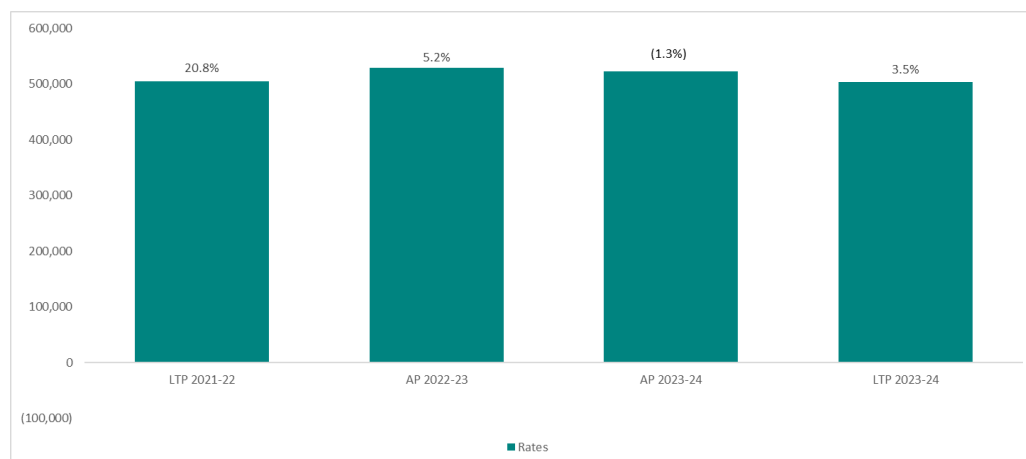
Effect on the Rates for 2023-24 Annual Plan

The Annual Plan draft figures result in a rate decrease for the community board rates of (\$6.6k) compared to Annual Plan 2022-23. The main decrease is due to lower depreciation and a planned deficit. This graph shows the total rates increase in brown and the major contributors to the decrease of rates. Lines in grey show factors that reduce the rates required while the green lines show factors that will increase the rate requirement.



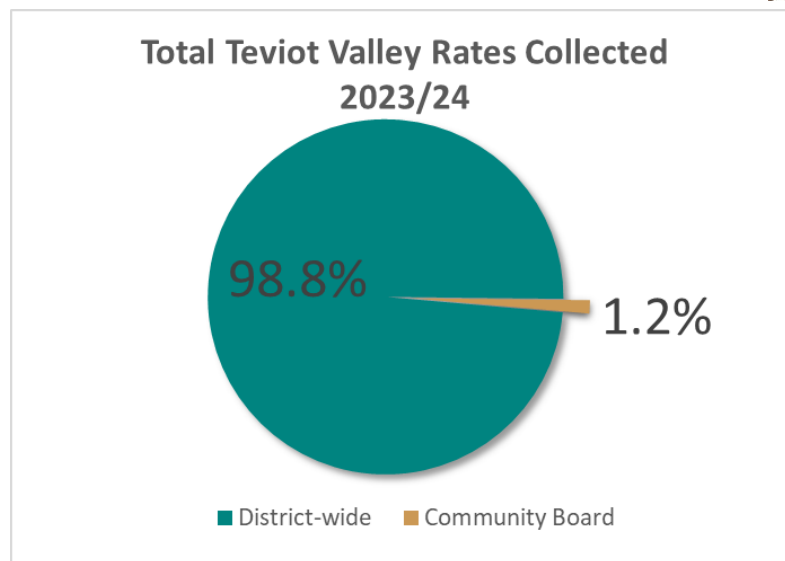
Rates Increase and Comparisons

This graph shows the rates requirements, and the rates increases from the previous Long-term Plan Year 1 2021-22 and Annual Plan 2022-23, along with the draft Annual Plan 2023-24 versus Long-term Plan Year 3 2023-24 that will be collected in the district.



Teviot Valley Rates Collected

This graph shows the makeup of rates collected in the Teviot Valley Ward in terms of the Community Board rates and Districtwide rates. The Community Board rates make up 1.2% of the rates collected in the district. The main driver of the rate movements comes from the District-wide rates.





Teviot Valley Community Board

23 March 2023

Appendix Three

Teviot Valley Community Board – Draft 2023-24 Annual Plan Budget – Capital Expenditure

CAPITAL EXPENDITURE	AP 2023/24	LTP Year 3 2023/24	Movement
Pools Parks and Cemeteries			
Roxburgh Reserves	35,000	30,000	5,000
Millers Flat Recreation Reserve	1,500	1,500	-
Teviot Valley Walkways	1,500	1,500	-
Total Pools Parks and Cemeteries	38,000	33,000	5,000
Property and Community Facilities			
Community Halls Teviot	50,000	50,000	-
Total Property and Community Facilities	50,000	50,000	-
TOTAL CAPITAL EXPENDITURE	88,000	83,000	5,000

Capital Expenditure

A total cost of \$88k for the Annual Plan 2023-24 has been included in the capital expenditure programme.

