

AGENDA

Ordinary Council Meeting Wednesday, 19 April 2023

Date: Wednesday, 19 April 2023

Time: 10.30 am

Location: Ngā Hau e Whā, William Fraser Building,

1 Dunorling Street, Alexandra

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

Louise van der Voort Acting Chief Executive Officer

Notice is hereby given that a Council Meeting will be held in Ngā Hau e Whā, William Fraser Building, 1 Dunorling Street, Alexandra and live streamed via Microsoft Teams on Wednesday, 19 April 2023 at 10.30 am. The link to the live stream will be available on the Central Otago District Council's website.

Order Of Business

1	Apologies	S	5
2	Public Fo	rum	5
3	Confirmat	tion of Minutes	5
	Ordinary C	Council Meeting - 30 March 2023	7
4	Declaration	on of Interest	11
	23.4.1	Declarations of Interest Register	11
5	Reports		15
	23.4.2	Application to Stop Part of Branxholm Street	15
	23.4.3	Ratification of Resolution 23.2.4 (Proposal to Dispose of Land to Waka Kotahi New Zealand Transport Agency).	62
	23.4.4	Request for additional maintenance funding to maximise Waka Kotahi subsidy	67
	23.4.5	Increased Sampling Cost to Meet New Drinking Water Rules	72
	23.4.6	Elderly Persons Housing Rent Review	76
	23.4.7	Economic Development Work Programme Progress Report	82
	23.4.8	Public Toilet Policy	86
	23.4.9	Wilding Conifer Control Policy	95
	23.4.10	Process for the Appointment of an Audit and Risk Chair	. 103
	23.4.11	Update to the Register of Delegations	. 105
6	Mayor's F	Report	. 145
	23.4.12	Mayor's Report	. 145
7	Status Re	ports	. 147
	23.4.13	April 2023 Governance Report	. 147
8	Communi	ty Board Minutes	. 218
	23.4.14	Minutes of the Maniototo Community Board Meeting held on 16 March 2023	. 218
	23.4.15	Minutes of the Vincent Community Board Meeting held on 21 March 2023	. 225
	23.4.16	Minutes of the Cromwell Community Board Meeting held on 22 March 2023	. 232
	23.4.17	Minutes of the Teviot Valley Community Board Meeting held on 23 March 2023	. 240
9	Committe	e Minutes	. 248
	23.4.18	Minutes of the Audit and Risk Committee Meeting held on 24 March 2023	. 248
10	Date of th	e Next Meeting	. 255
11	Resolutio	n to Exclude the Public	. 256

23.4.19	Alexandra Airport Commercial Hangar Site Request	. 256
23.4.20	Water Services Update on Compliance Status	. 256
23.4.21	Proposal to revoke Resolution	. 256
23.4.22	Strategic Risk Register Report	. 256
23.4.23	April 2023 Confidential Governance Report	. 257
23.4.24	Confidential Minutes of the Vincent Community Board Meeting held on 21 March 2023	. 257
23.4.25	Confidential Minutes of the Cromwell Community Board Meeting held on 22 March 2023	. 257
23.4.26	Confidential Minutes of the Teviot Valley Community Board Meeting held on 23 March 2023	. 257
23.4.27	Confidential Minutes of the Audit and Risk Committee Meeting held on 24 March 2023	. 257

Members

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

In Attendence L van der Voort (Acting Chief Executive Officer), L Fleck (General Manager -People and Culture), S Righarts (Group Manager - Business Support), D Rushbrook (Group Manager - Community Vision), D Scoones (Group Manager - Community Experience), M De Cort (Communications Coordinator), W McEnteer (Governance Manager)

- 1 **APOLOGIES**
- 2 **PUBLIC FORUM**
- 3 **CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 30 March 2023

MINUTES OF A COUNCIL MEETING OF THE CENTRAL OTAGO DISTRICT COUNCIL HELD AT NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING, 1 DUNORLING STREET, ALEXANDRA

AND LIVE STREAMED VIA MICROSOFT TEAMS ON THURSDAY, 30 MARCH 2023 COMMENCING AT 10.01 AM

PRESENT: His Worship the Mayor T Cadogan (Chairperson), Cr N Gillespie, Cr T Alley

(via Microsoft Teams), Cr S Browne, Cr I Cooney, Cr S Duncan, Cr S Feinerman, Cr N McKinlay, Cr M McPherson, Cr T Paterson (via

Microsoft Teams)

IN ATTENDANCE: S Jacobs (Chief Executive Officer), S Righarts (Group Manager - Business

Support), D Rushbrook (Group Manager - Community Vision), D Scoones (Group Manager - Community Experience), L van der Voort (Group Manager - Planning and Infrastructure), S Finlay (Chief Financial Officer), Q Penniall (Infrastructure Manager), C Martin (Project Manager – Organisational), M De Cort (Communications Coordinator), W McEnteer (Governance

Manager)

Note: His Worship the Mayor gave a karakia to start the meeting.

1 APOLOGIES

APOLOGY

RESOLUTION

Moved: Feinerman Seconded: Duncan

That the apologies received from Crs Claridge and Laws be accepted.

CARRIED

2 PUBLIC FORUM

There was no public forum.

3 CONFIRMATION OF MINUTES

RESOLUTION

Moved: Browne Seconded: McPherson

That the public minutes of the Ordinary Council Meeting held on 8 March 2023 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. Cr Feinerman declared an interest in item 23.3.4.

5 **REPORTS**

23.3.2 PROPOSED RATING AND FEES UPDATE TO WASTE SERVICES

To consider updating the differentials for rating charges for waste services.

RESOLUTION

Moved: **McKinlay** Seconded: **McPherson**

That the Council

- Receives the report and accepts the level of significance. A.
- B. Agrees to adopt the updated differentials for the calculation of waste charges for the 2023/24 Annual Plan period.
- C. Agrees to the proportional approach increase for the cost of upsizing to a larger 240L rubbish bin.

CARRIED

SUPPORTING DOCUMENTATION AND CONSULTATION DOCUMENT FOR 23.3.3 **ANNUAL PLAN 2023-24**

To adopt the supporting documentation and Consultation Document for the Annual Plan 2023-24.

After discussion it was agreed to include the property rates calculator link in the consultation document below the rates examples and to check that rating impacts for IceInLine were correct before the document is published to the website.

RESOLUTION

Moved: Cadogan Gillespie Seconded:

That the Council

- A. Receives the report and accepts the level of significance.
- B. Adopts the supporting document to the Consultation Document for the Annual Plan 2023-24.
- C. Adopts the Consultation Document for the Annual Plan 2023-24 for public consultation.

CARRIED

Note: Cr Feinerman declared an interest in item 23.3.4. She did not take part in discussion or vote on the item.

23.3.4 THREE WATERS BETTER OFF FUNDING - FUNDING SHORTFALL

To consider the funding shortfall from the projects agreed to be funded from the Three Waters Better Off Funding.

RESOLUTION

Moved: Duncan Seconded: McPherson

That the Council

- A. Receives the report and accepts the level of significance.
- B. Notes that there is a funding shortfall of \$204k from the projects agreed by Council to be funded from the Three Waters Better Off Funding.
- C. Agrees to apply the funding shortfall to the Pool Sand Filters project.
- D. Notes that staff will work to try and recoup some of this shortfall from contingencies contained within the other projects.
- E. Agrees that if there remains a funding shortfall, then budget already provided for the Pool Sand Filters project within the 2021-31 Long-term Plan be used.

CARRIED

Attachments

1 Better Off Funding Projects

Note: Cr McPherson left the meeting at 10.53 am and returned at 10.54 am.

23.3.5 MOVING COUNCIL MEETINGS TO A MONTHLY MEETING CYCLE

To consider whether to move to a monthly meeting cycle for Council meetings.

After discussion it was agreed to adopt a monthly meeting cycle, and for it to come into effect following the Annual Plan process.

RESOLUTION

Moved: Cadogan Seconded: McPherson

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to a monthly meeting cycle for Council meetings on the last Wednesday of the
- C. Agrees that this will start in July 2023 after the Annual Plan process is completed.

CARRIED

6 DATE OF NEXT MEETING

The date of the next scheduled meeting is 19 April 2023.

7 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION

Moved: Cadogan Seconded: Gillespie

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
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
23.3.6 - Acting Chief Executive Officer	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The public were excluded at 11.01 am and readmitted at 11.05 am.

Note: His Worship the Mayor thanked the outgoing Chief Executive Officer, Sanchia Jacobs. He spoke of the strength of her leadership and resilience in guiding the council through unprecedented times. His Worship wished her well for the future. Ms Jacobs responded in thanks to Council members and staff.

The meeting closed at 11.13 am.



4 DECLARATION OF INTEREST

23.4.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 626270

1. Purpose

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

2. Attachments

Appendix 1 - Declarations of Interest <a>J

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Tamah Alley	Manuherikia Irrigation Co-operative	Manuherikia Irrigation Co-operative	Alexandra Community House Trust
	(shareholder)	Society Ltd (shareholder)	Central Otago Wilding Conifer Control
	Oamaru Landing Service (OLS)	Emergency Management Otago Group	Group
	(family connection)	Controller (employee)	
	Cliff Care Ltd (family connection)	Aviation Cherries Ltd (Director)	
	Aviation Cherries Ltd (Director)		
	Tenaya New Zealand Ltd (Director		
	and Shareholder)		
Sarah Browne	Anderson Browne Construction and	Anderson Browne Construction and	Cromwell Youth Trust
	Development (Director and	Development (Director and	Tarras Community Plan Group
	Shareholder)	Shareholder)	
	Infinite Energy Ltd (Shareholder)	Infinite Energy Ltd (Employee)	
	Central Otago Sports Turf Trust		
	(Trustee)		
	Central Football and Multisport Turf		
Time Condonne	Trust (Trustee)	Tue Daddade (ampleus)	Manufactia Evanda Cour
Tim Cadogan	Business South Central Otago	Two Paddocks (employee)	Manuherekia Exemplar Group
	Advisory Group (member)		Eden Hore Steering Committee
	Alexandra Squash Club (member)		Major Projects Reference Group Airport Reference Group
Lynley Claridge	Affinity Funerals (Director)	Affinity Funerals (Shareholder)	All port Reference Group
Ian Cooney		Animity Functions (Gharenoider)	
	Monteith's Brew Bar (Manager)	Denves Forms Weddenburg	Otana Danisa al Transpart Comunitta a
Stuart Duncan	Penvose Farms - Wedderburn	Penvose Farms - Wedderburn	Otago Regional Transport Committee Maniototo Ice Rink Committee
	Cottages and Farm at Wedderburn (shareholder)	Cottages and Farm at Wedderburn (shareholder)	
	Penvose Investments - Dairy Farm at	Penvose Investments - Dairy Farm at	Maniototo Curling International Inc
	Patearoa (shareholder)	Patearoa (shareholder)	
	Fire and Emergency New Zealand		
	The and Emergency New Zealand		

Item 23.4.1 - Appendix 1 Page 12

	(member) JD Pat Ltd (Shareholder and Director)		
Sally Feinerman	Feinerman's Ltd, 109 Scotland Street (Owner / Director) Roxburgh Pool Committee (Chair) Sally Feinerman Trust (Trustee) Feinerman Family Trust (Trustee) MPI Teviot Valley Community Hubs group	Breen Construction (employee / builder)	Ida MacDonald Charitable Trust Teviot Prospects
Neil Gillespie	Contact Energy (Senior Specialist - Hydro Sustainability) Clyde & Districts Emergency Rescue Trust (Secretary and Trustee) Cromwell Volunteer Fire Brigade (Chief Fire Officer) Cromwell Bowling Club (patron) Otago Local Advisory Committee - Fire Emergency New Zealand Returned Services Association (Member)		Tarras Hall Committee
Cheryl Laws	The Message (Director) Wishart Family Trust (Trustee) Wooing Tree (Assistant Manager - Cellar Door) Daffodil Day Cromwell Coordinator	Otago Regional Council (Councillor) The Message (Director)	Cromwell Resource Centre Trust Old Cromwell Incorporated
Nigel McKinlay	Transition To Work Trust (Board member) Gate 22 Vineyard Ltd (Director) Everyday Gourmet (Director) Central Otago Wine Association		Cromwell Hall Reference Group Cromwell Town Centre Reference Group Major Projects Governance Group

Item 23.4.1 - Appendix 1 Page 13

	(member)		
	Long Gully Irrigation Scheme		
	(member)		
	CODC (employee) (Granddaughter)		
Martin	Alexandra Blossom Festival	CODC (employee)	Alexandra and Districts Youth Trust
McPherson		CODC (employee) (Daughter)	
Tracy Paterson	Matakanui Station (Director and	Matakanui Station (director and	Omakau Recreation Reserve
	shareholder)	shareholder)	Committee
	Matakanui Development Co (Director	Matakanui Development Co (director	Ophir Welfare Association Committee
	and shareholder)	and shareholder)	Central Otago Health Incorporated
	A and T Paterson Family Trust	A Paterson Family Trust (trustee)	
	(trustee)	A and T Paterson Family Trust	
	A Paterson Family Trust (trustee)	(trustee)	
	Central Otago Health Inc (Chair)	Federated Farmers (on the executive	
	Bob Turnbull Trust (Trustee / Chair)	team)	
	New Zealand Wool Classers	Omakau Irrigation Co (director)	
	Association (board member)	Matakanui Combined Rugby Football	
	Central Otago A&P Association	Club (Committee)	
	(member)	Manuherikia Catchment Group	
	Maunuherikia Exemplar Governance	(member)	
	Group (member)	Omakau Domain Board	
		Omakau Hub Committee (Chair)	
		Manuherekia Valley Community Hub	
		Trust (Trustee)	
		Southern Cross Sheep Ltd (Director)	
		Mt Stalker Ltd (Trustee)	
		Mt Stalker Pastoral Ltd	

Item 23.4.1 - Appendix 1 Page 14



5 REPORTS

23.4.2 APPLICATION TO STOP PART OF BRANXHOLM STREET

Doc ID: 624462

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 Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to stop an unformed portion of Branxholm Street, being the 268 square metres of legal road identified as Section 1 in figure 1, subject to:
 - The applicants paying all costs associated with the stopping.
 - The land identified as Section 1 in figure 1, being transferred to the applicants for \$1.
 - 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

Report for Recommendation (to Council)

At their meeting of 23 March 2023, the Teviot Valley Community Board (the Board) considered a report on a proposal to stop 268 square metres of legal road, being part of Branxholm Street.

A copy of the report, which was for recommendation (to Council), is attached as **Appendix 1**.

On consideration, the Board resolved (RES 23.2.2) to recommend to the Council as follows:

- 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 all other costs associated with the stopping.
 - The land identified as Section 1 in figure 5, being transferred to the Applicants for \$1.
 - 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.

A plan of the proposed stopping, which identifies the road to be stopped as Section 1, is shown below in figure 1.



Figure 1 – Plan of the proposed stopping.

3. Discussion

Board Recommendation

The recommendation made to the Council by the Board (Resolution 23.2.2) is not consistent with Council's Roading Policy as it relates to private road stoppings.

Council's Roading Policy

Council's Roading Policy as it relates to road stopping costs and fees is as follows:

Where a road stopping is initiated by the Council, the costs and expenses associated with the road stopping (including Council staff time) are to be funded from the Business Unit initiating the road stopping.

Where any other person applies to stop a road, then that person shall be responsible for meeting all costs and expenses associated with the road stopping process as determined by the Council (including Council staff time).

The Council may, in its discretion, determine that there is an element of public benefit to the proposed road stopping, and may agree that the costs associated with the road stopping should be shared between the applicant and the Council in such proportions as the Council shall determine. This will normally only be considered in the situation where a section of formed road is located on private property, and a road stopping process is being undertaken in tandem with legalising the existing road alignment.

The Council shall not commence any road stopping procedure unless it obtains a written agreement in advance from the applicant to pay all costs and expenses incurred.

Council's Roading Policy as it relates to the sale of stopped road is as follows:

In addition to the administrative and staff costs associated with a road stopping the applicant shall pay to the Council the current market value of the stopped road as determined by a registered valuer appointed by the Council. For the purposes of this paragraph "current market value" means the value attributable to the highest and best use of the land including consideration of the value that the stopped road adds to the adjoining land with which it is to be amalgamated with.

4. Options

Option 1

To agree to stop an unformed portion of Branxholm Street, being the 268 square metres of legal road identified as Section 1 in figure 1, subject to:

- The applicants paying all costs associated with the stopping.
- The land identified as Section 1 in figure 1, being transferred to the applicants for \$1.
- 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 of (encroachment to) the legal road will be legalised.
- Will not compromise the roading network.
- Is consistent with the provisions of the Public Works Act 1981.

Disadvantages:

- Would be contrary to Council's Roading Policy as it relates to private road stoppings.
- Would not be consistent with other private road stoppings which have already been approved subject to Council's Roading Policy.
- Could set a precedent for future private road stopping applications.
- No income would be received for the purpose of addressing public roading matters.

Option 2

To agree to stop an unformed portion of Branxholm Street, being the 268 square metres of legal road identified as Section 1 in figure 1, 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 applicant's occupation of (encroachment to) the legal road will be legalised.
- Will not compromise the roading network.
- Is consistent with Council's Roading Policy as it relates to private road stoppings.

- Is consistent with other private road stoppings which have already been approved subject to Council's Roading Policy.
- Would not set any precedent.
- The income received would be used to address public roading matters.
- Is consistent with the provisions of the Public Works Act 1981.

Disadvantages:

None.

Option 3

To agree to stop an unformed portion of Branxholm Street, being the 46 square metres of legal road identified in figure 9 of the report dated 23 March 2023, 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 applicant's occupation of (encroachment to) the legal road will be legalised.
- Will not compromise the roading network.
- Is consistent with Council's Roading Policy as it relates to private road stoppings.
- Is consistent with other private road stoppings which have already been approved subject to Council's Roading Policy.
- Would not set any precedent.
- The income received would be used to address public roading matters.
- Is consistent with the provisions of the Public Works Act 1981.

Disadvantages:

May not be desirable to the applicants.

Option 4

To decline the application to stop the unformed portion of Branxholm Street.

Advantages:

 None, as the proposed stopping would not compromise the roading network and is consistent with the provisions of Council's Roading Policy and the Public Works Act 1981.

Disadvantages:

- The applicant's occupation of (encroachment to) the legal road would not be legalised.
- Would resolve the concerns of the owner of Lot 1 DP 7225.
- An opportunity to generate income for the purpose of addressing public roading matters would be lost.

- Does not recognise the provisions of Council's Roading Policy.
- Does not recognise the provisions of the Public Works Act 1981.

5. Compliance

	_
Local Government Act 2002 Purpose Provisions	Road stopping applications are governed by Council's Roading Policy, and the:
	Public Works Act 1981, or the,Local Government Act 1974.
	Private road stoppings promote 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?	The income generated from the sale of stopped road is used to address public roading matters.
	The land identified as Section 1 in figure 1 has been valued at \$35,000 plus GST (if any).
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development	Council's Roading Policy applies to applications to stop legal road.
Strategy etc.	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, however.
	As this is a private roading matter, transferring the land to the applicants for less than market valuation would be contrary to the provisions of that Policy.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision to stop this short unnamed unformed road.
Risks Analysis	Should the Council approve transfer of the land for less than market valuation, it would be contrary to the provisions of Council's Roading Policy as it relates to:
	 Privately initiated road stoppings. Encroachment to legal road. The sale of the land (stopped road).
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. Council approval

2. Surveyor and LINZ Accredited Supplier engaged

3. Survey Plan approved

4. Gazette notice published

19 April 2023

On receipt of the consent of the owner of Lot 1 DP 7225

Late 2023 Early 2024

7. Attachments

Appendix 1 - Report to Teviot Valley Community Board - 23 March 2023 J

Report author:

Linda Stronach Team Leader – Statutory Property

4/04/2023

Reviewed and authorised by:

Louise van der Voort

Group Manager - Planning and Infrastructure

11/04/2023



23 March 2023

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 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 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.

Item 23.2.2 - Report author: Team Leader - Statutory Property

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.

Item 23.2.2 - Report author: Statutory Property Officer

23 March 2023

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.

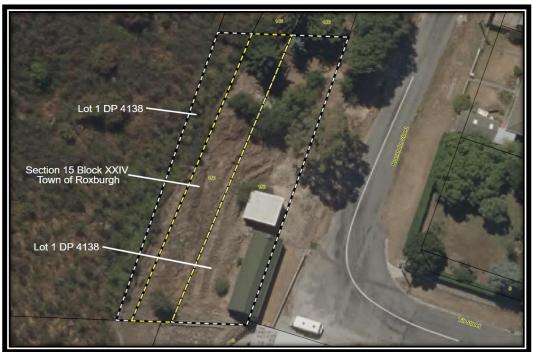


Figure 2 – Overview of the Property situated at 150 Branxholm Street.

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.

Item 23.2.2 - Report author: Statutory Property Officer

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 Roading Policy, would legalise the encroachment.

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

Item 23.2.2 - Report author: Statutory Property Officer

23 March 2023

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, 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 4, which is sufficient for roading purposes.



Figure 4 – Legal Roading Corridor and Formed Carriageway.

<u>Legislation and Policy</u>

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.

Item 23.2.2 - Report author: Statutory Property Officer

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 Branxholm and Till Streets. Another 14 metres of that boundary is mutual as shown below in figure 5.

Item 23.2.2 - Report author: Statutory Property Officer

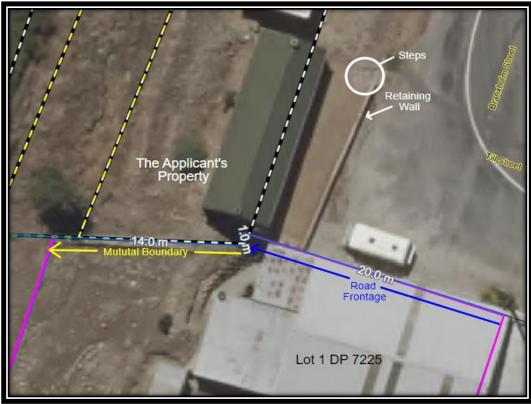


Figure 5 - Northern Boundaries of Lot 1 DP 7225.

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.

Item 23.2.2 - Report author: Statutory Property Officer

23 March 2023

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.

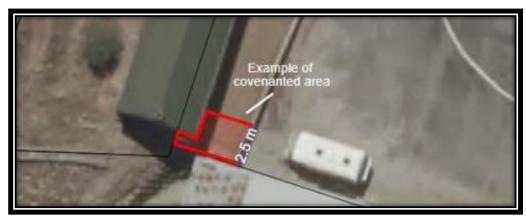


Figure 8 - Example of covenanted area.

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

Item 23.2.2 - Report author: Statutory Property Officer

23 March 2023

Council's Roading 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 Roading 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 Roading 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	or the Year
General Rate	All except	Land Value	35,000	\$0.0011100	\$	38.85
	Dams					
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
		_				

Item 23.2.2 - Report author: Statutory Property Officer

Page 9

Teviot Valley Community Board meeting Agenda

23 March 2023

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 Annun	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 Branxholm 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 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 unformed portion of Branxholm Street identified as Section 1 in figure 5, being approximately 268 square metres, subject to:

Item 23.2.2 - Report author: Statutory Property Officer

Teviot Valley Community Board meeting Agenda

23 March 2023

- 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 Roading 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 Branxholm 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 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.

Item 23.2.2 - Report author: Statutory Property Officer

23 March 2023

Option 4

To recommend to Council to approve the proposal to stop the smaller unformed portion of Branxholm 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 Branxholm 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 Roading Policy.
- Does not recognise that the proposal is consistent with the Public Works Act 1981.

Item 23.2.2 - Report author: Statutory Property Officer

23 March 2023

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 as the Applicants are required to all costs associated with the proposal including purchase of the land at valuation. The proceeds of the sale will be used to
Decision as a sistent with other Council	address other public roading matters.
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.
etc.	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.
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)	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	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

Item 23.2.2 - Report author: Statutory Property Officer

Teviot Valley Community Board meeting Agenda

23 March 2023

5. Gazette notice published

Late 2023/Early 2024

7. Attachments

Appendix 1 - Originial 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:

Reviewed and authorised by:

Linda Stronach

Team Leader – Statutory Property

9/03/2023

Louise van der Voort

Group Manager - Planning and Infrastructure

14/03/2023

ZJ IVIAIUII ZUZJ



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

- 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

Item 23.1.2 - Report author: Team Leader - Statutory Property

Page 1

Item 23.2.2 - Appendix 1

ZU IVIAIUII ZUZU

Teviot Valley Community Board meeting Agenda

2 February 2023

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.

Item 23.1.2 - Report author: Statutory Property Officer

Teviot Valley Community Board meeting Agenda

2 February 2023



Figure 1 – Overview of Branxholm Street.

The Property

Noel and Sharyn Millar (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 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.

Item 23.1.2 - Report author: Statutory Property Officer

Page 3

Item 23.2.2 - Appendix 1

בט ועומוטוו בטבט

Teviot Valley Community Board meeting Agenda

2 February 2023

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.

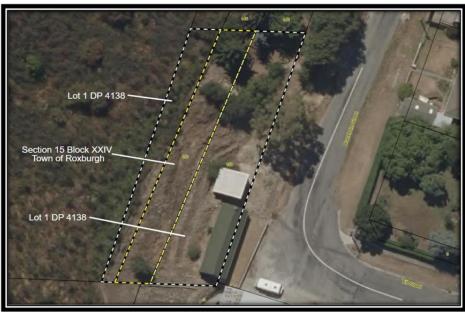


Figure 2 – Overview of the Property situated at 150 Branxholm Street.

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 Branxholm 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.

Item 23.1.2 - Report author: Statutory Property Officer

Page 4

Item 23.2.2 - Appendix 1

Teviot Valley Community Board meeting Agenda

2 February 2023

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.

The information displayed in the Geographic Information System (GIS) has been taken from Central Otago District Council's (CODC) databases and maps.

Digital map data sourced from Land Information New Zealand (LINZ). Licensed under the Creative Commons Attribution 4.0 International licence https://creativecommons.org/licenses/by/4.0/

It is made available in good faith but its accuracy or completeness is not guaranteed. CODC accepts no responsibility for incomplete or inaccurate information.

If the information is relied on in support of a resource consent it should be verified independently.

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.

Item 23.1.2 - Report author: Statutory Property Officer

Page 5

Item 23.2.2 - Appendix 1

Teviot Valley Community Board meeting Agenda

2 February 2023

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 Branxholm 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 Branxholm Street. A plan of the proposed stopping, which identified the road to be stopped as Section 1, is shown below in figure 5.

Item 23.1.2 - Report author: Statutory Property Officer

Page 6

Item 23.2.2 - Appendix 1

Teviot Valley Community Board meeting Agenda

2 February 2023



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.

Item 23.1.2 - Report author: Statutory Property Officer

Page 7

Item 23.2.2 - Appendix 1

Teviot Valley Community Board meeting Agenda

2 February 2023

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.

Item 23.1.2 - Report author: Statutory Property Officer

Page 8

Item 23.2.2 - Appendix 1

Teviot Valley Community Board meeting Agenda

2 February 2023

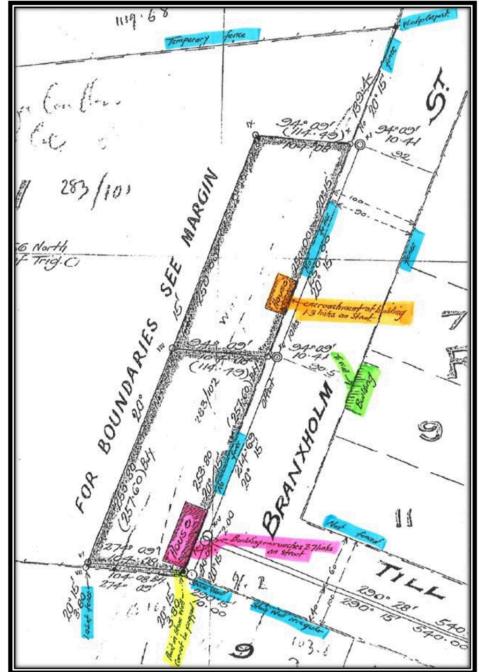


Figure 10 - Magnified extract of the Survey Plan

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.

Item 23.1.2 - Report author: Statutory Property Officer

Page 9

Item 23.2.2 - Appendix 1

ZJ IVIAIUII ZUZJ

Teviot Valley Community Board meeting Agenda

2 February 2023

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.

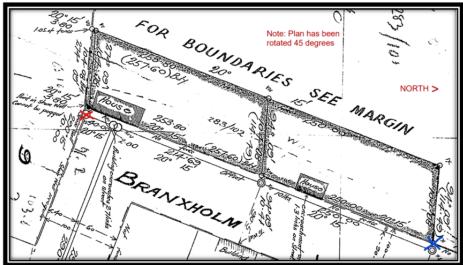


Figure 11 - Possible explanation for boundary issue

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.

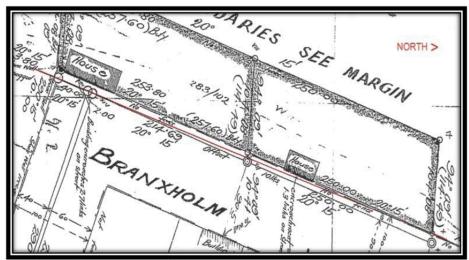


Figure 12 – Possible misrepresentation of the boundary points.

Item 23.1.2 - Report author: Statutory Property Officer

ZU IVIAIUII ZUZU

Teviot Valley Community Board meeting Agenda

2 February 2023

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.

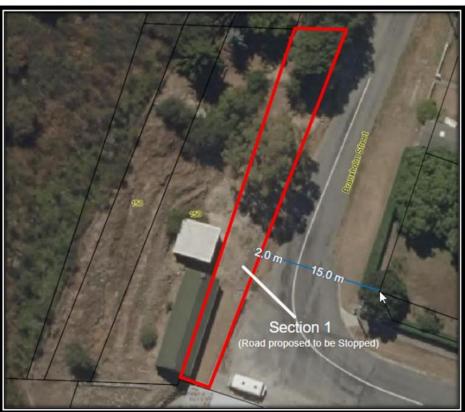


Figure 13 – Legal Roading Corridor and Formed Carriageway

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

Item 23.1.2 - Report author: Statutory Property Officer

Page 11

Item 23.2.2 - Appendix 1

Teviot Valley Community Board meeting Agenda

2 February 2023

- The road stopping could injuriously affect or have a negative or adverse impact on any other property; or
- 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 Branxholm and Till Streets. Another 14 metres of that boundary is mutual as shown below in figure 14.

Item 23.1.2 - Report author: Statutory Property Officer

Page 12

Item 23.2.2 - Appendix 1

ZU IVIAIUII ZUZU

Teviot Valley Community Board meeting Agenda

2 February 2023

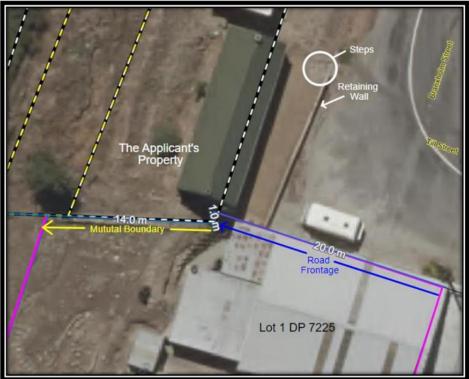


Figure 14 – Northern Boundaries of Lot 1 DP 7225

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.

Item 23.1.2 - Report author: Statutory Property Officer

Page 13

Item 23.2.2 - Appendix 1

Teviot Valley Community Board meeting Agenda

2 February 2023

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.

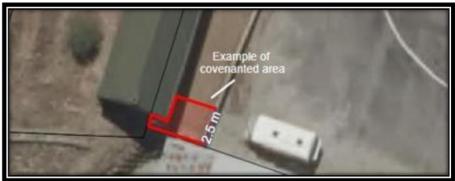


Figure 18 – Example of covenanted area.

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.

Item 23.1.2 - Report author: Statutory Property Officer

Page 14

Item 23.2.2 - Appendix 1

ZJ IVIAIUII ZUZJ

Teviot Valley Community Board meeting Agenda

2 February 2023

Financial

Council's Roading 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 Roading 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 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.

Item 23.1.2 - Report author: Statutory Property Officer

Page 15

Item 23.2.2 - Appendix 1

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 Branxholm 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 Branxholm Street.

Advantages:

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

Item 23.1.2 - Report author: Statutory Property Officer

Page 16

Item 23.2.2 - Appendix 1

TEVIOL VAILEY COMMINUMENT DOALD MEETING

ZJ IVIAIUII ZUZJ

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

TEVIOL VAILEY COMMINGHING DOALD MEETING

ZJ IVIAIUII ZUZJ

Teviot Valley Community Board meeting Agenda

2 February 2023

Survey and LINZ Accredited Supplier engaged
 Survey Plan approved
 Gazette notice published
 Mid 2023
 Mid 2023

7. Attachments

Nil

Report author:

13/01/2023

Reviewed and authorised by:

Linda Stronach Team Leader - Statutory Property

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

Item 23.1.2 - Report author: Statutory Property Officer



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 Fx: (03) 311 8011

E: accounts@helmores-law.co.nz W: www.helmores-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

- As you may be aware, we act for Kenneth Noel Miller and Sharyn Marjorie Miller, who own the
 property situated at 150 Branxholm 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").
- 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;
 - 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;
- 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

RRA-169006-1-189-V1 Page 2

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.

RRA-169006-1-189-V1 Page 3

TEVIOL VAILEY COMMINUMELY DOALD MEETING

ZJ IVIAIUII ZUZJ

- 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@helmores-law.co.nz

RRA-169006-1-189-V1 Page 4

Item 23.2.2 - Appendix 2

TEVIOL VAILEY COMMINUMING DOARD MEETING

ZJ IVIAIUII ZUZJ

RRA-169006-1-189-V1 Page 5

Item 23.2.2 - Appendix 2 Page 37

TEVIOL VAILEY COMMUNITY DOALD MEETING

ZJ IVIAIUII ZUZJ



7 July 2022

The Chief Executive Officer Central Otago District Council 1 Dunorling Street PO Box 122 ALEXANDRA 9340

Attention: Sanchia Jacobs - Chief Executive Officer

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

Ph: (03) 311 8008 Fx: (03) 311 8011

E: accounts@helmores-law.co.nz W: www.helmores-law.co.nz

Dear Madam

150 BRANXHOLM STREET, ROXBURGH - PROPOSED STOPPING OF ROAD

- We act for Kenneth Noel Miller and Sharyn Marjorie Miller, who own the property situated at 150 Branxholm 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.
- 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.
- 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.
- 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 Branxholm 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.
- My clients feel like they have unwittingly inherited mistakes of the past, which they now seek to rectify.
- 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 Branxholm 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 cutoff 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

RRA-169006-1-79-V1 Page 2

TEVIOL VAILEY CONTINUINTY DOALD INEEDING

ZJ IVIAIUII ZUZJ

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@helmores-law.co.nz

RRA-169006-1-79-V1 Page 3

TEVIOL VAILEY COMMINGHING DOALD MEETING

ZJ IVIAIUII ZUZJ

RRA-169006-1-79-V1 Page 4

Item 23.2.2 - Appendix 3



23.4.3 RATIFICATION OF RESOLUTION 23.2.4 (PROPOSAL TO DISPOSE OF LAND TO WAKA KOTAHI NEW ZEALAND TRANSPORT AGENCY).

Doc ID: 626207

1. Purpose of Report

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

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to ratify Resolution 22.4.4 of the Cromwell Community Board, to:

Uphold the Community Board resolution of 21 June 2022 to dispose of approximately 1,740 square metres of Record of Title OT13B/860 to Waka Kotahi New Zealand Transport Agency for \$118,000 (One Hundred and Eighteen Thousand Dollars) plus GST (if any).

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

2. Background

Resolution 23.2.4

At their meeting of 22 March 2023, the Cromwell Community Board (the Board) considered a proposal to uphold the decision to dispose of approximately 1,740 square metres of Record of Title OT13B/860, to Waka Kotahi New Zealand Transport Agency for \$118,000 (One Hundred and Eighteen Thousand Dollars) plus GST (if any).

The purpose of the report to the Community Board was to address a request from Veros Property (developer of Wooing Tree Estate) for the land to be provided at Nil consideration. The letter from Duarne Lankshear (Veros Property) is attached in Appendix 1.

The attached letter talked to lack of recognition of the benefit of the Wooing Tree development and the infrastructure it provides to the Central Otago District.

The letter also refers to council staff committing in writing to contribute the land at zero cost due to the greater roading benefit. This correspondence with the developer was caveated with the fact it was not an officer decision and that approval from Council was required.

The option of providing the land at \$Nil cost was not included for consideration in the previous reports presented to the Community Board on 22 June 2022. The updated report provided an option for the Community Board to provide the land at \$Nil cost.

The reason the \$Nil cost was not included in the original report was because the roundabout and underpass are located on a State Highway corridor and therefore the responsibility sits with the developer and Waka Kotahi.

A copy of the report to the Board dated 21 June 2022 is attached as Appendix 2.

The resolution of 21 June 2022 is as follows:

23.2.4 REVIEW OF PROPOSAL TO DISPOSE OF PART OF RECORD OF TITLE 13B/860 TO WAKA KOTAHI NEW ZEALAND TRANSPORT AGENCY AS AGENTS OF THE CROWN (PRO: 62-3047-00).

To consider the compensation required in disposing approximately 1,740 square metres of Record of Title OT13B/860, to Waka Kotahi as agents of the Crown, for the purpose of constructing a roundabout at the intersection of State Highway 8B and Barry Avenue.

COMMITTEE RESOLUTION

Moved: Sanford Seconded: Browne

That the Cromwell Community Board

- Receives the report and accepts the level of significance.
- B. Notes the previous agreement with Waka Kotahi for the compulsory acquisition of this land.
- C. Recommends to Council the Community Board resolution of 21 June 2022 to dispose of approximately 1,740 square metres of Record of Title OT13B/860 to Waka Kotahi New Zealand Transport Agency for \$118,000 (One Hundred and Eighteen Thousand Dollars) plus GST (if any) be upheld.
- D. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

The Community Board resolved that the original recommendation be upheld with payment of \$118,000 (One Hundred and Eighteen Thousand Dollars) plus GST required for the land.

Delegations of Community Boards

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

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

This means that to give effect to (Board) Resolution 22.4.4, Council must ratify the decision of the Community Board.

3. Discussion

Public Works Act 1981

The Public Works Act 1981 (the Act) outlines the process whereby the Crown may acquire land for a public work. The Act also outlines:

- how the land will be valued and compensation (for the land) assessed;
- what costs will be paid to the landowner;
- the rights of the landowner; and,
- the legal process for having the land declared legal road.

When land is acquired for a public work, it is referred to as a 'taking'. This is because the Act provides the Crown (or their agents) with the right of compulsory acquisition.

As noted in Resolution 22.4.4, Waka Kotahi are acquiring the land for Road or Use in Connection with a Road, being a public work.

Ratification of Resolution 23.2.4

As community boards cannot acquire, hold, or dispose of property, Council must now ratify Resolution 23.2.4. This will give effect to the Board's resolution to uphold the previous decisions which will enable transfer of the land to Waka Kotahi (as agents of the Crown) for \$118,000 plus GST (if any).

4. Financial Considerations

The community boards recommendation to uphold the decision to sell portion of Record of Title OT13B/860 for \$118,000 plus GST (if any) will provide funds for the purpose of purchasing, enhancing, and/or maintaining land within the Cromwell ward.

