



AGENDA

Ordinary Council Meeting Wednesday, 26 November 2025

Date: Wednesday, 26 November 2025

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.)

**Peter Kelly
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, 26 November 2025 at 10.30 am. The link to the live stream will be available on the Central Otago District Council's website.

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Members Her Worship the Mayor T Alley (Chairperson), Cr T Paterson, Cr S Browne, Cr S Duncan, Cr C Laws, Cr N McLean, Cr M McPherson, Cr C Pannett, Cr C Sanders, Cr B Scott

In Attendance P Kelly (Chief Executive Officer), L Fleck (Group Manager - People and Culture, Acting Group Manager - Community Vision), J Muir (Group Manager - Three Waters), Q Penniall (Group Manager - Planning, Infrastructure and Regulatory), S Righarts (Group Manager - Governance and Business Services), D Scoones (Group Manager - Community Experience), W McEnteer (Governance Manager)

1 KARAKIA

Cr McPherson will begin the meeting with a karakia.

2 APOLOGIES

3 PUBLIC FORUM

4 CONFIRMATION OF MINUTES

Ordinary Council Meeting – 24 October 2025 and 29 October 2025

**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 FRIDAY, 24 OCTOBER 2025
COMMENCING AT 2:00 PM**

PRESENT: Her Worship the Mayor T Alley (Chairperson), Cr S Browne, Cr S Duncan, Cr C Laws, Cr N McLean, Cr M McPherson, Cr C Pannett, Cr T Paterson, Cr C Sanders, Cr B Scott

IN ATTENDANCE: P Kelly (Chief Executive Officer), L Fleck (Group Manager - People and Culture, Acting Group Manager - Community Vision), J Muir (Group Manager - Three Waters), Q Penniall (Group Manager - Planning, Infrastructure and Regulatory), S Righarts (Group Manager - Governance and Business Services), D Scoones (Group Manager - Community Experience), W McEnteer (Governance Manager)

The meeting started with a mihi whakatau led by Matapura Ellison of Kāti Huirapa Rūnaka ki Puketeraki.

5 REPORTS

25.19.1 DECLARATION OF OFFICE

Each member took a declaration of office.

Note: The meeting adjourned at 2.30 pm and resumed at 3.16 pm.

25.19.2 APPOINTMENT OF THE DEPUTY MAYOR

To inform the Council of the Mayor's appointment of the Deputy Mayor.

RESOLUTION

Moved: Alley
Seconded: Duncan

That the Council:

- A. That the report be received.
- B. Notes the appointment of Cr Paterson as Deputy Mayor.

CARRIED

25.19.3 STATUTORY ADVICE AND CODE OF CONDUCT

To consider statutory advice given by the Chief Executive Officer.

RESOLUTION

Moved: McPherson
Seconded: Laws

That the Council

- A. Receives the report and accepts the level of significance.
- B. Notes the advice given on relevant legislation.
- C. Adopts the existing Code of Conduct.
- D. Notes that a new mandatory Code of Conduct will come into effect in December 2025.

CARRIED

25.19.4 ADOPTION OF STANDING ORDERS

To consider Standing Orders for the next triennium.

RESOLUTION

Moved: Alley
Seconded: Paterson

That the report be received.

CARRIED

25.19.5 COUNCIL ORGANISATIONS AND POLICY ON APPOINTMENT OF DIRECTORS

To advise of the effect of appointing councillors to serve on its behalf on outside organisations and to re-adopt the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.

RESOLUTION

Moved: McLean
Seconded: Scott

That the Council

- A. Receives the report and accepts the level of significance.
- B. Adopts the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.
- C. Makes appointments as recommended elsewhere in the agenda in light of the contents of this report.

CARRIED

25.19.6 ADOPTION OF THE DELEGATIONS REGISTER

To consider the updated Register of Delegations.

RESOLUTION

Moved: Paterson
Seconded: Pannett

That the Council

- A. Receives the report and accepts the level of significance.
- B. Adopts the Register of Delegations.

CARRIED

25.19.7 APPOINTMENT OF COUNCILLORS TO COMMUNITY BOARDS

To advise Councillors that there is provision to appoint Councillors to be members of Community Boards and to make decisions about those appointments.

RESOLUTION

Moved: Duncan
Seconded: Pannett

That the Council

- A. Receives the report and accepts the level of significance.
- B. Appoints Cr Browne to the Cromwell Community Board.
- C. Appoints Cr Pannett to the Teviot Valley Community Board.
- D. Appoints Cr Duncan to the Maniototo Community Board.
- E. Appoints Cr McPherson to the Vincent Community Board.

CARRIED

25.19.8 COUNCIL AND COMMITTEE APPOINTMENTS

For the Mayor to establish committees of the territorial authority and appoint the chair of each committee established under Section 41A(3) of the Local Government Act 2002.

RESOLUTION

Moved: Duncan
Seconded: Laws

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Notes the reestablishment of the following committees:
 - 1. The Audit and Risk Committee with the duties and powers as outlined in the Delegations Register.
 - 2. The Executive Committee with the duties and powers as outlined in the Delegations Register.
 - 3. The Assessment Committee with the duties and powers as outlined in the Delegations Register.
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4. The Hearings Panel with the duties and powers as outlined in the Delegations Register.

C. Notes the appointments to each of the committees:

1. Her Worship the Mayor, Crs Browne, Pannett and Paterson to the Audit and Risk Committee.
 - (a) Notes that Bruce Robertson remains the independent Chair of the Audit and Risk Committee.
2. Her Worship the Mayor, Crs Duncan, Laws, Pannett and Patterson to the Executive Committee.
3. Cr Browne as Chair and Cr Scott as Deputy Chair of the Assessment Committee.
4. Notes the Hearings Panel is currently using independent commissioners for hearings until December 2025.

D. Determines the appointments to the following:

1. Otago Regional Transport Committee – Cr Duncan
2. Central Otago Health Incorporated – Cr Paterson
3. Notes the Clutha District Council's appointment as Council's representative on the Otago Museum Trust.
4. Central Otago Wilding Conifer Control Group – Her Worship the Mayor
5. Otago Central Lakes Regional Deals Committee – Cr Paterson

CARRIED

25.19.9 PROPOSED MEETING SCHEDULE FOR THE REMAINDER OF 2025 AND 2026

To consider a schedule of meetings for the remainder of 2025 and 2026.

RESOLUTION

Moved: Browne

Seconded: Scott

That the Council

- A. Receives the report and accepts the level of significance.
- B. Adopts the proposed meeting schedule for the remainder of 2025 and 2026.

CARRIED

2 DATE OF NEXT MEETING

The date of the next scheduled meeting is 29 October 2025.

The Meeting closed at 3.40 pm.

**MINUTES OF A COUNCIL MEETING OF THE CENTRAL OTAGO DISTRICT COUNCIL
HELD AT NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING, 1 DUNORLING STREET,
ALEXANDRA
AND LIVE STREAMED VIA MICROSOFT TEAMS ON WEDNESDAY, 29 OCTOBER 2025
COMMENCING AT 12.30 PM**

PRESENT: Her Worship the Mayor T Alley (Chairperson), Cr T Paterson, Cr S Browne, Cr S Duncan, Cr C Laws, Cr N McLean, Cr M McPherson, Cr C Pannett, Cr C Sanders, Cr B Scott

IN ATTENDANCE: P Kelly (Chief Executive Officer), L Fleck (Group Manager - People and Culture, Acting Group Manager - Community Vision), J Muir (Group Manager - Three Waters), Q Penniall (Group Manager - Planning, Infrastructure and Regulatory), S Righarts (Group Manager - Governance and Business Services), D Scoones (Group Manager - Community Experience), G Bailey (Parks and Reserves Manager), R Williams (Community Development Lead), P Keenan (Capital Projects Programme Manager), A Lines (Risk and Procurement Manager), N Robinson (Corporate & Strategic Planner), W McEnteer (Governance Manager)

1 KARAKIA

Her Worship the Mayor gave a karakia to begin the meeting.