This is in line with the Long-term Plan Year 3 capital expenditure programme. There has been an increase of \$5k to the King George Park slide project.



Project Grouping	Project Description	AP 2023-24	LTP Year 3 2023-24	Movement
Pools Parks and Cemeteries				
Millers Flat Recreation Reserve	Millers Flat Cenotaph Repairs	1,500	1,500	-
Roxburgh Reserves	King George Park - Free standing older children's slide	30,000	25,000	5,000
	Reserve garden Renewals	5,000	5,000	-
Teviot Valley Walkways	Walkway trail markers	1,500	1,500	-
Total Pools Parks and Cemeteries		38,000	33,000	5,000
Property and Community Facilities				
Community Halls Teviot	Millers Flat Hall - EQ Strengthening	50,000	50,000	-
Total Property and Community Facilities		50,000	50,000	-
TOTAL CAPITAL EXPENDITURE		88,000	83,000	5,000

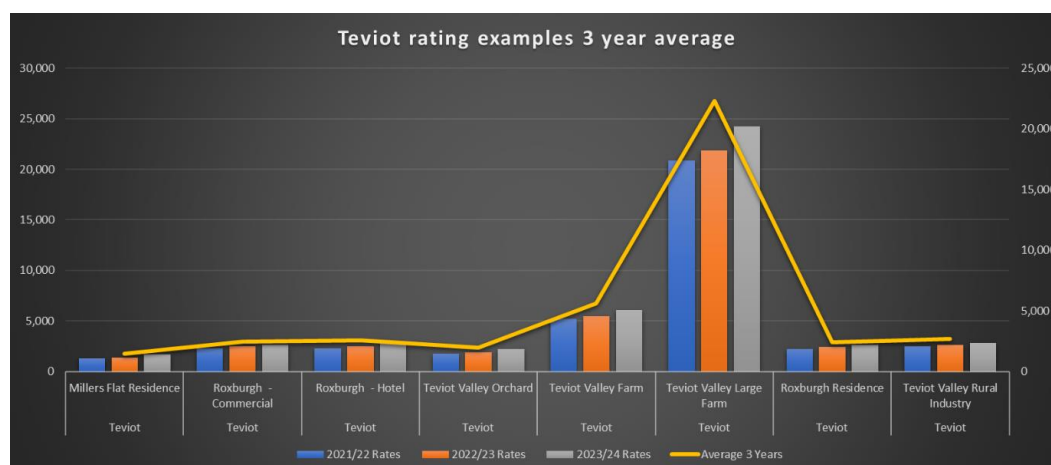
Teviot Valley Community Board

23 March 2023

Appendix Four

Teviot Valley Community Board – Draft 2023-24 Annual Plan Budget – Sample Rates

Ward	Rating Examples	2021/22 Rates	2022/23 Rates	2023/24 Rates	Average 3 Years	% change 22/23 & 23/24
Teviot Valley	Millers Flat Residence	1,319	1,409	1,696	1,475	20%
Teviot Valley	Roxburgh - Commercial	2,280	2,481	2,657	2,473	7%
Teviot Valley	Roxburgh - Hotel	2,333	2,536	2,909	2,592	15%
Teviot Valley	Roxburgh Orchard	1,789	1,886	2,242	1,972	19%
Teviot Valley	Roxburgh Farm	5,251	5,516	6,067	5,611	10%
Teviot Valley	Roxburgh Large Farm	20,856	21,836	24,211	22,301	11%
Teviot Valley	Roxburgh Residence	2,215	2,418	2,649	2,427	10%
Teviot Valley	Roxburgh Rural Industry	2,516	2,648	2,865	2,676	8%



These examples are based on the draft unaudited QV rateable properties 3 yearly revaluation.

23.2.5 TEVIOT VALLEY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2022

Doc ID: 615444

1. Purpose

To consider the financial performance overview as at 31 December 2022.

Recommendations

That the report be received.

2. Discussion

These statements are designed to give an overview of financial performance.

The operating statement for the six months ending 31 December 2022 shows an unfavourable variance of (\$494k) against the revised budget.

2022/23 Full Year Annual Plan \$000	6 MONTHS ENDING 31 DECEMBER 2022				2022/23 Full Year Revised Budget \$000
		YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000	
	Income:				
22	Internal Interest Revenue	16	11	5	22
18	User Fees & Other	12	9	3	18
-	Reserves Contributions	2	-	2	-
529	Rates	280	263	17	529
28	Other Capital Contributions	-	14	(14)	28
596	Total Income	310	297	13	596
	Expenditure				
11	Rates Expense	12	6	(6)	11
147	Cost Allocations	74	74	-	147
47	Other Costs	13	24	11	91
10	Staff	9	5	(4)	10
13	Fuel & Energy	7	6	(1)	13
137	Contracts	57	66	9	137
24	Building Repairs and Mtce	20	12	(8)	24
42	Grants	537	21	(516)	42
18	Members Remuneration	8	9	1	18
6	Internal Interest Expense	-	2	2	6
146	Depreciation	68	73	5	146
602	Total Expenses	805	298	(507)	646
(6)	Operating Surplus / (Deficit)	(495)	(1)	(494)	(49)

This table has rounding (+/- 1)

Income for period ending 31 December 2022

Operating income has a favourable variance of \$13k to the revised budget.