5. Options

Option 1 – (Recommended)

To agree to ratify Resolution 23.2.4 of the Cromwell Community Board, to:

Uphold the Community Board resolution of 21 June 2022 to dispose of approximately 1,740 square metres of Record of Title OT13B/860 to Waka Kotahi New Zealand Transport Agency for \$118,000 (One Hundred and Eighteen Thousand Dollars) plus GST (if any).

Advantages:

- Recognises the provisions of the Public Works Act 1981.
- Is consistent with Council's Roading Policies and with other Council initiated road stoppings.
- Is consistent with the agreement to dispose of the land being taken to construct the roundabout at the intersection of State Highways 6 and 8B (Junction of the Highways).
- The sale proceeds will be retained for the purpose of purchasing, enhancing, and/or maintaining land within the Cromwell ward.

Disadvantages:

The full cost of growth sits with Wooing Tree Estate.

Option 2

To amend the Council decision of 24 August 2022 to dispose of approximately 1,740 square metres of Record of Title OT13B/860, being the parcels marked "A" and "B" as identified in figure 1, for \$Nil cost.

Advantages:

Would be agreeable to Wooing Tree Estate

Disadvantages:

- Not consistent with Community Board resolution 23.2.4.
- Not consistent with Council resolution 22.6.7.
- Council would be providing land at \$Nil cost for the benefit of upgrades in the state highway corridor.
- Is not consistent with Council's Roading Policies and with other Council initiated road stoppings.
- Is not consistent with the agreement to dispose of the land being taken to construct the roundabout at the intersection of State Highways 6 and 8B (Junction of the Highways).
- Will create a precedent.
- No income will be retained for the purpose of purchasing, enhancing, and/or maintaining land within the Cromwell ward.

6. Compliance

Local Government Act 2002 Purpose Provisions	The Local Government Act 2002 does not apply to this decision, but. The proposed disposal of the land and the payment of the compensation is consistent with the provisions of the Public Works Act.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Council has no policy regarding the sale and/ or disposal of land required for public works.
Considerations as to sustainability, the environment and climate change impacts	The disposal of the land to Waka Kotahi will have minimal environmental and climate change impacts. Construction of the roundabout will facilitate more efficient use of the transport network.
Risks Analysis	There are no risks associated with the recommendation. As the land is being taken/disposed of in accordance with the provisions of the Public Works Act 1981, the taking is compulsory.
Significance, Consultation and Engagement (internal and external)	The Significance and Engagement Policy has been considered with none of the criteria being met or exceeded.

7. Next Steps

Veros Property will be advised of the decision following the meeting.

8. Attachments

Nil

Report author:

Reviewed and authorised by:

Quinton Penniall

Infrastructure Manager

6/04/2023

Louise van der Voort

Group Manager – Planning and Infrastructure

11/04/2023



23.4.4 REQUEST FOR ADDITIONAL MAINTENANCE FUNDING TO MAXIMISE WAKA KOTAHI SUBSIDY

Doc ID: 622266

1. Purpose of Report

To consider funding additional roading maintenance expenditure to maximise Waka Kotahi's cost sharing contribution.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves increasing the 2022/23 subsidised roading maintenance budget by an additional \$512,674.

2. Background

Waka Kotahi contributes a 51% subsidy of subsidised local road maintenance expenditure. Council is constrained by both the Waka Kotahi and Council budgets. A subsidy is not provided by Waka Kotahi for expenditure which exceeds their budget. Subsidised maintenance budgets for the current long term plan period are summarised below.

	Council Budget	Waka Kotahi Budget
2021/22	\$4,824,419	\$4,675,406
2022/23	\$4,619,463	\$5,132,137
2023/24	\$4,448,519	\$4,986,173

During the 2021/22 year roading expenditure was constrained by Waka Kotahi budget. Council received 51% subsidy up to \$4.68 million.

For 2022/23 and 2023/24 roading maintenance budgets are constrained by Council budget. There is a \$512,674 difference in our current year and a \$537,654 difference for the 2023/24 year.

3. Discussion

Increasing Council budget to align with the Waka Kotahi cost share ensures maximisation of the current maintenance programmes. Spending an additional \$512,674 is achievable within the remaining 2022/23 financial year.

The proposed increase in maintenance budget will enable work to progress on the identified backlog of bridge maintenance during our current funding year. Following principal inspections on all of Council's bridges a significant backlog of maintenance was identified.

The required bridge maintenance has been prioritised and priced. A high-level outline of the backlog of maintenance is summarised as follows:

Sealed pavement maintenance

\$26,000

Structures Maintenance \$1,359,885
 Environmental Maintenance \$70,200
 Traffic Services \$4,050

Whilst Council's bridge strategy is currently under development the increase in available maintenance budget will enable critical and high priority maintenance to be undertaken across the network without delay. Further funding will be applied for as part of Council's 2024-27 bid to Waka Kotahi, addressing the remainder of the maintenance backlog, additional inspections, renewals, and replacement of structures.

Council's proposed 2023/24 budget will also create increased challenges for road maintenance activities with lower budget than the current year. To help mitigate against a lower level of service being provided additional funding of \$537,654 will be requested through the Annual Plan progress.

	Council Budget	Waka Kotahi Budget
2022/23	\$4,619,463	\$5,132,137
2023/24	\$4,448,519	\$4,986,173

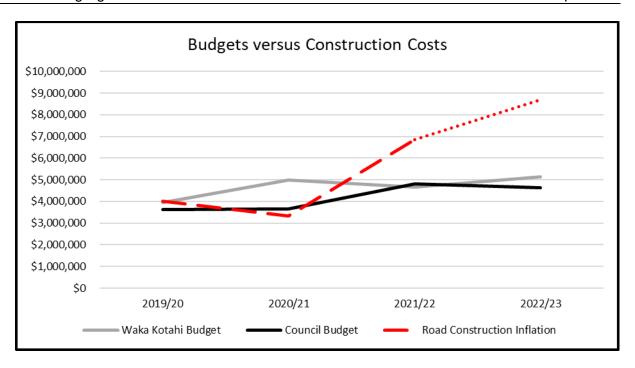
4. Financial Considerations

Waka Kotahi's budget is \$512,674 greater than Council's. Waka Kotahi will only fund their 51% subsidy if Council can fund the other 49%. Council's share is commonly referred to as "local share".

Increasing Council's unsubsidised road maintenance budget by \$512,674 would result in the following cost spilt between Waka Kotahi and Council.

Waka Kotahi	Local Share
Cost Share (51%)	(49%)
\$261,464	\$251,210

Growth in roading maintenance budgets has fallen behind inflation. The affordability challenge is growing and is expected to continue to grow with inflation remaining high and an aging network of assets. Addressing the backlog in maintenance now is expected to be cheaper than delaying it further.



The proposed \$251,210 increase is to be funded from roading reserves.

5. Options

Option 1 – (Recommended)

Fund Council's \$251,210 share of a \$512,674 increase in the subsidised roading maintenance budget over the remainder of 2022/23.

Advantages:

- Begins the address the backlog of maintenance.
- Maximises Waka Kotahi's subsidy.
- Allows progression of the bridge strategy work without delay.
- Minimises short and long term reductions in levels of service.

Disadvantages:

Consumption of reserves to fund expenditure.

Option 2

Fund Council's \$147,000 share of a \$300,000 increase in the subsidised roading maintenance budget over the remainder of 2022/23.

Advantages:

Allows progression of the bridge strategy work without delay.

Disadvantages:

- Minimal impact on the maintenance backlog.
- Attracts but does not maximise Waka Kotahi's subsidy.
- Possible short and long term reductions in levels of service.
- Consumption of reserves to fund expenditure.

Option 3

Decline the recommendation to increase the subsidised maintenance budget.

Advantages:

Does not consume reserves.

Disadvantages:

- Maintenance backlog continues to grow.
- Does not maximise Waka Kotahi's subsidy.
- Bridge strategy progression and response delayed.
- Short and long term reductions in levels of service.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the economic and environmental wellbeing of communities, in the present and for the future by maximising funding of roading maintenance work.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Unbudgeted expenditure is not consistent with Council' plans and policies, however, maximising funding available from Waka Kotahi is supported by Council's Transport Activity Management Plan.
Considerations as to sustainability, the environment and climate change impacts	Additional funding will assist in maintenance work which contributes to resilience and operation of Council's roading network.
Risks Analysis	There are no substantial risks associated with this decision however delaying maintenance activities may create future affordability issues and increases the risk of asset failure.
Significance, Consultation and Engagement (internal and external)	This decision does not trigger any significance thresholds. Council finance staff have been consulted in the preparation of this report.

7. Next Steps

Review existing subsidised maintenance budgets and year to date expenditure. Prioritise maintenance work in collaboration with council's maintenance contractor giving consideration to bridge maintenance requirements. Reimbursement by Waka Kotahi for their subsidy will occur as part of Council's monthly claim process.

8. **Attachments**

Nil

Report author:

Mark Hardman

Roading Asset Manager

30/03/2023

Reviewed and authorised by:

Louise van der Voort

Group Manager - Planning and Infrastructure

11/04/2023



23.4.5 INCREASED SAMPLING COST TO MEET NEW DRINKING WATER RULES

Doc ID: 625564

1. Purpose of Report

To consider additional costs of water sampling to meet the new drinking water rules.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Notes that new Drinking Water Quality Assurance Rules came into force on 14 November 2022, and that those rules include new monitoring and sampling requirements for drinking water.
- C. Approves an increase in the water supply operational budget for 2022/23 to reflect these new requirements by \$181,093.15.
- D. Approves an increase in the water supply operational budget for 2023/24 to reflect these new requirements by \$310,445.40.

2. Background

Under section 49 of the Water Services Act 2021, the Drinking Water Quality Assurance Rules came into force by Taumata Arowai in 14 November 2022.

These rules require a significant increase in the sampling of the Council's drinking water supplies. At the 25 January 2023 Council meeting, Council approved the progression of continuous monitoring devices being installed on the network as part of the forward capital works programme. Once these devices are installed the manual sampling will be reduced along with the ongoing operational cost. Until then an increased programme of sampling needs to be completed to meet the required changes.

3. Discussion

Previous sampling requirements under the Drinking Water Standards for New Zealand (2018) largely focused on E. coli monitoring at the treatment and distribution levels. Requirements for Central Otago District Council included a minimum of 688 E. coli samples across all supplies depending on population size. In the 21-22 financial year, 788 E. coli samples were collected as part of these compliance requirements.

There was no set requirement for monitoring of the source water. Central Otago District Council conducted annual source water monitoring between 2005 and 2011. Sampling has been undertaken every three years since then due to no exceedances or trending changes in maximum acceptable values of any parameters.

A summary comparing the previous sampling programme to the new one can be found below:

	Previous	New
Source	 No set requirements. Three yearly chemical suites. 	 Chemical suite. Bacteriological (E. coli, Total coliforms). Physical characteristics of the water (pH, turbidity, conductivity) continuous monitoring of these parameters. Radiological (10 yearly).
Treatment	Bacteriological (E. coli, Total coliforms).	 Bacteriological (E. coli, Total coliforms). Chemical suites. Any chemical used in the treatment process. Handheld samples of physical characteristics of the water (pH, turbidity, chlorine), or continuous monitoring of these parameters.
Distribution	Bacteriological (E. coli, Total coliforms).	 Bacteriological (E. coli, Total coliforms). Handheld samples of physical characteristics of the water (pH, turbidity, chlorine), or continuous monitoring of these parameters. Plumbosolvency metals. Disinfection by-products.

The increased sampling cost increase is \$25,870.45 per month. The increased cost of sampling for the 7 months to 30 June 2023 will be \$181,093.15.

The anticipated cost increase in 2023/24 is still uncertain until timeframes around the installation of continuous monitoring devices are known. A tender is being prepared for this work. If there are delays in materials then the anticipated cost increase for the 2023/24 full year is \$310,445.40.

4. Financial Considerations

This decision will have financial implications. The timing of the rules coming into force has meant that this was not budgeted for in the 2021 Long-Term Plan or 2022/23 Annual Plan.

The water supply operations reserve is in deficit and an increase in the deficit will lead to increased debt and loan interest costs to fund the additional 2022/23 costs.

If approved, the 2023/24 costs will need to be included in the 2023/24 Annual Plan.

5. Options

Option 1 – (Recommended)

Approves an additional water sampling operational budget to meet the new Drinking Water Quality Assurance Rules as below:

2022/23	2023/24
\$181,093.15	\$310,445.40

Advantages:

- Meet legislative requirements.
- Improved monitoring at source, treatment, and distribution to ensure Council's drinking water supplies are safe.

Disadvantages:

- The 2022/23 increase will increase the Water's activity debt levels and interest expense.
- The interest expense from the 2022/23 and 2023/24 increase would have a rates impact.

Option 2

Does not approve the additional water sampling operational budget and orders staff to stop additional sampling as required under the Drinking Water Quality Assurance Rules.

Advantages:

Additional costs of sampling will not be incurred.

Disadvantages:

- Not meet current legislative requirements.
- If council does not meet the statutory requirements for sampling then Taumata Arowai could issue a compliance order. Failure to comply with a compliance order is subject to a fine not exceeding \$300,000.
- Failure to keep and maintain records in accordance with the compliance rules is subject to a fine not exceeding \$200,000.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by ensuring Council's drinking water supplies meet the legislative requirements of the Water Services Act 2021.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This is consistent with the 2021 Long-Term Plan vision to improve the safety of the water network.
Considerations as to sustainability, the environment and climate change impacts	This decision has no adverse sustainability impacts.
Risks Analysis	There is a risk of prosecution for not complying with the Water Services Act 2021. There would also be reputational risk associated with failure to meet statutory requirements.

Significance, Consultation and Engagement (internal and external)	This decision is significant as it has financial implications to Council and legislative consequences for Council if the decision is to not continue with the water sampling as required by the Drinking Water Quality Assurance Rules. This decision would lead to an increased level of Council debt for the 2022/23 financial year. There are no consultation implications of this decision, as it relates to the operation and maintenance of Council Water assets and responsible management requires these works to take place.
Water Services Entities Act 2022, Schedule 1, Subpart 4	This decision relates to, or may affect, the provision of water services. While it does not result in an amendment to the Long-Term Plan, it does result in a change to the Long-Term Planned budgets. This decision will be subject to Department of Internal Affairs oversight under section 30(2)(c).

7. Next Steps

Council staff will continue to progress with the tender for continuous monitoring devices and continue with the increased water sampling programme as required by the rules.

8. Attachments

Nil

Report author:

Chantal Green

you am

Water Services Accountant

EX ENREAN

11/04/2023

Three Waters Director

Reviewed and authorised by:

11/04/2023



23.4.6 ELDERLY PERSONS HOUSING RENT REVIEW

Doc ID: 624059

1. Purpose

To advise of the impact of the rent review for Council's Elderly Persons Units for 2023/2024.

Recommendations

That the report be received.

2. Discussion

Council owns and maintains 98 Elderly Persons Housing units throughout the district which are predominantly accommodation for the elderly.

As part of the Long-term Plan 2018 - 28, Council gave consideration to subsidising rents. However, Council did recognise that substantial costs would be placed on the ratepayers and reducing or subsidising the rents would have the effect of reducing any supplement that is provided to tenants by the Ministry of Social Development's accommodation supplement. Therefore the status quo of charging market rents for Elderly Persons Units remains.

Annual rent reviews determine the new annual rent set each year for implementation. Rent increases are determined by a property valuer taking into account market rentals throughout the district.

The last rent review was undertaken in 2022 for rents as of mid-2021 and saw an increase in rent of between \$0 and \$10 per week dependant on the location of the units.

Market Rent Assessment

For this rent review Quotable Value Limited (QV) reviewed the rent as at mid-2022. These market rentals will be applied to tenancies in the 2023/2024 financial year.

QV's recommended market rents have been derived in accordance with other comparable market rental evidence. That being other similar sized units in same town locations. Additionally, the valuer has considered the density of the units, ability to tenant the units and that Council's target market is predominately for the elderly who tend to be in a lower socio-economic demographic. Essentially that does result in some moderating of the rent levels often referred to as being at the "soft end" of the market rental.

QV recognized that the units have on-going maintenance work occurring, the units have all been double glazed and all the units are compliant with Healthy Homes standards. Occupancy rates at the time QV's rent assessment was undertaken were steady between the 92% - 97% range.

QV indicated that their "discussions with local letting agents indicated that there has been limited disruption to the rental market with a steady level of enquiry for all property types. The rental market has been characterised by gradually increasing rental levels with low vacancy rates. Rental preference is for more modern accommodation. Less demand and higher vacancy rates as evident in older accommodation".

The recommended market rent increase is \$5.00 per week for the older units in Alexandra, all Roxburgh units and the newer larger units in Ranfurly. The older units in Ranfurly have no recommended rental increase. All Clyde and Cromwell units have a recommended rental increase of \$10.00 per week.

Table 1 below shows the range of rental increases and gives a comparison with the last rental review undertaken in April 2022.

Table 1: Effect of Market Rental Increase 2022/23 to 2023/224

Table 1. Lifect of W	larket Rental increase 2022/23 to 2023/224						
Location	Number of Units	Range of Market Rentals	Range of market Rental Increase per week	Range of Market Rental	Range of Market Rental Increase per Week	Current Static Occupancy Rate	
		2022/23	2022/23	2023/24	2023/24		
	#	\$	\$	\$	\$	%	
Alexandra							
Older Units	18	135 - 165	5	140 - 170	5	100%	
Newer/larger Units	5	210 - 225	10	220 - 235	10	100%	
Clyde	3	215 - 225	10	225 - 235	10	100%	
Cromwell							
Older Units	19	205 - 240	10	215 - 250	10	100%	
Newer/larger Units	12	260 - 270	10	270 - 280	10	100%	
Roxburgh							
Older Units	9	75 - 125	5	80 -130	5	100%	
Newer/larger Units	6	145 - 155	5	150 - 160	5	100%	
Ranfurly							
Older Units	16	70 - 80	0	70 - 80	0	87.5%	
Newer/larger Units	10	115 - 125	5	120 - 130	5	100%	
Total Units	98	Average Occupancy Rate 98.619					

Note: Top of the range \$ rent is for larger units that could accommodate a couple

Superannuation Rates

An increase to New Zealand Superannuation rates was announced in March 2023 and will take effect from 1 April 2023. These rates have been applied when reviewing the percentage of income spent on rent after the accommodation supplement has been applied.

Community Services Card and Accommodation Supplement

The Ministry of Social Development's accommodation supplement is available to assist with rental costs for those on low income. For the purpose of this report, consideration has been given to those who receive New Zealand Superannuation and have a Community Services Card.

Council does not mean or income test tenants but since 1 July 2018 applies the following criteria to prioritise applications:

- 1. Aged over 65 with a Community Services Card
- 2. Aged 60 plus with a Community Services Card
- 3. Aged 60 64 with no Community Services Card, where long standing vacancies exist

4. Aged under 60 with a clear social need, where there are long standing vacancies (CEO's discretion)

The Community Services Card is means/income tested.

Those with a Community Services Card are entitled to an accommodation supplement.

The accommodation supplement is asset/income tested and is dependent on income and accommodation costs. For those who do not have a Community Services Card the threshold for eligibility for the accommodation supplement varies dependent on income, rent or accommodation costs and location.

Effect of Applying Market Rent on Income

Net income shown in the tables below does not include Winter Energy Payments which are paid from 1 May 2023 and end on 1 October for a period of 22 weeks:

- A single superannuitant receives \$20.46 weekly, a total of \$450.12
- A couple receives \$31.82 weekly, a total of \$700.04

Table 2 below shows the impact the rent increase has, as a percentage range of income spent after the accommodation supplement has been applied for single occupancies.

Table 2: Impact of rent after Accommodation Supplement has been applied to a single occupancy

Occupancy July 2023 Week 2023 WINZ: basic NZ Super no additional income) for Rent (Single Person) \$496.37 net 140 5 17 - 24 116 - 123 23 - 25 165 5 35 - 41 124 - 130 25 - 26 170 5 38 - 45 125 - 132 25 - 27 215 10 70 - 76 139 - 145 28 - 29 220 10 70 - 80 140 - 150 28 - 30 225 10 70 - 80 145 - 155 29 - 31 230 10 70 - 80 145 - 155 29 - 31 230 10 70 - 80 145 - 155 29 - 31 230 10 70 - 80 145 - 155 29 - 31 235 10 70 - 80 155 - 165 31 - 33 215 10 70 - 76 139 - 145 28 - 29 220 10 70 - 80 140 - 150 28 - 30 235 10 70 - 90 145 - 165 29 - 34 200 10	Location		Increase	AS (range	Net Rent after AS	As at 1 April 2023 % of Income Paid
Super no additional income Person) \$496.37			-		Applied	
S S S S W	Occupancy	_	WEEK			
S S S S S S S S S S		2020		•		
S S S S S S S S S S						
Alexandra and Clyde				,		
Alexandra and Clyde				·	•	
Alexandra and Clyde			_			
Alexandra and Clyde						
and Clyde 220 10 70 - 80 140 - 150 28 - 30 225 10 70 - 80 145 - 155 29 - 31 230 10 70 - 80 150 - 160 30 - 32 235 10 70 - 80 155 - 165 31 - 33 215 10 70 - 76 139 - 145 28 - 29 220 10 70 - 80 140 - 150 28 - 30 230 10 70 - 87 143 - 158 29 - 33 235 10 70 - 90 145 - 165 29 - 34 250 10 70 - 94 146 - 170 29 - 34 250 10 70 - 105 165 - 200 33 - 40 270 10 70 - 105 165 - 200 33 - 40 275 10 70 - 105 175 - 210 35 - 42 80 5 0 80 16 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 2						
Cromwell 225 10 70 - 80 145 - 155 29 - 31 230 10 70 - 80 150 - 160 30 - 32 235 10 70 - 80 155 - 165 31 - 33 215 10 70 - 76 139 - 145 28 - 29 220 10 70 - 80 140 - 150 28 - 30 230 10 70 - 87 143 - 158 29 - 33 235 10 70 - 90 145 - 165 29 - 34 240 10 70 - 94 146 - 170 29 - 34 250 10 70 - 101 149 - 180 30 - 36 270 10 70 - 105 165 - 200 33 - 40 275 10 70 - 105 170 - 205 34 - 41 280 10 70 - 105 175 - 210 35 - 42 80 5 0 80 16 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 70 75 15 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24 150 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24 125 5 7 - 13 112 - 118 23 - 24 125 5 7 - 13 112 - 118 23 - 24 125 5 7 - 13 112 - 118 23 - 24 125 5 7 - 13 112 - 118 23 - 24 125 5 7 - 13 112 - 118 23 - 24 125 5 7 - 13 112 - 118 23 - 24 125 5 7 - 13 112 - 118 23 - 24 125 5 7 - 13 112 - 118 23 - 24 125 5 7 - 13 112 - 118 23 - 24 125 5 7 - 13 112 - 118 23 - 24 125 125 5 7 - 13 112 - 118 23 - 24 125 125 5 7 - 13 112 - 118 23 - 24 125 12					139 - 145	
Cromwell	and Clyde				140 - 150	
Cromwell		225	10	70 - 80	145 - 155	29 - 31
Cromwell 215 10 70 - 76 139 - 145 28 - 29 220 10 70 - 80 140 - 150 28 - 30 230 10 70 - 87 143 - 158 29 - 33 235 10 70 - 90 145 - 165 29 - 34 240 10 70 - 94 146 - 170 29 - 34 250 10 70 - 101 149 - 180 30 - 36 270 10 70 - 105 165 - 200 33 - 40 275 10 70 - 105 170 - 205 34 - 41 280 10 70 - 105 175 - 210 35 - 42 80 5 0 80 16 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 <		230	10	70 - 80	150 - 160	30 - 32
Cromwell 220 10 70 - 80 140 - 150 28 - 30 230 10 70 - 87 143 - 158 29 - 33 235 10 70 - 90 145 - 165 29 - 34 240 10 70 - 94 146 - 170 29 - 34 250 10 70 - 101 149 - 180 30 - 36 270 10 70 - 105 165 - 200 33 - 40 275 10 70 - 105 170 - 205 34 - 41 280 10 70 - 105 175 - 210 35 - 42 80 5 0 80 16 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 75 15 <t< td=""><td></td><td>235</td><td>10</td><td>70 - 80</td><td>155 - 165</td><td>31 - 33</td></t<>		235	10	70 - 80	155 - 165	31 - 33
Cromwell 230 10 70 - 87 143 - 158 29 - 33 235 10 70 - 90 145 - 165 29 - 34 240 10 70 - 94 146 - 170 29 - 34 250 10 70 - 101 149 - 180 30 - 36 270 10 70 - 105 165 - 200 33 - 40 275 10 70 - 105 170 - 205 34 - 41 280 10 70 - 105 175 - 210 35 - 42 80 5 0 80 16 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 75 15 80 0 0 80 16		215	10	70 - 76	139 - 145	28 - 29
Cromwell 235 10 70 - 90 145 - 165 29 - 34 240 10 70 - 94 146 - 170 29 - 34 250 10 70 - 101 149 - 180 30 - 36 270 10 70 - 105 165 - 200 33 - 40 275 10 70 - 105 170 - 205 34 - 41 280 10 70 - 105 175 - 210 35 - 42 80 5 0 80 16 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 <td></td> <td>220</td> <td>10</td> <td>70 - 80</td> <td>140 - 150</td> <td>28 - 30</td>		220	10	70 - 80	140 - 150	28 - 30
Cromwell 240 10 70 - 94 146 - 170 29 - 34 250 10 70 - 101 149 - 180 30 - 36 270 10 70 - 105 165 - 200 33 - 40 275 10 70 - 105 170 - 205 34 - 41 280 10 70 - 105 175 - 210 35 - 42 80 5 0 80 16 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 24 130 5 10 - 17 113 - 120 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125		230	10	70 - 87	143 - 158	29 - 33
250 10 70 - 101 149 - 180 30 - 36 270 10 70 - 105 165 - 200 33 - 40 275 10 70 - 105 170 - 205 34 - 41 280 10 70 - 105 175 - 210 35 - 42 80 5 0 80 16 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24		235	10	70 - 90	145 - 165	29 - 34
270 10 70 - 105 165 - 200 33 - 40 275 10 70 - 105 170 - 205 34 - 41 280 10 70 - 105 175 - 210 35 - 42 80 5 0 80 16 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 70 14 75 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24	Cromwell	240	10	70 - 94	146 - 170	29 - 34
275 10 70 - 105 170 - 205 34 - 41 280 10 70 - 105 175 - 210 35 - 42 80 5 0 80 16 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 24 130 5 10 - 17 113 - 120 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24		250	10	70 - 101	149 - 180	30 - 36
Roxburgh 10 70 - 105 175 - 210 35 - 42 80 5 0 80 16 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 24 130 5 10 - 17 113 - 120 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 70 14 75 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24		270	10	70 - 105	165 - 200	33 - 40
Roxburgh 80 5 0 80 16 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 24 130 5 10 - 17 113 - 120 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 70 14 75 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24		275	10	70 - 105	170 - 205	34 - 41
Roxburgh 120 5 3 - 10 110 - 117 22 - 24 125 5 7 - 13 112 - 118 23 - 24 130 5 10 - 17 113 - 120 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 70 14 75 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24		280	10	70 - 105	175 - 210	35 - 42
Roxburgh 125 5 7 - 13 112 - 118 23 - 24 130 5 10 - 17 113 - 120 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 70 14 75 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24		80	5	0	80	16
Roxburgh 130 5 10 - 17 113 - 120 23 - 24 150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 70 14 75 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24		120	5	3 - 10	110 -117	22 - 24
150 5 24 - 31 119 - 126 24 - 25 155 5 28 - 34 121 - 127 24 - 26 160 5 31 - 38 122 - 129 25 - 26 70 0 0 70 14 75 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24		125	5	7 - 13	112 - 118	23 - 24
Ranfurly 155	Roxburgh	130	5	10 - 17	113 - 120	23 - 24
Ranfurly 160 5 31 - 38 122 - 129 25 - 26 70 0 0 70 14 75 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24		150	5	24 - 31	119 - 126	24 - 25
Ranfurly 70 0 0 70 14 75 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24		155	5	28 - 34	121 - 127	24 - 26
Ranfurly 70 0 0 70 14 75 0 0 75 15 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24		160	5	31 - 38	122 - 129	25 - 26
Ranfurly 80 0 0 80 16 120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24						
120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24		75	0	0	75	15
120 5 3 - 10 110 - 115 22 - 23 125 5 7 - 13 112 - 118 23 - 24	Donfron	80	0	0	80	16
	Kanturiy	120	5	3 - 10	110 - 115	22 - 23
130 5 10 - 17 113 - 120 23 - 24		125	5	7 - 13	112 - 118	23 - 24
.50 5 20 21		130		10 - 17	113 - 120	23 - 24

Note: 2022 the percentage range is 15% - 35% (top range of AS applied) 2033 the percentage range is 14% - 35% (top range of AS applied)

Table 3 below, shows the percentage of income spent on rent for couples residing in larger units.

Table 3: Impact of rent after Accommodation Supplement has been applied for a double occupancy

Location	Market Rent	Increase per	AS (range	Net Rent after	As at April 2023
Double	July 2023	Week	estimated by	AS Applied	% of Income Paid for
Occupancy	, ,		WINZ: basic NZ		Rent (Couple) \$879.58
			Super no		net
			additional		
			income)		
	\$	\$	\$	\$	%
Alexandre	215	10	26 - 33	182 - 189	21
Alexandra	220	10	30 - 36	184 - 190	21 - 22
Clyde	235	10	40 - 47	188 - 195	21 - 22
	215	10	26 - 33	182 - 189	21
	220	10	30 - 36	184 - 190	21 - 22
	230	10	37 - 43	187 - 193	21 - 22
	235	10	40 - 47	188 - 195	21 - 22
Cromwell	240	10	44 - 50	190 - 196	22
Croniwen	250	10	51 - 57	193 - 199	22 - 23
	260	10	58 - 64	196 - 202	22 - 23
	270	10	65 - 71	199 - 205	23
	275	10	68 - 75	200 - 207	23 - 24
	280	10	72 - 78	205 - 208	23 - 24

Note: The percentage range of income spent on rent in 2022 was 23% - 28%, in 2023 the range will be 21% - 24%

Market Rent Increase Summary

All 15 units in Roxburgh and 10 newer units in Ranfurly will have a \$5.00 per week increase. 16 older units in Ranfurly will have no rent increase - its these units that generally have had up to 2 to 3 units vacant at any one time. 14 tenants in these units will have no rental increase.

16 of Alexandra's smaller older units, have had a \$5.00 per week increase and the remainder 7 unts have an increase of \$10.00 per week.

All 3 units at Clyde have an increase of \$10.00 per week as does all of the 31 Cromwell units.

From 12 August 2022 a change to the Residential Tenancy Act, limited rent increases to once every 12 months. Because Council reviews the rent charges annually there will be 7 tenants who's rent cannot be increased as they are new tenancies since the last rent review effective 1 July 2022. Their rent will be increased in line with Councils next rent review to the market rate on 1 July 2024.

Waiting List

The number of people on the waiting list is fluid – when contacted many on the waiting list are not ready to take up a tenancy for various reasons. Some applicants have a location preference for the newer larger units and are prepared to wait until they become available. For some, although they are in a rental situation, they feel that the Council rental units offer better long-term security than the private rental market. Others are not interested in looking to the private market and can remain in their current accommodation until a unit becomes available.

Each time a unit becomes vacant, staff review those on the waiting list, update their current situation and where applicable prioritise according to the four criteria set out previously to create a prioritised short list. Staff then work through the short list to fill the vacant tenancy.

Financial

Currently as at the end of the March 2023 income from rent is favourable by 12.09% annual rental budget in the current Long-term Plan 2018 – 28, for year 2 and 3 is \$725,000. This was a conservative approach based on a lower static rental occupancy at the time figures for the Long-term Plan 2018 - 28 were populated and the uncertainty of the rental market.

Based on the static occupancy rate of 98.61% at the time of writing this report and allowing for the 7 tenancies where the new rental rate cannot be applied, the rental income may increase from \$827,060 as at end of June 2023 to \$848,900 as at end of June 2024. An annual income increase of \$21,240.

Implementation

The process to increase rents has a statutory requirement under the Residential Tenancies Act 1986. Tenants must be given 60 days' formal notice of a rent increase.

Action:

- The first letter of notification for the rent increase will be posted, or delivered, to affected tenants no later than 28 April 2023.
- A second notification letter will be posted as a reminder in May 2023.

3. Attachments

Nil

Report author: Reviewed and authorised by:

Janice Remnant Louise van der Voort

Asset Management Team Leader -Group Manager - Planning and Infrastructure

Property 26/03/2023 5/04/2023



23.4.7 ECONOMIC DEVELOPMENT WORK PROGRAMME PROGRESS REPORT

Doc ID: 625892

1. Purpose

To provide an update on the implementation of the Economic Development Work Programme for 2022, and to outline the annual Economic Development Work Programme for 2023.

Recommendations

That the report be received.

2. Background

In August 2021, the Council received and adopted the 2021 - 2022 Economic Development Work Programme. As part of the Work Programme, Council is to be updated on progress every six months. This is the second report back and presents the proposed workplan for 2023.

3. Discussion

Key updates

New Zealand's economy continued to run hot through 2022 and into 2023 with households maintaining spending, increased Central Government spending and firms continuing to hire.

Over 2022, supply chain issues experienced in 2020 and 2021 lessened with labour availability the main constraint facing businesses. New Zealand's border fully reopening on 31 July 2022 and the removal of COVID 19 restrictions in September 2022 supported New Zealand's economy to recover by re-enabling workforce and visitor movement.

Government fiscal stimulus during the COVID shock stimulated a large increase in demand that exceeded supply and contributed to an overheated economy which in turn caused an increased rate of inflation. The reigning in of inflation is likely to be a key driver in the economy over the next two years.

Inflation rates have exceeded most expectations, peaking at 7.3% in the June 2022 quarter (targeted range of 2-3%). New Zealand's experience is comparable to that of other countries following government stimulus: UK and Europe recorded inflation rates of 10% over a similar period.

Nationally, inflation has likely peaked but is expected to stay above the targeted range through to mid-2024. To reduce the rate of inflation the Reserve Bank has been increasing the official cash rate which effectively raises interest rates and cools demand for goods and services. It is likely to continue this approach through to mid 2023.

Higher interest rates have a lagging effect on household spending because many borrowers are not immediately exposed to the interest rate changes due to having low fixed interest

rates. However, half of all mortgages are due for refixing in 2023 and this is when households will feel the impacts, with the wider economic impact becoming clearer in 2024. Higher interest rates are however having an immediate effect on property prices. Real Estate Institute figures showed that the national median house price fell 12.4% in 2022 and is expected to fall further in 2023.

Internationally, the World Bank expects the global economy growth rate to slow, declining to 1.7% in 2023 from an expected 3% in 2022. An annual growth rate of 1.7% would be the third weakest rate in the last three decades.

Geopolitical tensions remain, including the war in Ukraine. However the easing of COVID restrictions in China is likely to be a positive for consumption of New Zealand goods and services as this economy returns to normality. In addition to the gradual return of an international workforce, the return of international visitors will shore up demand for services in hospitality and tourism sectors and will help offset any slowdown in other markets.

Nationally, the unemployment rate is 3.3% and is predicted to remain at a similar level through 2023, and increase in 2024. Central Otago's unemployment rate is estimated to have sat at 1.7% in 2022, compared to the national average of 3.4%. The Ministry of Social Development's number of registered Job Seekers in Central Otago has reduced to 51 in February 2023 from a peak of 273 during the first lockdown. Prior to COVID-19, job seeker numbers sat at around 70. The lack of job seekers shows the seriousness of staff shortages in the district especially considering some eligibility criteria were relaxed during COVID, making more people eligible for the job seeker benefit.

Progress on action plan

Key areas of work to date.

Workforce

Securing labour was a major challenge for all employers during 2022 and this is likely to continue in 2023. Previously the shortages had been more pronounced in horticulture, but the return of RSE and international backpackers and refined campaigns targeting New Zealanders brought some relief to horticulture in 2022.

Youth transitions to employment

This is a collaborative project involving Central Otago and Queenstown Lakes with representatives from Ministry of Education, local high schools, Ministry of Social Development, chambers of commerce, district councils, and industries that aims to increase youth awareness of local opportunities. The first in school events are scheduled for May 2023.

Central Mahi

Council collaborated with Ministry of Social Development to launch Central Mahi, a campaign to help Central Otago employers attract and secure staff for the busy summer months when demand peaks. It involved promoting roles to job seekers in the lower South Island via employer-created videos, and support to help place potential employees into roles. Central Mahi aimed to fill seasonal roles, attract individuals to undertake specific projects, and provide opportunities to experience workplaces and consider permanent roles. The campaign was promoted nationally via Ministry of Primary Industries, through physical stands on tertiary campuses across Otago and Southland, MSD offices, Central Otago high schools and through social media. We reached a total of 340,084 individuals, 5494 people clicked on the link to the Central Mahi website, and our ads were seen over 1 million times (1, 017,433). The campaign will conclude in April.

Regional Skill Leadership Group (RSLG)

Council's Economic Development Manager continued to be involved with the Regional Skills Leadership Group to create a regional labour market plan and progress it to implementation. The Otago Regional Skills Leadership Group was established by MBIE and comprises business leaders, iwi, union, and economic development representatives. The regional skills leadership groups were established to "identify and support better ways of meeting future skills and workforce needs in our regions and cities".

Teviot Valley Community Hub

Council assisted local horticultural employers in the Teviot Valley to secure funding to support resilience in rural communities and the attractiveness of the Teviot Valley as a place to live. Council supported this group into the next stage to establish a local project group, contract a project coordinator, and begin delivering projects.

Climate change and environment

Unlocking value from food waste

Following the initial report *Understanding Fruit Loss in Central Otago* that quantified fruit loss in Central Otago, staff facilitated a workshop with stakeholders to establish next steps. These include understanding processing capacity and constraints in the district, identifying existing products globally that the produce could be made into, and understanding the opportunity to leverage existing brand and sales channels. Funding was secured from industry, private organisations, and Central Government agencies to carry out this research. Research findings were presented back to stakeholders in November 2022 and final reports were published in January 2023. Council facilitated the project group including assisting with funding applications, contracting research, and project management.

Other

Otago Regional Economic Development (ORED)

In April 2022, ORED finalised regional economic development priorities for Otago to help guide Central Government investment and collaboration between economic development teams and stakeholders in Otago. Key priority action areas developed with stakeholders are learning, food, collaboration, and lifetime value. This has led to ORED facilitating international experts to deliver collaboration training in Otago and coordinating a funding application to develop pilots on how to maximise value from visitors. ORED has also secured discounts on economic data services, information sharing and other collaboration.

Work programme for 2023

Workforce

Youth Transitions to Employment

The Inspiring a Future programme will be piloted in Central Otago and Queenstown Lakes in the first half of 2023. The programme aims to raise awareness of and challenge stereotypes in the employment opportunities available locally.

Co-working space

This remains a focus for 2023. Discussions to date with potential commercial operators of a space have been constructive and will continue into 2023.

Central Mahi 2.0

Based on the success of the first season of this campaign we will look to repeat this campaign for the 2023/24 summer.

Life in Central Otago video

We will produce a video that shows the lifestyle opportunities in Central Otago that Central Otago employers can use when advertising local roles outside the district.

Housing and infrastructure

Seasonal worker accommodation

In conjunction with the Planning Team develop an understanding of options to increase the provision and use of seasonal worker accommodation.

Housing

Lead project to continue looking at Councils role in housing.

Digital connectivity

We will explore options to increase digital connectivity in Central Otago.

Environment

Unlocking Value from Fruit Waste - Stage 3

The next stage of this project involves bringing parties together and exploring opportunities to collaborate on production capability to reduce fruit waste.