2 APOLOGIES

APOLOGY

RESOLUTION

Moved: Alley
Seconded: Browne

That the apology for lateness received from Cr Paterson be accepted.

CARRIED

3 PUBLIC FORUM

There was no public forum.

4 DECLARATIONS OF INTEREST

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

5 REPORTS

25.20.1 RESERVE LAND STATUS CLASSIFICATION REPORT

To approve reclassification, declaration and classification of reserves under the Reserves Act 1977 following the close of public submissions.

RESOLUTION

Moved: McPherson
Seconded: Browne

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves following public consultation to declare as reserve and classify according to their primary purpose 10 parcels of land, pursuant to section 14 of the Reserves Act 1977, as described in Appendix 1 of this report.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

25.20.2 REQUEST FOR MINISTER OF CONSERVATION'S CONSENT FOR ELECTRICITY EASEMENTS OVER VARIOUS CROMWELL RESERVES

To consider granting (pursuant to delegated authority) the consent of the Minister of Conservation, to the granting of electricity easements over several Cromwell Reserves.

RESOLUTION

Moved: McLean
Seconded: Scott

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant the consent of Minister of Conservation (pursuant to delegated authority), to easements in gross being granted in favour of Aurora Energy Ltd over the following Reserves legally described as Lot 5 Deposit Plan 24514, Section 120 Block III Cromwell Survey District and Part Block XC11 Town of Cromwell for the upgrade of electricity infrastructure, in accordance with section 48 of the Reserves Act 1977.
- C. The Registrar-General of Land registers the instrument granting the right or easement against the record of title issued for the reserve.
- D. Notes that all costs of the proposed easement are to be met by the applicant inclusive of any costs incurred by the grantor in relation to the easement.
- E. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

Note: Cr Paterson joined the meeting at 12.43 pm.

25.20.3 STATUS REPORT - CROMWELL DRINKING WATER UPGRADE PROJECT

To consider the progress of the Cromwell Water Treatment Upgrade Project.

RESOLUTION

Moved: Alley

Seconded: Scott

That the report be received.

CARRIED

**25.20.4 STATUS REPORT - RANFURLY AND PATEAROA WATER TREATMENT PLANTS:
PROTOZOA BARRIER INSTALLATION PROJECT**

To consider the progress of the Ranfurly and Patearoa Water Treatment Plants: Protozoa Barrier Installation Project.

RESOLUTION

Moved: Duncan

Seconded: Alley

That the report be received.

CARRIED

25.20.5 STATUS REPORT - ALEXANDRA WATERMAINS RENEWALS PROJECT

To consider the progress of the Alexandra Watermain Renewals Project.

RESOLUTION

Moved: Paterson

Seconded: Alley

That the report be received.

CARRIED

25.20.6 OCTOBER WASTEWATER COMPLIANCE STATUS UPDATE

To consider progress on achieving Otago Regional Council Consent (ORC) compliance for Central Otago District Council (CODC) wastewater activities.

RESOLUTION

Moved: Browne

Seconded: Scott

That the report be received.

CARRIED

25.20.7 HEAVY VEHICLE PERMITS - 2025/26 FEE AMENDMENTS

To consider amending the Heavy Vehicle Permit fees and charges to ensure consistency with the Land Transport Rule: Vehicle Dimensions and Mass 2016 and Land Transport (Offences and Penalties) Regulations 1999.

RESOLUTION

Moved: Paterson
Seconded: Pannett

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to the proposed amendments to the Fees and Charges Schedule 2025/26.

CARRIED

25.20.8 REQUEST BY CROMWELL COMMUNITY BOARD FOR USE OF CROMWELL RESERVES CONTRIBUTION FUND

To consider a request from the Cromwell Community Board to use the Cromwell Reserves Contribution Fund for developments on the Cromwell Bike Park by reimbursing a grant application from the Cromwell Bike Park Inc.

It was noted that this was an internal funds transfer between the two cost centres.

RESOLUTION

Moved: Laws
Seconded: McPherson

That the Council

- A. Receives the report and accepts the level of significance.
- B. Accepts the Cromwell Community Board's request to reimburse the Cromwell Community Board community grants account from the Cromwell Reserves Contributions fund account, for the Cromwell Bike Park Inc grant application of \$20,000.

CARRIED

25.20.9 QUARTERLY PERFORMANCE AND BUSINESS REPORTING

To consider the first quarterly iteration of 2025/26 business reporting.

RESOLUTION

Moved: Duncan
Seconded: Browne

That the report be received and its contents noted.

CARRIED

25.20.10 KEY RISK REPORT

To consider the Key Risk Register.

RESOLUTION

Moved: McLean
Seconded: Scott

That the report be received.

CARRIED

25.20.16 ATTENDANCE AT THE YOUNG ELECTED MEMBERS HUI

To consider giving permission for Jayden Cromb to attend the Young Elected Members Hui in Wellington.

RESOLUTION

Moved: Paterson
Seconded: Laws

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves Jayden Cromb to attend the Young Elected Members Hui in November 2025.

CARRIED

6 STATUS REPORTS**25.20.11 OCTOBER 2025 GOVERNANCE REPORT**

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

RESOLUTION

Moved: Alley
Seconded: McPherson

That the report be received.

CARRIED

7 DATE OF NEXT MEETING

The date of the next scheduled meeting is 26 November 2025.

8 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION

Moved: Laws
Seconded: Paterson

 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	Plain English Reason
25.20.12 - Risk Register 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	To prevent use of the information for improper gain or advantage
25.20.13 - Transfer Stations Christmas Operating Days	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities 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)	To enable commercial activities To enable commercial or industrial negotiations
25.20.14 - Access Agreement MOU	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(c)(i) - 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 to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege s7(2)(h) - the withholding of the information is necessary to	Commercial sensitivity Due to an obligation of confidence and to ensure the information avenue remains open Legal professional privilege To enable commercial activities

	enable Council to carry out, without prejudice or disadvantage, commercial activities 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)	To enable commercial or industrial negotiations
25.20.15 - October 2025 Confidential Governance Report	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities 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	Commercial sensitivity To enable commercial activities To enable commercial or industrial negotiations To prevent use of the information for improper gain or advantage

CARRIED

The public were excluded at 1.27 pm. And the meeting closed at 1.53 pm.