- Internal interest revenue is trending higher than budget. This is due to the Roxburgh pool grant that has been released in this financial year, resulting in the opening Roxburgh pool and general reserves balance being higher than forecasted. Market interest rates are higher than expected.
- Rates has a favourable variance of \$17k. This is mainly due to the rates adjustment increasing depreciation reserves which normally happens at the end of the financial year.
- Other capital contributions has an unfavourable variance of (\$14k). Capital donations for the Millers Flat Hall project are still waiting to be received. Applications to external funders will be made upon the availability of quotes.

Expenditure for period ending 31 December 2022

Expenditure has an unfavourable variance of (\$507k) to revised budget.

- Rates expense shows an unfavourable variance of (\$6k). The key reason being that Central District Otago Council property annual rates for 2022-23 has been paid in full this period. This will be aligned with the budget at the end of the financial year.
- Other costs have a favourable variance of \$11k. This includes compliance schedule \$10k and professional fees \$5k. This is offset by weed control unfavourable variance of (\$4k).
- Contracts has a favourable variance of \$9k. These expenses are needs-based and will vary against budget from time to time.
- Grants has an unfavourable variance of (\$516k). This is due to the \$500k capital contribution made towards the Roxburgh community pool upgrade. This is 50% loan and 50% reserve funded. This was in the 2020/21 Long-term plan budget.

Capital Expenditure

Capital expenditure (CAPEX) for the period ending 31 December 2022 reflects that CAPEX spending is \$10k favourable to revised budget. This quarter did not record any actual capital expenditure during the period. The actual capital spend year to date is 2.5% of the revised budget.

2022/23 Full Year Annual Plan \$000	6 MONTHS ENDING 31 DECEMBER 2022				2022/23 Full Year Revised Budget \$000
		YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000	
	Parks & Reserves:				
1	Roxburgh Reserves - Landscaping & Planting	4	1	(3)	3
31	Roxburgh Reserves - Bins, Signs, Structures	4	17	13	46
2	Millers Flat Recreation Reserve - Tennis Courts	-	3	3	6
34	Total Parks & Reserves:	8	21	13	54
	Property:				
494	Roxburgh Town Hall	8	5	(3)	575
494	Total Property:	8	5	(3)	575
528	Total Capital Expenditure	16	26	10	629

This table has rounding (+/-1)

Parks and reserves – have an overall favourable variance of \$13k.

- Roxburgh reserves bins, signs, structures – the King George Park playground equipment (roundabout) replacement project has been delayed due to availability of the contractor to start the work.

Property – have an overall unfavourable variance of (\$3k).

- Roxburgh Town Hall has an unfavourable variance of (\$3k). Main construction of the project is on hold. This work will be done in conjunction with the community project to replace the cinema screen. This has been carried forward from last financial year and expected to be completed by the end of 2022-23 financial year.

Reserve Funds table for Teviot Valley Ward

- As at 30 June 2022 the Teviot Valley Ward has an audited closing reserve funds balance of \$1.496M. This is the ward specific reserves and does not factor in the district-wide reserves which are in deficit at (\$27.8M). Refer to Appendix 1.
- Taking the 2021/22 audited Annual Report closing balance and adding 2022/23 income and expenditure, carry forwards and resolutions, the Teviot Valley Ward is projected to end the 2022/23 financial year with a closing balance of \$315k.

3. Attachments

Appendix 1 - 2022/23 Teviot Valley Reserves 2022-23.pdf [↓](#)

Report author:

Reviewed and authorised by:



Donna McKewen
Accountant
10/03/2023



Saskia Righarts
Group Manager – Business Support
10/03/2023

AUDITED - 2021/22 Annual Report					2022/23 AP	Adjusted 2022/23 AP Closing*	Forecast 1 including Carry-Forwards FY2022/23	
TEVIOT VALLEY RESERVES	Opening Balance	Transfers In	Transfers Out	Closing Balance	Net Transfers In and Out	AP Closing Balance	In/Out	Revised Closing Balance
	A	B	C	D = A + B - C	E	F = D + E	G	H = F + G
Teviot Valley Promotion								
7033 - Roxburgh Promotions	14,897	137	(468)	14,566	282	14,849	-	14,849
	14,897	137	(468)	14,566	282	14,849	-	14,849
Teviot Valley Recreation and Culture								
7411 - Community Halls Teviot	9,697	84	(694)	9,087	(34,842)	(25,755)	(16,910)	(42,665)
7413 - Roxburgh Memorial Hall	-	-	-	-	-	-	-	-
7414 - Roxburgh Entertainment Centre	212,959	50,239	-	263,199	(480,800)	(217,602)	(97,704)	(315,306)
7461 - Reserves Roxburgh (all)	-	-	-	-	(25,499)	(25,499)	(4,694)	(30,193)
7463 - Teviot Valley Walkway Committee	10,509	3,401	-	15,356	(78,471)	(63,114)	(11,415)	(74,529)
7491 - Roxburgh Pool	50,659	12,889	-	59,418	28,909	88,327	(250,000)	(161,673)
7492 - Millers Flat Pool	19,815	3,428	-	20,109	3,238	23,347	-	23,347
	303,639	70,042	(694)	367,169	(587,465)	(220,296)	(380,723)	(601,019)
Teviot Ward Services Rate								
7111 - General Revenues & Development Roxburgh	723,477	73,716	-	793,077	53,697	846,774	(250,000)	596,774
7341 - Forestry Roxburgh	-	-	-	-	-	-	-	-
7351 - Endowment Land Roxburgh	166,137	1,537	(7,985)	159,689	(3,522)	156,168	-	156,168
7353 - Other Property Roxburgh	-	-	-	-	-	-	(10,000)	(10,000)
7431 - Roxburgh Grants	15,378	3,248	-	18,626	491	19,117	-	19,117
7451 - Millers Flat Recreation Reserve Committee	3,618	38,008	-	41,625	(1,398)	40,228	(4,440)	35,788
	908,610	116,509	(7,985)	1,013,018	49,269	1,062,286	(264,440)	797,846
Teviot Ward Services Charge								
7211 - Elected Members Teviot Valley	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Teviot Ward Specific Reserves								
7130 - CE Horseshoe Bend Fund	0	-	-	-	-	-	-	-
7131 - Roxburgh Hydro Village Upgrade Fund	(165)	-	(2)	(167)	-	(167)	-	(167)
	(165)	-	(2)	(167)	-	(167)	-	(167)
Teviot Ward Development Fund								
7122 - Teviot Valley Reserves Contribution	89,726	13,467	(1,626)	101,567	1,899	103,465	-	103,465
	89,726	13,467	(1,626)	101,567	1,899	103,465	-	103,465
Grand Total	1,316,706	200,155	(10,774)	1,496,153	(536,016)	960,137	(645,163)	314,974

* The Annual Plan closing balance has been adjusted to reflect the closing balance of the Annual Report and the Annual Plan movement. This is to enable a running estimate of the total Reserves balance.

23.2.6 PLAN CHANGE 19 UPDATE

Doc ID: 620835

1. Purpose

To update the Community Board on the progress of Plan Change 19 including detailing the process, submissions received, and next stages.

Recommendations

That the report be received.

2. Discussion

Background

The operative Central Otago District Plan (the Plan) was publicly notified on 18 July 1998 and was amended by decisions on submissions on 1 July 2000. It became operative on 1 April 2008 after references to the Environment Court were settled.

The Residential chapter of the Central Otago District Plan has not been subject to a full review since it was originally drafted in 1998. Minor alterations have been made to the residential provisions as a result of private plan change requests and Council initiated plan changes. Plan Change 19 (PC19) is the most significant Council initiated plan change since the Plan Change 5 series which was a full landscape classification and review of the development and subdivision provisions in the Rural Resource Area. Given its significance it is appropriate to update the Council and Community Boards on the progress of the plan change.

Council has chosen to approach planning for growth through extensive community consultation and the development of spatial plans. The Cromwell Spatial Plan was adopted by Council in 2018 followed by the Vincent Spatial Plan that was adopted by Council in January 2022. In late 2022 Council approved the development of the Teviot Valley Spatial Plan which is now underway. This approach provides certainty and allows for decisions to be made around investment in infrastructure.

The spatial plans have been prepared by the Council to respond to demand for residential land and housing affordability concerns in the district, and to plan for the anticipated growth over the next 30 years.

PC19 implements the direction set by the Cromwell and Vincent spatial plans by proposing rezoning of land for residential use, identifying some areas for future growth, and includes new provisions for managing land use and subdivision within the residential zones.

Plan Change 19

Plan change 19 proposes to make a complete and comprehensive change to the way the district's residential areas are zoned and managed. It is consistent with the National Planning Standards, being the Government templated format for district plans.

PC19 proposes to:

- Replace the current Section 7 Residential Resource Area of the Plan with a new Residential Zone Section, comprising chapters on:
 - Large Lot Residential Zones;
 - Low-Density Residential Zones;
 - Medium Density Residential Zones (including medium density design guidelines);
 - Residential Subdivisions; and
- Amend the planning maps to rezone land in general accordance with what has been identified in the Vincent and Cromwell Spatial Plans and to reflect the new zone names above; and
- Amend Section 18 definitions to insert new definitions that apply in the Residential Zones chapter and make consequential amendments to existing definitions to clarify the sections of the Plan where they apply; and
- Make consequential changes to other sections of the Plan to reflect the proposed new zones.

Medium density guidelines and heritage guidelines have also been developed to ensure higher density developments achieve good urban design, access to open space and protect heritage values in heritage precincts.