Other

Lake Onslow

The Central Government decision on the Lake Onslow Pumped Hydro project proceeding to phase 2: detailed feasibility study will stimulate a greater level of activity in the valley and would present economic development opportunities.

Next report back will be in October 2023.

4. Attachments

Nil

Report author:

Reviewed and authorised by:

Nick Lanham

Economic Development Manager

6/04/2023

Dylan Rushbrook

Group Manager - Community Vision

6/04/2023



23.4.8 PUBLIC TOILET POLICY

Doc ID: 621178

1. Purpose of Report

To consider approving the Public Toilet Policy for a three-year cycle.

Recommendations

That the Council

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

B. Adopts the Public Toilet Policy.

2. Background

Council has had a Public Toilet Policy since 2009, however the policy lapsed in 2012.

The policy provides guidance around the provision of public toilets and how decisions are made. The policy aims to ensure a network of public toilets are available across the district that are clean, accessible, and appropriately maintained.

3. Discussion

The new policy aligns with existing processes within the Property and Facilities team.

Provisions include:

- Clarifying that district funding is used to fund public toilets
- Services are provided on a demand basis, with excess demand providing the tipping point for the construction of new facilities
- Council ensure there is at least one 24-hour public toilet that includes baby change facilities in each major urban area
- Factors used to assess site suitability for a new build or renovation, and factors used to assess the appropriateness of taking on an existing facility
- To ensure accessible facilities are provided as the standard (unless constrained by the site, i.e. long drops)
- To increase the provision of baby changing facilities over time
- Cleaning and maintenance standards
- How the decision is made to close a facility including a provision that any closure that would result in a drop of the level of service is decided by Council.

The policy is consistent with New Zealand Standard 4241:1999 Public Toilets.

Public Toilet Register

The new policy that requires Council keep an up to date register of all Council-owned public toilets on the Central Otago District Council website.

The register will provide the community with the following information:

The location of all Council-owned public toilets, organised by ward area

- The status of each toilet whether it is open or closed
- The hours of operation
- Information on accessibility, changing facilities, and the location of unisex facilities
- The maintenance standard for each toilet
- And other notes as applicable, including seasonal facilities and long drops

Further information can be provided on the Council website, including a link to report any facilities requiring maintenance.

4. Financial Considerations

There are no financial considerations with the policy in the current form. An increase in the requirements for baby change facilities would increase costs, as these facilities are larger and more expensive to construct.

5. Options

Option 1 – (Recommended)

Adopt the Public Toilet Policy for a three-year period from April 2023 to April 2026.

Advantages:

- Clear framework is in place to reflect how decisions relating to public toilets are made
- Increased visibility on the management and maintenance of public toilet facilities
- Policy reflects how Council meets NZ Standards relating to public toilets

Disadvantages:

No disadvantages

Option 2

Do not adopt the Public Toilet Policy.

Advantages:

No advantages.

Disadvantages:

- No framework is in place for decision making
- Reduced transparency

6. Compliance

Local Government Act 2002	This decision enables democratic local decision
Purpose Provisions	making and action by, and on behalf of
	communities by ensuring an open framework is in place for decisions around the provision of public toilets.

Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes – including financial provisions
Considerations as to sustainability, the environment and climate change impacts	No direct sustainability impact
Risks Analysis	No associated risks
Significance, Consultation and Engagement (internal and external)	Consultation is not required

7. Next Steps

The policy will be reviewed in 2026. The register will be published on the Central Otago District Council website and kept updated.

8. Attachments

Appendix 1 - Public Toilet Policy J

Appendix 2 - Register of Council-owned Public Toilets in Central Otago J

Report author: Reviewed and authorised by:

Alix Crosbie Dylan Rushbrook

Senior Strategy Advisor Group Manager - Community Vision

7/03/2023 6/04/2023



Public Toilet Policy

Department:	Property and Facilities
Document ID:	619802
Approved by:	Council
Effective date:	April 2023
Next review:	April 2026

Purpose:

To provide guidance on Council's approach to the provision of public toilets, including decision making around the funding and construction of new facilities, and maintenance and cleaning standards.

Principles and objectives:

- To provide a network of public toilets that are available, accessible, clean, and appropriately maintained to service the needs of the community, tourists, and travelling public.
- To increase accessibility to town centres, community facilities, and other Council infrastructure.
- To take a consistent district-wide approach to the funding and maintenance of public toilets.

Scope:

The policy relates to public toilets owned by Central Otago District Council. Public toilets have been provided by other agencies throughout the district. These toilets are taken into account as part of the wider provision of services, however are outside of the scope of this policy.

Policy:

Council provides a network of public toilet facilities for the use of the resident and visiting public.

Council is moving toward toilet facilities composed of all-gender, single, fully enclosed, self-contained units consistent with the NZS4241:1999 New Zealand Standard for Public Toilets.

Funding

Toilets are funded through district funding sources and provided on a needs basis.

Provision of services



Services are provided based on demand. Consumable usage is monitored to ensure service standards remain adequate for the level of use.

Council ensure there is at least one 24-hour public toilet, which includes baby change facilities in each major urban area, consistent with NZS4241:1999 New Zealand Standard for Public Toilets and the Building Code.

New facilities

Additional facilities are considered as usage increases.

New facilities are located in areas that are safe, well lit, able to be serviced effectively, and meet the needs of the community.

The following factors are considered when assessing site suitability:

Determine need	Including distance from other toilets or facilities, including			
	facilities operated by private businesses for public use (i.e.			
	service stations).			
	Consideration of the current level of service at nearby facilities.			
Available land and site	Including:			
suitability	the ability to build on a suitable site			
	the legal status of the land			
	the ability to service a site with power and water			
	impact on traffic flow and ability to park			
	safety and natural surveillance at the site			
	any planning or other considerations and constraints.			
Financial	Including the cost of building on and maintaining the site, the			
considerations	ongoing costs relating to the provision of services, and the			
	condition of any existing building or structure on the site.			

Taking on other existing public toilets

Some government and other agencies have built public toilets on either Council or private land. At times, Council is asked to take ownership over these toilets.

Council considers these requests on a case by case basis, using the same criteria as outlined for 'new facilities.'

Council also take the condition of the building and any anticipated cost of maintaining or servicing the facility into account.



Register of Council Owned Public Toilets

Council maintains a Register of Council Owned Public Toilets, published on the Central Otago District Council website.

The register includes the following information:

- Location of public toilets within each Central Otago ward
- Operational status and open hours for each facility
- Whether the facility is unisex
- Accessible status
- The number of pans at each site
- · The accessibility of each site
- · Changing facilities
- And the maintenance standard.

Accessibility and changing facilities

Accessible facilities are provided where possible. Some sites are constrained - particularly those with long drop facilities.

Council is increasing the provision of changing facilities over time. It is prohibitively expensive to fit changing facilities into existing toilets, due to size requirements. Further facilities are provided as new builds occur.

Cleaning and maintenance

Toilets are cleaned and maintained regularly, at levels set depending on use. Service standards include:

- · Twice daily maintenance at highest use facilities
- · Daily maintenance
- Weekly maintenance, including 1x, 2x, and 3x weekly standards
- And as required maintenance, generally applied to seasonal facilities.

Closure of a facility

An existing facility may be considered for either closure or a reduction in hours or service standard when there is a reduction in the level of use and sufficient other facilities are in place to meet community needs.

Determining the sufficiency of other facilities includes considering the accessibility and usage of the alternate sites.



Operational decision making is made by Council staff when there is no drop in the level of service, including situations where a toilet is upgraded or replaced nearby.

Decision making is taken to Council to request the closure of a facility resulting in a reduction in the level of service.

Private businesses utilising public toilets

Private businesses and commercial operators cannot use Council owned public toilets in calculating the available pans toward resource consent or liquor licence conditions.

Events

Council public toilets are provided based on regular usage. Where an event is likely to exceed this usage, Council expect organisers to provide additional facilities.

Relevant legislation:

Building Act 2004 Regulations contained in the Building Act 2004 include:

- Building Code
- Compliance Document for New Zealand Building Code Clause G1 Personal Hygiene
- NZS4241:1999 New Zealand Standard for Public Toilets

Related documents:

Register of Council Owned Public Toilets

Council meeting

Register of council owned public toilets in Central Otago

Toilet	Address	Status	Hours	Unisex or split	# of pans	Accessible	Changing facilities	Maintenance	Notes/other
Vincent Ward									
Alexandra									
Boat ramp	Dunorling St	Operational	24 Hours	UNISEX TOILET	1 unisex	<u>t</u>	<u>₹</u>	Daily	
BMX Cycle Park	Poole Rd	Operational	24 Hours	M/F	1 female, 1 male	No	No	Daily	
Golden Block	19 Brandon St (behind Paper Plus)	Operational	24	M/F	2 female, 1 male	Ġ.		Daily	
Molyneux Park	Centennial Ave	Operational	24 Hours	M/F	6 female, 2 male	No	No	Daily	
Pioneer Park	Centennial Ave	Operational	24 Hours	M/F	3 female, 1 male	Ġ.	(<u>\$</u> .	2x daily	
Tarbert Street Building	Tarbert St	Operational	24 Hours	M/F	2 female, 1 male	Ġ.	(\$\frac{1}{2}\)	Daily	
Clyde									
Fraser Domain	Closed	Closed	×						
Marshall Road	Marshall Road	Operational	24 HOURS	UNISEX TOILET	1 unisex	No	No	Weekly	Long drop
Lodge Lane, Clyde	Lodge Lane	Operational	24 HOURS	UNISEX TOILET	3 unisex	Ġ.	No	Daily	
Miners Lane	Miners Lane	Operational	24 Hours	UNISEX TOILET	2 unisex	Ġ.	No	Daily	
Weatherall Creek	Fruitgrowers Road	Operational	24 Hours	M/F	2 female, 1 male	Ġ.	No	Daily	
Other									
Champagne Gully	SH8	Operational	24 Mours	M/F	2 female, 1 male	<u>E</u>	No	Daily	
Omakau Exeloo	6 Wilson St	Operational	24 Hours	UNISEX TOILET	2 unisex	Ŀ.	No	Daily	
Omakau Recreation Reserve	Closed	Closed	×	3.020.7502					
Cromwell Ward									
Cromwell									
Alpha Street Reserve	Alpha St	Operational	24 Hours	M/F	2 female, 1 male	<u>t</u>	No	Daily	
Cromwell Aquatic Centre	Barry Ave	Operational	24 Mours	UNISEX TOILET	2 unisex	No	No	Daily	External toilet – open 24 hours
Lode Lane	The Mall, Lode Lane	Operational	24 Hours	UNISEX TOILET	5 unisex	Ġ.		2x daily	

Item 23.4.8 - Appendix 2

Council meeting

Toilet	Address	Status	Hours	Unisex or split	# of pans	Accessible	Changing facilities	Maintenance	Notes/other
Murray Terrace	The Mall, Murray Tce	Operational	24 HOURS	UNISEX TOILET	4 unisex	E	No	2x daily	
Old Cromwell		Operational	24 Hours	M/F	2 female, 1 male	Ŀ	No	Daily	To be redeveloped
Pisa Moorings									
Dustin Park	off Ferry Lane, Pisa Moorings	Operational	24	UNISEX TOILET	1 unisex	ક		1x weekly	
Tarras									
Tarras		Operational	24 Hours	UNISEX TOILET	3 unisex	E	(jr)	Daily	
Maniototo Ward									
John St Playground	John St	Operational	24 Hours	UNISEX TOILET	1 unisex	No	No	As required	
Maniototo Park Stadium (external)		Operational	24 Hours	M/F	2 female, 1 male	No	No	2 x weekly	Open Labour Day to Queens Birthday
Naseby Domain	Derwent St	Operational	24 Hours	M/F	2 female, 1 male	Ġ.	No	3 x weekly	
Naseby Swimming Dam	Swimming Dam Road	Seasonal	24 ※ 例 () 新	M/F	1 female, 1 male	No	No	3x weekly	Open December to Easter
Patearoa Hall	Patearoa- Ranfurly Road	Operational	24 HOURS	M/F	1 female & 1 male	No	No	As required	
Ranfurly Railway Station	3 Charlemont	Operational	24 HOURS	M/F	2 female, 1 male	Ġ.		Daily	
Sowburn (Patearoa)		Operational	24 HOURS	UNISEX TOILET	1 unisex	No	No	3x weekly	Long drop
Wedderburn Domain	Domain Road	Seasonal	24 (A) ※ 例 (A) 称	UNISEX TOILET	1 unisex	<u></u>	No	As required	Seasonal
Teviot Ward			_						
Ettrick Hall		Operational	24 Hours	UNISEX TOILET	1 unisex	No	No	2x weekly	
Millers Flat		Operational	24 HOURS	M/F	3 female, 1 male	No	No	2x weekly	
Pinders Pond		Operational	24 HOURS	UNISEX TOILET	1 unisex	No	No	2x weekly	Long drop
Roxburgh Recreation Reserve		Operational	24 HOURS	M/F	1 female, 1 male	No	No	Daily	3 - 1
Scotland St	Scotland Street	Operational	24 HOURS	UNISEX TOILET	6 unisex	હ	No	2x daily	Exeloo

			Key			
Ġ.	(F)	UNISEX TOILET	24 HOURS	※ ∮		×
Accessible	Changing facilities	Unisex	Open 24 hours	Seasonal	Long drop	Closed

Item 23.4.8 - Appendix 2



23.4.9 WILDING CONIFER CONTROL POLICY

Doc ID: 622868

1. Purpose of Report

To amend the Wilding Conifer Control Policy.

Recommendations

That the Council

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

B. Amends the Wilding Conifer Control Policy.

2. Background

At its July 2022 meeting Council adopted the Wilding Conifer Control Policy (the Policy).

At the January 31, 2023, meeting of the Vincent Community Board (the Board), a resolution was passed seeking clarification from Council whether staging the removal of wilding conifers was a breach of the Policy.

Council considered this request at its 3 March meeting and resolved the following.

Agrees the Wilding Conifer Control Policy does not permit staging the removal of wilding conifers from Council owned or managed land.

Agrees to amend the Council Wilding Conifer Control Policy as required to reflect the Council's decision.

3. Discussion

Following Councils direction from its 3 March 2023 meeting the following wording to the Wilding Conifer Control Policy has been added - *Eradication of wilding conifers from Council owned or managed land will be undertaken as efficiently as possible in a single operation.*

Given the above amendment the Purpose has had the word "manage" changed to "eradicate" to better align the Policy with Councils intention of undertaking removal in one operation.

The changes suggested by Council have been included in the updated policy and shown as tracked changes in **Appendix 1**.

4. Financial Considerations

There are no financial implication resulting from this report.

5. Options

Option 1 – (Recommended)

That Council amends the Wilding Conifer Control Policy.

Advantages:

- Clarity is provided that the removal of wilding conifers on Council land will be undertaken in a single operation.
- There is a consistent district wide approach to wilding conifer removal.
- Council shows leadership and responsibility as a landowner by controlling wilding conifers.
- Reduction of the risk of wildfire to neighbouring properties.
- New plantings if appropriate, can be planted sooner and will enhance biodiversity over time.
- Wilding conifers are removed in one operation removing them as a seed source to neighbouring properties.

Disadvantages:

No disadvantages are identified.

Option 2

That Council does not amend the Wilding Conifer Control Policy.

Advantages:

• There are no advantages identified from not amending the Wilding Conifer Control Policy.

Disadvantages:

- Staging the removal of wilding conifers would not contribute to meaningful removal of this pest from Council owned land.
- There is no district wide consistency in controlling wilding conifers.
- Inconsistent decision making on the removal of wilding conifers could occur.
- Potential to improve sites following the removal of wildings is lost.

6. Compliance

Local Government Act 2002	This decision promotes the
Purpose Provisions	(social/cultural/economic/environmental)
	wellbeing of communities, in the present and for the future by removing a recognised weed pest and enhancing the area for greater community enjoyment.

Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This decision is consistent with the Central Otago District Council Long-term Plan 2021 – 2031.
Considerations as to sustainability, the environment and climate change impacts	Wilding conifers are a recognised weed tree, their removal over time will enhance the sustainability and ecological environment of Council owned land across the district. Wilding conifers are not eligible for carbon credits.
Risks Analysis	Risks identified if the wilding conifers remain include, wildfire threat, cost of control increases over time due to continue seed dispersal to neighbouring properties.
Significance, Consultation and Engagement (internal and external)	This policy gives effect to funding allocated for this purpose through the 2021-2031 Long-term Plan. Additional consultation is not required.

7. Next Steps

The next steps include:

• The policy is amended and implemented.

8. Attachments

Appendix 1 - Wilding Conifer Control Policy U

Report author:

Reviewed and authorised by:

Gordon Bailey
Parks and Recreation Ma

Parks and Recreation Manager

4/04/2023

David Scoones

Group Manager - Community Experience

11/04/2023



Wilding Conifer Control Policy

Department:	Parks and Recreation
Document ID:	585019
Approved by:	Council 6 July 2022
Effective date:	July 2022 April 2023
Next review:	July 2024 <u>April 2024</u>

Purpose:

To provide guidance on Council's approach to managing eradicating wilding conifers on council owned or managed land.

Principles and objectives:

Council recognises its obligations as a landowner to pro-actively manage the spread and eradicate wilding pinesconifers, and to give effect to the Otago Regional Pest Management Plan 2019.

This recognition reflects:

- That Council displays leadership to control the spread of wilding conifers.
- An acknowledgment that wilding conifers on Council owned or managed land are contributing to the spread of wilding conifers on nearby properties (which in turn hinders the ability of those landowners to control the spread of wilding conifers).

Scope:

This policy applies to council owned and managed land including (but not limited to):

 Recreation reserves, local purpose reserves, historic reserves, scenic reserves, and road reseves.

This policy does not apply to council owned or managed commerical forestry blocks, with the exception that:

- · Council will pro-actively manage any spread onto neighbouring land.
- Council will give consideration to replanting forestry blocks with a species with less propensity to spread.

Definitions:

Wilding is the term used for the natural regeneration or self seeding spread of introduced trees, occurring in locations which are not managed as forests or plantations.

Within New Zealand the term is generally applied to the following species of conifers;

• Bishops pine (*Pinus muricata*)



- Contorta (lodgepole) pine (Pinus contorta)
- Corsican pine (Pinus nigra)
- Douglas fir (Pseudotsuga menziesii)
- Larch (Larix decidua)
- Maritime pine (Pinus pinaster)
- Mountain pine and dwarf mountain pine (Pinus mugo and P.uncinata)
- Ponderosa pine (Pinus ponderosa)
- Radiata pine (Pinus radiata)
- Scots pine (Pinus sylvestris)

Policy:

Operational context:

The New Zealand Wilding Conifer Management Strategy 2015-2030 identifies that wilding conifers are a serious and pressing established pest in New Zealand.

The Kai Tahu ki Otago Natural Resource Management Plan 2005 specifies that the spread of exotic wilding trees and other woody weeds is an issue which adversely affects cultural landscapes.

The Otago Regional Pest Management Plan 2019 classifies wilding conifers as a pest.

Within Central Otago wind is the main vector of spread with seed generally being blown in strong Norwest winds up to 25km from source plantations. Once established wilding conifers aggressively spread further afield. As a result, delays in deploying effective controls are associated with significant increased costs.

Adverse effects of wilding conifers:

Landscape and amenity.

Interfering with views of golden tussock glacial and rocky landscapes.

Biodiversity and nature conservation.

 Avoiding the loss of flora and fauna that is unique to Central Otago as wilding conifer canopy closure dominates and degrades native flora and fauna habitats.

Economic productive values.

Loss of productive farmland.

Recreational and lifestyle.

Ensuring opportunities for walking, cycling, running and tramping are maintained.



Historic and archaeological.

Avoiding the obscuring and loss of sites due to canopy closure.

Water yield.

 Avoiding the reduction of water yield of catchments into rivers due to canopy interception and evaporation.

Wildfire risk.

Mitigating the significant risk wilding conifers present for property.

Central Otago District Plan

Acknowledges the threat of wilding conifers and provides a framework for controlling the spread of wilding conifers. It encourages land use practices to ensure that adverse effects on the open space, landscape, and natural character and amenity values within the rural environment are avoided, remedied, or mitigated.

Any planting of species that exhibit spreading vigour requires a resource consent as follows:

- Discretionary activity (tree plantings that exceeds 2 hectares)
 - o Douglas Fir (Pseudotsuga menziesii),
 - European larch (Larix decidua)
 - Ponderosa pine (Pinus ponderosa)
 - o Bishops pine (Pinus muricata)
 - Maritime pine (Pinus pinaster)
 - o Radiata pine (Pinus radiata)
- Discretionary activity (tree plantings less than 2 hectares)
 - o Corsican pine (Pinus nigra)
- Non-complying activity
 - o Scots pine (Pinus sylvestris) and/or Swiss Mountain pine (Pinus mugo)

Planting of Lodgepole pine (Pinus contorta) is a prohibited activity for which no consent can be applied for or obtained.

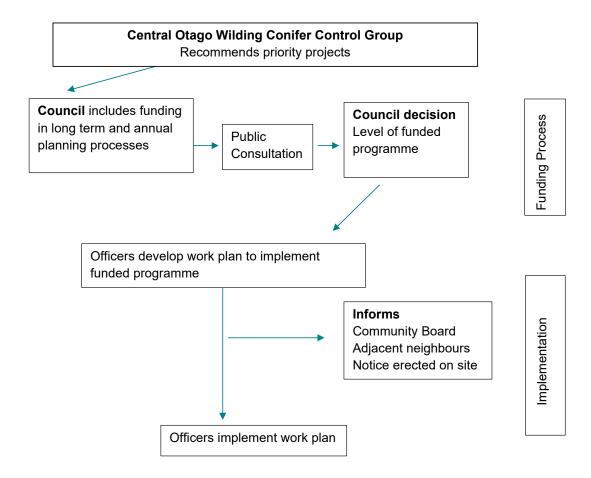
Key policy elements:

- Council will pro-actively work to eradicate wilding conifers on council owned or managed land.
- <u>Eradication of wilding conifers from Council owned or managed land will be</u> undertaken as efficiently as possible in a single operation.
- No new plantings of wilding conifers will take place on council owned or managed land.



- Council will pro-actively manage the spread of wilding conifers from council owned commercial forestry blocks onto adjacent land.
- Where no wildings currently exist on council owned or managed land but the land is susceptible to wilding spread, Council will proactively manage removal of any seedings to prevent wildings being established

Council will manage the programme to control the spread and eradicate wilding conifers through the following process:



Relevant legislation:

Reserves Act 1977 Resource Management Act 1991



Related documents:

https://www.wildingconifers.org.nz/assets/Uploads/2014-new-zealand-wilding-conifermanagement-strategy-3.pdf

www.wildingpines.nz

https://www.wildingconifers.org.nz/

https://wildingpinenetwork.org.nz/

F



23.4.10 PROCESS FOR THE APPOINTMENT OF AN AUDIT AND RISK CHAIR

Doc ID: 624414

1. Purpose of Report

To seek agreement on the process to appoint an independent chair to the Audit and Risk Committee.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to seek applications for the independent chair of the Audit and Risk Committee.
- C. Appoints His Worship the Mayor and one other member of the Audit and Risk Committee to the appointment panel, along with the Group Manager Business Support, as the Acting Chief Executive's appointment.
- D. Agrees that the appointment panel will recommend a preferred candidate to Council for final approval.

2. Background

The independent chair of the Audit and Risk Committee, Linda Robertson, was appointed for a second term in 2020 for a three-year term. It is now time to begin the process for appointment of the independent chair, with the current chair's term expiring this year. Although an application from the current chair is welcomed, Linda has indicated that she would not seek another term.

3. Discussion

It is recommended that Council approves the advertising of the role of the independent chair of the Audit and Risk Committee and that the appointment panel is made up of:

- His Worship the Mayor
- One other member of the Audit and Risk Committee
- The Group Manager Business Support (as the Interim Chief Executive's representative)

4. Financial Considerations

There is currently money included in the Chief Executive's budget for this purpose.

5. Compliance

Local Government Act 2002	This decision enables democratic local decision
Purpose Provisions	making and action by, and on behalf of
	communities by providing independent oversight

	of the Audit and Risk Committee and those
	functions of council.
Decision consistent with other	Yes, this decision gives effect to Council's
Council plans and policies? Such	Register of Delegations.
as the District Plan, Economic	
Development Strategy etc.	
Considerations as to	There are no implications arising from this
sustainability, the environment	decision.
and climate change impacts	
Risks Analysis	The objective of the Audit and Risk Committee is to provide governance and oversight in the areas of audit and risk to ensure systems and practices are of a standard to provide assurance that there is sufficient risk identification and mitigation in place.
	The appointment of an independent chair to this Committee aims to provide external independence to this function and helps Council manage its risk.
Significance, Consultation and	This matter has low significance under Council
Engagement (internal and	policy. Applications for this role will be called for
external)	publicly and no further consultation is required.

6. Next Steps

Following approval, advertising will take place in Council's usual forums, as well as on the New Zealand Institute of Directors' website. The panel will then shortlist and interview candidates before recommending a preferred candidate for Council's approval.

7. Attachments

Nil

Report author: Reviewed and authorised by:

Wayne McEnteer Saskia Righarts

Governance Manager Group Manager - Business Support

28/03/2023 5/04/2023



23.4.11 UPDATE TO THE REGISTER OF DELEGATIONS

Doc ID: 615994

1. Purpose of Report

To consider an update to the Register of Delegations.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Notes the proposed changes to the Register of Delegations
- C. Adopts the updated Register of Delegations, to come into effect on 20 April 2023.

2. Background

At the meeting on 9 November 2022, Council adopted the current Register of Delegations, but noted that there were some changes needed. Council resolved that those changes should be addressed and that the document should return to Council for its consideration within six months of that meeting.

3. Discussion

At that meeting, councillors asked that there be clarifications around the sections dealing with the Resource Management Act, Hearings Panel and District Licencing Committee and language regarding the staff delegations register. In doing this review, staff have noted some additional changes which would be beneficial.

A summary of the proposed changes is below and highlighted by tracked changes in appendix 1:

- In the Hearings Panel section, the constitution of members has been added. Paragraph 25 was moved to under paragraph 17, as this is the section for which it refers. Paragraphs 26 and 27 have been deleted as they are duplicate lines.
- Additional information has been added to the District Licencing Committee page to indicate its reporting line, meeting frequency, makeup and quorum.
- In paragraph 80 of the register, the comments on the Dangerous Goods Act were removed as this legislation has expired. It was replaced by the Hazardous Substances and New Organisms Act 1996 and the register has been updated to reflect this.
- Paragraph 81 of the register has been removed. The staff delegations have since been removed and these operational delegations are approved by the CEO.
- In addition, there have been some minor updates to grammar and formatting. In the
 attachment there are some numbers out of sequence now due to the track changes
 demonstrating the changes above. The number sequencing will be fixed once Council
 has approved the document.

• Finally there was a question from councillors whether the joint committee should be under delegations from Council (part V). This has been amended and a new part VI added. This section has been titled 'joint committee' rather than 'external committee' as this is the correct terminology for this Committee in legislation.

4. Financial Considerations

There are no financial considerations as a result of this decision.

5. Options

Option 1 – (Recommended)

Adopt the updated Register of Delegations.

Advantages:

• The register will be fully up to date

Disadvantages:

Nil

Option 2

Do not adopt the updated Register of Delegations.

Advantages:

Nil

Disadvantages:

The register will not be fully up to date

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by listing where the delegations lie and which bodies are responsible for what decisions.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, as it is an update of an existing document.
Considerations as to sustainability, the environment and climate change impacts	There are no considerations to be made regarding sustainability, the environment or climate change.
Risks Analysis	There are no risks resulting from this decision.

Significance, Consultation and	This decision does not trigger the Significance
Engagement (internal and external)	and Engagement Policy.

7. Next Steps

If the changes are accepted the updated register will be placed online.

8. Attachments

Appendix 1 - Updated Register of Delegations - with tracked changes U

Saskia Righarts

Report author: Reviewed and authorised by:

Wayne McEnteer Governance Manager

Group Manager - Business Support

6/04/2023 11/04/2023



Register of Delegations to Community Boards, Portfolios, Committees and the Chief Executive Officer

As at 21 November 2022 to be adopted

www.codc.govt.nz

A WORLD OF DIFFERENCE



ART L_INTRODUCTION	
ART I – INTRODUCTION Philosophy	
General Principles of Delegation.	
The Legal Situation	
Operative Date	
ART II – GENERAL MATTERS OF DELEGATION	
The Meaning of Delegation	
Delegation by Exception	
Delegations to Community Boards	
Delegations to Committees	
Delegations to Special Committees and Subcommittees	
Sub-delegations to be in Writing and Recorded	
Term of Delegation	
Delegation to Office	
Reporting Decisions	
Sub-delegation	
Call-Up Procedure	
Appeals	
Policy and Fact	
Estimates and Expenditure	
Use of Council Seal and Authority to Sign	
ART III – COUNCIL	
ART IV - DELEGATIONS TO COMMUNITY BOARDS	
Introduction	
Community Boards	
Committees and Sub-Committees of Community Boards	
Committees and Sub-Committees of Community Boards	
Committees and Sub-Committees of Community Boards	
Committees and Sub-Committees of Community Boards	
Committees and Sub-Committees of Community Boards	
Committees and Sub-Committees of Community Boards	
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF: COUNCIL Standing Committees Audit and Risk Committee. Special Committees	
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF COUNCIL Standing Committees Audit and Risk Committee Special Committees Executive Committee	
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF COUNCIL Standing Committees Audit and Risk Committee Special Committees Executive Committee Assessment Committee	
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF COUNCIL Standing Committees Audit and Risk Committee Special Committees Executive Committee	
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF OUNCIL Standing Committees Audit and Risk Committee. Special Committees Executive Committee Assessment Committee Assessment Committee Hearings Panel	
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF COUNCIL Standing Committees Audit and Risk Committee. Special Committees Executive Committee Assessment Committee Hearings Panel District Licensing Committee Joint Committees PART VI - JOINT COMMITTEES	
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF COUNCIL Standing Committees Audit and Risk Committee Special Committees Executive Committee Assessment Committee Hearings Panel District Licensing Committee Joint Committees	
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF COUNCIL Standing Committees Audit and Risk Committee Special Committees Executive Committee Assessment Committee Hearings Panel District Licensing Committee Joint Committees PART VI - JOINT COMMITTEES Otago Civil Defence Emergency Management Group Terms of Reference	
Committees and Sub-Committees of Community Boards	
Committees and Sub-Committees of Community Boards	
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF COUNCIL Standing Committees Audit and Risk Committee Special Committees Executive Committee Assessment Committee Hearings Panel District Licensing Committee Joint Committees PART VI - JOINT COMMITTEES Otago Civil Defence Emergency Management Group Terms of Reference CART VII PORTFOLIOS)
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF COUNCIL Standing Committees Audit and Risk Committee Special Committees Executive Committee Assessment Committee Hearings Panel District Licensing Committee Joint Committees PART VI - JOINT COMMITTEES Otago Civil Defence Emergency Management Group Terms of Reference CART VII PORTFOLIOS Introduction Sustainable Practices Portfolio Three Waters and Waste Portfolio	
Committees and Sub-Committees of Community Boards	3
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF: COUNCIL. Standing Committees Audit and Risk Committee. Special Committees Executive Committee. Assessment Committee. Hearings Panel. District Licensing Committee. Joint Committees PART VI – JOINT COMMITTEES Otago Civil Defence Emergency Management Group Terms of Reference ART VII – PORTFOLIOS Introduction Sustainable Practices Portfolio Sustainable Practices Portfolio Economic Development and Community Facilities Portfolio Planning and Regulatory Portfolio	3
Committees and Sub-Committees of Community Boards	3
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF: COUNCIL. Standing Committees Audit and Risk Committee. Special Committees Executive Committee. Assessment Committee. Hearings Panel. District Licensing Committee. Joint Committees PART VI – JOINT COMMITTEES Otago Civil Defence Emergency Management Group Terms of Reference ART VII – PORTFOLIOS Introduction Sustainable Practices Portfolio Sustainable Practices Portfolio Economic Development and Community Facilities Portfolio Planning and Regulatory Portfolio	
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF COUNCIL Standing Committees Audit and Risk Committee Special Committees Executive Committee Assessment Committee Hearings Panel District Licensing Committee Joint Committees PART VI _ JOINT COMMITTEES Otago Civil Defence Emergency Management Group Terms of Reference CART VII. PORTFOLIOS Introduction Sustainable Practices Portfolio Three Waters and Waste Portfolio Economic Development and Community Facilities Portfolio Planning and Regulatory Portfolio Roading Portfolio PART VI_II - COUNCIL REPRESENTATION ON EXTERNAL COMMITTEES PART IXVIII - DELEGATIONS TO STAFF	
Committees and Sub-Committees of Community Boards Community Board Appointees to External Committees ART-V - DELEGATIONS TO COMMITTEES OF COUNCIL Standing Committees	

PART I - INTRODUCTION

Philosophy

- The statutory function of Council is to lead and guide the good management of the District by determining primary goals and objectives, by setting strategies and policies for their achievement and encouraging this through the considered use of committees and the appointment of skilled staff.
- Elected members as individuals have no statutory authority. Their role is therefore closely linked to meetings of the Council and its Committees allowing issues to be raised, debated and received.
- The task of putting Council's policies to work is the responsibility of the Chief Executive Officer acting through Council staff. The Council, committees and community boards then monitor progress towards any objective. They do this not by putting each staff action under the microscope, but rather by seeing that key milestones are met.
- 4. These are best translated into action when the Council is planning and reviewing its plans and policies. When it comes to day to day matters, the Council's Chief Executive Officer and staff are in the best position to immediately resolve any individual problems. When necessary, a problem may be referred to the Council, a community board or a committee for consideration, along with all the options and implications of any policy changes.
- 5. The Council has therefore adopted a philosophy of delegation to the lowest competent level. This achieves the best use of the skills of Councillors and officers, minimises costs, develops effective managers and minimises bureaucratic interference in the lives of the residents of the Central Otago district.

General Principles of Delegation

- The Council's powers, functions and duties are all prescribed either expressly or implicitly by various Acts of Parliament or Regulations. These set a framework within which the Council must operate.
- 7. Where Council is empowered by legislation to carry out a decision-making function, the decision to act must be by way of resolution of the full Council, unless otherwise provided in the legislation, or where the decision to act has lawfully been delegated to a committee, subcommittee, community board or officer.
- 8. Without delegation, the operation of the Council and its administration would not be effective, efficient or timely in delivering services. Delegation to officers generally implements the basic principle that elected members make policy and officers implement that policy.

The Legal Situation

- Council's principal authority to delegate derives from Schedule 7, clause 32(2) of the Local Government Act 2002, which states:
 - "(2) Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise of the local authority (after consultation with the committee or body or person) of any power or duty specified in sub clause (1)."

Sub clause 32(1) states:

"Unless expressly provided otherwise in this Act or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties or powers except" The exceptions are set out in paragraph 44.

Operative Date

 This Policy will come into effect on 21-November 2022 8 March 2023 and will continue in force until revoked by the Council.

All earlier policies that conflict with or duplicate any provision in this Policy are revoked as from 21-November 2022 8 March 2023.

PART II - GENERAL MATTERS OF DELEGATION

The Meaning of Delegation

- 11. Delegation means the assignment of a power, function or duty of action to another, together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.
- Decisions made by any community board or committee pursuant to this delegation may be acted on without further reference to the Council.

Delegation by Exception

13. The Council has adopted the principle of delegation by exception. This means that all the powers of the Council are delegated to community boards, committees or the Chief Executive Officer unless a specific exception applies.

The exceptions are set out in Part III of this register.

14. Subject to the exceptions, the Central Otago District Council delegates to community boards, committees and standing committees all the powers, functions and duties relating to the scope and activity allocated to them, including the power to convene extraordinary meetings in terms of clause 22, Schedule 7 of the Local Government Act 2002.

Delegations to Community Boards

- A community board may, at any time, refer any matter to Council for direction and/or determination.
- 16. Council cannot override a community board decision made pursuant to a delegation and consistent with Council policy. If the Council wishes to reduce the role of the community board it must effectively consult with that board first.
- 17. Each community board will select its own chair and deputy at the first meeting of its electoral term

Delegations to Committees

- Any standing or special committee may, at any time, refer any matter to Council for direction and/or determination.
- The Mayor has the right to determine the structure of committees and appoint the Chair but this can be changed by resolution of Council (s41A(4)(b) LGA).

Delegations to Special Committees and Subcommittees

 Special committees and subcommittees will have only the powers, functions and duties specifically given to them by the Council or a standing committee.

Sub-delegations to be in Writing and Recorded

- Every sub-delegation will be in writing and will clearly define the nature, purpose and limitation of the power, function or duty delegated.
- 22. Every sub-delegation will be recorded in a manual kept for that purpose by the Chief Executive Officer.

Term of Delegation

23. Unless any delegation is stated to be for a defined term, it will continue until revoked by the delegator or the Council or withdrawn by operation of law.

Delegation to Office

Unless stated otherwise, every delegation is to a committee or office and will be unaffected by changes in the membership of a committee or the holder of an office.

Reporting Decisions

- Every committee will report decisions taken under delegated authority in minutes submitted to the next available meeting of the Council, unless the committee is made up of the full
- Decisions taken by officers under delegated authority will be reported: 26.
 - a) when:
 - a regular report is a condition of the delegation; or
 - where any legislation requires reporting in a particular way; or
 - iii) where the decision is one of a class which the Council has directed should be reported; or
 - iv) where the Council, for any reason, should be aware of the decision;
 - as a regular comparison of performance against budget and approved plans:
 i) a quarterly report on financial out-turn; b)

 - each year an Annual Report in accordance with section 98 and Schedule 10 ii) of the Local Government Act 2002.

Sub-delegation

- Powers, functions and duties granted by the Council to a committee may be sub-delegated, 27. by resolution of that committee, to a Council officer and that sub-delegation will be in writing.
- Delegations to officers will be made to the Chief Executive Officer, who may delegate a power, function or duty to another officer or subcommittee of officers. As well as the discretionary delegations made under this register, there are provisions in various Acts applying to the Council which provide for powers, duties and functions to be exercised directly by specified staff.
- Officers (other than the Chief Executive Officer) may not delegate powers and functions given to them. They may appoint working parties or other officers to advise them.

Call-Up Procedure

30. Nothing in this Register will limit the power of a delegator to exercise a duty, power or function concurrently with, or in substitution for, a delegate.

- Except in exceptional circumstances, a delegator should not:
 - if the Council, act without the advice of a Standing Committee, appropriate Community Board Chairperson or the Chief Executive Officer;
 - b) if a Community Board, act without consultation with the appropriate portfolio lead or the Chief Executive Officer
 - if the Chief Executive Officer, act without the advice of the appropriate officer. c)
- The Mayor may, on behalf of the Council, 'call up' to the Council any matter which has been delegated by the Council, other than one delegated to a Community Board and acted on in accordance with Council Policy. The delegate will then take no further action on that matter until the Council has either:
 - decided that the matter should be referred back to the delegate (with directions if any); a)
 - determined the matter. b)
- 33. In calling up any matter to the Council the Mayor should consult with the chairperson of the relevant Committee or Community Board involved, and the Chief Executive Officer.
- A delegate may, rather than make a decision, refer a matter back to the delegator with a suitable recommendation. The delegator will then decide the matter.
- Community Boards and Committees of Council cannot act contrary to policies of the Council 35. and in particular the Council's Long Term Plan (LTP).