6 DECLARATIONS OF INTEREST

25.21.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 2651448

Report Author:	Wayne McEnteer, Governance Manager
Reviewed and authorised by:	Saskia Righarts, Group Manager - Governance and Business Services

1. Purpose

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

2. Attachments

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

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Tamah Alley	Manuherikia Irrigation Co-operative (shareholder) Cliff Care Ltd (family connection) Tenaya New Zealand Ltd (Director and Shareholder) Southern Lakes Trails (Trustee) LGNZ Zone 6 Chair Regional Deals Panel Member	Manuherikia Irrigation Co-operative Society Ltd (shareholder) Emergency Management Otago Group Controller (employee)	Central Otago Wilding Conifer Control Group Destination Advisory Board Southern Lakes Health Trust (Trustee)
Sarah Browne	Anderson Browne Construction and Development (Director and Shareholder) Infinite Energy Ltd (Shareholder) Central Otago Sports Turf Trust (Trustee) Central Football and Multisport Turf Trust (Trustee) Sutherland Architecture Studio Ltd (Employee)	Anderson Browne Construction and Development (Director and Shareholder) Infinite Energy Ltd (Employee)	
Stuart Duncan	Penvose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penvose Investments - Dairy Farm at Patearoa (shareholder) Fire and Emergency New Zealand (member) JD Pat Ltd (Shareholder and Director)	Penvose Farms - Wedderburn Cottages and Farm at Wedderburn (Shareholder) Penvose Investments - Dairy Farm at Patearoa (shareholder)	Maniototo Ice Rink Committee Otago Regional Transport Committee
Cheryl Laws	The Message (Director) Wishart Family Trust (Trustee) Wooring Tree (Assistant Manager - Cellar Door) Daffodil Day Cromwell Coordinator	Otago Regional Council (Councillor) The Message (Director)	
Nathan McLean	Alexandra Squash Rackets Club (member)		
Martin McPherson	Alexandra Blossom Festival	CODC (employee) CODC (employee) (Daughter)	

Curtis Pannett	Teviot Valley Irrigation Company Ltd (Director/ Shareholder) Teviot Valley Water Care Group (Member) Rabobank Client Council (Councillor) Hill Springs Farming Company Ltd (Sole Director/Shareholder) Roxburgh Golf Club (Member)		I and H McPhail Charitable Trust Entertainment Group Steering Group/ PSG Tuapeka County Bursary Fund Committee
Tracy Paterson	Matakanui Station (Director and shareholder) Matakanui Development Co (Director and shareholder) A and T Paterson Family Trust (Trustee) A Paterson Family Trust (Trustee) Central Otago Health Inc (Elected Member) Bob Turnbull Trust (Trustee / Chair) New Zealand Wool Classers Association (Chair) Central Otago A&P Association (Member) Waiora Manuherikia Governance Group (Member) Central Otago Riding for the Disabled (Volunteer) Regional Deals Panel Member	Matakanui Station (Director and shareholder) Matakanui Development Co (Director and shareholder) A Paterson Family Trust (Trustee) A and T Paterson Family Trust (Trustee) Federated Farmers (On the executive team) Omakau Irrigation Co (Director) Matakanui Combined Rugby Football Club (Committee) Manuherikia Catchment Group (Co-chair) Omakau Domain Board Omakau Hub Committee (Chair) Manuherikia Valley Community Hub Trust (Trustee) Southern Cross Sheep Ltd (Director) Mt Stalker Ltd (Trustee) Mt Stalker Pastoral Ltd DKIL Ltd (Shareholder) Manuherikia River Limited (Director)	Central Otago Health Incorporated Otago Central Lakes Regional Deals Committee
Charlie Sanders	Cromwell Kilwinning Lodge 98 (Secretary) C&V Trustees Ltd (Director) Sandstone Design (Director)	A Women's Touch Cleaning Service (Director) A Jill of All Trades (Director)	
Bob Scott	Cromwell Golf Club (Chair and Member) Central Football Project Trust (Trustee) Dunes Owners Management Committee (Member)		

7 COMMUNITY BOARD CHAIR UPDATE

25.21.2 COMMUNITY BOARD CHAIR UPDATE

Doc ID: 2645590

1. Purpose

Mark Harris, Chair of the Maniototo Community Board will join the meeting to discuss matters of interest to the Board.

2. Attachments

Nil

8 REPORTS

25.21.3 ALCOHOL & ENVIRONMENTAL HEALTH RESOURCING

Doc ID: 2557343

Report Author:	Quinton Penniall, General Manager - Planning and Infrastructure
Reviewed and authorised by:	Peter Kelly, Chief Executive Officer

1. Purpose of Report

To seek approval to use up to \$25,000 from existing alcohol and environmental health reserves to support succession planning for these statutory functions.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the increase in additional costs of up to \$25,000 from reserves to be split between the alcohol licensing and environmental health cost centres as part of succession planning.

2. Background

The work undertaken by the alcohol and environmental health team is a statutory function and includes the processing of all new and renewal licences for on, off, club, special licences, managers certificates and temporary authorities.

The team are also responsible for audits of registered food businesses, camping grounds and offensive trades, in addition to education and enforcement for each of these areas and responding to excessive noise complaints.

3. Discussion

Targeted use of reserves will fund succession planning and training in 2025/26. This approach maintains service continuity without increasing rates for environmental health minimises pressure on operating budgets.

4. Financial Considerations

The current unaudited reserves for environmental health at 1 July 2025 are \$194,062.

The proposed expenditure of up to \$25,000 in 2025/26 will be funded from the alcohol

licensing and environmental health reserves, which can accommodate this drawdown while keeping overall financial settings stable.

5. Options

Option 1 – (Recommended)

Approve up to \$25,000 from reserves to fund succession planning.

Advantages:

- Enables succession planning to start in 2025/26,
- Supports capability retention without adding operating pressure
- Avoids any increase to alcohol licensing rates.

Disadvantages:

- Reduces reserve balances slightly

Option 2

Status quo

Advantages:

- No increase in costs to the service

Disadvantages:

- No provision for succession planning
- These roles are challenging to recruit too, and would provide a risk to Council to meet its statutory functions

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the (social /economic/environmental) wellbeing of communities, in the present and for the future by enabling the succession planning so Council can meet its statutory responsibilities regarding environmental health and alcohol licensing.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes
Considerations as to sustainability, the environment and climate change impacts	This will enable Council to continue to provide this service for our community.
Risks Analysis	There is a future risk that recruitment is unsuccessful to enable Council to meet its statutory responsibilities.

Significance, Consultation and Engagement (internal and external)	This decision is considered to be medium significance when considering the Significance and Engagement Policy as a result of the future impacts on the Importance to the Central Otago District and impact on the community for Council to continue to meet its statutory obligations locally.
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7. Next Steps

The recommendations would be implemented immediately.

8. Attachments

Nil

25.21.4 BUILDING CONSENT MANAGEMENT SYSTEM

Doc ID: 2580527

Report Author:	Quinton Penniall, General Manager - Planning and Infrastructure Nathan McLeod, Chief Information Officer
Reviewed and authorised by:	Quinton Penniall, General Manager - Planning and Infrastructure

1. Purpose of Report

To consider the purchase and implementation of a new building consent management system from reserves.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to fund the implantation of the new consent management system from reserves.

2. Background

Council provides a building control service as a Building Consent Authority (BCA), which includes processing building consents and inspections within statutory timeframes, alongside a number of Territorial Authority functions such as Building Warrant of Fitness inspections.

Building operations currently span multiple platforms with significant manual processing. This creates inefficiencies, limits visibility of workflow, and weakens the customer experience. Although statutory timeframes are met, the system does not provide the integration, automation, or reporting capabilities of a modern platform.

Across the sector, building services are undergoing significant reform, with new legislation and expectations around collaboration, consistency, and digital delivery. The introduction of Objective Build aligns with these reforms and provides a platform that supports both current and emerging requirements.