PC19 proposes to align with current best planning practice and the National Planning Standards. Where changes to the current approach are not considered necessary to achieve the outcomes sought for residential areas, the current provisions are proposed to be rolled over into the new residential zone chapters, albeit in a refined manner.

The National Planning Standards have been implemented through PC 19 to the extent that it has been possible to do so ahead of the full District Plan Review; including the adoption of the Zone Framework Standard for the new Residential Zones and Residential chapter, and the adoption of definitions insofar as they apply to the provisions proposed in the Residential chapter.

Plan Change 19 Process Timeline – to date

Date	Process
26 January 2022	Vincent Spatial Plan adopted by Council
February – May	Plan Change 19 and Medium Density Guidelines finalised and engagement with statutory parties undertaken.
1 June 2022	Plan Change 19 (including medium density guidelines) approved for release by Council
9 July 2022	Plan Change 19 publicly notified
Week of 25 th July	PC 19 drop-in sessions Alexandra
Week of 1 st August	Drop-in sessions Alexandra and Cromwell
Week of 22 nd August	Drop-in sessions Alexandra (including evening timeslot)
Week of 29 th August	Drop-in sessions Cromwell (including evening timeslot)
2 September 2022	Submissions Closed (171 submissions received)
1 December 2022	Submissions on summary of decisions requested in submissions publicly notified

19 December 2022	Submissions on summary of decisions requested in submissions closed (77 further submissions received)
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This is a complex plan change which has attracted a large number of submissions covering a broad range of plan provisions and topics.

Potential Private Plan Changes

Prior to notification of PC19 Council staff sought legal advice on the potential impact of receiving and processing requests for private plan changes to the Residential Chapter of the operative District Plan alongside a comprehensive review of the residential provisions.

If Council were to accept a private plan change on the operative District Plan, it would potentially be faced with considering a request to change the Plan at the same time it is undertaking a comprehensive change to the objectives and policies of the plan. This is not what is contemplated by the legislation and is not considered to be sound resource management practice. As noted above PC19 is a comprehensive re-write of a whole chapter of the operative plan with a new suite of objectives, policies, and rules. The running of the two processes side by side would also likely cause confusion, particularly as the comprehensive review of the residential chapter of the plan will effectively rewrite the provisions of a private plan change.

When deciding whether to adopt, accept, convert, or reject a private plan change, one of the things Council considers is the integrated effects of the change. And Clause 25 (4) (c) of the First Schedule to the Resource Management Act 1991 allows Council to reject a request on the basis that the request is not in accordance with sound resource management practice.

Council has two years to process a private plan change from notification to decisions, which is the same timeframe for processing of a Council initiated plan change. PC 19 is progressing well within that two-year period and hearings are anticipated to be around ten months from notification. A private plan change proposal that reflects the residential zoning in the Vincent Spatial Plan (adopted by Council January 2022), is unlikely to be disadvantaged by the request being processed as part of PC 19.

If a private plan change request was received that proposed to adopt the provisions of proposed PC19, but were not contemplated by the spatial plans, it would not create the same issues and could potentially be accepted.

Giving Effect to a Plan Change

In terms of when a plan change can be relied upon for the purpose of the lodging of a resource consent, until hearings on submissions have been conducted, submitters have had the opportunity to participate, a decision has been issued that is beyond the appeal period, the provisions cannot be relied upon.

A plan change process is by no means a rubber stamp. During the processing and hearing of a plan change, (council initiated or private), the provisions may change as the Hearings Panel considers the submission received. This process is transparent, and it is important that the submitters feel heard.

Applications for resource consent are not able to be processed under the new provisions until the plan change decisions have been issued and are beyond challenge. This is because the plan change provisions have no legal effect and there is no certainty that a plan change will be approved in its notified form.

Similarly, there can be no certainty of the outcome of any future subdivision or resource consent granted under the proposed rules, until those provisions are beyond challenge. Any expectation regarding the outcome of a plan change, and any future resource consent to be processed under those provisions, should be undertaken with an understanding of the risk that the provisions may change. Council has two years to process the plan change and a decision on PC 19 is required by 9 July 2024.

Next Steps

While the dates for hearings are yet to be set, Council is intending to progress to the next stages of the plan change in the first quarter of 2023, starting with consideration of whether pre-hearing meetings would be appropriate in relation to some issues raised in submissions, and the preparation of the section 42A recommendation to the Hearings Panel. The next stages of the process are outlined below:

1. Pre-Hearing Meetings (if required).
2. Preparation and circulation of section 42A recommendation report and evidence exchange.
3. Hearings held.
4. Decisions released.
5. Appeals (if any)

It is hoped that hearings may be able to be scheduled in April/May, however that will be dependent on the outcome of any pre-hearing meetings (if required).

3. Attachments

Nil

Report author:



Ann Rodgers
Principal Policy Planner
16/01/2023

Reviewed and authorised by:



Louise van der Voort
Acting Chief Executive Officer
14/03/2023

6 MAYOR'S REPORT

23.2.7 MAYOR'S REPORT

Doc ID: 618251

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Teviot Valley Community Board receives the report.