Appeals

- 36. Every person affected by the decision of a delegate may appeal that decision:

 - in the case of a decision by an officer, to the Chief Executive Officer; or in the case of a decision by the Chief Executive Officer or Committee, to the Council.
- The Chief Executive Officer and the Council will not generally overrule a decision of delegate
 - it breaches some policy set by the Council; or,
 - b) some material fact was overlooked or misinterpreted; or,
 - c) d) it contains serious implications for the Council of which the delegate was unaware; or,
 - it is manifestly wrong

Policy and Fact

- In making a decision every delegate will consider:
 - any policy established by the Council;
 - b) the facts relevant to a matter.
- 39. If the facts relevant to any matter do not support a decision consistent with a Council policy, the delegate should submit the matter to the Council with a suitable explanation and recommendation

Estimates and Expenditure

- The Chief Executive Officer may vary any sum or sums making up cost centre detail where:
 - the net expenditure/surplus in that activity cost centre is not altered; and
 - the change is to allow for the more effective management of that activity in accordance with the long-term plan or annual plan or revised annual plan.

Use of Council Seal and Authority to Sign

- The Chief Executive Officer will be responsible for custody of the Council's seal and maintain records as to its use.
- 42. The seal may be attached to all documents that must be executed in this way by the Council. It will be attached, however, only when:

 - the Council or a Committee has authorised the transaction involved; or the transaction involved has been authorised by an officer under delegated authority. b)
- 43. The seal will be affixed in the presence of one person from each of the following groups:
 - the Mayor or any elected member of the Council;
 - b) the Chief Executive Officer (or any other officer authorised by the Chief Executive Officer).

PART III - COUNCIL

The following matters CANNOT be delegated by Council (Schedule 7, clause 32(1) of the Local Government Act 2002):

The power to:

- make a rate:
- make a bylaw;
- borrow money, or purchase or dispose of assets, other than in accordance with the Long-term Plan (LTP);
- adopt a LTP, Annual Plan or Annual Report;
- appoint a Chief Executive Officer;
- adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the LTP or developed for the purposes of the Local Governance Statement:
- adopt a remuneration and employment policy

45. Additionally:

- Recommendations made to Council by the Ombudsman under section 32 of the Local
- Government Official Information and Meetings Act 1987 may not be delegated. Under section 12 of the Fencing of Swimming Pools Act 1987, the Council's powers and functions may only be delegated to a Committee comprising only members of the Council.
- 46. Council reserves the following powers and functions to itself:
 - dismissal of the Chief Executive Officer;
 - any proposal to promote legislation;
 - overall budgetary control of the total operations of Council;
 - stopping of roads (section 319(h) of the Local Government Act 1974);
 - acquisition or holding of shares or interests in a body corporate, partnership, joint venture or other association of persons; the co-ordination of advice from Committees and Community Boards in respect of the
 - Annual Plan and LTP process, and the determination of the funding and priorities derived from that for rates setting and other funding purposes;
 - the right to appeal decisions of external bodies;
 - proposals for the remuneration of elected members;
 - proposals for a change to the political structure of Council, delegations to officers, the size of Council, the nature of wards and communities, and representation for wards and communities;
 - activity on airport reserves.

19 April 2023 Council meeting

PART IV - DELEGATIONS TO COMMUNITY BOARDS

Introduction

Community Boards are established under section 49 of the Local Government Act 2002 ("the 47. Act") and exercise such powers as are delegated to them by the Council (section 53 of the

Boards are NOT Committees of Council. They are separate legal entities. Section 51 of the Act states: 48.

"A community board -

- is an unincorporated body; and is not a local authority; and is not a Committee of the relevant territorial authority" (c)
- Community Boards, under section 53(3) of the Act cannot: 49.
 - acquire, hold or dispose of property;
 - appoint, suspend or remove staff.

COMMUNITY BOARDS

REPORTING TO: Council

CONSTITUTION:

Vincent Community Board Cromwell Community Board Teviot Valley Community Board Maniototo Community Board Four directly elected representatives and three appointees Four directly elected representatives and three appointees Four directly elected representatives and one appointee Four directly elected representatives and one appointee

MEETING FREQUENCY: Every six weeks or as required

OBJECTIVES:

(Local Government Act, 2002 - section 52)

1. To represent, and act as an advocate for, the interests of its community.

- To consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the Community Board.
- 3. To maintain an overview of services provided by the territorial authority within the community.
- To prepare an annual submission to the territorial authority for expenditure within the community.
- To communicate with community organisations and special interest groups within the community.
- 6. To undertake any other responsibilities that are delegated to it by the territorial authority.

POWER TO ACT:

The Council delegates to the community boards the following functions, duties, powers and discretions, as they apply to their respective ward(s), subject to any delegation made by the Council on a "district-wide" basis:

- In relation to bridging, financially assisted and unassisted roading programmes, the authority to make recommendations to the Council on priorities for works within the community board Ward(s)
- In relation to non-financially assisted roading works, the power to determine appropriate
 works programmes, provided that the works are funded from the community board's own
 resources
- The general provision (including maintenance and upgrading as required) of parks, reserves, public recreational facilities, cemeteries, community centres and public halls.
- The provision and maintenance of such other works, facilities, and amenities in the community boards' ward(s) as the board sees fit in line with Council policy and the purpose statement of local government.
- Monitor and take such action as necessary to ensure the adequacy of traffic activity (including temporary road closures, naming of streets and so on) in line with Council policy.

- 6. Provide input to the Council's Revenue and Financing Policy, Annual Plan and Long Term
- Monitor the Community Board's budget and make such alterations as are necessary during the annual or long-term budget planning process.
- 8. Make grants and donations.
- Negotiate the acquisition and disposal of Council property within the community board's jurisdiction, subject to any property transactions being formally approved by the Council.
- 10. Recommendation to Council of fees and charges relating to ward services.

Limitations on Authority

- The community board's "power to act", pursuant to this delegation, is limited to matters which relate solely to the Ward.
- 12. The community board has a responsibility to ensure that its policies, actions and decisions are always within the overall strategic plans, policy guidelines and priority programmes adopted by the Council. Whenever this is either not possible or in the circumstances of the case not felt to be desirable, the community board's decision will be by way of a recommendation to the Council.
- 13. Before making any decision pursuant to these delegated functions, duties and powers, the community board will satisfy itself (where appropriate) that adequate provision has been made in the approved estimates for the proposed works.

Power to Advise

 Community boards will be asked to advise Council in relation to the provision of library services within their ward(s).

COMMITTEES AND SUB-COMMITTEES OF COMMUNITY BOARDS

VINCENT COMMUNITY BOARD

- Manorburn Recreation Reserve Committee
- Omakau Recreation Reserve Committee

MANIOTOTO COMMUNITY BOARD

- Patearoa Recreation Reserve Committee
- Taieri Lake Recreation Reserve Committee

TEVIOT VALLEY COMMUNITY BOARD

Teviot Valley Walkways Committee

COMMUNITY BOARD APPOINTEES TO EXTERNAL COMMITTEES

Community Boards (on behalf of Council) may appoint one or more members or other persons to Committees outside of Council to act as representatives of that Community Board. Community Board representative(s) are appointed to each of the following Committees:

VINCENT COMMUNITY BOARD

- Alexandra Community House Trust 1 liaison
- Alexandra Council of Social Services 1 liaison
- Alexandra District Museum Inc (Central Stories) 1 liaison
- Alexandra Blossom Festival Committee –2 liaison
- Alexandra and Districts Youth Trust 1 liaison
 Clydo Historical Museum Committee 1 liaison
- Clyde Historical Museum Committee 1 liaison
- Keep Alexandra-Clyde Beautiful Society 1 liaison
- Ophir Welfare Association Committee (as required)
- Promote Alexandra Inc 1 liaison
- St Bathans Area Community Association Inc (as required)
- Vallance Cottage Working Group 1 liaison

CROMWELL COMMUNITY BOARD

- Bannockburn Community Centre Management Committee Inc 1 liaison
- Bannockburn Recreation Reserve Management Committee Inc 1 liaison
- Cromwell and Districts Community Trust 2 liaison
- Cromwell District Museum 1 liaison
- Cromwell Resource Centre Trust (known as Cromwell Community House) The appointment of 5 representatives as per the Trust Deed
- Cromwell Youth Trust 1 liaison
- Central Otago Sports Turf Trust The appointment of 2 representatives as per the Trust Deed
- Old Cromwell Incorporated 1 liaison as per the Trust Deed
- Lowburn Hall Committee 1 liaison
- Pisa District Community Group 1 liaison
- Ripponvale Hall Committee 1 liaison
- Tarras Community Plan Group 1 liaison
- Tarras Hall Committee 1 liaison
- Cromwell and Districts Promotions Group 1 liaison
- The Community Board Chair can appoint two members to the Cromwell College Charitable Trust in the case of retirement or replacement of a member as per the Trust Deed

TEVIOT VALLEY COMMUNITY BOARD

- I and H McPhail Charitable Trust 2 representatives
- Ida MacDonald Charitable Trust 2 representatives
- Roxburgh and District Medical Services Trust 1 representative
- Roxburgh Cemetery Trustee Committee 1 representative
- Roxburgh Entertainment Centre and Improvement Committee 1 liaison
- Teviot Museum Committee 1 liaison
- Teviot Prospects 1 liaison
- Tuapeka County Bursary Fund Committee 1 representative
- Roxburgh Swimming Pool Redevelopment Committee 1 liaison
- Teviot Valley Rest Home 1 liaison

19 April 2023 Council meeting

MANIOTOTO COMMUNITY BOARD

- Maniototo Community Arts Council 1 liaison
- Maniototo Ice Rink Committee 1 liaison

GENERAL

- A liaison appointment will require an elected member to keep in contact with the organisation.
- A representative will be required to attend the meetings of the organisation.
- If an elected member is given voting rights at the organisation's meeting, the minutes of that group should then be put on a future agenda of the Community Board's agenda. An elected member who has voting rights on external committees will need to exercise caution so that no conflicts of interest arise. This can be managed by declaring an interest and not voting on particular items, either at the external committee or at the Board or Council meeting.

PART V - DELEGATIONS TO COMMITTEES OF COUNCIL

STANDING COMMITTEES

AUDIT AND RISK COMMITTEE

REPORTING TO: Council

CONSTITUTION: Mayor, three Councillors plus an independent representative as

the Chair

QUORUM: No less than three members of the Committee, including the

independent Chair

MEETING FREQUENCY: Four times per year and then as and when required

OBJECTIVE:

To provide governance and oversight in the areas of audit and risk to ensure systems and practices are of a standard to provide assurance that there is sufficient risk identification and mitigation in place.

SCOPE OF ACTIVITY:

The Committee will review, evaluate and feed back to Council on a broad range of matters including:

- Internal and external audits and monitoring the progress of the auditor's recommendations
- External financial reporting
- Oversight of the preparation of the Long-term Plan, Annual Plan and Annual Report
- Financial and non-financial risk management
- Internal systems and controls
- Strategic management and operational performance
- · Policy review, for policies within the scope of the Committee
- Legislative compliance
- Litigation overview
- Oversight of unbudgeted legal claims or other proceedings other than those which relate to employment matters.
- For the elected members on this committee, to monitor the reporting of organisational finances before each council meeting.

The Mayor and three councillor members of the Committee, will select and appoint the external committee member / Chair each triennium following the year of the election, or as required.

POWER TO ACT:

The Committee can report to and make recommendations to Council on matters and proposals relevant to risk management and internal control practices.

SPECIAL COMMITTEES

EXECUTIVE COMMITTEE

REPORTING TO: Council

Mayor (Chairperson) Deputy Mayor **CONSTITUTION:**

Councillor from each Board (three members) except the ward

represented by the Deputy Mayor

MEETING FREQUENCY: As required

The Chief Executive Officer to arrange appropriate SUBSTITUTIONS:

substitutes as and when required

QUORUM: No less than three members of the Committee

OBJECTIVE:

To deal with Council, Committee and Community Board issues that require immediate response.

SCOPE OF ACTIVITY:

Any matters relating to Council, Committee and Community functions.

POWER TO ACT:

- Any of the Council's powers, functions and duties when an immediate response is 1. required.
- 2. Providing guidance, when sought from time to time by the Chief Executive Officer, on specific or general matters.
- 3. Accepting tenders other than the lowest tender, where the work is estimated at more than \$100,000, or where the lowest acceptable tender is higher than the budget for the work (above \$100,000).
- Undertake Chief Executive Officer performance planning and associated review with Chief Executive.
- 5. The selection of elected members of Council (and Community Boards if appropriate) to form working parties to undertake research and make submissions, as is deemed appropriate from time to time by the Council.

ASSESSMENT COMMITTEE

REPORTING TO: Council

CONSTITUTION: Two councillors the following community plus

representatives:

For Creative Communities

Funding:

One representative from each Community Arts Council

within the district

One representative from the Roxburgh community One representative from Tangata Whenua

For Sport New Zealand

Funding:

One representative from Sport Central One representative from Teviot Valley (Sports Coordinator

from Roxburgh Area School)

One representative from Maniototo Area School (Sports

Coordinator/Deputy Principal
One independent Community Representative One representative from Tangata Whenua

MEETING FREQUENCY: March and September each year for Creative Communities

and November each year for Sport New Zealand.

SUBSTITUTIONS: The Chief Executive Officer to arrange appropriate

substitutes as and when required

OBJECTIVE:

To manage and distribute funds allocated to the Central Otago District Council by national funding organisations for the purpose of supporting worthy projects within the Central Otago district, in accordance with national funding criteria and in a manner that best meets the needs of Central Otago's local communities

SCOPE OF ACTIVITY:

Allocate Creative Communities New Zealand and Sport New Zealand funds to worthy applicants, in accordance with Creative New Zealand and Sport New Zealand funding criteria and in a manner that best meets the needs of the local communities within the Central Otago district;

Non-elected members are included in the Assessment Committee to provide representation and input from the respective 'communities of interest' throughout the district. Nominations for these positions are forwarded to Council for appointment.

Consider applications for funds from the Central Otago District Council.

POWER TO ACT:

Disbursement of funds from Creative Communities and Sport New Zealand.

POWER TO RECOMMEND:

Allocation of grants from District Funds.

HEARINGS PANEL

Reporting to: Council

Meeting Frequency: Monthly or as required

Constitution: Three Councillors or Independent Commissioners

Quorum: No less than two members of the Panel.

OBJECTIVE:

To consider and execute decisions relating to designations, reviews, objections, and applications for resource consent.

SCOPE OF ACTIVITY:

Any matters relating to resource consent applications or approvals pertaining to those functions of the Resource Management Act 1991 that have not been delegated to the Chief Executive Officer.

POWER TO ACT:

The Council delegates to the Hearings Panel all regulatory powers, functions and duties (with the exception of issues within the specific responsibility of another standing, special or joint committee of the Council) as follows:

- Unless specifically excluded by legislation, all of its powers, duties and discretions under the Resource Management Act 1991 but only where those matters have not been delegated to the Chief Executive Officer.
- 2. Notwithstanding clause 1 above, the Hearings Panel may refer any matter to the Council for its direction on the matter or for its determination of the matter.
- Notwithstanding clause 1 above, the Chief Executive Officer may refer any matter to the Hearings Panel for its direction on the matter or for its determination of the matter.

Designations

(Section references are taken from the Resource Management Act 1991):

- 4. The power to consider a requirement and submission made in response to it and to make a recommendation to the requiring authority in terms of section 171.
- 5. To consider a requirement to alter a designation in terms of section 181.
- Amend the District Plan to remove a designation and to advise the Otago Regional Council accordingly in terms of section 182.
- 7. The fixing of a longer period for the expiry of a designation in terms of section 184.

Page 19

Formatted: Tab stops: 36 pt, Left + Not at 30 pt

Formatted: Indent: Left: 48 px, Hanging: 135.6 pt, Tab stops: 36 pt, Left

Formatted: Font: (Default) Arial, 11 pt, Bold

Heritage Orders

The consideration of a requirement by a heritage protection authority and all submissions lodged with respect to such requirement and the making of a recommendation to the heritage protection authority in terms of section 191.

- 9. The alteration of a heritage order from the requirement of a heritage protection authority in terms of section 192.
- The removal of a heritage order from the District Plan and providing advice to the 10. Otago Regional Council of this removal in terms of section 196.

Resource Consents:

(Section references are taken from the Resource Management Act 1991):

- 11. To jointly hear, with one or more other consent authorities, applications for resource consents (section 102).
- To decide on reasonable grounds whether or not it is appropriate for a joint decision 12. on jointly heard applications (section 102).
- To determine whether two or more applications for the same proposal are 13. sufficiently unrelated so that it is unnecessary to hear and decide the applications together (section 103).
- 14. To arrange the commencement date, time and venue of a resource consent application hearing and any submissions to such application (section 101).
- When considering an application for a resource consent, the Hearings Panel shall 15. have regard for the terms of section 104 (this includes land use and subdivision applications).
- 16. To decide whether to grant or not grant a resource consent. Upon granting consent, the decision must take into account any conditions or terms in sections 104 and
- To determine the proceedings for any hearing, in keeping with sections 39-42.

In addition to the above matters, the Chair of the Hearings Panel has the authority to delegate the following to the Manager of Planning and Regulatory Services:

- To decide on applications for all non-complying activities of a minor and technical nature where:

 - a. The application is non-notified; and
 b. Where necessary, has the consent of the affected parties; and
 - The applicant has not requested to be heard; or
 - Where the application is notified; and
 - There are no submissions; and
 - The applicant has not requested to be heard.

Lapsing of Consents

(This section applies only to those consents granted by the Hearings Panel)

- 18. The holder of a Resource Consent may apply to the Hearings Panel for the change or cancellation of any condition in the consent (other than conditions relating its duration) subject to the conditions outlined in section 127.
- 19. The Hearings Panel may change any condition in the consent (other than conditions relating its duration), subject to the conditions outlined in section 132.

Objections to Decisions

To consider objections lodged in terms of section 357 to decisions issued by the Chief Executive Officer.

Plan Changes

Hearing of submissions to variations to the District Plan and Plan changes, pursuant to Section 34 of the Act.

Dog Control

To consider objections in terms of Section 31(3) and 33B of the Dog Control Act 22. 1996.

Health Registration of Premises

To consider and make decisions on the revocation of registration of registered premises under the Health (Registration of Premises) Regulations 1966.

Reserves Act 1977

To consider and make decisions on objections and submissions in terms of leases, licences, easements and reserve classifications under sections 16(4), 24(2)(b), 24A(2)(c), 48(2), 54(2), 56(2), 58A(2), 73(4) and 74(3) of the Reserves Act 1977.

In addition to the above matters, the Chair of the Hearings Panel has the authority to delegate the following to the Manager of Planning and Regulatory Services: move this to underneath para 17

25. 26.	To decide	on applications	for all n	on-complying	activities	of a min	or and	technical
	nature whe	re.						

- The application is non-notified; and
- Where necessary, has the consent of the affected parties; and
- e.i. The applicant has not requested to be heard; or
- d.j. Where the application is notified; and e.k. There are no submissions; and
- [... The applicant has not requested to be heard.
- To consider a requirement to alter a designation in terms of section 181.
- Amend the District Plan to remove a designation and to advise the Otago Regional Council accordingly in terms of section 182.

DISTRICT LICENSING COMMITTEE

Reporting to: Council

Formatted: Highlight

Meeting Frequency: Monthly or as required

Constitution: Three Councillors or Independent Commissioner

Quorum: No less than two members of the Panel.

The District Licensing Committee has all the powers conferred on it by or under the Sale and Supply of Alcohol Act 2012 or any other Act, and all powers as may be reasonably necessary to enable it to carry out its functions.

The District Licensing Committee's functions are:

- (a) to consider and determine applications for licences and manager's certificates; and
- (b) to consider and determine applications for renewal of licences and manager's certificates; and
- to consider and determine applications for temporary authority (d) to consider and determine applications for the variation, suspension, or cancellation of special licences; and
- (e) to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under <u>section 280</u> of the Sale and Supply of Alcohol Act 2012; and
- (f) with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority; and
- (g) to conduct inquiries and to make reports as may be required of it by the licensing authority under <u>section 175</u> of the Sale and Supply of Alcohol Act 2012; and
- (h) any other functions conferred on licensing committees by or under the Act or any other enactment.

JOINT COMMITTEES

Otago Civil Defence Emergency Management Group Terms of Reference

Constitution

Pursuant to section 12 of the Civil Defence Emergency Management Act 2002, the Otago Civil Defence Emergency Management Group is constituted as a joint standing committee under section 114S of the Local Government Act 1974 (a joint committee under section 30 of Schedule 7 of the Local Government Act 2002) by resolutions adopted by:

- Central Otago District Council Clutha District Council
- **Dunedin City Council**
- Otago Regional Council
- Queenstown Lakes District Council
- Waitaki District Council

Membership

Each local authority listed above is a member of the Otago Civil Defence Emergency Management Group. Each member is represented on the joint committee by the Mayor/ Chairperson, or by an elected person from that authority who has delegated authority to act for

Chairperson

The Otago Civil Defence Emergency Management Group shall appoint one of the representatives of its members as chairperson, and one of its members as deputy chairperson. Each will hold office for such period as agreed by the Group, but only so long as those persons remain a representative of a member of the Group.

Purpose

The Otago Civil Defence Emergency Management Group has the purpose and all of the functions, powers and obligations of a civil defence emergency management group as defined by the Civil Defence Emergency Management Act 2002 and subsequent amendments. Section 17 of the Civil Defence Emergency Management Act 2002 defines the function of a group and each of its members that, in summary, require it to:

- Identify, assess and manage relevant hazards and risks;
- Ensure provision of trained and competent personnel, an appropriate organisational structure and the necessary services and resources for effective civil defence emergency management in its area;
- Respond to and manage the adverse effects of emergencies;
- Carry out recovery activities;
- Assist other civil defence emergency management groups when requested;
- Promote public awareness of and compliance with the Civil Defence Emergency Management Act and legislative provisions relevant to the purpose of the Act;
- Develop, approve, implement, monitor and review a civil defence emergency management group plan;
- Participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan.
- Promote civil defence emergency management in its area that is consistent with the purpose of the Civil Defence Emergency Management Act 2002.

The Otago Civil Defence Emergency Management Group shall meet quarterly and as required with the location for meetings rotating among member authorities.

The quorum of the Otago Civil Defence Emergency Management Group shall be three members.

The Otago Civil Defence Emergency Management Group shall have all the delegated authorities that may be given by each member Council, including authority to fulfil the powers, obligations and functions of the Group as specified in the Civil Defence Emergency Management Act 2002, authority to appoint subcommittees, and authority to sub-delegate any authority able by law to be delegated.

Subcommittee

A subcommittee of all members of the Otago Civil Defence Emergency Management Group may be formed and given full delegated authority to carry out the functions, obligations and powers of the Group under the Civil Defence Emergency Management Act 2002 pursuant to section 114P(2) of the Local Government Act 1974 and section 30(2) schedule 7 of the Local Government Act 2002. Any meeting will transact routine business and not commit members to any major financial expenditure.

Standing Orders

The current Standing Orders of the Otago Regional Council shall govern the conduct of the meetings, except that order papers and agenda papers shall be sent to every member no less than five working days before the meeting.

Notwithstanding anything in the Civil Defence Emergency Management Act or Standing Orders, adequate notice shall be given of all matters to be discussed at a meeting of the Group. Where a matter of significance is to be considered, where practicable, prior written notice of the background to that matter must be given in sufficient time to allow for consultation with each member.

Administering Authority

The Otago Regional Council as the administering authority shall provide administrative and leadership of the Group.

Reporting

The Group will report to each member.

Continuance of Joint Standing Committee

The Otago Civil Defence Emergency Management Group shall not be discharged by a triennial election, but appointments of representatives of members shall be confirmed or new appointments made by each council following each election.

PART VI - PORTFOLIOS

Introduction

Council has decided to complement its governance structure through the establishment of portfolio areas and the appointment of portfolio leads. Portfolios do not have specific decision-making delegations; however, portfolio leads are responsible for leading specific policy areas and will act as the issue-specific spokespersons for those areas.

The role of portfolio leads is detailed below:

- Ensure progress is made towards the Council's strategic priorities and projects within their portfolio responsibilities.
- Play a strategic and policy leadership role in their area of responsibility assisting the council to meet its strategic objectives.
- Enhance relationships with key stakeholders.
- Act as the Council's spokesperson and point of contact for those activities within their portfolio responsibility.
- Collaborate with other portfolio leads where objectives are shared.
- · Work effectively with council officers.
- Attend any advisory groups or external appointments made and ensure an alternative is available if they cannot attend projects and activities.
- As far as possible, attend council launches of new activities and projects in their area of responsibility.
- Meet regularly with the Mayor, Deputy Mayor, Chief Executive and senior staff.
- Keep the Mayor informed of emerging issues.
- Maintain a no-surprises approach for elected members and staff.
- Raise issues of Council performance with assigned executive leadership staff member in the
 first instance, following up with the Mayor and Chief Executive if necessary.
- Facilitate informal policy discussion between elected members, public and officials on matters within their responsibility.

The following portfolios have been established:

- Three Waters and Waste
- Community Vision and Experience
- Roading
- Planning and Regulatory

Details of these are provided on the following pages. Topics not listed in the portfolios will defer to Council.

THREE WATERS AND WASTE PORTFOLIO

Portfolio Lead: Cr Nigel McKinlay
Deputy: Cr Cheryl Laws

Objectives:

To provide leadership and advice for policy decision making, oversight and governance for water, wastewater and stormwater and waste disposal and funding of programmes for these activities.

Scope of Activity

Any matters that relate to the areas of Council's service delivery operations generally described as water, wastewater and stormwater and waste disposal.

Providing leadership and advice in relation to:

- Asset Management Plans Forward Programmes in respect to water, waste water and stormwater and waste disposal.
- Levels of service for water, wastewater and stormwater and waste disposal and recommend funding of that service.
- Improvement programmes and recommend funding for that work.
- Three Water strategies.
- Three Water policies.
- Three Water Bylaws for adoption by Council.
- Three Waters issues where these are not covered by adopted strategies and policies.
- Leading submissions to changes in legislation, Government strategies, and policies related to Three Waters. (*Note:* where timing constraints apply, submissions can be approved by majority consensus via email, for formal ratification at the next meeting of Council.)
- Liaison with Ministry of Health regarding Three Water issues that affect Central Otago.
- Compliance with requirements for Ministry of Health funding of Three Water activities.
- Policy issues, on water, wastewater and stormwater and waste disposal.
- · Dealings with other councils regarding solid waste disposal.

COMMUNITY VISION AND EXPERIENCE PORTFOLIO

Portfolio Lead: Cr Tamah Alley
Deputy: Cr Sally Feinerman

Objectives:

To provide leadership and advice for policy decision making, oversight and governance to enable the sustainable development of the Central Otago economy and to contribute to regional economic development strategies.

To provide leadership and advice for policy decision-making as to the standard of parks and recreational facilities including swimming pools, libraries, museums and visitor centres.

Scope of Activity:

Generally, any matters that concern Council interests in facilitation of the economy, and operation of community facilities.

Providing leadership and advice in relation to:

- All of Council's powers, functions and duties relating to the facilitation of business, economic strategies for the Central Otago community (except in relation to those areas of operations falling within the specific purview of Community Boards).
- Ensuring that there is appropriate economic development content and direction in the Council's Long Term Plan
- Identifying projects and initiatives that will support the economic development strategy.
- Providing information on trends in the economy that enable Council to anticipate demands and adjust investment programmes and policy frameworks to suit.
- · Liaison and cooperation with other economic development agencies
- Asset management plans, levels of service, and forward programmes in respect to public
 utilities, including parks and recreational facilities, swimming pools, libraries, visitor centres,
 public toilets, property, community facilities and aerodromes and recommend funding for these
 activities
- Strategy and policy issues on public utilities, including parks and recreational facilities, swimming pools, libraries, visitor centres, public toilets, property, community facilities and aerodromes.
- Any matters that relate to the area of the Council's service delivery operation generally described as parks and recreation, libraries and visitor centres.
- The governance of all aspect of the joint library service.
- Leading submissions to changes in legislation, Government strategies, and policies related to
 Economic or Community Development. (Note: where timing constraints apply, submissions can
 be approved by majority consensus via email, for formal ratification at the next meeting of
 Council.)
- Issues to do with tourism in Central Otago.
- District wide grants

PLANNING AND REGULATORY PORTFOLIO

Portfolio Lead: Cr Neil Gillespie Deputy: Cr Ian Cooney

Objective:

To provide leadership and advice to support the maintenance and development of all specified facilities and services detailed in accordance with goals and objectives set by the Council.

Scope of Activity:

Any matters relating to the Resource Management Act 1992 1991, the Building Act 2004, Amusement Devices Regulations 1978, the Hazardous Substances and New Organisms Act 1996, the Sale of Alcohol Act 2012, the Psychoactive Substances Act 2013, the Smoke-free Environments Act 1990, Food Act 2014, Gambling Act 2003, the Racing Act 2003, the Dog Control Act 1996. Regulatory By-Laws and associated matters relating to that legislation.

This includes but is not limited to matters relating to public health inspection, building inspection, heritage orders, dangerous goods/hazardous substance inspections, plumbing and drainage inspection, animal and dog control, liquor licensing, gambling, psychoactive substances and any other areas or issues of an inspectorial and/or regulatory nature applying throughout the Central Otago District.

Initiation or variations to the District Plan and Plan changes.

Providing leadership and advice on:

- All those matters associated or derived from the scope of the portfolio above.
- The initiation or variations to the District Plan and resulting Plan changes.
- Unless specifically excluded by legislation, all Council's powers, duties and discretions under the Resource Management Act 1991, but only where those matters have not been delegated to the Chief Executive Officer or the Hearings Panel.
- Leading submissions on government legislation, national policy statements, regional policy statements, regional plans and adjoining territorial local authorities' district plans. (*Note*: where timing constraints apply, submissions can be approved by majority consensus via email, for formal ratification at the next meeting of Council.)

ROADING PORTFOLIO

Portfolio Lead: Cr Stu Duncan Deputy: Cr Tracy Paterson

Objective:

To provide advice and leadership for policy decision making for roading, transport and associated funding programmes.

Scope of Activity:

Any matters that relate to those areas of the Council's service delivery operations generally described as roading and transportation.

Providing leadership and advice on:

- Approval of roading and transportation activity management plans
- · Levels of service for roading, and recommend funding for that service
- · Improvement programmes and recommend funding for that work
- · Roading Hierarchy Policy and exceptions to this policy
- Road strategies
- Roading policies
- · Roading Bylaws for adoption by Council
- Roading regulatory issues where these are not covered by adopted strategies and policies
- Leading submissions to changes in legislation, Government strategies, and policies related to transportation. (*Note*: where timing constraints apply, submissions can be approved by majority consensus via email, for formal ratification at the next meeting of Council.)
- Input into the Regional Land Transport Strategy
- Liaison with New Zealand Transport Agency (NZTA) Highway Network Operations Group regarding state highway matters which affect Central Otago
- Compliance with requirements for NZTA funding of roading and transportation activities
- The Portfolio Lead shall also be Council representative to the Regional Land Transport Committee

PART VII - COUNCIL REPRESENTATION ON EXTERNAL COMMITTEES

Council may appoint one or more members from time to time to committees outside of Council. These appointees act as representatives of the Council.

Elected member(s) of the Central Otago District Council is/are nominated at the beginning of each triennial term to serve as Council representatives on each of the following Committees:

- a) Otago Regional Transport Committee one representative
- b) Central Otago Health Incorporated one representative
- c) Otago Museum Trust a Clutha District Council nominee
- d) Central Otago Wilding Conifer Control Group one liaison
- e) Maniototo Curling International one liaison

An elected member who has voting rights on external committees will need to exercise caution so that no conflicts of interest arise. This can be managed by declaring an interest and not voting on particular items, either at the external committee or at the Board or Council meeting.

PART VIII - DELEGATIONS TO STAFF

THE CHIEF EXECUTIVE OFFICER

Functions

- 50. Section 42 of the Local Government Act 2002 states:
 - "(1) A local authority must, in accordance with clauses 33 and 34 of Schedule 7, appoint a Chief Executive Officer.
 - (2) A Chief Executive Officer appointed under subsection (1) is responsible to his or her local authority for -
 - (a) implementing the decisions of the local authority; and
 - (b) providing advice to members of the local authority and to its community boards, if any; and
 - (c) ensuring that all responsibilities, duties, and powers delegated to him or her or to any person e1`mployed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised; and
 - (d) ensuring the effective and efficient management of the activities of the local authority; and
 - maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority; and
 - (f) providing leadership for the staff of the local authority; and
 - (g) employing, on behalf of the local authority, the staff of the local authority (in
 - accordance with any remuneration and employment policy); and
 (h) negotiating the terms of employment of the staff of the local authority (in
 accordance with any remuneration and employment policy).
 - 3) A Chief Executive Officer appointed under subsection (1) is responsible to his or her local authority for ensuring, so far as is practicable, that the management structure of the local authority -
 - reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and
 - (b) is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.
 - (4) For the purposes of any other Act, a Chief Executive Officer appointed under this section is the principal administrative officer of the local authority."
- 51. Clause 33, Schedule 7 of the Act states:

"Appointment of Chief Executive Officer

The local authority must, in making an appointment under section 42, have regard to the need to appoint a person who will -

- (a) discharge the specific responsibilities placed on the appointee; and
- imbue the employees of the local authority with a spirit of service to the community;
 and
- (c) promote efficiency in the local authority; and
- (d) be a responsible manager; and
- (e) maintain appropriate standards of integrity and conduct among the employees of the local authority; and
- (f) ensure that the local authority is a good employer; and
- (g) promote equal employment opportunities.

Delegations to Chief Executive Officer

52. The Chief Executive Officer is delegated all the powers, functions and duties necessary for the management of the Council's activities and the implementation of Council policy in order to fulfil his or her responsibilities, except:

- those reserved to the Council under Part III; and
- any other power, function or duty reserved to the Council or a committee under this b) Register.
- The authority delegated to the Chief Executive Officer may be delegated to any other officer of the Council. Every delegation by the Chief Executive Officer will be in writing and suitably recorded. Every delegation by the Chief Executive Officer may be withdrawn or amended or made subject to conditions in this manner.
- In entering into financial commitments the Chief Executive Officer may typically delegate authority:
 - Up to a value of \$500,000 to members of the executive leadership team and the Three a) Waters Director for any individual transaction;
 - to other staff positions up to a value of \$50,000 for any individual transaction b)

Variation to budget

- The Chief Executive may vary the constituent sums which make up a budget where:
 - The relevant executive leadership team member or Three Waters Director and the a) Chief Executive Officer confirm that the variation will be entirely funded from savings made on other sums within the same budget; and
 - The variation will allow the area concerned to better achieve the purpose or purposes b) for which the budget was adopted.

Budget means the sum represented by any item contained in a significant activity of the budgets adopted by Council for the financial year contained in the Long-term Plan or Annual

Employment of Staff

Under Section 42(g) and (h) of the Local Government Act 2002 the Chief Executive Officer is responsible to the Council for employing the staff of the Council and negotiating their terms of employment. This includes delegated responsibility to arrange staff structure to achieve plans and performance measures of Council within financial constraints of planned budget

Contracts, Tenders, Purchasing, Sale of Assets and Services

- The Chief Executive Officer may, subject to any policy established by the Council and within the approved Annual Plan and Long-term Plan, accept, negotiate or decline contracts, tenders, purchasing agreements or any other arrangements for:
 - the sale, purchase, leasing or exchange of real property; the employment of staff, consultants or advisers;
 - b)
 - the supply of goods, services, plant, capital items or other assets (excluding real c) property) to the Council;

- d) the provision of services by the Council and the sale, leasing or disposal of goods, plant, capital items (excluding real property) or other assets owned by the Council;
- the settlement of claims for compensation;
- e) f) easements, right of way, caveats, registrable interests and similar minor dealings with property.

In exercising this delegated authority, the Chief Executive Officer may delegate the above items a-f to members of the executive leadership team and the Three Waters Director providing the sum of the life of the contract does not exceed their financial delegation:

- 58. In exercising this delegated authority, the Chief Executive Officer must comply with:
 - any policy adopted by the Council affecting the matters dealt with in clause 56;
 - b) budget requirements;
 - the obligation to report decisions in accordance with clause 26.
- The Chief Executive Officer has authority to execute all documents required to be executed by the Council, other than those required to be executed under seal. In the Chief Executive Officer's absence, the Acting Chief Executive Officer has delegated authority to execute these documents.

Resource Management

- All administrative and operational functions, powers and duties under the Resource Management Act, other than those excluded in section 34A of that Act, and other than those delegated to a Standing or Special Committee, unless that Committee so delegates, are delegated to the Chief Executive Officer.
- The Chief Executive Officer may, in relation to the District Plan, grant the following consents:

All controlled, discretionary and discretionary (restricted) activities where:

- the application is non-notified; and
- where necessary, has the consent of the affected parties; and the applicant has not requested to be heard; or b)
- c)
- ď) where the application is notified; and
- there are no submissions; and e)
- the applicant has not requested to be heard.
- A resource consent lapses after five years from its date of commencement or after the expiry of such shorter or longer period as was expressly provided for in the consent. If the consent was granted by the Hearings Panel, the Chief Executive Officer may permit a longer period with an expiry of a resource consent, in terms of sections 125 and 126.
- 63. When a consent granted by the Hearings Panel is not continuously exercised over a two-year period, the Chief Executive Officer may cancel that consent by written notice, subject to conditions listed in section 126.

Legalisation of Road Reserves

- 64. Ability to accept road reserves legalising current formed roads through the tenure review
- Appointment of commissioners to consider and execute decisions relating to designations, reviews, objections and applications for and changes to resource consent.

- 66. To provide the consent of the requiring authority pursuant to Section 176 of the Resource Management Act 1991, to undertake any activity on land that is designated.
- 67. The Chief Executive may change any condition in a resource consent (other than conditions relating to its duration) subject to conditions outlined in Section 132.
- 68. The Chief Executive may nominate local controllers and refer such nominations to the Otago Civil Defence Emergency Management Group.

Oaths and Declarations

- The Chief Executive Officer may make and take any declaration or oath as requested in relation to the Council.
- Any Council officer may certify as to any state of affairs within their jurisdiction and knowledge.

Minor Property Dealings

71. The Chief Executive Officer may grant or decline consent to minor dealings with the Council's property, subject to any reasonable terms and conditions. This includes consent to the registration, variation and discharge of mortgages, easements, leases and subleases, caveats and other documents and similar dealings.

Operating Hours/Conditions of Use

72. The Chief Executive Officer may determine the operating hours of any facility, being at all times mindful of the public interest and any Council policy or resolution.

Reserves

73. The Property and Facilities Manager or Parks and Recreation Manager may temporarily prohibit the use of any reserve or other property under their responsibility and exercise any power granted to Council under Part II, III and V of the Reserves Act 1977 in regard to such reserves.

Roads

74. The Council's Roading staff may exercise any power granted to the Council in regard to the construction, repair, alteration, layout, occupation and use of roads, footpaths, verges and vehicle crossings, including but not limited to those under the Local Government Act 1974, the Transit New Zealand Act 1989, the Public Works Act 1989, the Heavy Motor Vehicle Regulations 1974, the Resource Management Act; and Regulations made there under, except where any power is reserved to the Council or a Committee of Council, or where more specific delegations of this manual apply.

Bylaws

75. Any member of the executive leadership team, Three Waters Director, or warranted or authorised officer, may administer and exercise all powers granted under bylaws regarding the activities within the District in relation to their specific area of responsibility, and may authorise prosecutions and actions under any bylaw (after advising the Chief Executive Officer of the intention to commence such actions and prosecutions).

Other Legal Actions

76. The Chief Executive Officer may approve all unbudgeted legal claims or other proceedings, such as the authorisation to undertake settling actions and prosecutions

taken against Council, where it is in the CEO's opinion that such settlement best protects Council's interest, up to a value of \$500,000. Where claims or other legal proceedings are likely to exceed \$500,000, the CEO is required to communicate with relevant elected members prior to entering into mediation.