3. Discussion

Currently, customers can submit digital or paper applications, which are then manually entered into MAGIQ and processed using check sheets. This process is resource-intensive and creates duplication of effort.

Inspections are scheduled manually through customer services, requiring constant coordination to match inspector competency with inspection types.

While functional, this system limits the ability to:

- Track performance metrics in real time
- Provide applicants with visibility of progress
- Standardise workflows across officers
- Improve inspection timeframes

The proposed system, Objective Build, is a cloud-based building consent management system currently used by over 40 councils across New Zealand. It provides an end-to-end consenting and inspection workflow that integrates directly with MAGIQ. Objective Build will be the 'user' workflow system with MAGIQ as the 'source of truth' to enable relationships with customer, financial and property information.

Key features include:

- Fully digital processing from application to Code Compliance Certificate issue
- Automated statutory time tracking
- Real-time visibility of consent progress for customers and staff
- Mobile inspection app for field officers and remote inspections (including photo capture and on-site notes)
- Built-in reporting dashboards including detailed requests for information reporting
- Seamless integration with MAGIQ and other data platforms

Implementation of Objective Build would modernise councils building processes, reduce administrative burden, improve consistency, and enhance the customer experience.

The new system directly supports the Government's Building Reform Programme, particularly around:

- Improving national consistency across BCA functions
- Enabling cross-council collaboration and peer review
- Meeting new inspection turnaround targets
- Supporting a "digital first" approach to consenting

Implementation would be staged over approximately 6 months, including:

- Data migration and configuration
- System integration
- Staff training and user acceptance testing
- Go-live and post-implementation support

4. Financial Considerations

Funding for the implementation of Objective Build is proposed to come from building reserves. Building reserves have an unaudited surplus balance of \$2,327,640 as at 30 June. The estimated implementation cost is \$200,000.

Objective Builds pricing model is charged per consent with adjustment based on the value of work. This enables the on-going costs to be included in Council's fees and charges as a user pays model.

Building consent fees summary

1. Fixed fee applies when the value of work is equal to or under \$124,999.99.
2. Percentage multiplier applies when the value of work is equal to or over \$125,000.00.

Example: value of work \$600,000 × 0.075% = \$450 (excl. GST) application fee.

Parent applications

Parent application/s	What it covers	Fee / multiplier*
Form 2	Application for project information memorandum and/or building consent	\$84.00 fixed fee for value of work ≤ \$124,999.99 0.075% of value of work for \$125,000.00 to \$2,499,999.99 inclusive \$1,970.00 fixed fee for value of work ≥ \$2,500,000.00
Form 2	Project Information Memorandum only	\$84.00 fixed fee
Form 8	Application for Certificate of Acceptance (COA)	\$84.00 fixed fee for value of work ≤ \$124,999.99 \$370.00 fixed fee for value of work ≥ \$125,000.00

Amendment applications

Amendment application/s	What it covers	Fee / multiplier*
Form 2	Application for amendment to a building consent	\$84.00 fixed fee for value of work ≤ \$124,999.99 0.075% of value of work for \$125,000.00 to \$2,499,999.99 inclusive \$1,970.00 fixed fee for value of work ≥ \$2,500,000.00
	Note	If the amendment reduces the value of work, an \$80.00 fixed fee applies to the amendment application.

Supporting applications

Supporting application/s	What it covers	Fee / multiplier*
Form 6	Application for Code Compliance Certificate	No fee. Part of the building consent workflow.
Form 15	Application for Certificate for Public Use	\$84.00 fixed fee

Other applications

Other application/s	What it covers	Fee / multiplier*
N/A	Extension of time	No fee. Part of the building consent workflow.
N/A	Exemption from building consent	\$84.00 fixed fee

*** All fees are exclusive of GST.**

5. OptionsOption 1 – (Recommended)

Implementation of a new consent management system (Objective Build) funded from reserves.

Advantages:

- End-to-end digital workflow reduces double entry and manual handling.
- Integration with MAGIQ improves data quality and single source of truth.
- Real-time dashboards and automated statutory clocks strengthen performance and audit readiness.
- Customer portal and mobile inspections improve turnaround times and customer experience.

Disadvantages:

- Upfront implementation cost and internal project effort.
- Change management and training required across teams.

Option 2

Continue use of current systems

Advantages:

- No implementation costs
- No change process
- No upskilling required by team

Disadvantages:

- Inefficiencies persist, limiting capacity and increasing error risk.
- Limited workflow visibility and reporting for management and accreditation.
- Weaker customer experience due to poor status transparency.
- Higher risk of falling short of future reform and turnaround expectations.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the (social/cultural/economic/environmental) wellbeing of communities, in the present and for the future by streamlining Council's building consent processes.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes
Considerations as to sustainability, the environment and climate change impacts	Digital processing reduces paper use and physical storage. Mobile and remote inspections can reduce vehicle travel and emissions. Cloud hosting with vendor-managed resilience and backups supports business continuity during disruptive events. No adverse environmental effects have been identified.
Risks Analysis	Change impacts, data quality during migration, system integration, privacy and security, and brief service interruptions at go-live. These will be managed through clear oversight, a staged rollout, thorough testing and data checks, strong privacy safeguards, and a planned switchover with a backup plan and customer updates.
Significance, Consultation and Engagement (internal and external)	Low, under the Significance and Engagement Policy. No special consultative procedure is required.

7. Next Steps

Kick off project implementation with Council's information services team.

8. Attachments

Nil

25.21.5 PROPOSED ROAD STOPPING - UNFORMED UNNAMED ROAD THROUGH PARK BURN QUARRY

Doc ID: 2598049

Report Author:	Zelda Zeelie, Statutory Property Team Leader
Reviewed and authorised by:	David Scoones, Group Manager - Community Experience

1. Purpose of Report

To consider a proposal to stop the unformed, unnamed road through the Park Burn Quarry in accordance with the provisions of the Local Government Act 1974.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the proposal to stop the unformed, unnamed road that goes through the Park Burn Quarry as indicated on the attached Title Plan – SO 616646 (appendix 1 to this report), in accordance with the provisions of the Local Government Act 1974, subject to:
 - Public notification and advertising in accordance with the Local Government Act 1974
 - No objections being received within the objection period.
 - The applicant paying for all cost of the road stopping including the purchase of the land at valuation.
 - The stopped road parcel of land being amalgamated with the applicant's Record of Title.
 - The final survey plan being approved by the Chief Executive Officer.
- C. Agrees that a Section 345 certificate be issued stating that an esplanade strip/reserve is not required in terms of Section 345 of the Local Government Act 1974 as adequate access to Lake Dunstan is maintained and current lake access will not be affected.
- D. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

2. Background

The Cromwell Community Board Recommendation

The Cromwell Community Board considered the proposed road stopping at its meeting on 24 November 2025. Due to time constraints and for efficiency the recommendation of the Cromwell Community Board will be reported to the Council at its meeting on 26 November 2025.

The Road

The unformed, unnamed road to be stopped goes out from Luggate-Cromwell Road and runs through the Park Burn Quarry land owned by Fulton Hogan Limited as shown in **Figure 1** below.