His Worship the Mayor will give a verbal update on activities and issues of interest since the last meeting.

2. Attachments

Nil

Report author:



Tim Cadogan
Mayor
9/03/2023

7 CHAIR'S REPORT

23.2.8 CHAIR'S REPORT

Doc ID: 618245

1. Purpose

The Chair will give an update on activities and issues since the last meeting.

Recommendations

That the report be received.

2. Attachments

Nil

8 MEMBERS' REPORTS

23.2.9 MEMBERS' REPORTS

Doc ID: 618241

1. Purpose

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

Recommendations

That the report be received.

2. Attachments

Nil

9 STATUS REPORTS

23.2.10 MARCH 2023 GOVERNANCE REPORT

Doc ID: 621112

1. Purpose

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

Recommendations

That the report be received.

2. Discussion

Status Report

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

3. Attachments

Appendix 1 - TVCB Status Updates [↓](#)

Report author:

Reviewed and authorised by:



Wayne McEnteer
Governance Manager
06/03/2023



Saskia Righarts
Group Manager - Business Support
06/03/2023

Status Updates		Committee: Teviot Valley Community Board			
Meeting	Report Title	Resolution No	Resolution	Officer	Status
28/11/2019	Otago Fish and Game Council Proposal to Construct a Jetty and Walking Track at Pinders Pond, Roxburgh (COM 07-65-006)	19.9.6	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees in principle to the proposal to construct a floating pontoon and associated walking track on Pinders Pond Reserve, and to initiate community engagement on the proposal.</p> <p>C. Notes that a further report will be presented that conveys the findings from the community engagement process and informs a final decision.</p>	Parks Officer - Projects	<p>December 2019 Action memo sent to the Parks Officer Projects.</p> <p>January 2020 Otago Fish and Game Council and Contact Energy are to provide Council with design drawings for the community engagement process.</p> <p>April 2020 Plans have not yet been made available to plan the community engagement process.</p> <p>June 2020 Initial scoping of the site and advice on the track detail has been completed by Contact Energy Ltd. Awaiting design detail from Otago Fish and Game Council and Contact Energy so that public consultation can be carried out.</p> <p>July 2020 Design detail has not yet been received.</p> <p>September 2020 Design detail work is progressing.</p> <p>November 2020 Awaiting detail design material. The planned consultation process is likely to be rescheduled into 2021.</p> <p>December 2020 Awaiting detail design material.</p> <p>February – July 2021 Contact was made with Contact Energy Ltd. prior to Christmas requesting a status update. Awaiting detail design material.</p> <p>August 2021 Further correspondence sent attempting to progress project. Project unable to progress until able to engage with Contact Energy.</p> <p>ON HOLD</p> <p>29 Aug 2022 No communication from either external party so the project has not progressed from the last report.</p>

					<p>03 Nov 2022 No communication from either external party so the project has not progressed. Plans for the proposed walkway and pontoon are to be supplied to Council and are required to enable quality consultation with the community.</p> <p>03 Mar 2023 Contact Energy contacted staff in early February 2023 with a concept plan and have advised a final design will be provided once completed.</p>
17/06/2021	Allocation of Teviot Valley Walkways Reserve Fund	21.5.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the proposed work programme and expenditure to come from the Teviot Valley Walkways Reserve.</p> <p>C. Agrees to retain the Teviot Valley Walkways Reserve account.</p> <p>D. Recommend to Council that the delegation from the Teviot Valley Community Board to the Teviot Valley Walkways Committee be reviewed as part of the next delegation manual update.</p>	Parks Officer - Projects	<p>21 Jun 2021 Action memo sent to Parks Officer - Projects and Finance</p> <p>19 Jul 2021 Signage design being completed on a site-by-site basis, starting with the River Track. Improvements on Grovers Hill will wait until the wind-blown forestry damage is removed.</p> <p>24 Aug 2021 Staff working with Walkways Committee to implement signage and track improvements</p> <p>08 Oct 2021 Staff continue to work with Walkways Committee to implement signage and track improvements</p> <p>10 Nov 2021 Staff are working with the Walkways Committee to implement signage and track improvements.</p> <p>10 Jan 2022 Teviot Walkways Committee have applied to Council for additional funding to contribute to the project cost to upgrade the Roxburgh River Track. Awaiting tree removal on Grovers Hill before completing signage install.</p> <p>14 Mar 2022 Waiting for trees to be removed on the Grovers Hill reserve. Work is now focussed on the Roxburgh River Track. The river track</p>