- The Chief Executive Officer may delegate to council officers the authority to represent Central Otago District Council in legal claims or other proceedings.
- Confidential settlements, other than those which relate to employment matters, shall be presented in a separate report to the Audit and Risk Committee or any other council body as appropriate.

Authorised Officer Delegations and Warrants

- Staff are delegated as follows and will be provided with warrants as or if required (the Council may appoint other members of staff, contractors or other appropriate people to warranted positions from time to time):
 - A "Ranger" for the purpose of the Reserves Act 1977: Parks and Recreation Manager, Property and Facilities Manager, Property and Facilities Officer (PFO) and Executive Manager, Planning and Environment.
 - All Planning and Environment inspectorial staff holding the qualification of "Environmental Health Officer" or "Food Act Auditor" are enabled to administer the duties related to that designation as set out in the Health Act 1956 and the Food Act 2014.
 - All Planning and Environment staff for enforcement under the Resource Management Act 1991.An "Inspector" for the purpose of the Sale and Supply of Alcohol Act 2012.

 - An "Authorised Officer" for the purpose of the General Bylaws 2008. A "Dog Control Officer" for the purpose of the Dog Control Act 1996. A "Dog Control Ranger" for the purpose of the Dog Control Act 1996.

Litter Act 1968

The powers granted to officers under the Litter Act 1968 may be exercised by the warranted officers from time to time.

Health Act

The Group Manager Planning and Infrastructure may exercise any powers granted to the Council and authorise prosecutions where appropriate in regard to public health, including, but not limited to, those under the Local Government Act 2002; the Health Act 1956; the Food Act 1981; the Burial and Cremations Act 1964; the Resource Management Act 1991; and regulations made there under.

<u>Hazardous Substances and New Organisms Act</u> Dangerous Goods Act 1996

Inspectors qualified to be dangerous goods inspectors and warranted may exercise any power granted under the Hazardous Substances and New Organisms Act Dangerous Goods Act and regulations made there under.

Resource Management Act 1991

Council has approved the Resource Management Act (RMA) delegations, as outlined in the Statutory, Regulatory and Other Delegations to Officers section of the Staff Delegations Manual.

Page 35

Formatted: Font: Bold

Formatted: Font: Bold

Temporary Road Closures

85. The Group Manager Planning and Infrastructure, Infrastructure Manager or the Roading Manager, with the assistance of any property and facilities officer PFO, may exercise any power to impose temporary restrictions in regard to traffic and restrict vehicular access of any kind on roads within the district granted under and in accordance with the Local Government Act 2002 and the Transport Act 1962 and all regulations made there under.

Civil Defence and Emergency Management

86. During the period of a civil defence emergency the appropriate delegations made under the Civil Defence Emergency Management Act 2002 and the Central Otago District Council Civil Defence Plan shall be adhered to.

Sale and Supply of Alcohol (Fees) Regulations 2013

- 87. The Chief Executive assign a fees category to premises that is 1 level lower than the fees category in Section 6 of the Regulation
- 88. The Chief Executive Officer has the power pursuant to Regulation 16(4) of the Sale and Supply of Alcohol (fees) Regulations 2013 in the period 18 December 2013 and 1 July 2014, to waive annual fees payable for an on-licence, off-licence, or club licence issued under the Sale of Liquor Act 1989 if the annual fee is payable before 1 July 2014.
- 89. The Group Manager Planning and Infrastructure determines that a fee be charged for a special licence in terms of Section 10 of the Regulations that is 1 class below the class of the licence that is issued, but not less than the fee payable for a class 3 special licence.
- 90. The Group Manager Planning and Infrastructure is authorised to sign correspondence, licences, certificates and decisions; including any licences subject to the criteria in Section 105 of the Sale and Supply of Alcohol Act 2012; "for and on behalf of" the Secretary as defined by Section 102 of the Act, but is not to assume the position of Secretary.

Abandoned Vehicles

91. The Group Manager Planning and Infrastructure and the Infrastructure Manager may exercise any power granted to Council relating to the impounding of any abandoned motor vehicle on roads which come under the Council's authority.

Paper Roads

92. The Group Manager Planning and Infrastructure may provide consent to form a paper road when all affected and interested parties are in agreement.

Building Consent Authority

 Building Control functions are carried out by Building Control staff in accordance with Council's Quality Assurance Manual, staff job descriptions and warrants of appointment.

SUB-DELEGATIONS FROM THE CHIEF EXECUTIVE OFFICER

The authority delegated to the Chief Executive, may be delegated to any other officer of the Council or a subcommittee of officers. Every delegation will be in writing and suitably recorded. Every delegation may be withdrawn or amended or made subject to conditions in the same manner. A staff delegation manual will be maintained by the Chief Executive Officer that records delegations made to staff within the authority outlined in Part VIII of this register



6 MAYOR'S REPORT

23.4.12 MAYOR'S REPORT

Doc ID: 626208

1. Purpose

To consider an update from His Worship the Mayor.

._____

Recommendations

That the Council receives the report.

This is our first meeting and my first report in the absence of former CEO Sanchia Jacobs who has left the organisation. I didn't raise this in my last report as at that stage her departure date was unclear.

Sanchia had 5 years with council and in that time made an indelible impression on the place and the people. She will be sorely missed and I am sure I speak for all councillors when I say we wish her well in her new role. I look forward to working with Louise van der Voort in her role as interim CE until Sanchia's replacement takes up the reins.

Sanchia and I attended the Rural and Provincial Sector meeting in Wellington at the start of March. Much of the meeting was dominated by hearing about and discussing the damage following Cyclone Gabrielle in the North Island. One of the many takeaways from these discussions was the incredible impact of losing the internet on a community. Two things really stood out and they were firstly the fear losing contact put into people impacted when they couldn't find out how friends and family had fared in areas also hit. People knew how bad the situation was where they were and deep concern for others made coping with what had happened immensely harder. Secondly was the significant effect that loss of ATM's and EFTPOS caused. Within a day or so, all the cash in some towns had been spent in the few open supermarkets and dairies and the situation became very difficult as people tried to access much-needed goods with no means to pay for it. In one case I heard of, a council stepped in and basically bought the cash off a supermarket and used a Starlink phone as an EFTPOS terminal so that cash could get recirculated back to the community.

We also heard a presentation from Minister of Local Government Kieran McAnulty on his re-set for the government's Three Waters reforms. While not giving away the full story, he did say he was looking for ways to increase local input while maintaining the general broad outline. No official announcement has been made yet but may have by the date of this meeting and if so, will be discussed further on the day. I had a further meeting with the Minister later in the month and emphasised to him that, if he was considering going down the path of smaller entities, research done by Morrison Low for the Otago and Southland Mayoral Forums has shown the costs faced by our councils in the two provinces in the Three waters space, alongside our low population density would mean an entity for the Waitaki south would gain very little economy of scale.

The same day we heard from the Minister, I addressed the Select Committee on the latest 3 Waters legislation before the House. Specifically I spoke on the lack of guarantee of standardised pricing in the economic regulation Bill, the effect that would/could have on low population density areas such as ours (using Aurora as an example) and highlighting several examples where the government stated in making its case for the reforms that standardised pricing would be part of the process. I can't offer any indication that my efforts will result in any changes.

I attended an announcement at Scapegrace in Northburn of government assistance for the next stage of the development last month. This was my first visit to the site and was impressed by the size of the operation and what is to come. Once completed, the distillery will be another great attraction to our tourism offering in Central Otago. On a similar vein, myself and Neil attended a launch commemorating the Rothschild family purchase of part of Akarua winery in Bannockburn. The Baroness de Rothschild spoke of the family desire to own a family of wineries that gave the best expression of the wine that the area was most renowned for, and to see that investment fall in Central Otago alongside the others across the world really showed how far we have come in the wine industry here.

Other happenings since we last met:

1/3	National	Council	meeting.	Wellingto	วท

- 2-3/3 Rural and Provincial Sector meeting, Wellington
- 2/3 Addressed Select Committee on latest Three Waters legislation.
- 15/3 Māniatoto Business Breakfast
- 16/3 Maniototo Community Board meeting
- 16/3 CDEM Otago meeting (by zoom)
- 17/3 Otago Mayoral Forum meeting
- 20/3 Greeted international conference of psychologists and psychistraists to CO
- 21/3 Attended morning team celebrating 50 years of Ranui Home
- 21/3 VCB meeting
- 22/3 Meeting Minister McAnulty Wellington
- 23/3 Attended and spoke at announcement of funding for Scapegrace Distrillery, travelled to Roxburgh with Minister Allen.
- 23/3 Teviot Valley Community Board meeting
- 24/3 Audit and Risk committee meeting
- 27/3 Meeting with Fionnagh Dougan, National Director, Hospital and Specialist Services at Dunstan Hospital
- 28/3 Attended Blossom Festival AGM
- 29/3 Attended BLAST marchout at Roxburgh
- 31/3 Attended Officer of Auditor General Teams meeting for Audit and Risk Chairs
- 3/4 Opened Cromwell Primary ealry learners hub
- 6/4 Attended Central Otago Leaders Group
- 9/4 Attended Clyde Wine and Food
- 11/4 Attended launch at Akaura Winery
- 12/4 Attended Roxburgh Business Breakfast

2. Attachments

Nil

Report author:

Tim Cadogan Mayor

12/04/2023



7 STATUS REPORTS

23.4.13 APRIL 2023 GOVERNANCE REPORT

Doc ID: 625933

1. Purpose

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

Recommendations

That the Council receives the report.

2. Discussion

Otago Museum Report to Contributing Local Authorities

Attached is the Otago Museum report to contributing local authorities to February 2023. It was previously sent to Councillors for their information (see appendix 1).

Central Otago Museums Trust Performance Update - 1 Oct 2022 to 31 Mar 2023
The Central Otago Museums Trust has provided their latest update as required by their Terms of Reference.

Status Reports

The status reports have been updated with any actions since the previous meeting (see appendix 2).

3. Attachments

Appendix 1 - Otago Museum Report to Contributing Local Authorities - February 2023

Appendix 2 - Central Otago Museums Trust Performance Update - 1 Oct 2022 to 31 Mar 2023 U

Appendix 3 - Council Status Updates Updates

Report author: Reviewed and authorised by:

Wayne McEnteer Saskia Righarts

Governance Manager Group Manager - Business Support

11/04/2023 11/04/2023



MUSEUM 2022/23 At a Glance



Target: 300,000

YTD Total: 158,507 *
Prior Year YTD: 172,616 **

*Please note: this includes 15,202 visitors to the annex/UBS

**Please note: this includes 60,657 visitors to the annex/UBS



Target: 65,000

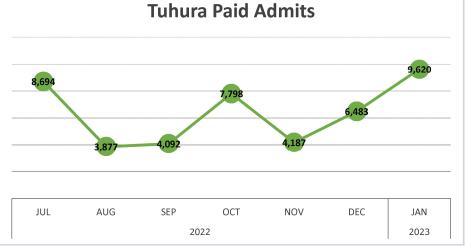
YTD Total: 44,751 **Prior Year YTD**: 38,443



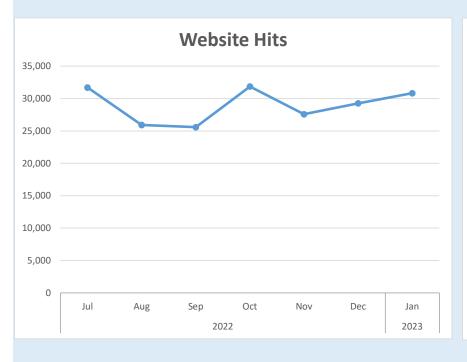
Target: 15,000

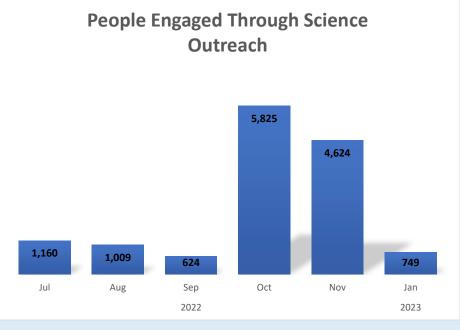
YTD Total: 8,263 Prior Year YTD: 7,396

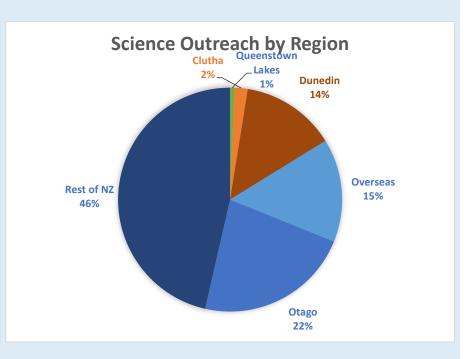












Item 23.4.13 - Appendix 1



отабом 2022/23 At a Glance



Target: 10,000
YTD Total: 1,810

10,986

Prior Year YTD:



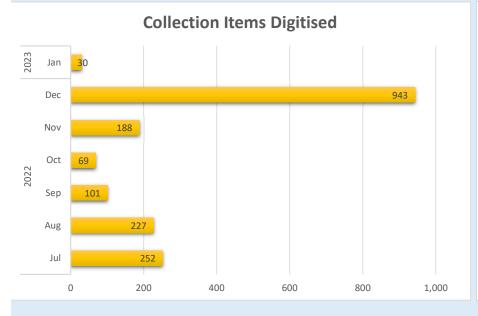
Target: 5,000

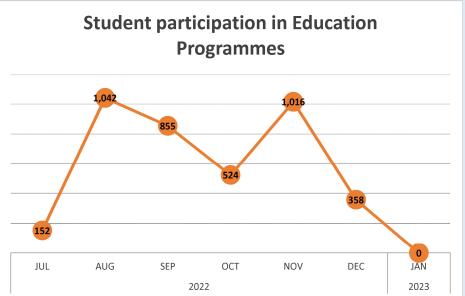
YTD Total: 3,947

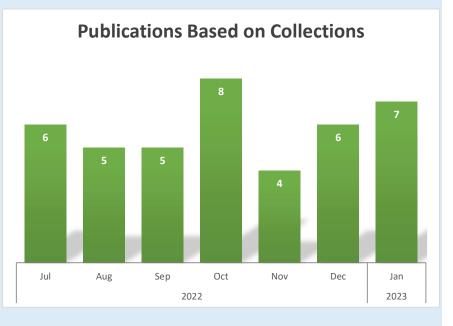
Prior Year YTD: 2,522



Target: 20
YTD Total: 41
Prior Year YTD: 37







Item 23.4.13 - Appendix 1

TŪHURA OTAGO MUSEUM Report to Contributing Local Authorities FEBRURY 2023

For the period 1 December 2022 to 31 January 2023

DIRECTORS REPORT

It has been another hectic few months for Tūhura Otago Museum. While visitor numbers still have not returned to pre-pandemic levels, they are certainly well up on the same time last year. During January we carried out an extensive survey of our visitors and we hope to use the information derived from this survey to inform our future plans.

The return of cruise ships is bringing more international visitors to the Museum. I'm really pleased to report that these visitors are spending lots of money in the Museum shop which recorded its best ever December sales.

During the period covered by this report the Museum finalised the purchase of a building in MacLaggan Street which we hope will eventually be home to an offsite collections centre. In the short term the site will be leased out to generate income. We also finalised a long term contract with Precinct Foods who will be operating the Museum's café from 1st February.

Our Outreach team have been very busy; as well as entertaining large audiences at A & P shows in Otago the team have once again visited the Cook Islands to continue their externally-funded programme of Pacific engagement. I for one am incredibly proud that our Science Engagement team is so well regarded that it is receiving grants from international organisations to fund its important work.

Closer to home, I was particularly impressed by the number of activates run by our Events team during December and January. While international visitors are of course important to the Museum's bottom line, we must remember that the Museum is a resource for our local community; offering a range of interesting programmes is one way we have of ensuring that locals value their museum.

As you will learn when reading the rest of this report, there's an astonishing amount of work being carried out across the Museum. Whether it's performing outreach in Aitutaki, writing publications for prestigious journals, hosting sleepovers for schools or running a variety of successful events there's never a dull day at Tūhura Otago Museum.

Talks: I have presented the following talks since the last meeting:

Date	Event	Talk title	Numbers attended
30/01/2023	Hill Cluster schools' teacher only day -	Adventures in	105
	Hutton Theatre	astronomy	

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 1 of 28

Media: I have undertaken several interviews since the Board last met:

Artemis splashes down in the Pacific (RNZ, 12 December)
https://www.rnz.co.nz/national/programmes/morningreport/audio/2018870832/artemis-i-splashes-down-in-the-pacific

Report highlights value of at-risk museums and galleries (TV1 News, 19 December) https://www.1news.co.nz/2022/12/19/report-highlights-value-of-at-risk-museums-and-galleries/

So Foot (Article about asteroids and my admiration for Arsenal in leading French football magazine) https://www.sofoot.com/articles/ian-p-griffin-odegaard-ferait-un-astronome-de-classe-mondiale-angleterre-arsenal

Green Comet becomes visible above Aotearoa (TV1 News, 11 Feb) https://www.1news.co.nz/2023/02/11/rare-green-comet-becomes-visible-above-aotearoa/

Green Comet (RNZ, 11 Feb)

 $\underline{https://www.rnz.co.nz/national/programmes/morningreport/audio/2018877163/green-comet-set-\underline{to-be-visible-this-weekend}}$

I continue to write a weekly Skywatch column for "The Mix" in the Saturday edition of the Otago Daily Times

https://www.odt.co.nz/search/results/Skywatch?sortby=published_at%20DESC

KAUPAPA MĀORI

A highlight of this period was representation of Tūhura Otago Museum at the formal Crown apology to Ngāti Maniapoto in Te Kuiti at the start of December. The invitation to the Museum followed a recognition of the efforts by Tūhura and the papatipu rūnaka in the return of the taiaha 'Maungarongo' to Ngāti Maniapoto last year. The ope for the Apology comprised Māori Advisory Committee and rūnaka whānau who played an active role in the taiaha's handover. More locally, at the request of Murihiku rūnaka, Gerard O'Regan contributed a manawhenua and Māori curatorial perspective on the Invercargill City, Gore District and Southland District Councils' appointment panel for the new trust board of the Southland Museum & Art Gallery.

COMMERCIAL

It has been a big start to the year with the leasing of the Museum café to Precinct Food. Precinct at Tūhura opened for business on Thursday 16th February. It was a busy day trading and the food looked amazing.

While the café was closed for the changeover, Precinct stationed their food truck outside the café and this proved a popular option for students.

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 2 of 28

We have leased out two-thirds of our new storage building at 123-127 MacLaggan Street to Oritain Global Ltd. Oritain are a blue chip tenant that is a global leader in applying forensic and data science to verify the origin of products and raw materials.

Our Facilities team has prepared the old store at 89 MacLaggan Street for sale and the building has been listed with Cutlers for \$1.2 million. We expect there to be keen interest with it being close to the city centre. There is also potential for increased commercial value due to the recent cyclone in the North Island; the building is on good high ground away from flood risks, which will also be a factor when insurance companies reassess risks and premiums for all.

SHOP

The shop has been trading well and December was a big month. We will be purchasing new stock in February from the gift fairs.

FACILITIES TEAM

The Facilities Team is working on or have completed the following tasks/projects:

- Helped with the taiaha repatriation to Ngāti Maniapoto
- Acoustic panels installed in the board room to improve sound quality for online meetings.
- Deinstalled the Code Breakers/Mighty Small, Mighty Bright temporary exhibition.
- Built and painted Special Exhibitions Gallery for the Te Pūkenga Ka Mua Ka Muri: Walking Backwards into the Future exhibition (3 weeks work).
- Yearly fire alarm checks.
- Work at the offsite store in MacLaggan Street:
 - o Started cleanout of the building.
 - o Removed weeds from the site and weed sprayed.
 - o Painted back wall.
 - o Removed window covers.

Exhibitions:

• Installed the Te Pūkenga *Ka Mua Ka Muri: Walking Backwards into the Future* exhibition in the Special Exhibitions Gallery

Projects:

- Sprinkler system: contractor has completed the majority of the work to install water pipes across the state highway.
- Tropical Forest roof: we have received two concepts from the architects.
- Heritage New Zealand have approved our archaeological authority to bore nine holes as part
 of the geotechnical ground investigations. Planning is in initial stages with contractors and
 consultants undertake this work.

EVENTS TEAM

Overview

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 3 of 28

December was a very busy month for the Events team with many Christmas bookings and venue hires and a range of public programmes to engage visitors leading up to Christmas. Over 20 venue hires were run during this period including several large-scale Christmas functions, conferences and exhibition openings. Programmes engaged over 4000 visitors with 33 public event offerings catering to a range of audiences during December, with a quieter month in January. Paid events to date are running at a profit overall for the year, with paid events bringing in additional funds allowing a broader range of offers to run.

Public Events

December was a busy month in the lead-up to Christmas, with more than 30 Public Programmes run to engage audiences and celebrate Christmas within the Museum. The month started with a well-attended panel discussion supporting the *Genome: The Science of Life* exhibition and the opening event for the new Te Pūkenga *Ka Mua Ka Muri: Walking Backwards into the Future* exhibition.

A series of workshops were held including two popular Wine and Design events and a Cocktail and Chemistry offer featuring demonstrations from the Science Communication team. Over 360 visitors attended a 'Santa's Up Late' event featuring workshops, Santa photos, live music and a gifting themed tour and gallery trail. We partnered with the Otago Heritage Bus Society for the second year in a row on Christmas Light tours around Dunedin and saw over 700 visitors engage with our Elves Makerspace. Several events including illustration workshops, movie screenings and performances were offered in the week before Christmas to encourage visitors to visit Tūhura Otago Museum in the lead-up to Christmas.

January was a relatively quiet month for public programmes so staff took the opportunity to take leave and two new full-time Events team members were in training. The *Exhibition on Screen* series continued with two sold-out sessions in the Planetarium. A pop-up Chinese New Year Makerspace ran from the 21-22 January in partnership with Te Pūkenga alumni Gabby Malpass. Tūhura Otago Museum hosted a family fun Ancient DNA day in celebration of the *Genomics: The Science of Life* exhibition featuring live DNA sequencing and banana DNA extractions.

Here is a list of public programmes delivered for this period:

DATE	TITLE		FREE
		PUBLIC	
11-Dec	Annual Passholder Night	55	FREE
2-Dec	Brave New World - Genomics Panel	191	FREE
	Discussion		
7-Dec	Three Cup of Tea	30	PAID
8-Dec	Polytech Opening	85	FREE
14-Dec	Wine & Design - Perfume	16	PAID
15-Dec	Cocktails + Chemistry	50	PAID
16-Dec	Gifting Tours at Up Late	15	FREE
16-Dec	Santa's Up Late Event	360	FREE
16-Dec	Gifting Trail	450	PAID
16 - 23 Dec	Elves Makerspace	798	PAID
16-Dec	Embroidery	45	PAID
16 - 19 Dec	Heritage Bus Christmas Light Tour	851	FREE
19-Dec	Mr Roberelli Performance	185	FREE
19-Dec	Rainbow Rosalind Performance	240	FREE
19-Dec	Dunedin Harmony Chorus	125	FREE

Tühura Otago Museum

Report to Contributing Local Authorities

February 2023

Page 4 of 28

19-Dec	City Choir	240	FREE
19-Dec	Christmas illustration Workshop	14	PAID
20-Dec	Christmas illustration Workshop	34	PAID
21-Dec	Christmas illustration Workshop	23	PAID
20-Dec	Muppets	79	FREE
21-Dec	Home Alone	39	FREE
22-Dec	The Santa Claus	28	FREE
22-Dec	Planets + Pints	46	PAID
21 - 22	Chinese New Year Makerspace	42	FREE
January			
14-Jan	Exhibition on Screen - Van Gogh	50	PAID
	Encore Screening		
19-Jan	Planets + Pints	29	PAID
22-Jan	Ancient DNA Day - Genomics	140	FREE
29-Jan	Exhibition on Screen - The	50	PAID
	Impressionists		



Making some Christmas decorations



Performances by Rainbow Rosalind and Mr Roberelli proved popular

Tühura Otago Museum Report to Contributing Local Authorities February 2023

Page **5** of **28**



Christmas Choir Performances

HUMAN RESOURCES

New Employees

- Education Presenters (2)
- Science Communicators (3)
- Casual Communicator
- Accounts Administrator
- Conservator
- Shop Assistant

Resignations

- Science Engagement Coordinator Māori
- Casual Communicator
- Education Presenter
- Conservation Manager
- Events Host
- Tū Tonu Regional Museums project (fixed-term project ended)

COLLECTIONS, RESEARCH, EDUCATION & DESIGN (CRED)

Access requests completed

Humanities/Taoka Māori Natural Science Other

Image	Item/physical	
2	3	
0	2	

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page **6** of **28**

Details:

 Descendants of May Ballantyne visited on 8 December to see her donations of primarily Oceanic material.

- Elizabeth Trinkl was supplied with an image of the lekythos, E48.343, to publish in her paper "Painters of other small vases", to be published in the series *Studi Miscellani di Ceramografia Greca*.
- Dan Osland was given permission to use images of Tuhura Otago Museum coins in a presentation to the 2023 Annual Meeting of the Archaeological Institute of America, in New Orleans, on 7 January 2023.
- Gwynaeth McIntyre was given permission to publish images of Tūhura Otago Museum coins in a paper titled "Commemorating the Past and Performing Power: Parades of Ancestors on Caligula's Coinage", to appear in *Antichthon*, an Australasian Classics journal.
- A group of Classics objects highlighting ancient understandings and depictions of the human form, were made available to Dan Osland and Gwynaeth McIntyre teaching an Anatomy 131 class on 25 January.
- Masters student from Florida University Jeff White requested feather samples from historic Tawaki taxidermy for isotopic analysis to compare with modern samples collected during field work on the sub-Antarctic Islands. The goal of the research is to investigate diet shifts in the species. His supervisor is Otago Researcher Thomas Mattern.





[L] Red figure lekythos. E48.343. Willi Fels Memorial Gift; Tühura Otago Museum Collection [R] Tapa. D53.642. Gift of May Ballantyne; Tühura Otago Museum Collection

Loans

Outward loans sent:

 Weka taxidermy mount was sent on loan (OL2022-4) to Dr Sheri Johnson and Dr Bronwen Presswell of University of Otago, Department of Zoology, for research on prey-to-predator response behaviour of wētā.

Inward loans received: None

Other loan activity: None

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page **7** of **28**

Collections item records

	This period F	
New/digitised:	973	1,810
Revised:	14,430	43,167
Imaged:	1,021	3,706

Details/Highlights:

Acquisitions and Deaccessions

Humanities/Taoka Māori
Natural Science

Acquisitions	Deaccessions
1	1
0	0

Details/Highlights:

Rabbit necklace (of felted wool) by Lynn Kelly



Photograph courtesy of the artist

- The carvings associated with the Heretaunga Whare were approved for deaccession by the Trust Board in preparation for repatriation to Ngāti Kahungunu.
- While no new acquisitions were processed in this period, planning and moving the Brian Patrick collection took up a substantial amount of the teams time over this period.
- Possums commissioned for taxidermy demonstrating the variation in fur colours were completed by Calibre taxidermy, Timaru.

Enquiries

Humanities/Taoka Māori Natural Science Conservation

Public Enquiries	Item
	Receipts
14	5
15	8
6	

 Enquiries include Austral Islands taoka; display of the TSMV Rangitane; adze identification; NZ Army parade location; 19th century German dolls; work by Marilynn Webb; Makarewa meteorite; Belleek tea set; the Attic kylix, E59.10; a Roman or Macedonian oil lamp.

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 8 of 28

- Kaupapa Māori enquiries include: Hongi Hika bust (D70.359); William Townson sketches and whakapakoko information; provenance information on bird spear points from Mangatu, Gisborne; D58.155, kākahu donated/loaned by Mr. Miller; identification of whether a stone from the Beaumont area is pounamu or not.
- A number of initial enquiries about making donations of collections of Natural Science specimens to the Museum.
- Advice on loans procedures and cataloguing pipelines for the Geology Museum and Vanished world.
- Published IDs for ambergris, shells and other insects and spiders.
- Deposits for consideration for the collection; larval sharptail sunfish, welcome swallow nest;
 specimens of fly for taxonomic description.

Protected Objects Act

The following taoka have been notified to the Ministry of Culture and Heritage under the Protected Objects Act (1975):

- Pounamu Toki/adze from Martin's Bay found March 2022.
- Pounamu worked fragment from Martin's Bay found March 2022.
- Toki/adze found at Barney's Island Dec 2021.
- Argillite toki/adze found Dunrobin late 1970s.
- Barracouta lure point found Long Beach (historically found in 2021).
- Complete toki/adze historically found in Christchurch late 1970s.

Also received for POA evaluation were:

- silcrete tool from Shag River Mouth;
- a collection of small argillite cobbles that proved to be natural.

Publications & Social Media: On the collection

	Internal researcher	External researchers
Research publications/papers	1	1
Blogs	2	
Other	9	2

The following is a reference list of recent publications on the collection by internal researchers:

- Harris, Anthony. Meadow spittlebugs leaving their mark. Nature File. *Otago Daily Times*, 3 December 2022, p.9.
- Harris, Anthony. Dunedin beetle lives solely on local coast. Nature File. Otago Daily Times, 10 December 2022, p.7.
- Carr, Melville and Moira White. Twelve stamps of Christmas. Tühura Otago Museum blog, 13
 December 2022.
- Harris, Anthony. More effort needed to combat extinction. Nature File. Otago Daily Times, 17 December 2022, p.5.
- White, Moira. Mountaineer's fancy dress. *Otago Daily Times*, Cool and Collected, Weekend Mix, 17 December 2022 p.4.
- Griffin, Ian. Some recent experiments in analogue photography. *Journal of the Royal Astronomical Society of New Zealand* Vol 61 (4): 3-5.
- White, Moira. Collection notes, Tuhura Otago Museum. Context 43: 50-69.

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 9 of 28

White, Moira. Exhibition review: 2022 Changing Threads Contemporary Fibre & Textile.
 Awards Finalists Exhibition, Refinery Artspace, Nelson. Context 43: 110-119.

- Harris, Anthony. Giant snail spread by humans. Nature File. Otago Daily Times, 14 January 2023, p.8.
- Harris, Anthony. Carabid beetle that prefers trees. Nature File. Otago Daily Times, 21
 January 2023, p.9.
- Harris, Anthony. Viruses on the menu in novel experiment. Nature File. Otago Daily Times,
 28 January 2023, p.8.
- Carr, Melville. Aotearoa's invertebrate stamps. Tühura Otago Museum blog, 31 January 2023.

A bank of Natural Science collection stories has been created for marketing to draw on for social media and other relevant content, with the aim of keeping the public informed and engaged with interesting local discoveries, highlight researcher visits, donations and our collections.



NZ Post Christmas stamps from 1981, 1982 and 1972. Tūhura Otago Museum Collection. Photography by Jen Copedo.

Publications by external researchers:

- Bell, Victoria. Exhibition review: Michele Beevors, Anatomy Lessons. Context 43: 156-161.
- Smith, A.M., Spencer, M.E., and Gordon, D.P., (2022) Captain Hutton's Bryozoans of New Zealand. Annals of Bryozoology.
- Morris, Bill Life will find a way, New Zealand Geographic, Issue 179.

Collection team contributions to projects, exhibitions and programmes

Collection based projects:

- Working to assess a backlog of natural science samples is underway in order to retire an old fridge. Some of the contents date back to 2005 and may no longer be deemed suitable for retention.
- Planning, logistics, packing and moving the Brian Patrick entomology collection from Christchurch to Dunedin is underway.

In house exhibitions, programmes and gallery projects:

- The popular Animal Attic intervention exhibition, Michele Beevors' Anatomy Lessons, was deinstalled in early December.
- The Helen Moran embroidery digital exhibition went live in December.
- The Kiingi Tuheitia Portraiture Award 2021 exhibition was deinstalled late January. The whakakapika was held on Sunday 22nd January.

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 10 of 28

 Research has been completed for the change-over cases in Tangata Whenua following the Portraits deinstallation.

- Object selection and cataloguing was completed for the next stairwell case display, "Glam Rocks"
- The Natural Science team participated in the popular Pollinator Workshop as part of 'Bug of the Year' in the Hutton Theatre.
- The Animal attic tiger rug had its missing tooth added. A collection of objects to update the surrounding display was written up and selected and awaits design and conservation input.



Linen sampler with stamped plant motif outlines, some worked in stem, chain or buttonhole stitches and French knots. G89.578. H.M. Moran Collection; Tūhura Otago Museum Collection

External projects (e.g.: Industry networks, partnerships, community work and events)

- L. Arun, A. Harlow, J. Copedo attended the final Repatriation Research Network meeting of 2022 via zoom Friday 9th December.
- Assessment of submissions for the 25th Annual Conference of the International Foundation of Fashion Technology Institutes, 2023 continued.
- G. O'Regan research interview for Nic Low, *New Zealand Geographic* on the Fiordland 'lost tribe' notion.
- Robert Morris met with Harry Andrew, General Manager Oamaru Steam & Rail, as part of the Tū Tonu Project.

Archives

- Appraisal/arrangement and description work on Executive Office files from the 1990's-2000's continues.
- Arrangement and description of the museum's annual reports was completed in January.
- Appraisal was completed on a collection of slides of spiders collected by R. Forster (series 0018)
- The archives digitization volunteers scanned their 2,150th piece of correspondence in January.

Honorary curators, volunteer and internship activity

• Dr Melville Carr, Honorary Curator, Philately, co-authored a blog on a selection of Christmas stamps in the collection, and wrote another discussing New Zealand postage stamps featuring invertebrates, in support of the inaugural 'Bug of the Year' competition.

Tühura Otago Museum Report to Contributing Local Authorities February 2023

Page **11** of **28**

- Dr Jane Malthus, Honorary Curator, European dress, continues with her regular weekly commitment to the European textiles audit project.
- Associate Professor Steve Kerr is working on a description of an undescribed fungus gnat.
- Dr Rosi Crane continues to write short information notes on a range of collection items relating to her research on the history of the Museum which are then being uploaded into Vernon CMS.

Presentations, talks and interviews

Title	Date	External Audience	Delivered by
NZ Bug of the Year	December	RNZ	On Lee
https://www.rnz.co.nz/national/programmes/checkpoint/audio/2018869653/bug-			Lau,
of-the-year-campaign-gets-buzzing			Emma
			Burns

Conservation

Preventive

- IPM remains the focus for conservation monitoring in December '22 and January '23.
- Results from the extensive lighting survey undertaken across galleries, public spaces and stores was shared with the collections and curatorial teams. Areas of concern have been highlighted and actions to address light sensitive items is underway. Means of mitigating light ingress including adjusting lighting levels, selecting alternative light sources, gallery design and object rotations are all being considered.

Projects

- In addition to several large natural science acquisitions the team have also processed a considerable number of humanities focused new acquisitions.
- The fixed term Conservator with book and paper specialism is working on items from the Barker-Eames collection as well as a number of botanical specimen books.
- Project work has mainly focused on exhibitions, with the Anatomy Lessons and Kiingi
 Tueheitia exhibitions being deinstalled, and the Ngā Hau Ngākou, Bug of the Year, and Ka
 Mau, Ka Muri exhibitions being prepared and installed.
- Preparation work for the Glam Rocks exhibition, the addition of multiple fish casts into the Nature and Southern Land Southern People gallery and content additions in Tangata Whenua is underway.
- Preparation and transportation of the Brian Patrick Insect Collection from Christchurch to Dunedin has taken up several weeks of the teams time.

Outreach

- The team have been assisting the Moray Gallery with the treatment and condition reporting of an artwork from their collection as part of the teams external contract work.
- The team also continue to work with MCH/Ōtākou Marae on the conservation and treatment of various wet taoka tūturu.
- Book and paper conservator Rosemary Coppell has been elected Otago Southland regional Rep for New Zealand Conservators of Cultural Material: Pū Manaaki Kahurangi (NZCCM) and will be acting as assistant editor for a NZ focused edition of the Australian Conservators of Cultural Materials (AICCM) Bulletin.

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 12 of 28

Regional Museums

 The Conservation team have focussed on work in support of the Tū Tonu Regional Museums project through one-on-one support measures as well as running workshops and information sessions.

- The team also assisted Waitaki Museum prepare for the opening of their newly developed exhibition space which is due to open in March.
- **Tū Tonu** (MCH funded) although the Tū Tonu Project Manager contract finished in January, a range of work relating to the regional collections programme continues, including the delivery of a number of pre-arranged workshops in collaboration with the Alexander Turnbull Library.
- Work also continues on the development of the Tū Tonu web portal.
- It is worth noting that at the December meeting MCH congratulated Tūhura Otago Museum on the success of the project at both regional and national levels.
- Hidden Hazards (LEH funded)— work has continued on the Hidden Hazards website which
 nears completion, while the final project report has been submitted to the LEH review
 committee. Planning is underway for a range of training sessions around the region including
 a week in Southland in March in collaboration with Jo Massey, Southland Roving Museum
 Officer.

Education

Explorer's Club Holiday programme

- Explorer's Club ran for both weeks of the January school holidays.
- The next Explorer's Club will run for 9 days because of Easter Monday.

Sleepovers

• Term 1: 10 Sleepovers from 8 Schools.

LEOTC /ELC

Curriculum

- Development of new programmes to align with funding.
- Supporting schools with tailored programmes for the New Zealand Aotearoa History curriculum.
- Supported North Dunedin School Cluster meeting.

Education projects

- Initial Report for new MOE funding completed and sent.
- MOE programme design underway for new funding.
- Updates to website and programme booklet for schools underway.
- Development of a wall planner for Schools showcasing our education programmes.
- Montessori programme aligned for the recent History and Social Science curriculum refresh.

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page **13** of **28**

A table recording student number participation follows. Please note, these numbers include multiple programmes by the same class on the same visit, excluded from the Ministry's criteria for student counting, to be reported in Milestone Reports. This table does not include numbers from non-applicable institutions or adults.

Please note that Planetarium numbers for Education programmes are replicated in the Planetarium report.

July 2022 – June 2023						
Participation from: 1st December 2022 to 31st January 2023						
Actual participation in Education programmes for:	Year 0-	Year 4-6	Year 7-	Year 9-	Year 11+	Total
Totals for December & January	97	81	90	90	0	358
Target (July 2022 - June 2023)	1028	1256	1142	799	343	4567
Percentage of annual target	9.4%	6.4%	7.9%	11.3%	0%	7.8%
ADULTS 75 Targets are calculated ba School holidays during th		11-month s	chool year	r.		•

Personnel

- The Education team hired two Education Presenters for Sleepovers and Holiday programmes.
- The Education team are seeking new advisory board members. This is ongoing.
- Nyssa Mildwaters, Conservation Manager, has accepted the role of Head of Collection
 Access with the V&A, London, and will be leaving the Otago Museum in early March. Nyssa
 has made an enormous contribution to the Otago Museum in the last eight years, both
 within the institution and through an extensive network of regional museums and
 collections support. We wish her well with her future endeavours.
- Shannah Rhynard-Geil was welcomed back to the Museum in a permanent Conservator role.
 Shannah had previously held the position prior to leaving OM for 12 months to work in Antarctica.
- The Conservation team welcomed Audrey Dolosor, an intern from Bordeaux, who will be working with us until mid-March.