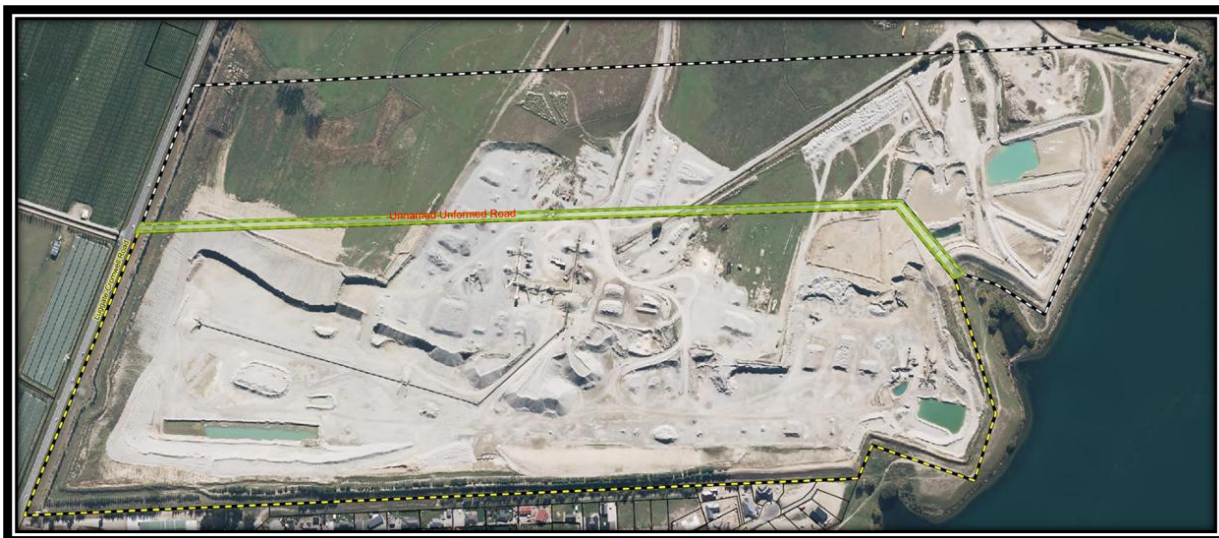


Figure 1

The Applicant's Property

The applicant, Fulton Hogan Limited is the owner of Sections 64-65 BLK IV Wakefield SD as shown in **Figure 2** below applied for the road stopping of the unnamed, unformed road going through their property known as the Park Burn Quarry and amalgamation to their land title.

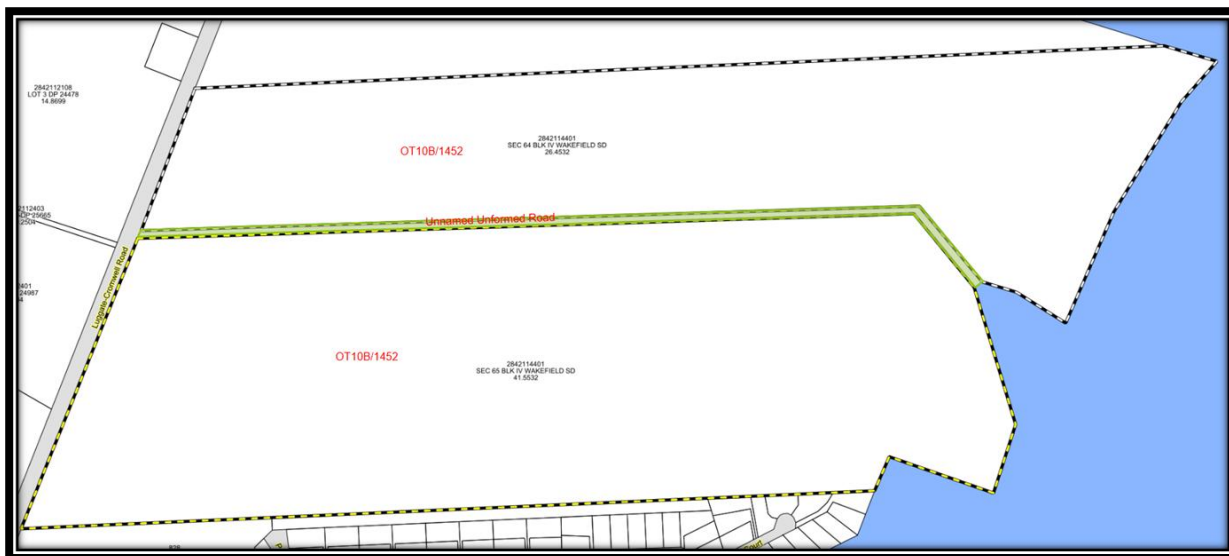


Figure 2

The Road Stopping Application

The applicant is requesting the approval of the Road Stopping of unnamed, unformed road going through the Park Burn Quarry, as shown in the **Title plan** attached as **Appendix 1**.

The purpose of this proposal is to formalise the land occupation that is an active quarry, the unnamed, unformed road being both disused and unsafe. The road dissects an amalgamated record of title.

Access to the lakeside margin is provided in an alternative location, with connectivity to North and South. Public access to the lake front would remain via the existing cycle way and would not be affected.

The proposed areas of the Road Stopping do not impact on any adjacent landowners or members of the public's access to public places.

3. Discussion

Utility Networks and Provider Requirements

There is no utility network infrastructure located in the block of road that is to be stopped. All utilities currently on the road reserve will still be in the road reserve after completion of the road stopping.

Legalisation and Policy

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

Section 8.5 of Council's Roading Policy. The options are as follow:

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

- a) Where the full width of road is proposed to be stopped and public access will be removed as a result of the road being stopped; or*
- b) The road stopping could injuriously affect or have a negative or adverse impact on any other property; or*
- c) The road stopping has, in the judgment of the Council, the potential to be controversial; or*
- 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 the **Local Government Act 1974** procedure be adopted for this application for the

following reasons:

- The proposal is to stop the full length and width of the road.

- The proposed road stopping is not part of a greater public work and, to the contrary, is in support of a private development.

The **Local Government Act 1974** further provides for legal road to be stopped, sold, and amalgamated with an adjacent title. In this instance the stopped road would be amalgamated with the applicant's **Record of Title, 1068674**.

The unnamed road near Lake Dunstan may be subject to **Section 345(3) of the Local Government Act 1974**, which typically requires part of a stopped road to be vested in Council as an **esplanade reserve** due to its proximity to a waterbody.

However, **Section 345(4)** makes this requirement subject to **District Plan rules** under **Section 77 of the Resource Management Act 1991 (RMA)**.

Under **Section 77**, the District Plan can:

- Modify the standard 20m esplanade reserve requirement.
- Exempt the need for an esplanade reserve.
- Require an esplanade strip instead of a reserve for subdivisions under 4 hectares (relevant to the Park Burn site).

District Plan Rule 16.7.13.1 gives Council discretion to require either an esplanade reserve or strip up to 20m wide for allotments under 4 hectares adjacent to lakes or rivers. The rule uses wording "may be required", indicating flexibility.

Council's **Roading Policy** notes that access to a waterbody is a factor in deciding whether to require an esplanade reserve under **Section 345**.

In the case of the **Park Burn site**, professional planning advice and review of the road stopping plan concluded that an esplanade reserve or strip is **not warranted**, due to:

- Planned future development providing alternative lake access.
- Existing access tracks in the area.
- A remaining strip wider than 20m between stopped road and lake.
- Continued access via the Cromwell-Wanaka cycle track.

It should be noted that the relevant staff delegation manual does not afford under **Section 77** for staff to make this determination, however their professional planning recommendation was sought for relevant guidance.