					<p>work due to be completed in June.</p> <p>21 Apr 2022 Walkway development on Grovers Hill and the Roxburgh River track is unlikely to be completed before the end of the financial year due to the time delays caused by the pine tree removal on Grovers Hill and the funding application and swimming pool demolition not yet progressed for the River Track.</p> <p>30 Aug 2022 Walkway development focus is the length adjacent to the swimming pool project. Work was stalled while the pool demolition was carried out. This is now complete and track construction imminent. The balance of the work is subject to a trail funding application to Council.</p> <p>03 Nov 2022 Funding to complete maintenance improvements on the Roxburgh River Track has been approved. Through Teviot Prospects the Walkway Advisory Group and Council staff are coordinating the works for completion in early 2023. The section of track alongside the Roxburgh swimming pool development will not be completed until the pool is completed., Signs for Grovers Hill will be installed once the replanting of the site and track development is resolved.</p> <p>03 Mar 2023 Work on the River Track is stalled by contractor availability. The work is currently deferred on that basis until winter.</p>
21/10/2021	Promotion Grant Applications 2021 - 22 First Round	21.8.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Declines a promotions grant for the Central Otago District Arts Trust.</p> <p>GRA210750614 Central Otago District Arts Trust – Cover to Cover events – graphic</p>	Media and Marketing Manager	<p>28 Oct 2021 Action memo sent to the Media and Marketing Manager and to Finance.</p> <p>08 Nov 2021 Applicants advised of Board decision with details on when and how to draw down approved grants</p> <p>19 Jan 2022 Cavalcade grant was uplifted in December.</p>

			<p>design</p> <p>Year 1 LTP 2021/22 applied \$700 Decline: \$0</p> <p>C. Approves a promotions grant for Cavalcade Host Town Committee of \$2,500 to be funded from the Roxburgh Promotions Reserve (7033) for marquee hire.</p> <p>GRA210925282 The Cavalcade Host Town Committee Inc. - Millers Flat Cavalcade 2022</p> <p>Year 1 LTP 2021/2022 applied \$10,304 Approve: \$2,500</p> <p>D. Approves a promotions grant of \$500 to be funded from the Teviot Valley Promotions budget for marketing and promotions costs.</p> <p>GRA210804641 Teviot Prospects Cherry Chaos Event Management and Marketing</p> <p>Year 1 LTP 2021/22 applied \$2,000 Approve: \$500</p> <p>Year 2 LTP 2022/23 applied \$2,000 Decline: \$0</p> <p>Year 3 LTP 2023/24 applied \$2,000 Decline: \$0</p>		<p>The Cherry Chaos event has been cancelled so the grant has not be uplifted.</p> <p>02 Feb 2022 Email received from Cherry Chaos Event Manager confirming that the approved grant will not be uplifted due to the event not proceeding. Grant will therefore remain available for applications in next funding round.</p> <p>14 Mar 2022 Cavalcade to retrain their promotion grant for their postponed event, now to be held March 2023. Discussed and agreed by Board at February 2022 meeting. On hold until the report back post-event in 2023. ON HOLD</p> <p>02 Jun 2022 No further update expected until after Cavalcade event in February 2023</p> <p>26 Aug 2022 No further update until the event has taken place February/March 2022</p> <p>03 Mar 2023 The cavalcade proceeded as planned. The host town events and hoedown will take place on Saturday 4 March 2023. A report back can be expected within 3 – 4 months of the event to allow for final financial costs to be processed. No further report expected until approx. 30 Jun 2023.</p>
25/11/2021	Roxburgh Cemetery Trustees	21.9.3	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to accept the administration, management and operation of the Roxburgh Cemetery from the Roxburgh Cemetery Trustees to the Central Otago District Council, subject to the land encroachment of the Cemetery being resolved.</p>	Parks and Recreation Manager	<p>30 Nov 2021 Action memo sent to the Parks and Recreation Manager and to Finance.</p> <p>14 Jan 2022 The Department of Conservation and the Ministry of Health have been advised of the Board's decision. We are now waiting for DOC to complete the survey and land transfer requirements for the cemetery.</p> <p>14 Mar 2022 Still waiting for DOC to complete the survey and land transfer requirements for the cemetery.</p>