EXHIBITIONS AND CREATIVE SERVICES, AND PLANETARIUM

Even with December and January including the holiday period, this report still manages to squeeze in a lot. *Ka mua, ka muri* – *Walking Backwards into the Future* opened with a lovely event, and it is proving incredibly popular with visitors of all ages and has been reflected in the comment cards hung up on the string installation. We also took a condensed version of *Mighty Small, Mighty Bright* up to Cromwell Museum before Christmas, and it has been proving popular with kids over the summer

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 14 of 28

period. We had a very efficient deinstallation of the *Kiingi Tueheita Portraiture* exhibition, though it is sad to see it leave the gallery after if breathed life into that space and felt like it had always been there. Following this, preparations have been on track for *Ngā Hau Ngākau* to open in the 1877 gallery on 11 February. The team are excited for the coming year of projects.

Exhibitions and displays currently open:

- Keep it Glassy The UN International Year of Glass stairwell display runs until 26 March 2023.
- "It's all in the making" The Margery Blackman Textile Collection People of the World gallery, ongoing until September 2023.
- Genome: Science of Life is in the Beautiful Science Gallery until 19 February 2023.
- Kiingi Tuheitia Portraiture Award touring exhibition in Tangata Whenua. Closing ceremony held Sunday 21 January.
- Ka mua, ka muri Walking Backwards into the Future Opened 9 December 2022 in Special Exhibitions Gallery until 14 May 2023. Lots of great feedback from visitors.
- Summer of Bugs pop up display on Atrium Level 2 to promote the Bug of the Year competition runs until mid-February.

In Development:

- Ngā Hau Ngākau features 36 paintings by Robin Slow, 34 carvings by Brian Flintoff and a soundscape and video by Bob Bickerton, Ariana Tikao, Holly Tikao-Weir and Solomon Rahui. It evokes the form of a whare whakairo (carved meeting house). 11 February 2023 7 May 2023 in the 1877 Gallery.
- 2023 iD International Emerging Designer Showcase in Beautiful Science Gallery from 20 February 16 April.
- Tūhura Photography Awards Competition launches 6 March, exhibition opens 11 June.
- Tohu Whēnua, Tohu Ora, the Rock Art collaboration with Canterbury Museum is ongoing.
 Dates still to be confirmed, though will be hosted by Tūhura Otago Museum late 2023.
- Development underway for the next Stairwell display which will open on 27 March 2023. Display will be focussing on minerals "Glam Rocks." The display following this will be focussed on items acquired through the Blumhardt fund.
- Trouble in Paradise, a photographic exhibition developed by the British Council will be displayed in 1877 Gallery in July 2023 to align with the International Science festival.
 Opening Friday 7 July. British Council are bringing over ecological economist Tim Jackson to officially open the show.
- Terminus by Jess Johnson and Simon Ward, a virtual reality experience for the mid 2023 slot in Special Exhibitions Gallery. Previous venue had record numbers and resonated extremely well with education groups.
- Planning underway for the development of a future internally generated special exhibition.
- Scouting for a blockbuster show that will be ticketed.

Creative Services and Systems Development and Interactive:

- Design services for upcoming programmes and events, including collateral, marketing and supporting materials, including Planets and Pints, Wine and Design, Medieval Day, gallery trails and makerspace activities.
- Installed Mighty Small, Mighty Bright at Cromwell Museum on 20 December.

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 15 of 28

- Completed brand and website for the Hidden Hazards project.
- Created a digital display online for the Otago Embroiders Guild featuring pieces from our collection.
- IFFTI conference planning.
- Completed new signage for the Tropical Forest.
- Created promotional material for O-Week.
- Developing a short VR experience for Events.
- Discussing potential opportunities with the NZISF.
- Working with Marketing on progressing the rebranding project in collaboration with external parties.

Perpetual Guardian Planetarium

The December and January reporting period saw great attendance compared to the previous period. We had 3740 paid tickets to planetarium shows during the reporting period (2099 in the previous two-month period). We launched a summer promotion mid-January with the aim of making the experience more appealing to those who may have not attended in the past.

Education had 159 children and 18 accompanying adults in December. There are several opportunities we would like to work on in the new year to develop more offerings with the Education team, including expanding to attract more secondary school, which is currently quite an untapped market. We are also hoping to include the Planetarium as part of the Sleepover offering and allowing Education more flexibility to fill out weekday morning spots with school for the coming term.

The Events team continues to run successful events after hours. Art films have been particularly popular, with the majority selling out, and these will continue throughout the year

It has been great working with the Operations and Science Communicators on the delivery of the public offerings.

We have found a brand-new show to launch for the April School Holidays, which should be extremely popular and keep numbers up at an excellent rate. Kitz and the Cat's Super Moon Adventure is fun while still educational, with a great story and animated effects.

For the next reporting period we will also be submitting a funding application for development costs for a newly Planetarium experience, which will have an international audience focus... more will be revealed in due course.



Tühura Otago Museum Report to Contributing Local Authorities February 2023

Page **16** of **28**

MARKETING

The Christmas holiday period was very busy at the Museum with Events, Exhibitions, and Shop marketing. This slowed over January, with excellent weather reducing numbers to indoor attractions.

Shop

Marketing produced a very successful multi-touchpoint campaign for Christmas shopping during December. Press, radio, and social media ads, along with newsletter inserts and social media posts drove sales, resulting in very strong numbers for both instore and online. This is very pleasing to see the increased revenues that contribute to supporting the Museum as a whole.

Exhibitions

Ka Mua Ka Muri: Walking Backwards into the Future - Polytech Exhibition

The opening of the Polytech exhibition was successful, with good visitor numbers. This was supported in local media, and in the coming period we are looking forward to more events to drive this exhibition.

Bug of the Year Display

The idea for this display was created by Marketing to support the inaugural Bug of the Year competition and has been popular with visitors and generated local media interest. The team worked closely with Design and Collections to bring this to life.

Events

Christmas Events

This year we had many Christmas events in the December period. The Heritage Bus Christmas Lights tour again sold out with huge numbers attending. There was also a Kids' Concert, Christmas carols, Santa's Up Late, and other offerings for the Dunedin community. These were supported through radio, press, and social advertising and achieved good audience numbers. Ticketed events, such as the Wine and Design Wreath Making also sold out.

Arts Screenings

Sunday morning arts film screenings in the Planetarium have proved highly successful. These events have shown a new audience strand and timeslot perform well and can be built upon in the coming year.

<u>Planetarium</u>

A \$7 summer screening campaign across press, radio, and socials started during January and has been very well received. Audience number have dramatically increased and profitability has doubled, showing the success of the new management strategy.

University of Otago/Halls of Residence

Charlie Buchan has made considerable in-roads into creating a stronger relationship with University channels. He instigated Halls of Residence famils for all Dunedin Hall sub wardens, which have been very successful, and we expect to drive more student sales over the course of the year. Partnerships

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 17 of 28

with OUSA on student-focussed events were also developed by Charlie, which will both save in advertising costs and reach new audiences.

PR

Public relations and media stories have been solid during this period – media engagement with Dr Shannon Walker was excellent.

National media

- Tūhura Tuarangi / Dr Shannon Walker: TVNZ Breakfast, TVNZ News, RNZ, News/Checkpoint,
 Stuff, Bug of the Year: RNZ Afternoons with Jesse, Critter of the Week mention
- Cook Islands Science Outreach: RNZ Afternoons with Jesse
- Museums Aotearoa (national funding): One News interview
- General Museum news/promotion: The Good Magazine

Local media

- Ka Mua Ka Muri: Otago Daily Times x 2, The Star, South Magazine
- · Precinct at the Cafe: Otago Daily Times
- Tropical Forest millipedes: Otago Daily Times
- Cook Islands Science Outreach: Otago Daily Times
- Bug of the Year: Otago Daily Times
- Aids Memorial Quilt: The Star, Otago Daily Times
- General Museum news/promotion: Family Times, Extra

Social Media/Digital

Digital and social media have been steady considering the Christmas/New Year break, and Instagram has been particularly strong. We were one staff member down during this period, which has resulted in a drop in Twitter numbers.

Miscellaneous

Explorers Club

The campaign for Explorers Club holiday programme was a successful one, with almost all available days selling out.

The Best (Museum) Beer in the World

Driven by Charlie Buchan, and in conjunction with Otago Polytech Brew School, we have officially launched the Museum beer. The packaging was created by NAME, a student at the Polytech, and its eye-catching design can now be seen in Venues hires and exhibition openings.

Café

With the closure of the Museum café and the partnership with Precinct Foods confirmed, we worked with the Precinct team to release this information to local media. We are looking forward to cooperating on marketing with the new café team in the future to drive more visitation to the Museum as a whole.

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

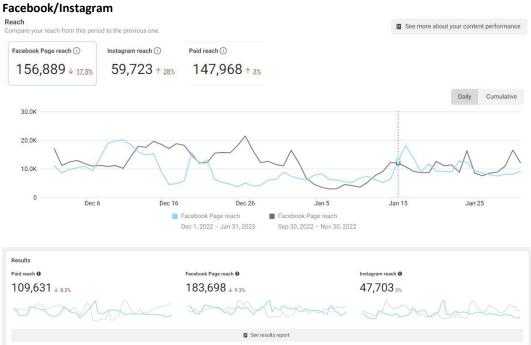
Page 18 of 28

19 April 2023 Council meeting

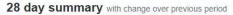
Digital media statistics

Website





Twitter





Tühura Otago Museum Report to Contributing Local Authorities February 2023

Page **19** of **28**

VISITOR EXPERIENCE AND SCIENCE ENGAGEMENT (VESE)

Science Engagement

Sadly, this period marked the final days for our Science Engagement Coordinator – Māori, Toni Hoeta, before she starts medical school. Toni has been instrumental in leading the Science Engagement Team's kaupapa Māori approach and spearheaded the Museum's outreach efforts associated with key external projects such as *Solar Tsunamis* and the *Science of Medicines*. We remain fortunate to have Te Wharau Walker within the team to continue to build on Toni's mahi and further lift our Māori engagement capabilities.

The December and January period traditionally has less opportunities for science outreach with schools out and events taking a summer holiday break. However, healthy levels of science engagement were achieved with A&P shows now up and operating again, and numbers attending events returning to pre-pandemic levels. A summary of the engagement over this period follows:

				DIRECTLY
DATE	DISTRICT	AUDIENCE	EVENT	ENGAGED
		Queenstown		
1-Dec	Otago	Primary	Tūhura Tuarangi Central Tour	90
3-Dec	Southland	General public	Wyndham A&P Show	250
10-Dec	Otago	General public	Tokomairiro A&P Show	122
11-Dec	Otago	General Public	Calder Stewart Family Day	65
12-Dec	Overseas	Students	Aitutaki Science Expo (schools)	150
13-Dec	Overseas	Students	Aitutaki Science Expo (schools)	450
13-Dec	Overseas	General public	Aitutaki Science Expo (community)	81
	Queenstown			
7-Jan	Lakes	Camp Quality	Camp Quality	30
	Queenstown			
8-Jan	Lakes	Camp Quality	Camp Quality	60
16-Jan	Dunedin	Hands-On at Otago	Hands-On at Otago - Museum Tour	18
17-Jan	Dunedin	Hands-On at Otago	Hands-On at Otago - Museum Tour	25
18-Jan	Dunedin	Hands-On at Otago	Hands-On at Otago - Museum Tour	22
18-Jan	Clutha	General Public	Clutha Library Tour	36
18-Jan	Clutha	General Public	Clutha Library Tour	25
19-Jan	Clutha	General Public	Clutha Library Tour	30
19-Jan	Clutha	General Public	Clutha Library Tour	46
20-Jan	Clutha	General Public	Clutha Library Tour	22
22-Jan	Dunedin	General Public	Brighton Gala	235
28-Jan	Dunedin	General Public	Otago Taieri A&P Show	200
Total for this period				1,957
Total for the year 2022				17,811
Total for the year 2023				749

Note: Figures exclude engagement associated with Tühura Tuarangi where it was not Tühura Otago Museum staff led. Fully Tühura Tuarangi engagement figures provided later in report.

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 20 of 28

Outreach Highlights:

Camp Quality (7 – 8 January)

The team was invited to return to Camp Quality – South this year, to provide fun, hands-on science for tamariki living with cancer. The children and their guardians gather annually in Queenstown and very much enjoyed the StarLab and rocket-launching experiences the team provided.

A&P Shows return (3 and 10 December, 22 and 28 January)

This summer saw the welcome return of A&P shows. The team was out in the community delivering fun, hands-on 'summertime science' to families across Otago and into Southland, featuring explorations into wind, clouds, the sun, the ocean, and all things outdoors!





At Tapanui A&P show (left) and Brighton Gala (right)

Clutha Library Tour (18 – 20 January)

The team brought back this beloved tour in 2023, delivering five outreach sessions at Owaka, Milton, Lawrence, Balclutha, and Tapanui libraries. The two-hour sessions featured hands-on activities themed around the science of summer. Tamariki were also introduced to their community's new Trybray boxes, which were decorated during the sessions.





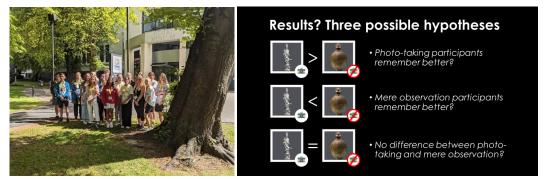
Tamariki making kaleidoscopes at Milton Library (left) and using the solar telescope at Lawrence Library (right)

Hands-On at Otago (16 – 18 January)

During Hands-On Otago, which brings high school students to the University to inspire them for future study, the team helped showcase the Museum by hosting several visiting groups of students who were interested in topics including psychology, science communication, and working at a museum and science centre.

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 21 of 28



Hands-On at Otago high school students visiting Tūhura Otago Museum (left) and experimenting with memory and photo-taking in a museum gallery (right)

Externally Contracted Outreach:

Sport Otago Tū Manawa Active Aotearoa: Korikori Active

This period saw the end of the *Korikori Active* delivery and reporting phases. The program culminated in the handover of five Trybraries to the Clutha District Libraries. As part of this transfer of guardianship, local tamariki decorated their new Trybraries during the Clutha District Tour. Librarians will now manage the borrowing of equipment from the boxes, most of which will live permanently inside the library spaces. Discussions with The Valley Project and the Dunedin City Council are ongoing about the installation of the Trybrary in Chingford Park, which will be housed in a community-built wooden structure. The final report has been submitted to Sport Otago.





Freshly decorated Trybrary boxes, ready to continue inspiring active recreation at the Clutha

MBIE Unlocking Curious Minds: Islands to Arks

Development of content for this project continued during this period, with several demonstrations piloted at the A&P shows and Clutha Library Tour. As a result, the weather module exploring impacts of climate change on tropical cyclones and storm surges is nearly ready for delivery. The last key interactive for this module is a wave tank that will allow students to explore a variety of coastal defences against storm surges. This is being developed by Takaka-based Marine Design Engineering, Ltd, and will make its debut at ASB Polyfest in Auckland in March.

Additionally, the team has worked with Phoria, an immersive tech studio, to adapt a documentary about climate change in Pacific Islands to be played in StarLab. The team piloted this at the Science Expo in Aitutaki and feedback from this has been used to develop a more structured activity for viewing including setting dedicated time for talanoa.

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 22 of 28



Left: Sea of Islands screening in Aitutaki

Right: JBA trust Wave Tank

MBIE Unlocking Curious Minds: Āwhinatia te Wero

In December, the team met with PhD student Lisa McKendry, whose area of specialty is harakeke, to develop the harvesting and weaving content of the project. In January, the team met again with Karl Russell to discuss how best to document his replication of the umu tī process for the first time in over 60 years, to incorporate it into the resources that will be distributed as part of the project.

Additionally, the team has initiated talks with SCION Research and Cawthron Institute, who are both keen to offer case studies of their work and are planning to pilot activities for the engagement programme in February – first at the Treaty Festival hosted by Te Rūnaka o Ōtākou and then with a focus group at Te Kura Kaupapa Māori o Ōtepoti.



Weaving harakeke ropes with Lisa.

MBIE Unlocking Curious Minds: Far from Frozen – Going to Extremes

This period saw the end of *Far from Frozen: Going to Extremes*. Despite the many delays, cancellations, and challenges of delivering this project during a pandemic, the Science Engagement team is proud of the outreach achieved. The showcase now includes updated impact projections, a module dedicated to how we can proactively respond to climate change, and a new planetarium show developed in partnership with NIWA. Nationwide, the showcase reached just under 6,000 people, with a further 2,500 people engaged in the Cook Islands (Rarotonga and Aitutaki). The final report for the project has been submitted to MBIE, but it is the intent of the team to continue to take the showcase to our communities. MFAT have also expressed an interest in supporting the Museum to share the showcase with Samoa (who missed a tour of the previous version of the showcase due to the measles epidemic followed by the COVID pandemic).

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 23 of 28

University of Otago, Solar Tsunamis

During this period, Science Engagement Coordinator – Māori Toni Hoeta prepared handover materials for the project ahead of her departure. The engagement programme related to this project is nearing completion, and planning for its tour of the country is underway.

The Year 3 Project meeting took place at the end of this period in Wellington, where the wider project team was hosted by GNS Science. During the Museum's presentation on progress and the way ahead, it was announced that Dr Marijn Kouwenhoven would be taking over the project, with Science Engagement Manager Jessa Barder continuing her involvement.

MBIE/NZ Space Agency: Tūhura Tuarangi – Aotearoa in Space Science Showcase

At the beginning of December, the Tūhura Tuarangi showcase was installed at iFly Indoor Skydiving centre in Queenstown for the three weeks leading up to the summer school holidays (1–18 December). This stay marked the first time the showcase has been left in the stewardship of another organisation, which required training for onsite staff and up-to-date documentation. Overall, the time at iFly was very successful. The staff reported fantastic visitor engagement with around 2,880 visitors. The Museum team also hosted several school sessions with Year 5 and 6 classes from the local Queenstown Primary School.



Queenstown Primary School class sessions at iFly Indoor Skydiving Centre

After Queenstown, the showcase was moved to Ashburton Art Gallery and Museum where it stayed for the remainder of the summer school holidays (22–31 January). In Ashburton, the team demonstrated that the showcase easily adapts to different-sized spaces, with the exhibition space at the museum the smallest space to date. There were several highlights reported from the Ashburton Museum team, including the reunion of two of the Kosmos-482 spacecraft pieces after 50 years apart (this was achieved with help from the Ashburton Aviation Museum who have the sister piece in their collection). Museum staff also reported that visitors really enjoyed their virtual reality sessions, and the craft activities that complemented the showcase content well.



Ashburton Museum:

Reunion of Cosmos-482 Space Junk (left) and Rocket building craft activity (right)

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 24 of 28

The team ended January preparing for the next several destinations on the roadshow including Rolleston Library – Te Ara Ātea (1–9 February) and Christchurch Library - Tūranga (10–27 February). The team also met with Dodd-Walls investigators Harald Schwefel and Mallika Suresh who have been working on an interactive to showcase their work on a photonic radiometer that will help profile greenhouse gases from space. The Dodd-Walls team hope to have the interactive ready for inclusion by April.

Other Engagement & Outreach Activities

Otago Participatory Science Platform (PSP)

The 2023 funding round was launched on 21 November, and we have received a good number of enquiries about funding opportunities with the PSP. The round is due to close on 10 March 2023, and another round of intensive marketing is planned for late January/early February.

University of Otago's Science of Medicines: Whakatere Waka

Throughout this period the Science of Medicines team continued the series of scheduled visits to *Te Kura Kaupapa Māori* — *Ōtepoti*. The first wānanga focused on where medicines come from and how we turn them into forms we could use in and on our body. In addition, we looked at game-making to learn about viruses and building different characters using the D-Bug Game Design structure.

In the second wananga the rangatahi made rongoa lip butter by following a set of instructions and using science equipment to portion their ingredients.



Wānanga 2. Rangatahi measuring their ingredients for their Rongoā lip butter

The final wananga focused on bacteria and viruses. Rangatahi were able to build environments for their virus characters from wananga 1 and play some games that looked at antibacterial resistance and dosing medicines to avoid it.



Wānanga 3. Making environments for their virus characters, playing games, and doing experiments

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 25 of 28

Dodd-Walls Centre Partnership (DWC)

Delivery this period was confined to the Aitutaki Science Expo, as the primary focus for this period was looking back on the past year to complete the annual report, and preparation for the year ahead, which looks to be a very busy one: a tour of the West Coast and Central Canterbury, Quantum Shorts film screenings, ASB Polyfest, illumination festivals like Tīrama Mai and LUMA are all on the docket, in addition to regional school visits and expanding on the Tūhura Time pilot from 2021 with Te Aho o Te Kura Pounamu – the distance learning school.

Additionally, the Tūhura Tuarangi showcase will be expanded later this year, with an interactive that demonstrates Associate Professor Harald Schwefel's research on space radiometers.

MacDiarmid Institute Partnership

This period involved extensive planning and organizing of a school-based science engagement programme in Rotorua to occur during MacDiarmid Institute's AMN10 conference in February 2023. The programme – coordinated by Dr Marijn Kouwenhoven for Tūhura Otago Museum – will see more than 20 volunteers from both the Institute and Australia's Centre of Excellence for Future Low Energy Electronics Technologies (FLEET) visit seven rural and urban schools over three and a half days, to engage future generations in the wonders of materials science and technology.

US Embassy: Pacific Engagement

This period saw the team travel back to the Cook Islands at the request of their government and with funding support from MFAT, this time to Aitutaki to deliver a Science Expo for their communities.

The event was spearheaded by the Cook Islands' Office of the Prime Minister and participants included local NGOs and the University of New South Wales. The team from Tūhura Otago Museum organised the delivery of Lab-in-a-Box and StarLab, together with a range of outreach activities spanning DWC, MacDiarmid, Solar Tsunamis, Science of Medicines, Islands to Arks, Far from Frozen – Going to Extremes, and more.

Over two days, the team engaged over 600 people through school group visits and a community evening event. The feedback was exceptional, with the Cook Island community again providing a huge amount of support such as free inter-island flights and shipping of LIAB in order to make the event happen. The visit helped cement the very close partnership now established between our museum and the Cook Island community at many levels ranging from ministries, to companies, to schools.



Students getting involved with Solar Tsunamis and Islands to Arks activities at LIAB (left). Andrew Mills gathers a crowd for a hydrogen balloon explosion inside Amuri Hall (right).

Tūhura Otago Museum Report to Contributing Local Authorities February 2023

Page 26 of 28

Visitor Experience - Tuhura Science Centre and Front of House

From 1 December 2022 to 31 January 2023, Tūhura attracted 19 229 visitors, averaging 321 people per day. The total number of attendees for *First Flights* was 3 295, averaging a whopping 56 people per show. The team also continued to offer explorations throughout this period, engaging over 1800 visitors at an average of 30 per day.

Trails have tracked well with the completion of over 450 *Tropical Forest Trivia* hunts and more than 150 *Fantastic Plants & Where to Find Them*.

Our current free science show, *Out of this World*, continues to be a hit; welcoming over 1000 visitors during this period. Spotlight tours have also continued to see steady numbers, and the free Treasures tours have attracted an average of seven visitors per tour.

This period also saw the team welcome three new Science Communicators. Blair, Erica and Ngaio bring a blend of skills and experience that will compliment those of the existing team and will ensure VESE continues to offer the very best visitor experience and animal care possible.

Living Environments

After a period off display, thanks to work by the Facilities and Conservation team, the zebra finches were returned to the forest environment. We also welcomed six new female finches to balance the sex ratio of the species.

With the return of cruise ships and tourism, there was an increased number of people visiting the Tūhura Tropical Forest. Although this was wonderful to see, it also led to some inappropriate behaviour, such as visitors attempting to touch the birds and terrapins. New signage was placed around the forest, and there has been an observable reduction of this behaviour.

Both terrapins began exhibiting odd behaviour at the start of December. This became concerning when one of them (Shelly) started trying to escape her pond, which could potentially lead to serious shell damage. The turtle was taken to the vet for examination, and an x-ray was performed, showing that Shelly was carrying 11 eggs. These eggs were laid a week later, and the turtle's behaviour has returned to normal. The eggs have been preserved and are being used for visitor interactions.

The giant African millipedes produced offspring last year, which were separated from the adults. These offspring have now reached a size where the Science Team could take a full census. The final count was approximately 600, with approximately half euthanised for population control. https://www.odt.co.nz/news/dunedin/giant-millipedes-surprise-300-babies https://www.odt.co.nz/news/the-south-today/300-hungry-millipedes-babies-otago-musuem

Tūhura Otago Museum Report to Contributing Local Authorities February 2023



Healthily growing Giant African millipedes

Cruise ship visits

Cruise ships have returned this season with 53 ships visiting Dunedin in December and January. Of these ships we hosted 12, with over 32 booked tours for 525 people. In addition, we had many more people from the ships come into the Museum on a freestyle/self-guided basis, visiting Tūhura, the Tropical Forest, the galleries, café, and shop.

The Museum Guides have returned to delivering tours in a seamless fashion and have received very good feedback from our visitors. The team will continue to refine and develop tour offerings ahead of next year's cruise season.

Casual communicators

We currently have 20 casuals who help to cover staff illness, special events, and annual leave, together with plugging gaps in any areas where we might be shorthanded during staff changes. We have recently taken on three new casuals, Ollie, Laura and Jack.

Some of the casuals have been taking on extra responsibilities with Lexie training to deliver cruise ship tours, and Ollie and Zell getting ready to assist on outreach at Thieves' Alley and at the imminent Orientation week's Tent City. Several other casuals are working towards giving tours and have also been helping with shop cover and the education summer program.

REPORT END

Museums of Central Otago

31 March 2023 No. 4

CENTRAL OTAGO MUSEUMS' TRUST PERFORMANCE UPDATE FOR CENTRAL OTAGO DISTRICT COUNCIL 1 OCTOBER 2022 TO 31 MARCH 2023

1. Central Museums 100 Project

Central Museums 100 is the exciting flagship project developed by the Trust to address a range of needs the museums in our network have identified. Once implemented, it will provide a catalyst for rejuvenation of how the community sees and engages with our museums.

Invited by the Ministry for Culture and Heritage (MCH) to apply to the Cultural Sector Regeneration Fund, the CO Museums Trust lodged an application on 24 February 2023 for a grant of \$106,150.00 to implement phase 1 of Central Museums 100.

Central Museums 100 involves each of the five main museums in the Central Otago District selecting up to 30 objects from their collections that tell important stories of the area's history. From these, the museums will collectively select 20 objects at each museum to be further recorded, investigated and to have their stories relating to them developed for eventual exhibit.

The project is designed so that it engages the museums' staff and existing and new volunteers directly in implementing the project for their own museum. That ranges from skill development identifying and correctly recording objects through to care, handling and management of the objects. A further stage is the investigation and research techniques, leading to story writing and then display and exhibition to the public. We are looking to also use the Central Museums 100 project as a focus for heritage talks and linking to the education curriculum, as part of a programme enlivening our museums.

Central Museums 100 is supported by museums in the CO Museums network and has support also from Central Otago District Council. The project is designed to be flexible to the needs of each individual museum, to manage staff/volunteer workloads and support the museum in areas they might not otherwise invest in. The Central Otago Heritage Trust provided its conditional support.

Should the Trust be successful in this grant application, the MCH funds will need to be expended by 30 June 2024. To achieve that deadline, the Trust has already started volunteer training.

2. Central Otago District Museum Strategy – Implementation Plan 2023-2025

A draft Central Otago District Museum Strategy – Implementation Plan 2023 to 2025 has now been drafted expanding on the strategy goals and actions. The Plan outlines the steps the Trust and museums network should take when implementing the shared strategic gaols and actions. The Implementation Plan was developed following a planning workshop in August 2022 that revisited the strategic gaols and actions in the 2021 Central Otago District Museum Strategy

Central Otago Museums Trust. Chair: Owen Graham email: chair@musuemscentralotago.org.nz Mobile: 027 6424 661

Museums of Central Otago

and identified a range of priority needs for the museums, and key directions to be taken by the Trust in addressing these.

Once finalised and endorsed, this Plan will provide a detailed 'roadmap' for the Trust. It is essential to the Trusts efforts across the museums network and will help prioritise goals and maximize resources for better decisions. The expectation is that will result in greater engagement from our museums, more community connection and increased efficiency and effectiveness for the Trust. The Plan is presently undergoing editing before further review.

3. Museums Trust Coordinator

- Trust Coordinator, Amanda Griffin continues to actively engage directly with our museums, assisting with advice, skills guidance and providing her expertise in museums management to support the museums. The regular contact, combined with visits is delivering benefits to the museums Clyde, Central Stories and Roxburgh in particular. Amanda maintains regular contact with Te Papa Museum National Services Te Paerangi and Otago Museum, and with staff at other regional museums.
- Since completing the MCH Regeneration Fund application, the Trust has committed \$5k of its funds to enable early steps in the Central Museums 100 project to be commenced. One of these steps has Amanda developing the documentation for implementing Central Museums 100. These documents will be for use by the museums. This is an important step as it provides the enduring template for the Project which our museums can refer to, even beyond the Central Museums 100 project.
- Amanda has also commenced training of volunteers at Clyde, Central Stories and Roxburgh, in the recording of museum objects into the e-Hive museums database. eHive is a webbased collection cataloguing system, considered better suited to our museums than other web-based cataloguing systems. This is another early step in the Central Museums 100 project and is needed to bring all our museums onto the same database system.

4. Partnering with Central Otago District Council

Council at its meeting held on 8 March 2023 considered the Report 'UPDATE ON THE
DISTRICT FUNDING MODEL FOR MUSEUM INVESTMENT'. For our museums network, these
discussions and the decisions reached at Council are very important and will have an impact
on them and their communities. As Museums Trust Chair, I have had discussions with
Council staff following that meeting to answer questions and offer advice to the process
underway. I have stated that the Central Otago Museums Trust is not a 'bricks and mortar'
entity.

One matter I remain clear about is that the Trust relationship with Council must be one of partnership and mutual respect. While we each have the same interest in promoting and protecting the district's heritage and telling its stories, there may be times when we need to come at sector issues from different perspectives.

I am aware that further reporting back set down for the April 2023 Council meeting.

 The Performance Agreement the Trust signed with the Council expires on 15 December 2023.

Central Otago Museums Trust. Chair: Owen Graham email: chair@musuemscentralotago.org.nz Mobile: 027 6424 661

Museums of Central Otago

Any continuation of the two-year trial arrangement is subject to review by the Council, and decision by the end of December 2023. That includes any commitment to future funding for the Trust beyond the initial \$100K investment over two years, through to 15 December 2023.

- Further funding support from Council is subject to its review of outcomes and deliverables outlined in the Performance Agreement. Considerable progress has been made to unite the museums network and engage it with the wider museums sector. The Central Museums 100 project was intentionally developed to address many of the highest need issues facing our museums. Many of these are outcomes and deliverables in the Agreement.
 And, having the Central Otago District Museum Strategy Implementation Plan well advanced is further sound progress.
- Having a new Performance Agreement with the Council will show confidence in the
 progress being made by the Central Otago Museums Trust since its formation. It would
 allow the Trust to continue to be a strong advocate for and to address important issues
 facing the Central Otago museums sector.

5. Partnership with Otago Museum

The partnership with Otago Museum continues to be strong through regular liaison between our Trust coordinator and senior museum staff. That includes facilitating engagement with two key Otago Museum led projects.

• Tū Tonu Regional Museums Project

This has involved an extended series of museum focussed workshops and hui arranged at Central Stories Museum and Gallery aimed at providing opportunity for informing and sharing skills and knowledge with staff and volunteers at our district museums. The Tū Tonu series has operated from August 2022 through until February 2023 (not all in Central Otago). More recent Tū Tonu workshops at Central Stories have covered.

- 26 October Disaster Preparedness/Emergency management
- 14 November Archives management and care of paper
- 7 December Care of plastics

• Otago Museum 'Hidden Hazards' Project

This project has an important focus on informing and helping our museums identify and then appropriately manage a wide range of potential hazards held in their storage and collections. An introductory workshop for our Central Otago museums was held on 18 October 2022. A follow-up presentation was given to museums on 15 March 2023 and included an excellent new website developed by Otago Museum. This aims to help smaller museums identify 'hidden hazards' within their collections and assess the risks they may pose. There is practical advice on how to mitigate and manage those risks. https://hiddenhazards.otagomuseum.nz/

For those museums unable to attend, there will be follow-up sessions presented by the Trust coordinator to share the knowledge and highlight good practices now available on the Otago Museum website.

Central Otago Museums Trust. Chair: Owen Graham email: chair@musuemscentralotago.org.nz Mobile: 027 6424 661



6. Iwi relationships and partnering with mana whenua

The Trust has established good links with Otago Museums Dr Gerard O'Regan, Curator and Pouhere Kaupapa Māori. Through this association the Trust has contacted the Kāi Tahu ki Tuawhenua Kāhui group. This group represents the iwi and its five rūnaka, each with interests extending into the Central Otago region.

This is an important connection for the Trust to have as we start on a path to strengthen the partnership connection with mana whenua for the five Central Otago museums.

A first meeting with Tuawhenua Kāhui representatives looks likely towards the end of May 2023.

7. Trust Meetings

The Trust continues to hold meetings around its member museums with the last three meetings being held at Cromwell on 2 November 2022, Pitches Store, Ophir on 14 December 2022 and Central Stories, Alexandra on 15 February 2023.

At the 2 November meeting I was appointed by the Trustees as Independent Chair for a further year. Major topics of recent discussions have been around the Central Museums 100 project funding application and the development of the CO Museums Trust – Implementation/Action Plan.

The next Trust meeting will be held in late April 2023.

Owen Graham

Central Otago Museums Trust

Chair

Central Otago Museums Trust. Chair: Owen Graham email: chair@musuemscentralotago.org.nz Mobile: 027 6424 661

Status Updates	Committee:	Council

Meeting	Report Title	Resolution No	Resolution	Officer	Status
18/12/2019	Business Case for Central Stories Building		That the Council: A. Receives the report and accepts the level of significance. B. Agrees that once Council has made decisions on the i-SITE review and draft Museum Strategy, the business case to then go to Vincent Community Board for comment and report back to Council.	Community and Engageme nt Manager	Action memo sent to Community and Engagement Manager. Awaiting outcomes of the i-SITE review and museum strategy adoption before proceeding. September-October 2020 Council/Vincent Community Board discussions are underway through the LTP workshop programme. November 2020-June 2021 Allowing for the district museum strategy development process to occur before proceeding. The Central Stories project will not be included in the 2021 Long-term Plan consultation document. July-October 2021 In the next few months Council staff will be undertaking work on Council investment in the museum sector. This information will feed into future decision-making for the Central Stories building. November 2021-October 2022 The community-led museum strategy is now completed and staff are undertaking an investment strategy for the museum sector. Outcomes from this work will influence how the business case for Central Stories will be progressed. 28 Nov 2022 No change. 11 Jan 2023 No change. 17 Feb 2023 No change. 03 Apr 2023 No change.
25/10/2017	Council Owned Land, Pines Plantation Area North of Molyneux Park	17.9.9	Recommendations A. RESOLVED that the report be received and the level	Property and Facilities Manager	November 2017 Action Memo sent to the Property Officer., November 2017 – Council solicitor has provided first draft of RFI document for staff review.

Page 1 of 36

Netball Courts,	of significa	ance accepted.	December 2017
Alexandra – Consider Sale/Developme nt by Joint Venture of Residential Land (PRO 61- 2079-00)	B. AGREED part of L Transpow and adjact C. APPROVI recommen venture determs and	to the sale of part of Lot 25 DP 3194 and ot 6 DP 300663, located south of the er corridor at the north end of Alexandra ent to the Central Otago Rail trail. ED the Vincent Community Board's addition for sale of the land by way of a joint evelopment and sale of Lots, the minimum conditions including: • joint venture partner funding development and security registered over the land.	Request for Proposals was advertised in major New Zealand newspapers at the end of November 2017 with proposals due by 22 December. Three complying proposals received. February 2018 Requests received. Council staff have been finalising the preferred terms of agreement to get the best outcome prior to selecting a party, including understanding tax implications. March – April 2018 Staff finalising the preferred terms of
	• Cou	ıncil receiving block value.	agreement. June 2018
		uncil receiving 50% of the net profit, with a imum guaranteed of \$500,000.	Preferred developer approved. All interested parties being advised week of 11 June. Agreement still being finalised to enable
	• Pric	rity order of call on sales income:	negotiation to proceed.
	First:	Payment of GST on the relevant sale.	August 2018 Risk and Procurement Manager finalising
	Second:	Payment of any commission and selling costs on the relevant sale.	development agreement to allow development to proceed. September 2018
	Third:	Payment to the Developer of a fixed portion of the estimated Project Development Costs per lot as specified in the Initial Budget Estimate and as updated by the Development Costs Estimate breakdown.	The development agreement is under final review. October 2018 The development agreement is with the developer's accountant for information. Execution imminent., January 2019
	Fourth:	Payment of all of the balance settlement monies to Council until it has received a sum equivalent to the agreed block value.	Development agreement was signed by AC & JV Holdings before Christmas. Subdivision plan now being developed for resource consent application and removal of trees expected to start mid to late January. March 2019
	Fifth:	Payment of all of the balance settlement monies to Council until it has received an amount equivalent to the agreed minimum profit share to Council.	Concept plan is in final draft. Next step is for the surveyor to convert to a scheme plan and apply for resource consent. The fencer is booked in for March. April 2019
	Sixth:	Payment of all of the balance to the	Security fencing has been completed.

Page 2 of 36

Developer for actual Project Costs incurred in accordance with this Agreement. Seventh: Payment of all of the balance amounts	Felling of trees expected to commence in the next month. Concept plan is in final draft. Next step is for the surveyor to apply for resource consent. May 2019
(being the Profit Share) to be divided 50 / 50 (after allowance for payment of the Minimum Profit to Council.	Tree felling commenced 20 May and is expected to take up to 6 weeks to complete. Subdivision scheme plan close to being finalised before resource consent
D. <u>AGREED</u> to delegate to the Chief Executive the authority to select the preferred joint venture offer and negotiate "without prejudice" a joint venture agreement.	application. June 2019 Tree felling complete. Subdivision consent expected to be lodged in July or August. July 2019
agreement. E. AGREED that the Chief Executive be authorised to do all necessary to achieve a joint venture agreement.	July 2019 Subdivision consent expected to be lodged in August. September – October 2019 The affected party consultation process with NZTA, Transpower and DOC for the application to connect Dunstan Road to the State Highway is almost complete. The developer is also close to finalising the subdivision plan to allow for the resource consent to be lodged. November 2019 Subdivision consent was lodged on 22 November 2019. January 2020 Subdivision consent granted 18 December 2019. February 2020 The developer is working on engineering design for subdivision to be approved by Council. Work expected to start on site for subdivision in approximately 6 weeks. May – August 2020 Due to Covid 19, engineering design and construction start date delayed. As of May, engineering design mostly complete and work on site expected to start soon with a
	staged approach. Also awaiting outcome of Shovel Ready Projects application which may affect how this development progresses.