The decision is supported by the **Roading Manager**, although final determination rests with Council.

Evaluation of Application

An evaluation of the proposal to stop a portion of the Road is shown in the table below.

Item	Criteria to be considered	Evaluation
District Plan	Has the road been identified in the District Plan for any specific use or as a future road corridor?	No part of the Road identified for any specific purpose or as a future road corridor.
Current Level of Use	Is the road used by members of the public for any reasons?	The unformed road is not used by members of the public due to being regarded as unsafe.

	Does it provide the only or most convenient means of access to any existing lots?	No, all existing lots adjacent to the Road have existing legal access to Luggate - Cromwell Road.
	Will stopping the road adversely affect the viability of any commercial activity or operation?	No, the road stopping will not adversely affect the viability of any commercial activity or operation.
	Will any land become landlocked if the road is stopped?	No
Future Use	Will the road be needed to service future residential, commercial, industrial, or agricultural developments?"	No
	Will the road be needed in the future to connect existing roads?	No
Non-traffic Uses	Does the road have current or potential value for amenity functions, e.g., walkway, cycleway, recreational access, access to conservation or heritage areas, park land?	The Road does provide potential access to a recreational area, but due to unsafe environment is not currently used and alternative access is provided.
	Does the road have potential to be utilised by the Council for any other public work either now or potentially in the future?	The Road does not have potential to be used for public work.
	Does the road have significant landscape amenity value?	The Road does not have any significant landscape amenity value.
Access to Waterbody	Does the road provide access to a river, stream, lake or other waterbody?	The Road does provide potential access to Lake Dunstan, however there is an approximate 60 metres strip of lakefront still left accessible to the public. No requirement for an esplanade reserve.
	If so, there is a need to consider Section 345 of the Local Government Act , which requires that after stopping the land be vested in Council as an esplanade reserve	Permission to be granted by Council to issue a Section 345 Certificate stating that no esplanade strip or reserve is required.

Infrastructure	Does the road currently contain any services or other infrastructure, such as electricity, telecommunications, irrigation, or other private infrastructure?	No.
	Can the existing services or infrastructure be protected by easements?	Not required.
Traffic Safety	Does the use of motor vehicles on the road constitute a danger or hazard?	There is no danger or hazard associated with using a motor vehicle on the Road.

4. Financial Considerations

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 valuation as prescribed in the Local Government Act 1974. The applicant agreed to cover all costs and expenses incurred with this road stopping.

5. Options

Option 1 – (Recommended)

To approve the proposal to stop the unformed, unnamed road that goes through the Park Burn Quarry as indicated on the attached Title Plan – SO 616646 (appendix 1 to this report), in accordance with the provisions of the Local Government Act 1974, subject to:

- Public notification and advertising in accordance with the Local Government Act 1974
- No objections being received within the objection period.
- The applicant paying for all cost of the road stopping including the purchase of the land at valuation.
- The stopped road parcels of land being amalgamated with the applicant's Record of Title.
- The final survey plan being approved by the Chief Executive Officer.
- Agrees that a section 345 certificate be issued stating that an esplanade strip/reserve is not required in terms of section 345 of the Local Government Act 1974 as adequate access to Lake Dunstan is maintained and current access will not be affected.

Advantages:

- The applicant's occupation (encroachment) of the legal road will be legalised.
- Income received will be used to address other public roading issues.
- Recognises the provisions of the Council's Roading Policy.
- The proposal is consistent with the Local Government Act 1974

Disadvantages:

- None known

Option 2

To **not agree** to approve the proposal to stop the unformed, unnamed road that goes through the Park Burn Quarry as indicated on the attached Title Plan – SO 616646 (appendix 1 to this report), in accordance with the provisions of the Local Government Act 1974

Advantages:

- None as the current occupation (encroachment) of the legal road by the applicant will not be legalised and there will be no income derived from the excess road reserve.

Disadvantages:

- The applicant's occupation (encroachment) of the legal road will not be legalised.
- Additional income will not be available to address other public roading issues.
- Does not recognise the provisions of the Council's Roding Policy.
- Does not recognise that the proposal is consistent with the Local Government Act 1974.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the economic wellbeing of communities, in the present and for the future by generating income from the disposal of land that is held (but not required) for roading purposes which has limited other use.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	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 Local Government Act 1974 .
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 excess road reserve.
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. Public notices and advertising in accordance with the stipulations of the Local Government Act 1974 will be posted. Notice of the completed road stopping will be published in the New Zealand Gazette.

7. Next Steps

- Community Board Approval
- Council approval
- Survey Plan approved
- Stopped land valued
- Public notification commences
- Public notification period ends
- Gazette notice published

8. Attachments

Appendix 1 - Title Plan SO 616646 (under separate cover) [⇒](#)

25.21.6 TOURISM CENTRAL OTAGO - DESTINATION MANAGEMENT UPDATE

Doc ID: 2635054

Report Author:	Anthony Longman, Head of Destination
Reviewed and authorised by:	Louise Fleck, Group Manager - People and Culture, Acting Group Manager - Community Vision

1. Purpose

To provide a six-monthly update on the Central Otago Destination Management Plan implementation and Tourism Central Otago workstreams.

Recommendations

That the report be received and its contents noted.

2. Discussion

Tourism Central Otago (TCO) is the Regional Tourism Organisation (RTO) and facilitates the management and marketing of Central Otago in line with the community ambitions set out in the Central Otago Destination Management Plan (DMP) which was endorsed by Council (May 2022) and Kāi Tahu (August 2022).

The guiding principle of a community first approach and Regional Identity values shapes the marketing activity, storytelling, product development and placemaking initiatives supported and led by TCO.

An independent Destination Advisory Board supports Tourism Central Otago and gives guidance to prioritise and activate the building blocks of the DMP. The Advisory Board meets four times per year and is designed to have a mix of local and national representatives that bring a diverse range of backgrounds, networks and experience to our long-term thinking.

The current Destination Advisory Board is:
 Mark Frood, Appointed, Chair
 Shayne Forrest, Appointed
 Russ Haigh, Operator Representative
 Kate Hines, Youth Representative
 Dani McDonald, Kāi Tahu Representative
 Tamah Alley, Council Representative
 Tahlia Sangster, *High School Intern position*

The Board is carrying an appointed role vacancy as Chris Roberts stepped down early this year after being appointed to the board of Tourism New Zealand.

Current Visitor Industry Statistics.

The Infometrics Regional Economic Profile for the Central Otago District shows total visitor spend for the year end March 2025 was \$258.8m. Spending was down by 9.5% compared with the previous year reflecting that Central Otago's visitor economy is heavily orientated towards the domestic market which has softened nationally due to a range of economic pressures and high domestic airfares.

International visitors contributed 20.3% of tourist spending in Central Otago, while domestic visitors contributed 79.7% in 2025. By comparison, domestic travellers represent 62.9% of visitor spending in the tourism sector nationally.

Infometrics data show that the tourism sector employed an average of 1,585 people in Central Otago District in the year ending March 2024. This amounted to 10.6% of Central Otago District's total employment in 2024 as compared to 6.7% in 2000.

"Visitor spending filters into a range of industries as visitors travel, stay, shop, eat, and do activities. The visitor economy can also enhance Central Otago's brand by exposing travellers to products they can purchase once they return home (e.g. wine) and provides a window into the area for people looking to live, work, or do business." Benje Patterson, People and Places, Central Otago Economic and Social Context Report.