					<p>21 Apr 2022 There have been no changes since the last advisory.</p> <p>08 Jun 2022 The neighbouring property has now been surveyed. DOC have yet to update Council on next steps.</p> <p>25 Aug 2022 The issue is waiting for DOC to undertake land transfer. Multiple attempts have been made to DOC to progress this work.</p> <p>13 Jan 2023 No further update at this time.</p> <p>03 Mar 2023 No further update.</p>														
16/06/2022	Roxburgh - Millers Flat Returned and Services' Association Incorporated - Lease Renewal	22.4.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to grant a lease of approximately 49m², as outlined in the report, over the Roxburgh Service Centre, Lot 2 Deposited Plan 4309, to the Roxburgh – Millers Flat Returned and Services' Association Incorporated.</p> <p>This lease is subject to the Community Leasing and Licensing Policy. The general terms and conditions are as follows:</p> <table><tr><td>Commencement Date:</td><td>14 August 2021.</td></tr><tr><td>Term:</td><td>Fifteen years.</td></tr><tr><td>Rights of Renewal:</td><td>One of fifteen years.</td></tr><tr><td>Final Expiry Date:</td><td>13 August 2051.</td></tr><tr><td>Annual Rent:</td><td>\$1 per annum (if collected).</td></tr><tr><td>Permitted Use:</td><td>RSA Meeting room.</td></tr><tr><td>Special Conditions:</td><td>The landlord reserves the right to terminate the agreement with six</td></tr></table>	Commencement Date:	14 August 2021.	Term:	Fifteen years.	Rights of Renewal:	One of fifteen years.	Final Expiry Date:	13 August 2051.	Annual Rent:	\$1 per annum (if collected).	Permitted Use:	RSA Meeting room.	Special Conditions:	The landlord reserves the right to terminate the agreement with six	Property and Facilities Officer (Vincent and Teviot Valley)	<p>28 Jun 2022 Action Memo sent to report writer.</p> <p>24 Aug 2022 Lease agreement issued to the RSA. Following up on signature.</p> <p>07 Nov 2022 Awaiting RSA's signature on the lease. An offer by staff has been made to meet with members to run through the document.</p> <p>23 Dec 2022 Awaiting response from RSA. Property and Facilities Officer is following up.</p> <p>02 Mar 2023 Continuing to follow this up with the RSA. We are trying to coordinate a meeting to discuss the lease.</p>
Commencement Date:	14 August 2021.																		
Term:	Fifteen years.																		
Rights of Renewal:	One of fifteen years.																		
Final Expiry Date:	13 August 2051.																		
Annual Rent:	\$1 per annum (if collected).																		
Permitted Use:	RSA Meeting room.																		
Special Conditions:	The landlord reserves the right to terminate the agreement with six																		

			<p>months' notice if it requires part or whole of the occupied area for other activities.</p> <p>The tenant reserves the right to terminate the agreement with six months' notice if they do not require part or whole of the occupied areas for the purposes of theatre storage.</p> <p>Should the Memorial Hall complex ever be removed or destroyed, the Council would not be liable for providing the RSA with new premises. However, should the complex be rebuilt, provision will be made for an RSA room.</p> <p>Should the RSA not continue to exist, then the Council (or its successor) will be advised of the RSA's nominated successor to use the room. The Association would have to identify the group to be its successor, and this group would be required to have direct links to the RSA (e.g. Women's Division of the RSA) rather than an unrelated group. The Council would require the successor to be identified by the RSA and meet the approval of the Roxburgh Community Board.</p> <p>If there is no apparent successor for using the room will revert to the control of the Council.</p>		
9/09/2022	2022/23 Community and Promotions	22.5.2	<p>That the Teviot Valley Community Board:</p> <p>A. Receives the report and accepts the level of</p>	Community Development Advisor	<p>03 Nov 2022</p> <p>The grant to Roxburgh Pioneer Energy Brass Band has been paid. Awaiting for</p>

	Grants Applications		<p>significance.</p> <p>B. Allocates \$2,000 to the Roxburgh Pioneer Energy Brass Band Inc. from the 2022/23 community grants budget.</p> <p>C. Allocates up to \$1,786 to the Teviot District Museum Inc. towards their operating costs from the 2022/23 community grants budget subject to the purchase of the masonic lodge building.</p>		<p>finalisation of building purchase before payment of the grant to the Teviot District Museum Inc.</p> <p>06 Mar 2023 The grant to the Teviot District Museum was paid in January 2023 once confirmation of the building purchase was received. Staff will ensure accountabilities are filed as required. MATTER CLOSED</p>
9/09/2022	Roxburgh Golf Club Lease - Rent Review.	22.5.3	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to recommend to Council:</p> <ol style="list-style-type: none"> 1. That for the five years commencing 01 July 2021, the rent payable under the lease held by the Roxburgh Golf Club shall be assessed in accordance with the (original version of) Council's 2019 Leasing and Licensing Policy, at \$772 per annum plus GST. 2. To vary the lease by increasing the area by 0.3000 hectares to approximately 45.3000 hectares by including the land containing the car park. <p>C. Notes that the Board encourages the club to apply for a grant through the community grants process.</p>	Property and Facilities Officer (Vincent and Teviot Valley)	<p>07 Nov 2022 Report to the Council is on the agenda for 9 November 2022.</p> <p>23 Dec 2022 Deed of Variation sent to the Golf Club. Awaiting return.</p> <p>02 Mar 2023 Following up with the Club on the return of the signed variation.</p>
24/11/2022	Grovers Hill Recreation Reserve Re-Planting Options	22.7.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees that the Roxburgh Recreation Reserve area – Grovers Hill is replanted with eleven hectares of <i>Pinus attenuata</i> and one hectare of mixed natives.</p>	Parks and Recreation Manager	<p>09 Dec 2022 Sent and copied 1 December 2022</p> <p>13 Jan 2023 There will be no further updates until autumn when site is anticipated to be windrowed ready for planting.</p> <p>03 Mar 2023 No further update at this time.</p>

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 4 May 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
23.2.11 - March 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