Page 3 of 36

		September 2020
		Work expected to start on site in October for
		Stage 1 and some sections will be
		marketed. Stage 1 completion scheduled for
		April 2021.
		November 2020
		Due to one of the shareholders passing
		away in late June the developer AC/JV
		Holdings has been working on a succession
		plan which should be finalised in early
		November. The need to agree succession
		has meant recent delays to the development
		but Staff are in regular contact with the
		contractor to ensure that works begin as
		soon as possible. Once succession
		arrangements are confirmed it will enable
		construction to progress and sections to be
		put on market as soon as possible. To
		further ensure this outcome a variation to
		the development agreement will be
		prepared which will confirm stages and
		tighten progress requirements. December 2020
		Lawyer is drafting variation to agreement for
		discussion with developer.
		January 2021
		Construction has commenced. Work
		programme to be fully finalised in coming
		weeks.
		February 2021
		3910 contract executed. Detailed update
		was emailed to the board separate to this
		Status Report.
		March-July 2021
		Work progressing according to contract.
		September 2021
		Construction work progressing, although
		slightly behind due to COVID-19 alert level
		restrictions.
		October 2021
		Development work programme generally on
		track. Stage 1 is approximately 2 weeks
		behind schedule due to COVID-19, although
		Stage 2 is ahead and Stage 3 is on

Page 4 of 36

		schedule. As of September 2021, sales
		figures were Stage 1 – 16 sold; Stage 2 – 13
		sold, 3 unsold; Stage 3 – 10 sold, 9 unsold
		or under offer.
		November 2021
		224c has been issued for stage 1. Awaiting
		LINZ to issue Title. Stage 2 roading will be
		sealed week of 22nd November.
		January 2022
		Titles have now issued for the 16 sections in
		Stage 1 with settlement for all sections on
		20 January. Stage 2 224C Application has
		been applied for and titles are expected late
		January 2022. Stage 3 progress is on track.
		Current sales are as follows: , Stage 1 -
		16/16 lots under contract (settlement 20
		January) Stage 2 - 15/16 lots under
		contract, Stage 3 - 11/19 lots under contract.
		February 2022
		All 16 sections sold and settled in January
		2022 in Stage 1, 15 out of 16 sections sold
		in Stage 2 and 12 sections sold, three under
		offer and four unsold in Stage 3. March 2022
		Stage two 223c and 224c applications
		submitted. Awaiting approval. April 2022
		No update. Awaiting approval.
		May 2022
		Stage 2 Titles received and settled. Work is
		on track for Stage 3.
		23 Jun 2022
		No further update available.
		12 Aug 2022
		Stage 3 Title are due March next year and
		Stage 4 are due for title June next year.
		•
		15 Sep 2022 No Change.
		•
		30 Nov 2022
		No change.
		10 Jan 2023
		No change.
		14 Feb 2023

Page 5 of 36

				Still awaiting title. 224 issued for Stage 3 06 Apr 2023 Stage 3 titles issued, moving into Stage 4 development.
Consideration of New Zealand Standard (NZS) 4404:2020 (Doc ID 422658)	19.8.10	Recommendations A. RESOLVED that the report be received, and the level of significance accepted. B. AGREED to adopt NZS 4404:2010 as Council's subdivision standard subject to the development of an updated addendum for local conditions.	Infrastructu re Manager	October 2019 Action memo sent to the Environmental Engineering Manager., November 2019 Drafting of an updated addendum is underway and expected to be included in report to Council in early 2020., December 2019 Workshops continuing for updating engineering standards. The Environmental Engineering team will be working with planning to ensure the design standards from the Cromwell masterplan are developed alongside the updated engineering standards. January 2020 - November 2020 No change. December 2020 The status of this work will be reviewed in February 2021 and a further update provided then. January 2021 - February 2022 No change. March 2022 Due to work programme commitments this item has been deferred. Looking to potentially add to the 2023 work schedule. April 2022 No change 19 May 2022 No change. 23 Jun 2022 No change. 08 Aug 2022 No change. 19 Sep 2022 No change. 19 Sep 2022 No change.

Page 6 of 36

							01 Dec 2022
							No change
							10 Jan 2023
							No change
							17 Feb 2023
							No Change
							11 Apr 2023
							No change.
15/07/2020	Lease of	20.5.4				Asset	July 2020
10/01/2020	Kyeburn	20.0.4	Recommer	ndations		Manageme	Action memo sent to Property and Facilities
	Reserve -		That the Co	nuncil:		nt Team	Officer – Maniototo.
	Ratification					Leader -	August 2020
				res the report and acc	cepts the level of	Property	Advised Kyeburn Hall Committee of
			significa	ance.			Council's resolution and waiting for confirmation of their status as an
							Incorporated Society before issuing the
			B Agrees	s to grant the Kyeburn	Committee a lease		lease.
			_	nt to Section 61(2A) of the			September – December 2020
			-	following terms:	TOSCIVOS ACC 1511,		Kyeburn Hall Committee to follow up
			On the l	lollowing terms.			progress on getting their status as an
			1.	Permitted use:	Community Hall		Incorporated Society, in response to email
							sent to them September 2020.
			2.	Term:	33 years		January 2021
				5			Waiting for confirmation of their status as an
			3.	Rights of Renewal: None			Incorporated Society before issuing the lease.
			1	Land Description Sec	20 Blk V11		February – April 2021
			T.	Maniototo SD	20 DIK VII		Property and Facilities Officer - Ranfurly to
							meet Committee in May 2021 and discuss
			5.	Area:	0.4837 hectares		next steps.
							June 2021
			6.	Rent:	\$1.00 per annum		May meeting was postponed until July 2021
				if requested			July 2021
							Meeting request to the Committee for July 2021 was declined by the Committee citing
				arra di a Izialia			workloads and health issues of committee
			Subjec	ct to the Kyeburn Hall Com	mittee		members. The Committee will make contact
			1	Becoming an Incorporate	od Cociety		when their schedule allows.
			l '.	Decoming an incorporate	a Society		August 2021
			2.	Being responsible for all			ON HOLD until meeting able to take place
				utilities, electricity, t	elephone, rubbish		18 May 2022
				collection, rates, insur	ance and ground		No change to the status of this item. Still on hold.
	I .		<u> </u>				noiu.

Page 7 of 36

	1		I maintanana		T
			maintenance		09 Aug 2022
					No change on hold
					14 Sep 2022
					No Change. On Hold
					28 Oct 2022
					No change. On Hold.
					25 Nov 2022
					The Kyeburn Hall Committee have now
					advised they don't want to become an Incorporated Society, they are looking to an
					existing Incorporated Society in the area to
					see if the ground lease could be picked up
					by them. Awaiting for further information
					from the Kyeburn Hall Committee in the new
					year.
					06 Jan 2023
					No change, on hold.
					21 Feb 2023
					No change. On hold
					27 Mar 2023
					No change. On hold.
24/03/2021	District Plan	21.2.10	That the Council	Principal	30 Mar 2021
	Review		A. Receives the report and accepts the level of	Policy	Action memo sent to report writer.
	Programme		significance.	Planner	21 Apr 2021
			B. Approve the District Plan review programme as		Review of Industrial Chapter underway; RFP
			outlined in Appendix 1		for Residential section review being drafted; GIS mapping project progressing; e-Plan
			Camilla III / Ippoliaix		contract approved
					16 Jun 2021
					Expert noise and transportation reports to
					support the Industrial Chapter review have
					been commissioned. RFP for the
					Residential section of the Plan closes 18
					June.
					28 Jul 2021
					RFP for Residential Chapter Review
					released and contract awarded - initial
					workshop with stakeholders completed and
					review underway; GIS mapping plan change
					notified; ePlan contract awarded and operative District Plan in ePlan and being
					tested by planners; Industrial zone plan
			L		tootod by pidririoro, madotriai zorio pidri

Page 8 of 36

		change for Cromwell (reflecting Cromwell Spatial Plan) being finalised; Industrial Chapter Review underway 08 Sep 2021 Issues and Options for review of Residential Chapter drafted; submissions on GIS mapping plan change closed - 3 in support so no hearing required; ePlan testing complete with mapping being updated and incorporated; engagement with affected landowners is upcoming as part of Industrial Chapter Review. 18 Oct 2021 Residential chapter being drafted; ePlan mapping underway; Industrial Zone changes to be notified.
		15 Nov 2021 Cromwell Industrial zone plan changes publicly notified; Residential chapter and new map zoning progressed and to be workshopped with Council in December; decision on Plan Change 17 (GIS Mapping) made by Council and to be advertised; ePlan mapping being worked on with Isovist who have completed the text.
		Submissions on plan change closed on 18th December. Nine submissions were recieved. Residential chapter review and draft chapter workshop with Councillers at December Council workshop. Community engagement commenced on Naseby Dark Sky plan change. 24 Feb 2022 Summary of submissions on Industrial Plan Change notified. Residential chapter review and mapping continuing. Work on Dark Sky plan change ongoing.
		Notification of Summary of Submissions on Industrial Plan Change has closed and work will begin on evaluating submissions in preparation for drafting of Section 42A

Page 9 of 36

		report; work on the new residential chapter (incluiding medium density and heritage design guidelines) is being finalised for release to Schedule 1 parties; dark sky provisions being finalised; necessary changes to the Heritage Precinct chapter of the District Plan to bring in the heritage guidelines is being drafted; project plan for Teviot Valley Spatial Plan is curently being drafted; ePlan currently being tested with a view to release as the offial version of the operative District Plan 20 May 2022
		Work is progressing. 20 Jun 2022 Residential Chapter Review was approved by Council for notification. This will be notified on 9th July 2022.
		15 Aug 2022 Draft residential chapter was publicly notified for its first round of submissions on 9th July 2022 and the public have been invited to lodge submissions. This round of submissions closes 2nd September 2022.
		16 Sep 2022 Submissions have closed on Plan Change 19 and are in the process of being summarised (170 submissions received), A traffic report on Plan Change 18 (Industrial) has been commissioned to address Waka Kotahi's submission., Plan Change 20 (Heritage Precincts update in light of PC19) is being drafted and heritage guidelines.
		28 Oct 2022 Plan Change 18 traffic report received and forwarded to Waka Kotahi – meeting to discuss; Plan Change 19 summary of submissions being finalised for notification; Plan Change 20 heritage precincts to bring in Heritage Guidelines going to Council November; ePlan being finalised for release. 01 Dec 2022
		No change.

Page 10 of 36

					11 Jan 2023 Summary of submissions for Plan Change 19 notified. Submissions closed 19 December 2022. Still awaiting Waka Kotahi; Plan Change 20 being finalised for notification. Plan Change 22 - Dark Sky - engaging with Aukaha. 22 Feb 2023 Further submissions on PC 19 closed - hearings scheduled to start end of April; PC 20 (Heritage) publicly notfied and submissions closing 10th March; meeting with Waka Kotahi 23 February to discuss Cromwell Industrial extension (PC 18) 11 Apr 2023 Section 42A for PC 18 being drafted; PC 19 hearings scheduled; PC 20 being finalised
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	E. Agrees to the recommendation from the Cromwell Community Board on the draft 2021-31 Long-term Plan that staff are requested to investigate the request for a toilet from the Cromwell Bike park further and provide a report for consideration in a future annual or long-term plan.	Facilities Manager	Action memo sent to Property and Facilities Officer Cromwell. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021. 06 Jul 2021 Email sent to Cromwell Bike Park committee to request an extensive survey of usage be carried out to determine what toilet facility may be required in the future. 08 Sep 2021 Cromwell Bike Park committee to undertake a usage study of the toilet facilities at the site in summer to reflect peak usage. 11 Nov 2021 Committee are doing a survey of usage over the summer months to enable Council to determine type of toilet required., A reminder has been sent 11/11/2021 to ensure this is carried out and reported back to Council. 07 Jan 2022 The Bike Park committee are currently carrying out a survey (through survey

Page 11 of 36

		monkey) to determine usage of the bike
		park - to end of Feb 22.
		09 Feb 2022
		Property Office awaiting survey results to
		determine toilet requirements. Results due
		end of February 2022.
		21 Feb 2022 Survey received by P & FO Cromwell -
		information being assessed to enable report
		to be prepared to CCB
		05 Apr 2022
		The survey from the Club has been
		completed. Staff are preparing a report for
		Council for the September 2022 meeting
		requesting funding in the 2023/24 AP
		17 May 2022
		A report is being prepared for Council to
		consider funding the project from the AP
		23/24. The report will be presented on
		28/9/2022
		08 Jun 2022 Report to Council being prepared for next
		financial year
		14 Jul 2022
		Report being prepared and scheduled for
		Council meeting November 2022
		12 Aug 2022
		Report being prepared and scheduled for
		Council meeting November 2022
		14 Sep 2022
		P & FO Cromwell has put together details
		for Better Off Funding being considered. A
		report will also be prepared and scheduled for Council if funding is still required.
		28 Oct 2022
		No Change
		29 Nov 2022
		Still waiting on results of Better Off Funding.
		21 Dec 2022
		Better off funding has been approved.
		Project planning has commenced.
		21 Feb 2023

Page 12 of 36

				Project planning is in progress. 06 Apr 2023 Project planning is still in progress.
1/06/2021 Submis the 202 Long-te Consult Docume	rm Plan ation	J. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan that staff are requested to investigate a request for an extension of the junior playground at Pioneer Park and provide a report for consideration in a future annual or long-term plan.	Parks and Recreation Manager	Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021. 28 Jul 2021 Preparatory work that will support further investigation and underpin a report for consideration is being undertaken. Funding to be considered for 2022-2023 Annual Plan. 08 Sep 2021 No further progress. 18 Oct 2021 Investigation of request for extension of junior playground at Pioneer Park and report for consideration on hold until closer to a future annual or long-term plan. ON HOLD. 11 Nov 2021 No further update at this stage. 11 Jan 2022 No further update. 09 Feb 2022 No further update. 05 Apr 2022 No further update as no changes at this time. 19 May 2022 No further update available. 12 Aug 2022 No further update available. 15 Sep 2022 This will be considered as part of Councils playground policy development. 27 Oct 2022

Page 13 of 36

					No further updates untill playground policy is prepared whihc is expected in 2023. 29 Nov 2022 No further update until play policy is prepared. 11 Jan 2023 No further update until play policy is prepared. 17 Feb 2023 No change. 03 Apr 2023 No change.
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	K. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan that staff provide a report regarding a request Ice Inline for future consideration.	Parks and Recreation Manager	11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021. 28 Jul 2021 Background data for report being collated. 08 Sep 2021 No further progress. 18 Oct 2021 No further progress on requested report considering IcelnLine's Long-Term Plan (LTP) submission. 11 Nov 2021 No further update at this stage. 11 Jan 2022 No Further update 09 Feb 2022 No further update 05 Apr 2022 No information has been received from Ice in Line to provide and update on. 20 Jun 2022 The Vincent Community Board have agreed to consult on this request during the next Annual Plan. 10 Aug 2022 No further update available

Page 14 of 36

					15 Sep 2022 No further update available. 27 Oct 2022 No further updates - waiting until Annual Plan process begins. 29 Nov 2022 No further updates 11 Jan 2023 No further updates. 17 Feb 2023 No change. 03 Apr 2023 No change.
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	N. Agrees to the recommendation from the Vincent Community Board on the draft 2021-31 Long-term Plan to proceed with the preferred option in the consultation document for the Omakau Hub.	Property and Facilities Manager	Action memo sent to Communication and Engagement Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021. 29 Jul 2021 A community collective is progressing the hub project. Financial input from Council is programmed for year three of the 2021-24 of the Long-term Plan. 09 Sep 2021 No further update until July 2023, when funds are due to be released. 28 Nov 2022 No change. 11 Jan 2023 No change. 17 Feb 2023 No change. 06 Apr 2023 The Manuherikia Valley's Charitable Trust has been formed and are working on final details of the concept design. A report to the VCB and Council will be provided in due course to approve these plans.

Page 15 of 36

1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	R. Agrees to the recommendation from the Maniototo Community Board on the draft 2021-31 Long-term Plan that Council request staff to consider the suggestion of filling in the ice rink with water, add planting and creating walkways and report back to the Board.	Parks and Recreation Manager	Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021. 28 Jul 2021 Request under consideration. 08 Sep 2021 No further progress. 18 Oct 2021 No further progress on requested report considering filling the ice rink in the Maniototo with water and adding planting and walkways nearby. 11 Nov 2021 No further update at this stage. 11 Jan 2022 No further update. 09 Feb 2022 There is no LTP budget allocation for this. No further update available. 05 Apr 2022 No further update to report at this time. 19 May 2022 A report is being prepared for the Vincent Community Board consideration on potential funding request. 20 Jun 2022 Background work involving the water department has been completed to understand water supply issues. Site visits with Parks and Reserves Capital Projects officer is arranged for July to look at options to be included in the report to the Maniototo ommunity Board. 09 Aug 2022 Staff site visit postponed - rescheduled for 6 September 2022. 14 Sep 2022 On 6 September 2022 – Staff at Ranfurly
-----------	---	--------	--	------------------------------	---

Page 16 of 36

					met with Parks Staff to review issue and provide some options and costs to be presented to MCB in due course. 27 Oct 2022 It is anticipated that a report on this issue is to be presented to the MCB in November 2022. 29 Nov 2022 No further update 17 Feb 2023 Report will be presented at next Maniototo Community Board meeting. 03 Apr 2023 Maniototo Community Board have considered a report on this and have decided not to proceed with the proposal but to investigate grazing options for the site. MATTER CLOSED
1/06/2021	Submissions on the 2021-31 Long-term Plan Consultation Document	21.4.3	L. Agrees to the recommendation from the Vinc Community Board on the draft 2021-31 Long-te Plan that staff convene a meeting of Central Ots District Council, Central Otago Hockey Associati Central Lakes Trust and Molyneux Incorporated to discuss a way forward on proposed multi-use turf and facilities at Molyne Park.	m Manager go n, urf	11 Jun 2021 Action memo sent to Parks and Recreation Manager. Memo sent to Executive Manager Corporate Services and Chief Advisor for information. For action following final adoption of the Long-term Plan on 30 June 2021. 28 Jul 2021 Meeting convened on 5 July 2021. Molyneux Turf Incorporated (MTI) preparing additional information. 08 Sep 2021 Additional information not yet received from MTI. 18 Oct 2021 Additional information not yet received from MTI, and unable to progress until then. ON HOLD. 11 Nov 2021 No further update at this stage. 11 Jan 2022 No Further update available.

Page 17 of 36

Shed - New A Receives, the report, and accepts, the level of and Action memo sent to Property and Fa	30/06/2021	Cromwell Menz	21.5.12	That the Council		No information has been received from the Hockey Assn to provide and update on. 19 May 2022 No further update at this time as no changes to this item. 21 Jun 2022 Molyneux Turf Incorporated (MTI) have successfully employed an independent consultant Chris Wright, who has extensive experience in sports turf development including the \$4 million dual-fields at Logan Park (Dunedin), Kings High School turf (Dunedin, and further projects in Chrsitchurch, Wellington, Hawkes Bay and Nelson., The consultant completed the first stage of the feasibility report in November 2021, and MTI has extended the study to explore another location additional to Molyneux Park as a further option for consideration. 10 Aug 2022 No further update available 15 Sep 2022 No further updates have been provided by the Turf trust. 29 Nov 2022 No further updates 11 Jan 2023 No further updates. 17 Feb 2023 No change. 03 Apr 2023 No change.
significance. B. Agrees to lease the proposed area to the Cromwell Menz Shed Significance. Manager Officer - Cromwell. O6 Jul 2021 Cromwell Menz Shed updated on recolution. Meeting arranged between	33,33,2321			A. Receives the report and accepts the level of significance. B. Agrees to lease the proposed area to the Cromwell	and Facilities	Action memo sent to Property and Facilities Officer - Cromwell. 06 Jul 2021

Page 18 of 36

 C. Agrees to a lease over 1000m² (more or less) of land (shown in Figure 1) located on the Cromwell Transfer Station/Closed Landfill site, being part of Lot 3 DP526140. D. Authorise the Chief Executive to do all that is necessary to give effect to this resolution. 	discuss actions required. 26 Jul 2021 Meeting scheduled with Menz Shed for 30 July to review and discuss Draft Lease. 17 Aug 2021 Working alongside the Menz Shed to prepare an appropriate lease 08 Sep 2021 Lease document being finalised. 18 Oct 2021 Lease document still being finalised. 11 Nov 2021 11/11/2021 Lease document still a work in progress, as needed to identify the final lease area and water metering charges. 07 Jan 2022 Lease document provided to Menz Shed in Dec 21. Reviewing currently 09 Feb 2022 Final lease is available for Menz Shed to sign. 06 Apr 2022 Staff are preparing another report to Cromwell Community Board for further clarification on the lease. 18 May 2022 Property Statutory Officer is preparing a report for Cromwell Community Board for clarity on the lease 20 Jun 2022 Property Statutory Officer presenting a report to CCB on Clarification of the terms of the Cromwell Menz Shed Lease at meeting of 21 June 22 15 Aug 2022 The lease paperwork is currently with the Menz Shed. 15 Sep 2022 The lease paperwork is currently with the

Page 19 of 36

11/08/2021	Cromwell Aerodrome - Refueling Facility	21.6.6	That the Council A. Receives the report and accepts the level of significance. B. Agrees in principle to approve the issuing of a licence to occupy to RD Petroleum for refuelling facility at Cromwell Aerodrome comprising two 10,000 litre tanks for avgas and Jet A1 fuel. C. Authorises the CEO to confirm approval of final location and design of refuelling facility to include safe and secure access for all potential users. D. Authorises the CEO to approve acceptable terms and conditions for the Licence to Occupy similar to the Licence for the refuelling facility at Alexandra Airport and do all that is necessary to give effect to the resolutions.	Property Officer	No update 29 Nov 2022 Environmental Engineering are working to resolve a potential issue with gas possibly leaching from landfill. 21 Dec 2022 Environmental engineers are working with an engineer, who is obtaining equipment from Australia for the purpose of assessing the potential gas leaching. Equipment is not expected to arrive until next year. 14 Feb 2023 Report has come through regarding the potential gas leaching, all clear. Club to be notified report has come through. 11 Apr 2023 Deed will now be drafted and presented to the group for signing. MATTER CLOSED. 16 Aug 2021 Action Memo sent to report writer. 08 Sep 2021 Applicant informed of decision. Site meeting upcoming to finalise fuel tank position. Licence to Occupy (LTO) being drafted. 18 Oct 2021 Site meeting was held with applicant to discuss fuel tank location. Applicant will provide full proposal to inform drafting of LTO. 11 Nov 2021 11/11/2021 Council Property staff met representative from RD Petroleum on site at Cromwell Aerodrome at end of September to discuss position of fuel facility. RD Petroleum confirmed they would create two separate access ways for truck to use for filling and maintenance and for other users vehicles. They will now proceed with further
					separate access ways for truck to use for filling and maintenance and for other users

Page 20 of 36

22/09/2021	Plan Change 18	21.7.12	That the Council	Principal	Staff reviewing proposed layout of the fuel facility provided by RD Petroleum. 05 Apr 2022 No change at this time. 19 May 2022 Layout reviewed and accepted. Lease document requested from RD Petroleum and information regarding power connection for Council. 21 Jun 2022 No further update available. 12 Aug 2022 RD Petroleum investigating power options after some issues. Updated location plan currently being reviewed. 15 Sep 2022 Location plan approved. 28 Oct 2022 Drafting licence to occupy. 25 Nov 2022 RC for fuel tanks submitted by RM Petroleum. 20 Dec 2022 Draft licence to occupy submitted to council staff for feedback. 20 Feb 2023 Council's solicitor reviewing Licence to Occupy. Resource Consent for fuel tanks approved. 06 Apr 2023 Revised LTO sent to RD Petroleum for signing.
	Cromwell Industrial Resource Area Extension		 A. Receives the report and accepts the level of significance. B. Recommends that Plan Change 18 be notified and processed in accordance with the First Schedule to the Resource Management Act 1991. 	Policy Planner	Action memo sent to the Principal Policy Planner 18 Oct 2021 Plan Change prepared. 15 Nov 2021 Plan Change notified 28 October, submissions close December 9.

Page 21 of 36

3/11/2021	Proposal to Revoke Part of	21.8.5	That the Council	Parks and Recreation	Plan change notified October and submissions closed in December 2021. 24 Feb 2022 Summary of submissions notified 06 Apr 2022 Summary of submissions has closed and work will begin on evaluating the submissions and preparing the section 42A planners report 20 May 2022 Have commissioned technical reports and are awaiting their outcome. 20 Jun 2022 Meeting with traffic engineers and Waka Kotahi regarding intersection upgrades to occur. 15 Aug 2022 No further update at this time. 16 Sep 2022 Awaiting second Technical Report from Abley. 28 Oct 2022 Traffic report received and forwarded to Waka Kotahi for discussion. 01 Dec 2022 No change. Waiting on Waka Kotahi. 11 Jan 2023 No change. Still waiting on Waka Kotahi. 22 Feb 2023 Meeting 23 February with Waka Kotahi to discuss Traffic modelling report prepared for Council by Ableys; section 42A to be prepared following meeting 11 Apr 2023 Meeting with Waka Kotahi held - Section 42A being prepared 09 Nov 2021 Action memo sent to report writer.
	the Greenway Reserve off Waenga Drive,		Receives the report and accepts the level of significance. Agrees with the Hearings Panel recommendation to	Manager	11 Nov 2021 Applicant has asked to hold off writing to the Minister of Conservation until they have

Page 22 of 36

	Cromwell		the revocation of the Local Purpose (Amenity) Reserve classification from the specified 619m2 (subject to survey) area from Lot 201 DP 359519. C. Agrees to notify the Minister of Conservation in writing of the resolution and request the revocation be approved and notified by Gazette notice.		secured a Resource Consent for the proposal. 11 Jan 2022 Application reviewed seeking Resource Copnsent. 15 Feb 2022 Application being processed by council's Planning team. 05 Apr 2022 The revocation process is being prepared by Council property team. 09 Jun 2022 Awaiting advice from Department of Conservation. 20 Jul 2022 Consultation with Iwi about to begin. 15 Aug 2022 Consultation with Iwi underway. 27 Oct 2022 No further updates at this time. 29 Nov 2022 Property Officer working with DOC on reserve revocation process. 11 Jan 2023 No further updates at this time. 17 Feb 2023 No further updates at this time. 03 Apr 2023 Application to revoke reserve status siting with DOC for Ministerial approval.
3/11/2021	Plan Change 17 - GIS Mapping	21.8.6	 That the Council A. Receives the report and accepts the level of significance. B. Approves Plan Change 17 without modification in accordance with Clause 10 (1) of the First Schedule to the Resource Management Act 1991. C. Directs that the decision to approve Plan Change 17 be publicly notified, and the Central Otago District Plan be amended. 	Principal Policy Planner	09 Nov 2021 Action memo sent to report writer. 15 Nov 2021 No further update at this stage. 11 Jan 2022 No further update. 24 Feb 2022 No further update. 06 Apr 2022 Awaiting ePlan map testing - currently underway

Page 23 of 36

26/01/2022	Alexandra Airport Masterplan	22.1.3	That the Council B. Adopts the proposed Alexandra Airport Masterplan. C. That a business and financial strategy be developed to support the implementation of the Airport Masterplan.	Property Officer	Work on this is still in progress. 20 Jun 2022 Awaiting finalisation of e-plan. In progress. 15 Aug 2022 Awaiting finalisation of e-plan. In progress. 16 Sep 2022 No change to status 28 Oct 2022 No change to status. 01 Dec 2022 No change to status 11 Jan 2023 No Change. Working through GIS issues. 22 Feb 2023 No Change 11 Apr 2023 No Change 11 Apr 2023 No Change 03 Feb 2022 Action memo sent to report writer. 22 Feb 2022 Copy of adopted Masterplan will be uploaded to Council's website. Business and financial strategy planning has begun for the new hangar precinct budgeted in Year 2 of the LTP 2021-31. 05 Apr 2022 The Masterplan has been added to the CODC website. 19 May 2022 Masterplan included in Vincent Spatial Plan press release to inform puiblic it has been adopted and is available on CODC website. Work progresses on planning for next stage of development and business plan. 20 Jun 2022 Business plan and concept plans for new hangar precinct are in progress 12 Aug 2022 No change 15 Sep 2022
------------	------------------------------------	--------	---	---------------------	--

Page 24 of 36

Page 25 of 36

					are completed. ON HOLD.
14/12/2022	Private Plan Change 21 - Fulton Hogan, Parkburn	22.10.2	Receives the report and accepts the level of significance. Agrees to accept and process the request as a private plan change and proceed to notify the request, under clause 26 of the First Schedule to the Resource Management Act 1991.	Principal Policy Planner	16 Dec 2022 Action memo sent to staff. 11 Jan 2023 Plan Change documents are being prepared for public notification. 22 Feb 2023 Notification 2nd March 11 Apr 2023 Plan Change notified and submission closed
14/12/2022	Plan Change 22 - Dark Sky	22.10.3	Receives the report and accepts the level of significance. Notes that the plan change will come back to Council after consultation with Aukaha.	Principal Policy Planner	16 Dec 2022 Action memo sent to staff. 11 Jan 2023 Plan Change 22 - Dark Sky - engaging with Aukaha. 22 Feb 2023 Met with Aukaha 15th February in Dunedin; Aukaha to provide cultural context input to plan change by end of March 11 Apr 2023 Awaiting cultural context from Aukaha to enable plan change to be finalised
9/03/2022	William Fraser Office Renovation Project (Stage Six)	22.2.9	 That the Council A. Receives the report and accepts the level of significance. B. Approves additional funding of \$177,000 towards the William Fraser Office Renovation Project (stage six) to upgrade the main bathroom facilities. This additional funding is to be drawn from District Reserves. 	Property Officer	Action memo sent to report writer and to Finance. 06 Apr 2022 Designer progressing plans to building consent/tender stage. 19 May 2022 Designer working with structural engineer to finalise plans. 20 Jun 2022 The designer has completed their work. Awaiting structural engineers final plans. 11 Aug 2022 Structural engineers final plans received. Tender to be loaded onto the Government Electronic Tender Service web site on 19 November. 15 Sep 2022

Page 26 of 36

1/06/2022	Plan Change 19 - Residential Chapter Review and Re-Zoning	22.4.4	That the Council A. Receives the report and accepts the level of significance. B. Directs that Plan Change 19 be notified in accordance with Clause 5 of the first Schedule to the Resource Management Act 1991. C. Approves the release of the draft Medium Density Residential Guidelines for public consultation.	Principal Policy Planner	Tender underway, closes 10 October. 28 Oct 2022 The contract is awarded to Breen Construction. Start date of works to be confirmed. 28 Nov 2022 Draft contract received and under review. Start date of works to be confirmed. 21 Dec 2022 Contract review almost finished. Start date of works to be confirmed. 17 Feb 2023 Contract negotiations continues. Start date to be confirmed. 06 Apr 2023 Construction Contract signed and start date confirmed for 17 April 2023. 08 Jun 2022 Action memo sent to the Principal Policy Planner. 28 Jun 2022 Scheduled to be notified on 9 July 2022. 15 Aug 2022 Plan Change 19 was publicly notified for its first round of submissions on 9th July 2022 and the public have been invited to lodge submissions. This round of submissions closes 2nd September 2022. 16 Sep 2022 Submission closed and summary being prepared (170 submissions being finalised for notification 01 Dec 2022 No Change. 11 Jan 2023 Summary of submissions closed 19 December 2022. 22 Feb 2023 Submissions being evaluated, section 42A
-----------	---	--------	---	--------------------------------	--

Page 27 of 36

					recommendation report being prepared & hearing scheduling starting; Hearings to start 26th April 2023 11 Apr 2023 Section 42A prepared and circulated; Hearing Scheduled
6/07/2022	Museum Investment Strategy	22.5.11	 That the Council A. Receives the report and accepts the level of significance. B. Notes discussions held to date on the Museum Investment Strategy. C. Agrees to progress the work on investigating a model for the districtisation of museum funding. D. Approves financial modelling be carried out on the operational and capital funding impacts of a district funding model. 	Senior Strategy Advisor	O8 Jul 2022 Action memo sent to the Senior Strategy Advisor. 12 Aug 2022 Consultants have been engaged for this work. Data collation has begun. 13 Sep 2022 Financial data has been provided to the consultant, Rationale, and modelling is underway. 27 Oct 2022 Staff are continuing to work with Rationale on financial modelling. 28 Nov 2022 Financial modelling report received from Rationale on 23/11/22. An update will be presented to the January Council meeting. 10 Jan 2023 Staff are working on options and will provide a report to the March meeting. 17 Feb 2023 Item on March meeting agenda. 11 Apr 2023 Progress update will be provided in an April workshop. Engagement with museum network to follow.
6/07/2022	Alexandra	22.5.9	That the Council	Project	08 Jul 2022
	Library Renovation Project		 A. Receives the report and accepts the level of significance. B. Approves the Alexandra Library Renovation Project concept plan. C. Approves the Chief Executive Officer to progress the concept plan through the detailed design, construction partner, and construction quotes project phases while awaiting the outcome of the 	Manager - Organisatio nal	Action memo sent to the Property and Facilities Officer - Vincent and Teviot Valley and to Finance. 11 Aug 2022 The architect has been given the go ahead with detailed design. Application to the Better Off Funding is being progressed. Procurement plan for construction partner in draft.

Page 28 of 36

			Three Waters Better Off Support Package application. D. Agrees that if this project is not approved by Council as being included the Three Waters Better Off Support Package, the Chief Executive Officer is to progress with a cosmetic upgrade budgeted for.		Architect progressing well on detailed design. Project is approved to be included in Tranche 1 of the Better off Funding application. Tender for construction partner underway, closes 29 September. 28 Oct 2022 The detailed design is under review. The tender for the construction partner is awarded to Stewart Construction. 28 Nov 2022 Construction partner and building control reviewing detailed design. 21 Dec 2022 Construction partner and building control review completed. Project team carrying out their final review of plans. 17 Feb 2023 Project team reviewed detailed design. Feedback sent to architects. Public update made with copy of this update given to the Elected Members via In The Loop. 06 Apr 2023 Detailed design in final stages of review.
24/08/2022	Housing Policy: Encouraging use of different housing typologies in developments on Council land.	22.6.8	 A. Receives the report and accepts the level of significance. B. Approves the policy that council led developments should consider including provision for different housing typologies using the urban design innovation model, subject to market conditions. C. Directs the Chief Executive Officer to hold off any further work on the outstanding action to 'work with sector partners in the region to build a full picture of the housing model for Central Otago and look for opportunities to collaborate to achieve better housing outcomes for the district'. D. Directs the Chief Executive Officer provide the Council with advice on preferential purchasing options for smaller foot-print properties as described in the Provision for Different Housing 	Group Manager - Business Support	29 Aug 2022 Action memo sent to Officer. 16 Sep 2022 Work will start on this project when staff resourcing is confirmed. ON HOLD 28 Oct 2022 No change to date. 29 Nov 2022 Staff resourcing is yet to be confirmed. 11 Jan 2023 No change regarding staff resourcing. 22 Feb 2023 No change at this time. 11 Apr 2023 No change.

Page 29 of 36

			Typologies in Development of Land policy.	on Council Owned		
28/09/2022	Proposal to grant lease over Part of Alexandra Aerodrome Reserve	22.7.2	That the Council A. Receives the report and significance. B. Approves a new lease to the approximately 37 hectares on Aerodrome Reserve land, or and conditions: Commencement Date Term Rights of Renewal renewal of Three (3) years each Final Expiry Date Rental Cancellation Clause C. Authorises the Chief Execution necessary to give effect to the	Clyde Pony Club over f the Alexandra in the following terms 01 October 2022 Three (3) Years Two (2) rights of 30 September 2031 2.5% of tenant's subscription income less affiliation fees in accordance with the Councils Leasing and Licensing Policy 6 month cancellation clause to be included in the Lease in accordance with the Airport Securities Act 1966 we to do all that is	Statutory Property Officer	Action memo sent to report writer. 28 Oct 2022 Lease has been drafted and with the Pony Club. 29 Nov 2022 Pony Club expected to return by end of month. 23 Dec 2022 Still waiting on the lease to come back from the Pony Club 20 Feb 2023 Have followed up with the Pony Club, awaiting a response. 06 Apr 2023 Pony Club have emailed and agreed to the lease, progressing with the documentation.
9/11/2022	Proposed Plan Change 20 - Heritage	nange 20 -	That the Council A. Receives the report and significance.	accepts the level of	Principal Policy Planner Principal Action memo sent to officer.	
			B. Directs that Plan Change 20	be notified in		Engaged with Aukaha and Heritage NZ on draft guidelines preparing for lease.