The softer domestic travel market throughout 2025 has reinforced the importance of TCO's strategic marketing and partnerships in Australia and other international markets to build awareness and desire to visit. TCO activity in the Australian market includes the Otago Trails and Southern Way Collaborations, trade and business events, digital marketing, and partnership activity with Tourism New Zealand and Nga Haerenga NZ Cycle Trail Inc.

In long-haul markets Tourism Central Otago has worked with our Southern Lakes International Marketing Alliance partners (Destination Queenstown and Lake Wanaka Tourism) to ensure the district is represented through Tourism New Zealand activity in market and with travel trade.

Market Perception research

Tourism Central Otago commissions on-going Market Perception Research from Angus & Associates to understand how the perception of, and interest in, Central Otago is changing over time.

The Central Otago Insights report for the Year ending June 2025 showed:

- 71% of New Zealanders who travelled within New Zealand in the last 12 months, with 7% of domestic travellers visiting Central Otago. This has declined from a high of 10% recorded in the two years to June 2023 (during the COVID period when domestic tourism was heightened).
- 34% of New Zealand travellers who intend to travel domestically in the next 12 months say they are likely to visit Central Otago (i.e. definitely or probably will visit)
- Central Otago's Net Promoter Score (NPS) for the year to June 2025 is +18, up three points on the prior year and well above the regional benchmark of -8. Amongst recent domestic visitors (*within last 12 months*), Central Otago's NPS increases to +47, well above the regional benchmark of +11 and reflective of the very positive experiences that visitors have in the region.

- 12% of Australians who travelled to New Zealand in the last 12 months visited Central Otago on their trip and 6% stayed overnight. Both proportions have increased significantly on the year prior (6% and 2%) respectively).
- Central Otago's Australian market NPS is +33, up 9 points on the year to June 2024 and well above the regional benchmark of +22. However, Central Otago's NPS has fallen slightly amongst recent visitors (down 3 points) from +45 to +42 and sitting slightly below the comparable regional benchmark.
- The profile of prospective Australian visitors to Central Otago skews younger (20-39) compared to the total market.
- The top barrier for both Australian (32%) and Domestic visitors (53%) is having no specific reason to visit.

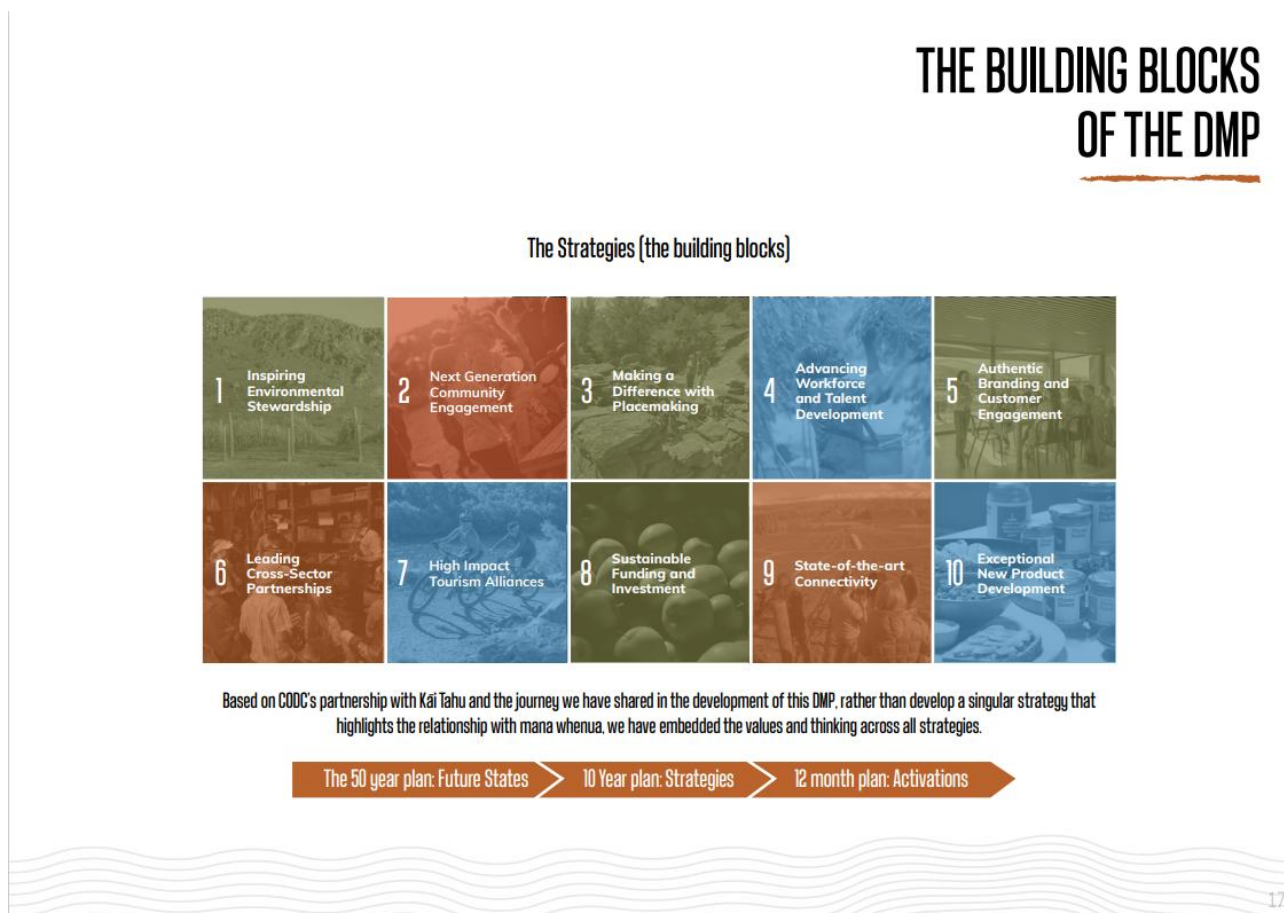
Domestic Net Promotor Score (NPS)



Australian Net Promotor Score (NPS)



Destination Management Plan Building Blocks



The Central Otago DMP has ten building blocks that support the community first approach of the DMP and guide how collectively we can develop tourism as a region to support the ambitions set out in the plan.

Building Block - Inspiring Environmental Stewardship

Tourism Central Otago are building relationships with and awareness of local initiatives that support sustainable approaches to tourism development. This includes promotion of the national Tiaki Promise, the Tourism Sustainability Commitment with local operators.

Through engaging with local organisations we are building an understanding of how visitors and industry can connect with and support community organisations and the work they do; Central Otago Wilding Pine Trust, Tiaki Mānīatoto, Thomson Creek Catchment and the Manuharekia Catchment Group.

Examples include supporting signage developments at the Kamoanahaehae Riverside Park, and looking at how we profile environmental projects through content such as profiling Trails, Traps and Trees - [Community Conservation Projects along Otago's Cycle Trails | Otago Trail Hub](#)

Building Block - Next Generation Community Engagement

Ensuring on-going connections with key community groups and local initiatives such as the local Business Groups, community organisations, schools and clubs to understand how the tourism sector impacts on, and benefits from the visitors. This includes attendance industry

events and representation at promotions group meeting and supporting events through utilisation of Central Otago NZ event assets.