Page 30 of 36

			accordance with Clause 5 of the first Schedule to the Resource Management Act 1991 subject to amendments. C. Approves the release of the draft Heritage Guidelines for public consultation.		11 Jan 2023 Plan Change 20 being finalised for notification. 22 Feb 2023 Plan Change 20 publicly notified - submissions close 10th March 11 Apr 2023 Summary of Submissions being prepared
9/11/2022	Roxburgh Golf Club Lease - Rent Review	22.9.3	A. Receives the report and accepts the level of significance. B. Declines the Teviot Valley Community Board's recommendation to set the rent payable under the lease held by the Roxburgh Golf Club in accordance with the earlier version of the Council's Community Leasing and Licensing Policy 2019, at \$772 per annum plus GST. C. Agrees to exercise the exceptional circumstances clause of the Council's Community Leasing and Licensing Policy 2021, and set the rent payable under the lease held by the Roxburgh Golf Club for the next five years commencing 1 July 2021 at \$772 per annum plus GST.	Project Manager - Organisatio nal	Action memo sent to officer and to Finance. 28 Nov 2022 Deed of variation to lease for the rent review and the additional land is with this Roxburgh Golf Club for signing. 21 Dec 2022 Chasing up the return of the signed Deed of Variation which is with the Roxburgh Golf Club for signing. 17 Feb 2023 Continuing to chase the Club for the signed lease documentation. 24 Mar 2023 Agreement fully executed. MATTER CLOSED.
9/11/2022	Register of Delegations	22.9.7	 That the Council A. Receives the report and accepts the level of significance. B. Notes the decisions made in the interim Register of Delegations. C. Adopts the updated Register of Delegations, to come into effect on 21 November 2022. D. Notes the delegations register will be brought back within 6 months with clarifications addressed. 	Group Manager - Business Support	15 Nov 2022 Action memo sent to officer. 29 Nov 2022 The register of delegations will be updated in the first quarter of 2023. 11 Jan 2023 No further update at this time. 22 Feb 2023 A report with proposed changes is scheduled to come to the April meeting. 04 Apr 2023 A report with the proposed changes will come to the April meeting. MATTER CLOSED

Page 31 of 36

25/01/2023	Roading Bylaw	23.1.5	That the Council	Infrastructu	27 Jan 2023 Action memo sent to staff. 17 Feb 2023 Currently out for consultation. Feedback
	Update		A. Receives the report and accepts the level of significance.	re Manager	
			B. Notes the proposed addition of restrictions relating to parking of vehicles on footpaths and cycle paths.		closes 27 February 2023 11 Apr 2023
			C. Notes the proposed amendments to the Roading Bylaw parking infringement fees.		Report to be presented at the next meeting.
			D. Approves the proposed updates to the Roading Bylaw and Statement of Proposal for public consultation.		
8/03/2023	Adoption of the	23.2.11	That the Council	Governanc	13 Mar 2023
	Local Governance Statement		A. Receives the report and accepts the level of significance.	e Manager	Action memo sent to staff. 13 Mar 2023
	Clatement		B. Adopts the Local Governance Statement for the 2022-25 triennium.		The Local Governance Statement has been uploaded in accordance with legislation. MATTER CLOSED
8/03/2023	Otago Museum's Draft Annual Plan 2023-2024	23.2.3	That the Council	Community Developme nt Advisor	13 Mar 2023 Action memo sent to staff. 31 Mar 2023 Council resolution noted and will be actioned in the new financial year.
			A. Receives the report and accepts the level of significance.		
			B. Considers the request to fund a proposed levy increase of seven percent in 2023/24 for the Otago Museum (an additional \$2,249, which will increase the payment from \$32,132 to \$34,381).		
			C. Notes that the existing budget allows for two percent increase of \$642.		
			D. Agrees to fund the additional five percent increase in the levy of \$1,607 from general reserves.		
8/03/2023	Request for an	23.2.5	That the Council	Team	13 Mar 2023
	Easement over Section 111 Block III	Section 111	A. Receives the report and accepts the level of significance.	Leader - Statutory Property	Action memo sent to staff. 11 Apr 2023
	Cromwell Survey District		B. Agrees to grant an easement (in gross) to Aurora Energy Limited, for the purpose of conveying	. Topony	Applicants notified of the outcome. Contractors to manage works. MATTER CLOSED

Page 32 of 36

	(PRO: 3009-E1)		electricity over Section 111 Block III Cromwell Survey District, for \$1, subject to: - Aurora Energy Limited (or their agents) obtaining all consents, permits, and other rights associated with installing the transformer and cable as shown in figure 2. - The final easement 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.		
8/03/2023	Request for an Easement over Section 1 SO 396407 (PRO: 3030-E1)	23.2.6	That the Council A. Receives the report and accepts the level of significance. B. Agrees to grant an easement (in gross) over the area hatched pink in figure 3, to Aurora Energy Limited, for the purpose of conveying electricity over Section 1 SO 396407, for \$1, subject to: - Aurora Energy Limited (or their agents) obtaining all consents, permits, and other rights associated with installing the cable in the area hatched pink in figure 3. - The final easement 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.	Team Leader - Statutory Property	13 Mar 2023 Action memo sent to staff. 11 Apr 2023 Applicants notified of outcome. Works to managed by contractors. MATTER CLOSED
8/03/2023	Offer to purchase private wastewater infrastructure.	23.2.7	Receives the report and accepts the level of significance. B. Agrees to take over the ownership of the sewerage reticulation system (drain in common), as identified in pink and yellow in figure 3, (excluding the treatment plan on Lot 1), along with the associated easements which currently belong to Clyde Services Limited, subject to:	Team Leader - Statutory Property	13 Mar 2023 Action memo sent to staff. 11 Apr 2023 Clyde Claim Services notified of outcome. Transfer of easements to be managed by Council solicitors. MATTER CLOSED

Page 33 of 36

			☐ The sewerage reticulation system (drain in		
			common) and all associated easements transferring to Council ownership at no cost.		
			 Clyde Claim Services Limited agreeing to Council connecting additional properties to the system as and when required at Council's own discretion. 		
			 Clyde Claim Services Limited agreeing to connect to the lateral identified in figure 6. 		
			Each party paying its own costs as the relate to that transfer.		
			C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.		
8/03/2023	Wilding Conifer	23.2.8	That the Council	Parks and	40 May 2000
0/03/2023	Control Policy	23.2.0	Receives the report and accepts the level of significance.	Recreation Manager	13 Mar 2023 Action memo sent to staff. 03 Apr 2023 Policy update will be presented at May
			Resolves that the staged removal of wilding conifers within individual identified sites is not permitted on Council owned or managed land.		meeting of Council for consideration.
			C. Agrees to amend the Council Wilding Conifer Control Policy as required to reflect the Council's decision.		
8/03/2023	Draft 2023-24	23.2.9	That the Council	Chief	13 Mar 2023
	Annual Plan Budget		Receives the report and accepts the level of significance.	Financial Officer	Action memo sent to staff. 04 Apr 2023
			B. Agrees in principle, subject to further work, (around the phasing of rate funding the increase in Council waste management asset depreciation) that the Council specific budgets be included in the 2023-24 Annual Plan.		Annual Plan has been adopted and is currently out for consultation. MATTER CLOSED
			C. Notes Appendix 1,2 & 3.		
			D. Notes the community boards recommendations of budgets and fees and charges will be presented with the full draft 2023-24 annual plan and consultation document for approval by Council on		

Page 34 of 36

			30 March 2023.		
30/03/2023	Proposed rating and fees update to waste services	23.3.2	That the Council A. Receives the report and accepts the level of significance. B. Agrees to adopt the updated differentials for the calculation of waste charges for the 2023/24 Annual Plan period. C. Agrees to the proportional approach increase for the cost of upsizing to a larger 240L rubbish bin.	Infrastructu re Manager	31 Mar 2023 Action memo was sent to staff. 11 Apr 2023 Changes made and now part of consultation document. MATTER CLOSED
30/03/2023	Supporting Documentation and Consultation Document for Annual Plan 2023-24	23.3.3	 That the Council A. Receives the report and accepts the level of significance. B. Adopts the supporting document to the Consultation Document for the Annual Plan 2023-24. C. Adopts the Consultation Document for the Annual Plan 2023-24 for public consultation. 	Chief Financial Officer	31 Mar 2023 Action memo was sent to staff. 04 Apr 2023 Annual Plan has been adopted and is currently out for consultation. MATTER CLOSED
30/03/2023	Three waters better off funding - funding shortfall	23.3.4	 That the Council A. Receives the report and accepts the level of significance. B. Notes that there is a funding shortfall of \$204k from the projects agreed by Council to be funded from the Three Waters Better Off Funding. C. Agrees to apply the funding shortfall to the Pool Sand Filters project. D. Notes that staff will work to try and recoup some of this shortfall from contingencies contained within the other projects. E. Agrees that if there remains a funding shortfall, then budget already provided for the Pool Sand Filters project within the 2021-31 Long-term Plan be used. 	Group Manager - Business Support	31 Mar 2023 Action memo was sent to staff. 11 Apr 2023 Council resolution to be implemented. Council group will continue to work to find savings for the shortfall. MATTER CLOSED

Page 35 of 36

Council meeting 19 April 2023

30/03/2023	Moving Council	23.3.5	That the Council		31 Mar 2023
	Meetings to a Monthly Meeting Cycle	Monthly Meeting Cycle B. A. r C. A	A. Receives the report and accepts the level of significance.	e Manager Action memo was sent to staff. 03 Apr 2023 Meetings have been moved to cadence. MATTER CLOSED	03 Apr 2023 Meetings have been moved to the new
			C. Agrees that this will start in July 2023 after the Annual Plan process is completed.		

Item 23.4.13 - Appendix 3 Page 217



8 COMMUNITY BOARD MINUTES

23.4.14 MINUTES OF THE MANIOTOTO COMMUNITY BOARD MEETING HELD ON 16

MARCH 2023

Doc ID: 624120

Recommendations

That the unconfirmed Minutes of the Maniototo Community Board Meeting held on 16 March 2023 be noted.

1. Attachments

Appendix 1 - Minutes of the Maniototo Community Board Meeting held on 16 March 2023

MINUTES OF A MEETING OF THE MANIOTOTO COMMUNITY BOARD HELD IN THE RANFURLY SERVICE CENTRE, 15 PERY STREET, RANFURLY AND LIVE STREAMED VIA MICROSOFT TEAMS ON THURSDAY, 16 MARCH 2023 COMMENCING AT 2.00 PM

PRESENT: Mr R Hazlett (Chair), Mr M Harris, Cr S Duncan, Mr D Helm, Ms R McAuley

IN ATTENDANCE: T Cadogan (Mayor), L van der Voort (Acting Chief Executive Officer), Q Penniall

(Infrastructure Manager), D Scoones (Group Manager - Community Experience), G Bailey (Parks and Recreation Manager), S Finlay (Chief Financial Officer), F Yeboah (Accountant), J Remnant (Asset Management - Team Leader), P Fleet (Roading Manager), L Stronach (Team Leader - Statutory Property), W McEnteer (Governance Manager), S Reynolds

(Governance Support Officer)

1 APOLOGIES

There were no apologies for this meeting.

2 CONDOLENCES

The chair referred to the deaths of Dawn Graham, Owen Claridge and Pat O'Neill. Members stood for a moment's silence as a mark of respect.

3 PUBLIC FORUM

Amie Pont - Scott Lane Bridge

Ms Pont spoke to the current situation with the Scott Lane Bridge in the Māniatoto. She enquired when a decision would be made on the future of the bridge and asked that they could be involved and communicated with throughout this process. She then responded to questions.

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Duncan Seconded: McAuley

That the public minutes of the Maniototo Community Board Meeting held on 1 December 2022 be confirmed as a true and correct record.

CARRIED

5 DECLARATION OF INTEREST

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

6 REPORTS

23.1.2 2023-24 ANNUAL PLAN BUDGET AND FEES AND CHARGES SCHEDULE

For the Maniototo Community Board to approve the draft budgets for inclusion in Council's Annual Plan 2023-24 process and the 2023-24 fees and charges schedule.

COMMITTEE RESOLUTION

Moved: Duncan Seconded: Harris

That the Maniototo Community Board

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

- B. Agrees the draft Maniototo Ward 2023-24 Annual Plan budget and recommend to Council for inclusion in the 2023-24 Annual Plan.
- C. Agrees to accept the Maniototo Ward 2023-24 fees and charges schedule and recommend to Council for inclusion in the 2023-24 Annual Plan.

CARRIED

Note: With permission of the meeting Item 23.1.7 was moved forward.

7 MAYOR'S REPORT

23.1.7 MAYOR'S REPORT

His Worship the Mayor gave an overview of his recent activities in the Māniatoto before responding to questions.

COMMITTEE RESOLUTION

Moved: Duncan Seconded: Helm

CARRIED

23.1.3 APPLICATION TO LEASE PART OF THE NASEBY RECREATION RESERVE (PRO: 5037 L1)

To consider an application to lease part of the Naseby Recreation Reserve for grazing purposes.

COMMITTEE RESOLUTION

Moved: Duncan Seconded: Helm

That the Maniototo Community Board

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

B. Agrees to grant the Applicants a lease over 12 hectares (more or less) of the Naseby Recreation Reserve as shown in figure 3, being Sections 1, 3, and part Section 2 Survey Office Plan 370699 and Section 145 Block I Naseby Survey District, on the following terms and conditions:

CommencementO1 July 2022TermFive (5) Years

Right of Renewal
One (1) of Five (5) Years
Rent
\$760 per annum plus GST

o Rent Review Dates 01 July 2025, 2028, and 2031

Rent Review Methodology
 Adjustment by CPI

Subject to:

- Public access to the irrigation dam (on Crown Land) being maintained.
- The Applicants paying all costs associated with the public advertising.
- The lease complying with the provisions of the Reserves Act 1977.
- The Minister of Conservation's consent.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

23.1.4 REQUEST TO FILL THE FORMER RANFURLY ICE RINK WITH WATER

To enable the Maniototo Community Board to consider a submission request to the 2021/31 Long-term Plan to fill the former Ranfurly Ice Rink with water, add plantings and create walkways around the site..

COMMITTEE RESOLUTION

Moved: Harris Seconded: McAuley

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
- B. Declines the request for filling the former Ranfurly Ice Rink with water, add plantings and create walkways around the site.
- C. The Maniototo Rugby Club is approached to determine their interest in leasing the site for additional cropping.

CARRIED

23.1.5 MĀNIATOTO FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2022

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

COMMITTEE RESOLUTION

Moved: Duncan Seconded: Harris

That the report be received.

CARRIED

Note: With the permission of the meeting Item 23.1.8 was moved forward.

8 CHAIR'S REPORT

23.1.8 CHAIR'S REPORT

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

- Attended a walk-round of the developments at the school.
- Attended the Māniatoto A&P Show.
- Noted calls received regarding the new rubbish bins.
- Noted the need for more rubbish bins in the town, the current amount don't seem to be sufficient.
- Attended meeting with Otago Regional Council with Cr. Duncan.
- Met with Scott Liddell from Otago Regional Council about the issue of debris blocking culverts and bridges.
- Had met with contractors at the Hospital.
- Attended a visit around the water infrastructure with other board members.

COMMITTEE RESOLUTION

Moved: Duncan Seconded: Helm

That the report be received.

CARRIED

23.1.6 PLAN CHANGE 19 UPDATE

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

COMMITTEE RESOLUTION

Moved: Duncan McAuley
That the report be received.

CARRIED

9 MEMBERS' REPORTS

23.1.9 MEMBERS' REPORTS

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

Mr Harris reported on the following:

- Attended the Rodeo.
- Attended a walk around of the pipe infrastructure with other members.
- Noted a letter regarding the poor state of some roads in Ranfurly, especially on Fraser Avenue, Pery Street, Dungannon Street.
- Inspected Scott Lane Bridge with other members.
- Attended a visit around the water infrastructure with other board members.

Ms McAuley reported on the following:

- Attended a meeting with CODC with regards to the Ranfurly Swimming Pool. Positive developments around extending opening hours and encouraging more users.
- Attended Late Night Shopping Event in Ranfurly.
- Attended Naseby Fun Day.
- Attended the Big Bash Cricket.
- Attended the Maniatoto A&P Show.
- Attended the Rodeo.
- Attended a visit around the water infrastructure with other board members.

Mr Helm reported on the following:

- Attended the Maniatoto A&P Show.
- Attended the Rodeo.

Cr Duncan reported on the following:

- Attended the Maniatoto A&P Show.
- Attended the Otago Regional Council meeting.
- Attended the regional meeting with Waka Kotahi in Balclutha.
- Attended the Wānaka A&P Show .
- Noted that The Rail Trail is really busy.
- Noted that the farming climate is hard. Rural communities are under a lot of pressure
- Noted the recent resignation of the Chief Executive Officer. Mentioned that the process had begun to find a replacement.
- Heading up north next month to offer help in Hawkes Bay.

COMMITTEE RESOLUTION

Moved: Harris Seconded: Helm

That the report be received.

CARRIED

Note: Cr. Duncan left the meeting at 3.48pm

10 STATUS REPORTS

23.1.10 MARCH 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 RESOLUTIO	CC	MM	ITTEE	RES	OLI	UTIO	N
----------------------------	----	----	-------	-----	-----	------	---

Moved: McAuley Seconded: Helm

That the report be received.

CARRIED

Note: Cr Duncan returned to the meeting at 3.49 pm.

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 11 May 2023.

The Meeting closed at 3.50pm

.....

CHAIR / /



ARCH
١

2023

Doc ID: 624154

Recommendations

That the unconfirmed Minutes of the Vincent Community Board Meeting held on 21 March 2023 be noted.

1. Attachments

Appendix 1 - Minutes of the Vincent Community Board Meeting held on 21 March 2023

MINUTES OF A MEETING OF THE VINCENT COMMUNITY BOARD HELD IN THE NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING, 1 DUNORLING STREET, ALEXANDRA AND LIVE STREAMED VIA MICROSOFT TEAMS ON TUESDAY, 21 MARCH 2023 COMMENCING AT 2.00 PM

PRESENT: Cr T Alley (Chairperson), Dr R Browne, Mr J Cromb, Mr D Johns,

Cr M McPherson, Cr T Paterson

IN ATTENDANCE: T Cadogan (Mayor), S Righarts (Group Manager - Business Support),

D Rushbrook (Group Manager - Community Vision), D Scoones (Group Manager - Community Experience), L van der Voort (Group Manager - Planning and Infrastructure), S Finlay (Chief Financial Officer, Contractor), D McKewen (Accountant), G Virk (Graduate Accountant), G Bailey (Parks and

Recreation Manager), W McEnteer (Governance Manager), S Reynolds

(Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

<u>Trevor Lawrence – Iceinline Roof Project</u>

Mr Lawrence gave an overview of the proposed roof project and its benefits to the community. He then responded to questions.

Ken Churchill - The Half Mile Reserve Moving Forward

Mr Churchill requested a plan for the clearance and replanting of the Half Mile Reserve. He asked for community involvement throughout this process.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Browne Seconded: Johns

That the public minutes of the Vincent Community Board Meeting held on 31 January 2023 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

23.2.2 WILDING CONIFER CONTROL POLICY

To advise the decision from Council whether the Wilding Conifer Control Policy permits a staged approach to wilding conifer removal on Council land.

COMMITTEE RESOLUTION

Moved: McPherson Seconded: Cromb

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Notes the Councils decision that the staged removal of wilding conifers from within individual identified sites is not permitted on Council owned or managed land.
- C. Notes that this includes the removal of trees from the Half Mile Recreation Reserve.

CARRIED

After discussion the items from 23.1.2 were lifted off the table and considered. It was agreed that the redevelopment of the Half Mile Reserve should take place following a landscape plan being presented to the board for its consideration.

COMMITTEE RESOLUTION

Moved: McPherson Seconded: Cromb

- D. Authorises the redevelopment of the Half Mile Reserve, subject to the approval of a landscape plan by the Community Board.
- E. Directs the CEO to investigate funding opportunities for the development of the Half Mile Recreation Reserve with options reported back to the Vincent Community Boards May 2023 meeting.

CARRIED

23.2.3 2023-24 ANNUAL PLAN BUDGET AND FEES AND CHARGES SCHEDULE

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

After discussion it was agreed that the fees and charges for the Alexandra Pool would not increase and the schedule would be changed to reflect this.

COMMITTEE RESOLUTION

Moved: Paterson Seconded: Browne

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees the draft Vincent ward 2023-24 Annual Plan budget and recommend to Council for inclusion in the 2023-24 Annual Plan.
- C. Agrees to accept the Vincent ward 2023-24 fees and charges schedule and recommend to Council for inclusion in the 2023-24 Annual Plan without increases to the entry prices at the Alexandra Pool.

CARRIED

Attachments

1 Tabled document with workings for options for IceInLine

23.2.4 VINCENT FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2022

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

COMMITTEE RESOLUTION

Moved: McPherson

Seconded: Johns

That the report be received.

CARRIED

6 MAYOR'S REPORT

23.2.5 MAYOR'S REPORT

His Worship the Mayor gave a verbal update of his activities since the last meeting before responding to questions.

COMMITTEE RESOLUTION

Moved: Alley Seconded: Paterson

That the Vincent Community Board receives the report.

CARRIED

7 CHAIR'S REPORT

23.2.6 CHAIR'S REPORT

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

- · Attended a Tourism Advisory Board meeting to discuss the DMP
- Attended VCB workshop and site visit
- Attended a Alexandra Community House celebration of their 10th Anniversary
- Met with David Scoones and Nikki Williams to discuss future plans for the libraries
- Met with the Deputy Principal at Dunstan High School about how CODC and board members could be part of Civics education in at the school
- Met with Anna Robinson (Otago Catchment Community Inc) and Trudy Anderson (consultant), and other board members to discuss the need for a biodiversity policy in Central Otago

COMMITTEE RESOLUTION

Moved: Alley Seconded: Paterson

That the report be received.

CARRIED

8 MEMBERS' REPORTS

23.2.7 MEMBERS' REPORTS

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

Dr Browne reported on the following:

- Attended a meeting with Alexandra U3A
- Attended a meeting of ADMI (Alexandra District Museum Inc)
- Attended a meeting with the Dunstan Friendship Club
- Attended a Creative Writers Circle meeting
- Attended the Central Otago Regional Orchestra AGM
- Attended a Central Otago District Arts Trust meeting
- Presented a session on climate change to Lawrence U3A
- Attended VCB workshop and site visit
- Met with Anna Robinson (Otago Catchment Community Inc) and Trudy Anderson (consultant), and other board members to discuss the need for a biodiversity policy in Central Otago

Mr Johns reported on the following:

- Noted that the Golf Course is still very busy with visitors from all over New Zealand
- Attended a Vallance Cottage meeting
- Noted that planning is still underway with the RSA for wood deliveries for members
- Attended the VCB site visit to Central Stories.

Cr McPherson reported on the following:

- Attended a Council meeting
- Attended a Hearings Panel meeting

Will attend the Blossom Festival AGM next week

Cr Paterson reported on the following:

- Attended a Manuherekia Exemplar Catchment meeting
- Chaired a Central Otago Health Incorporated meeting

Mr Cromb reported on the following:

- Met with Anna Robinson (Otago Catchment Community Inc) and Trudy Anderson (consultant), and other board members to discuss the need for a biodiversity policy in Central Otago
- VCB workshop day and site visit.
- Attended the Omakau A&P Show and assisted on the CODC stall to demonstrate the new arrangements for kerbside collection

COMMITTEE RESOLUTION

Moved: Alley Browne
That the report be received.

CARRIED

Note: Cr Paterson left the meeting at 3.02 pm.

9 STATUS REPORTS

23.2.8 MARCH 2023 GOVERNANCE REPORT

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

COMMITTEE RESOLUTION

Moved: McPherson Seconded: Cromb

That the report be received.

CARRIED

Note: Cr Paterson returned to the meeting at 3.05 pm.

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 2 May 2023.

11 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: McPherson Seconded: Cromb

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
23.2.9 - 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

CARRIED

The public were excluded at 3.06pm and the meeting closed at 3.08 pm.



23.4.16	MINUTES OF THE	CROMWELL	COMMUNITY	BOARD	MEETING	HELD	ON	22
	MARCH 2023							

Doc ID: 624944

Recommendations

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 22 March 2023 be noted.

1. Attachments

Appendix 1 - Minutes of the Cromwell Community Board Meeting held on 22 March 2023

MINUTES OF A MEETING OF THE CROMWELL COMMUNITY BOARD HELD IN THE CROMWELL SERVICE CENTRE, 42 THE MALL, CROMWELL AND LIVE STREAMED VIA MICROSOFT TEAMS ON WEDNESDAY, 22 MARCH 2023 COMMENCING AT 2.00 PM

PRESENT: Ms A Harrison (Chair), Mr B Scott, Cr S Browne, Cr N Gillespie, Cr C Laws,

Mr W Sanford

IN ATTENDANCE: S Righarts (Group Manager - Business Support), D Rushbrook (Group

Manager - Community Vision), D Scoones (Group Manager - Community Experience), L van der Voort (Group Manager - Planning and Infrastructure), G Robinson (Property and Facilities Manager), L Stronach (Team Leader Statutory Property), T Bates (Property Officer), A Rodgers (Principal Policy

Planner), G Bailey (Parks and Recreation Manager), W McEnteer (Governance Manager), S Reynolds (Governance Support Officer)

1 DECLARATION OF OFFICE

23.2.1 DECLARATION OF OFFICE

The new member of the Cromwell Community Board was required to take the Declaration of Office. The Deputy Mayor asked Mr Sanford to give his declaration. It was read aloud before being sighted and signed.

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Browne Seconded: Sanford

That the apology received from Ms McConnell be accepted.

CARRIED

3 PUBLIC FORUM

Robbie Dick - Lease for Central Wormworx

Mr Dick spoke with regards to his lease held by Central Wormworx Limited.

Janeen Wood – Cars on the Cycleway in Pisa Moorings

Ms Wood gave an update on the issue of vehicles traversing the Lake Dunstan Trail and detailed four areas where this was most problematic.

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Scott Seconded: Browne

That the public minutes of the Cromwell Community Board Meeting held on 9 February 2023 be confirmed as a true and correct record.

CARRIED

5 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. Crs Laws and Gillespie declared an interest in item 23.2.4. They did not discuss or vote on the item.

6 REPORTS

23.2.3 REQUEST TO EXTEND THE LEASE HELD BY CENTRAL WORMWORX LIMITED (PRO: 3112 L2)

To consider a proposal to grant a short extension to the lease held by Central Wormworx Limited over part of Lot 4 Deposited Plan 526140.

COMMITTEE RESOLUTION

Moved: Scott Seconded: Laws

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to vary the lease held by Central Wormworx Limited, over part of Lot 4 DP 526140, as follows:
 - Additional Right(s) of Renewal: One (1) of One (1) Year (commencing 01 July

2023), followed by One (1) of Two (2) Years

(commencing 01 July 2024).

• Rental: No change.

New Final Expiry Date: 30 June 2026.

Right(s) of Assignment: Nil.

Cancellation Clause: Post renewal dated 01 July 2024, (if exercised),

either party may cancel the Lease with no less than

six (6) months written notice.

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

CARRIED

Note: Crs Laws and Gillespie declared an interest in item 23.2.4. They did not discuss or vote on the item.

23.2.4 REVIEW OF PROPOSAL TO DISPOSE OF PART OF RECORD OF TITLE 13B/860 TO WAKA KOTAHI NEW ZEALAND TRANSPORT AGENCY AS AGENTS OF THE CROWN (PRO: 62-3047-00).

To consider the compensation required in disposing approximately 1,740 square metres of Record of Title OT13B/860, to Waka Kotahi as agents of the Crown, for the purpose of constructing a roundabout at the intersection of State Highway 8B and Barry Avenue.

COMMITTEE RESOLUTION

Moved: Sanford Seconded: Browne

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Notes the previous agreement with Waka Kotahi for the compulsory acquisition of this land.
- C. Recommends to Council the Community Board resolution of 21 June 2022 to dispose of approximately 1,740 square metres of Record of Title OT13B/860 to Waka Kotahi New Zealand Transport Agency for \$118,000 (One Hundred and Eighteen Thousand Dollars) plus GST (if any) be upheld.
- D. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

23.2.5 2023-24 ANNUAL PLAN BUDGET AND FEES AND CHARGES SCHEDULE

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

After discussion it was agreed that the fees and charges for the Cromwell Pool would not increase and the schedule would be changed to reflect this.

COMMITTEE RESOLUTION

Moved: Browne Seconded: Laws

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees the draft Cromwell Ward 2023-24 Annual Plan budgets and recommend to Council for inclusion in the 2023-24 Annual Plan.
- C. Agrees to accept the Cromwell Ward 2023-24 Fees and Charges schedule and recommend to Council for inclusion in the 2023-24 Annual Plan without increases to the entry prices at the Cromwell Pool.

CARRIED

23.2.6 CROMWELL FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2022

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

COMMITTEE RESOLUTION

Moved: Gillespie Seconded: Scott

That the report be received.

CARRIED

7 MAYOR'S REPORT

23.2.7 MAYOR'S REPORT

His Worship the Mayor was not present at this meeting.

8 CHAIR'S REPORT

23.2.8 CHAIR'S REPORT

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

- Attended two Museum Trust meetings in February and March. MOU signed in March. Note good visitor numbers throughout the summer.
- Volunteered at the interclub swim meet.
- Attended The Goldfields School Colour Run. Gave thanks to the Cromwell Volunteer Fire Brigade who supported the event.

• Attended the drop in sessions at McNulty House with Year 5/6 from the school.

COMMITTEE RESOLUTION

Moved: Harrison Seconded: Scott

That the report be received.

CARRIED

9 MEMBERS' REPORTS

23.2.9 MEMBERS' REPORTS

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

Cr Laws reported on the following

- Attended a Cromwell Community House meeting and updated members on some issues discussed
- Attended an Old Cromwell Incorporated meeting
- Attended a Council meeting and gave members and update on topics discussed

Mr Sandford reported on the following

- Notes some negative feedback regarding Lowburn freedom camping. In relation to this he
 has been asked to be a board member on the Lake Dunstan Charitable Trust.
- Attended the McNulty House open day and noted positive feedback for the project.

Cr Gillespie reported on the following

- Attended March Council meeting.
- Attended a Hearings Panel meeting and updated members on some issues discussed.
- Attended the open day at McNulty House.

Cr Browne reported on the following

- Attended the McNulty House open day and had some very positive interactions.
- Notes that she is working with the CODC waste team to increase the positive messaging around the new waste contract and kerbside collection.
- Has attended various sports groups meetings. Has noted that most are running at capacity.
- Attended a meeting with the Aquatics team and is encouraged by some positive changes in this space and attempt to increase visitors.

Mr Scott reported on the following

- Attended a Cromwell and District Promotions Group meeting
- Attended the NZ Open Final Qualifying Golf Tournament which brought a large number of people to Cromwell
- Attended the open day at McNulty House which received good attendance and positive responses
- Attended a planning meeting for a Quiz Night for the Cromwell and Districts Promotions Group

._____

COMMITTEE RESOLUTION

Moved: Browne Seconded: Laws

That the report be received.

CARRIED

10 STATUS REPORTS

23.2.10 MARCH 2023 GOVERNANCE REPORT

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

COMMITTEE RESOLUTION

Moved: Sanford Gillespie

That the report be received.

CARRIED

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 8 May 2023.

12 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Laws Seconded: Scott

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 - Gair Avenue Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
23.2.12 - March 2023 Confidential Governance Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on,	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting

without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
---	---

CARRIED

The public were excluded at 3.27 pm and the meeting closed at 4.04 pm.



23.4.17	MINUTES OF THE TEVIOT VALLEY COMMUNITY BOARD MEETING HELD ON 23
	MARCH 2023

Doc ID: 625155

Recommendations

That the unconfirmed Minutes of the Teviot Valley Community Board Meeting held on 23 March 2023 be noted.

1. Attachments

Appendix 1 - Minutes of the Teviot Valley Community Board Meeting held on 23 March 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, 23 MARCH 2023 COMMENCED AT 2.03 PM

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

Mr R Read

IN ATTENDANCE: T Cadogan (Mayor), S Righarts (Group Manager - Business Support) (via

Microsoft Teams), D Rushbrook (Group Manager - Community Vision), D Scoones (Group Manager - Community Experience), S Finlay (Chief Financial Officer Contractor), D McKewen (Accountant), A Rodgers (Principal Planner), C Martin (Properties and Facilities Officer), P Penno (Community and Engagement Manager), R Williams (Community Development Officer), M Tohill (Communications Support), A Crosbie (Senior Policy Advisor), N Lanham (Economic Development Manager), W McEnteer (Governance

Manager), S Reynolds (Governance Support Officer)

1 APOLOGIES

There were no apologies

2 PUBLIC FORUM

Sharyn and Noel Miller - Branxholm Street Road Stopping

Mr and Mrs Miller spoke to their application for a road stopping on Branxholm Street, Roxburgh before responding to questions.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Dalley Seconded: Jessop

That the public minutes of the Teviot Valley Community Board Meeting held on 2 February 2023 were 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

23.2.2 APPLICATION TO STOP PART OF BRANXHOLM STREET

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.

COMMITTEE RESOLUTION

Moved: Dalley Seconded: Booth

That the Teviot Valley Community Board

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

CARRIED

COMMITTEE RESOLUTION

Moved: Dalley Seconded: Jessop

- 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 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.

LOST

Part B of the resolution was lost. A new motion was proposed by Mr Jessop but was lost due to a lack of a seconder.

Note: The meeting was adjourned at 2.49 pm and returned at 2.57 pm.

After discussion it was agreed to consider Option 2 of the report instead.

COMMITTEE RESOLUTION

Moved: Dalley Seconded: Booth

- 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 all other costs associated with the stopping.
 - The land identified as Section 1 in figure 5, being transferred to the Applicants for \$1.
 - 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.

CARRIED with Cr Feinerman and Mr Read recorded their vote against

COMMITTEE RESOLUTION

Moved: Dalley Seconded: Jessop

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

CARRIED

Note: Mr Dalley declared an interest in item 22.2.3. He did not join the discussion or vote on the matter.

Note: Mr Jessop the assumed the Chair.

23.2.3 ROXBURGH ENTERTAINMENT CENTRE MAINTENANCE PROJECT

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

COMMITTEE RESOLUTION

Moved: Feinerman Seconded: Booth

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 south wall (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.

._____

CARRIED

Note: Mr Dalley resumed the chair.

23.2.4 2023-24 ANNUAL PLAN BUDGET AND FEES AND CHARGES SCHEDULE

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.

COMMITTEE RESOLUTION

Moved: Dalley Seconded: Feinerman

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.

CARRIED

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

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

COMMITTEE RESOLUTION

Moved: Dalley Seconded: Jessop

That the report be received

.CARRIED

23.2.6 PLAN CHANGE 19 UPDATE

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

COMMITTEE RESOLUTION

Moved: Dalley Seconded: Jessop

That the report be received.

CARRIED

6 MAYOR'S REPORT

23.2.7 MAYOR'S REPORT

His Worship the Mayor gave an overview of his recent activities in the Teviot Valley before responding to questions.

COMMITTEE RESOLUTION

Moved: Dalley Seconded: Feinerman

That the Teviot Valley Community Board receives the report.

CARRIED

7 CHAIR'S REPORT

23.2.8 CHAIR'S REPORT

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

- Noted there was discussion around the Lake Onslow project and how the valley might be able
 to accommodate it. Noted a meeting with Assoc Prof Earl Bardsley to discuss details and how
 his research has shaped his ideas for water storage.
- Attended the Mt Benger A&P Show and helped the waste team inform people about the changes to the waste management offering.
- Noted the recent communications around service requests.

·

COMMITTEE RESOLUTION

Moved: Dalley Seconded: Booth

That the report be received.

CARRIED

8 MEMBERS' REPORTS

23.2.9 MEMBERS' REPORTS

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

Cr Feinerman reported on the following:

- Attended the Mt Benger A&P show and helped with the waste minimisation tent.
- Met with Derek Shaw from Emergency Management to discuss emergency planning.
- Attended a site visit to discuss issues with the new road surface on Sanders Road.
- Attended a meeting of the pool committee.
- Update members on discussions at this month's Council meeting.
- Spoke at the Town and Country Club dinner. Key topics discussed were the Spatial Plan, the new pool and kerbside collection.
- Attended the Teviot Valley Spatial Planning meeting.

Mr Read reported on the following:

- Attended a meeting for the Tuapeka County Bursary Trust.
- Noted there was a dead tree which was planted as a memorial for World War Two, and needed to be replaced.

Ms Booth reported on the following:

- Attended a Roxburgh Medical Centre meeting.
- Attended a Medical Services Trust meeting.

Mr Jessop reported on the following:

- Attended a Museum committee meeting, plan to develop the museum Playing on the 14th April
- Attended a Teviot Prospects meeting. Noted discussion around the formation of a mountain bike track on Grovers Hill.
- Attended a Millers Flat coffee group meeting.
- · Reported positive feedback from the Cavalcade in Millers Flat.
- Attended the Teviot Valley Spatial Planning meeting.
- Noted concern from residents around activity at the gold mine site in Millers Flat.

COMMITTEE RESOLUTION

Moved: Dalley Seconded: Jessop

That the report be received.

CARRIED

9 STATUS REPORTS

23.2.10 MARCH 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: Read

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 4 May 2023.

11 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Dalley 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
23.2.11 - 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

CARRIED

The public were excluded at 4.26 pm and the meeting closed at 4.37 pm.



9 COMMITTEE MINUTES

23.4.18 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 24 MARCH

2023

Doc ID: 625532

Recommendations

That the unconfirmed Minutes of the Audit and Risk Committee Meeting held on 24 March 2023 be noted.

1. Attachments

Appendix 1 - Minutes of the Audit and Risk Committee Meeting held on 24 March 2023

MINUTES OF CENTRAL OTAGO DISTRICT COUNCIL AUDIT AND RISK COMMITTEE HELD IN NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING, 1 DUNORLING STREET, ALEXANDRA AND LIVE STREAMED VIA MICROSOFT TEAMS ON FRIDAY, 24 MARCH 2023 AT 9.30 AM

PRESENT: Ms L Robertson (Chair), Cr T Alley, His Worship the Mayor T Cadogan,

Cr N Gillespie (via Microsoft Teams)

IN ATTENDANCE: S Feinerman (Observer), S Righarts (Group Manager - Business Support),

D Rushbrook (Group Manager - Community Vision), D Scoones (Group Manager - Community Experience), L Fleck (General Manager - People and

Culture), J Muir (Three Waters Director), P Keenan (Capital Projects Programme Manager), N McLeod (IS Manager), A Crosbie (Senior Policy Advisor), C Green (Water Services Accountant), R Ennis (Health, Safety and Wellbeing Advisor), D McKewen (Accountant), P Bain (Water Services Team

Leader) and W McEnteer (Governance Manager)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Robertson Seconded: Cadogan

That the apology received from Cr Paterson be accepted.

CARRIED

2 PUBLIC FORUM

There was no public forum.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Robertson Seconded: Cadogan

That the public minutes of the Audit and Risk Committee Meeting held on 15 December 2022 be confirmed as a true and correct record.

CARRIED

4 DECLARATION OF INTEREST

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

5 REPORTS

Note: David Seath from Deloitte joined the meeting for item 23.1.2.

23.1.2 AUDIT NZ AND INTERNAL AUDIT UPDATE

To consider an update on the status of the external and internal audit programme.

After discussion it was noted that Council should be brought up to speed with the work being done at present via a report for their information. It was anticipated that this work would be completed to bring back to the June meeting.

COMMITTEE RESOLUTION

Moved: Robertson Seconded: Cadogan

That the report be received.

CARRIED

23.1.3 PROCUREMENT AUDIT

To note that the final procurement audit from Deloitte has been received.

COMMITTEE RESOLUTION

Moved: Robertson Seconded: Cadogan

That the report be received.

CARRIED

23.1.4 PROGRESS IN THE PREPARATION OF THE 2024-34 LONG-TERM PLAN

To receive an update on the progress in preparing the 2024-34 Long-term Plan.

After discussion it was agreed to send out the updates to Audit and Risk members in addition to Council members.

COMMITTEE RESOLUTION

Moved: Robertson Seconded: Cadogan

That the Audit and Risk Committee:

- A. Receives the report and accepts the level of significance.
- B. Notes the progress in the preparation of the 2024-34 Long-term Plan.

CARRIED

23.1.5 POLICY AND STRATEGY REGISTER

To consider the Policy and Strategy Register.

After discussion it was agreed that staff should be in contact with Otago Regional Council to ensure that the Community Response Plans were in date and to report back to the June meeting with the outcome.

COMMITTEE RESOLUTION

Moved: Robertson Seconded: Cadogan

That the report be received.

CARRIED

23.1.6 UPDATE ON THE THREE WATERS WORKS PROGRAM TO 30 JUNE 2024

To consider an update on the Three Waters works program.

COMMITTEE RESOLUTION

Moved: Robertson Seconded: Cadogan

That the report be received.

CARRIED

23.1.7 HEALTH, SAFETY & WELLBEING REPORT

To provide the Audit & Risk Committee with an update on the health, safety and wellbeing performance of the organisation.

COMMITTEE RESOLUTION

Moved: Robertson Cadogan

That the report be received.

CARRIED

23.1.8 FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2022

To consider the financial performance for the period ending 31 December 2022.

COMMITTEE RESOLUTION

Moved: Robertson Seconded: Cadogan

That the report be received.

CARRIED

6 CHAIR'S REPORT

23.1.9 CHAIR'S REPORT

The Chair had nothing to report.

7 MEMBERS' REPORTS

23.1.10 MEMBERS' REPORTS

To consider the members' reports.

His Worship the Mayor noted the road and footpath in Clyde that leads up the hill to the water plant does not have a sign to say it was closed. It was reported that the road was closed properly now.

COMMITTEE RESOLUTION

Moved: Robertson Seconded: Alley

That the reports be received.

CARRIED

8 STATUS REPORTS

23.1.11 MARCH 2023 GOVERNANCE REPORT

To report on items of general interest and the current status report updates.

COMMITTEE RESOLUTION

Moved: Robertson Seconded: Cadogan

That the report be received.

CARRIED

9 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 2 June 2023.

10 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Robertson Seconded: Cadogan 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)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	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
	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	
	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)	
	s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	
23.1.12 - Water Services Update on Compliance Status	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	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
23.1.13 - Audit New Zealand Report To The Council on the 30 June 2022 Annual Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
23.1.14 - Strategic Risk Register	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for

	(including commercial and industrial negotiations)	which good reason for withholding would exist under section 6 or section 7
23.1.15 - Litigation Register	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
23.1.16 - Cybersecurity, Information and Records Management, and Privacy Plans for 2022-2025 Implementation Update	s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
23.1.17 - 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

CARRIED

The public were excluded at 10.58 am and the meeting closed at 12.32 pm.

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 31 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 Council Meeting	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
23.4.19 - Alexandra Airport Commercial Hangar Site Request	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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
	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)	section 6 or section 7
23.4.20 - Water Services Update on Compliance Status	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	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
23.4.21 - Proposal to revoke Resolution	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
23.4.22 - Strategic Risk Register 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

Page 256

		withholding would exist under section 6 or section 7
23.4.23 - April 2023 Confidential Governance Report	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to 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
23.4.24 - Confidential Minutes of the Vincent Community Board Meeting held on 21 March 2023	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
23.4.25 - Confidential Minutes of the Cromwell Community Board Meeting held on 22 March 2023	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
23.4.26 - Confidential Minutes of the Teviot Valley Community Board Meeting held on 23 March 2023	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
23.4.27 - Confidential Minutes of the Audit and Risk Committee Meeting held on 24 March 2023	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	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
	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege 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)	
s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	