Building Block - Making a Difference with Placemaking

We are currently reviewing how we develop and distribute visitor information and resources to our visitors and community.

TCO is working with Council's Regional Identity Advisor and Kāi Tahu (through Aukaha) to build an increased awareness and integration of the stories of mana whenua through the Regional Identity section of centralotagonz.com website

TCO is supporting wider council and community projects such as the Kāmoanahaehae Alexandra Riverside Park project and Cromwell Memorial Hall and Events centre to ensure that there is consideration to visitor needs, information and promotion.

TCO is working with the Southern Lakes Trail Trusts, DOC and Council teams to ensure that consideration is given to the benefits and potential pressure points from the opening of the new Kawarau Gorge Trail in 2026.

Building Block - Advancing Workforce and Talent Development

TCO continues to support the Economic Development Manager and Welcoming Communities programme to help promote Central Otago as a place to work, and to help retain and welcome the workers already in the region.

TCO has recently appointed a High School Intern position to the Destination Advisory Board to both have a youth voice around the table, and additionally to give exposure to the wider tourism sector and the development of young leaders.

Advocating for the importance of Tourism, Hospitality and Outdoor Education in the curriculum to support the development of future workforce. Including being part of discussions with key stakeholders including the Minister of Tourism & Hospitality and Labour spokesperson for Tourism & Hospitality.

Building Block - Authentic Branding and Customer Engagement

Positioning and awareness of Central Otago to relevant markets continues to be a primarily function of Tourism Central Otago, with on-going work in supporting PR & Media, Travel Trade, Business Events and Digital Content.

TCO continues to facilitate the delivery of regional campaigns, content creation, and hosting of media across a range of digital and traditional media platforms to showcase Central Otago as a visitor destination.

As part of our workstreams TCO hosts a range of media and journalists to feature Central Otago business and stories, recent activity has included; NZ Herald, Stuff Media, Kia Ora Magazine, Tourism New Zealand Japan, Neatplaces, Escape Video, Selector Magazine, Sunrise TV Australia.

Building Block - Leading Cross-Sector Partnerships

To drive and progress the DMP it is important that we look beyond the traditional view of tourism and engage across various sectors in the district.

The development of the Central Otago Events Framework clarified the role of Tourism Central Otago in supporting the development of events industry and what opportunities there

are for leveraging our strengths in different sectors to drive increased awareness, visitation and spend, and increasing the capability of local events.

TCO has worked with local event organisers to apply for additional promotional funding through Regional Events Promotion Fund managed by MBIE with the NZ Grand Prix and Alexandra Blossom Festival receiving funding. A new round of Tourism Boost Event funding is currently being considered by MBIE.

Building Block - High Impact Tourism Alliances



Southern Way - a collaborative initiative between the eight RTOS south of the Waitaki and three Airports (Dunedin, Queenstown and Invercargill).

In early 2025 the Southern Way group received funding through the MBIE Tourism Boost Round 1 to run a joint marketing campaign to attract visitors from the Gold Coast and South East Queensland to fly into Dunedin, explore the Southern Way and fly out of Queenstown over winter and included consumer and trade marketing.

This campaign was based on 2024 Southern Way joint marketing campaign with Air New Zealand that encouraged visitors to fly in one airport, and out another, and worked with rental car companies to remove one ways fees from car bookings. The campaign has been a finalist in the NZ Tourism Awards for Industry Collaboration, Business South Marketing Awards, Southland Business Awards, and won the at the NZ Airports Awards.

The Otago Trails Marketing initiative between the four RTO's and five Trail Trusts continues to promote and market Otago as the home of Trails in New Zealand. Increasing awareness of five Great Rides (Ngā Haerenga NZ Cycle Trail) and ensuring that visitors and locals are

able to support our communities, environment and businesses. This combined approach to Trails Marketing and the 'Trail Hub' content platform are being looked on to by the wider industry as 'best practice' in trails marketing in relation to collaboration, efficiencies and value for money.

Building Block - Sustainable Funding and Investment

TCO continues to be part of national discussions around the System and Structure of the tourism sector through the Governments Tourism Growth Roadmap.

To support the data needs of businesses on the Otago Central Rail Trail Tourism Central Otago has installed three trail counters near Alexandra, Omakau and Ranfurly. The data captured by counters will help inform businesses around visitation patterns, and support investment in new businesses, or sales of existing.

Building Block - State-of-the-art Connectivity

We are continuing to develop and enhance centralotagonz.com website platform as the primary destination for locals, visitors and businesses to get knowledge of the Central Otago communities, local businesses, product offerings and regional stories. This website captures information across a range of Council departments and workstreams including Economic Development, Community Development, Regional Identity, Welcoming Communities and others.

CANTO is a platform that TCO and CODC will use for storing and distributing imagery and video to third parties such as businesses, media and operators who can access resources to help promote Central Otago.

Building Block - Exceptional New Product Development

Central Otago Business Events is a membership-based model to promote the region as a destination for small-medium conference and incentive groups. Recent highlights include hosting of key industry in region to build knowledge of place and product offering. Where possible the team has included site visits to Cromwell Memorial Hall & Events Centre to help build awareness of this exciting new option, which is being seen as a game changer for the entire Southern region, not just Central Otago. Visits have included the CE of Business Events Industry Aotearoa and Professional Conference Organisers (PCO)

Interest is increasing from third parties looking to invest in accommodation developments in Central Otago, especially in Cromwell off the back of the investments made in cycle trail and hall projects. TCO and the CODC Economic Development manager facilitate connections with key parties. There is continued interest from industry in a more developed business case outlining the opportunities and growth prospects of the region.

TCO supported Naseby Vision with media content and messaging activity connected to the announcement of their International Dark Sky recognition. This activity resulted in Naseby being featured to all of the Tourism New Zealand offshore offices, and Naseby being featured in media as far afield as South Korea.

Several new private investments in tourism related product in Central Otago are also gaining interest from media and trade.

3. Attachments

Nil

25.21.7 REGISTER OF DELEGATIONS - APPOINTMENT OF A HEARINGS PANEL

Doc ID: 2640949

Report Author:	Wayne McEnteer, Governance Manager
Reviewed and authorised by:	Saskia Righarts, Group Manager - Governance and Business Services

1. Purpose of Report

To consider appointing members of the Hearings Panel and make some changes to wording in the Hearings Panel section in the Register of Delegations.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Appoints Cr Paterson as the Chair of the Hearings Panel, with Crs Browne and McPherson as members of the Hearings Panel.
- C. Adopts the changes to the Register of Delegations.
- D. Notes that this iteration of the Register of Delegations will come into force on 27 November 2025.

2. Background

The Register of Delegations is a living document that can be updated as needed. It provides an outline of the delegations that have been given to each of the committees of council, portfolios, community boards and the Chief Executive Officer.

3. Discussion

The Hearings Panel has been operating since the triennial elections using members from the previous administration. They have had permission from Council to continue in this role until December 2025.

For the new triennium there needs to be a new Hearings Panel appointed. The Hearings Panel was set up as an entity at the inaugural meeting, but there were no Councillors appointed at that time. To be part of the Hearings Panel, Councillors should have completed the requisite training, which is the Making Good Decisions seminar provided by WSP. In addition, to be Chair of the Panel, a Councillor must undertake specific chair training.

At this time, there are three Councillors with the completed training to sit on the Hearings Panel: Cr Paterson as the Chair and Crs Browne and McPherson as members. Therefore, Council should appoint these three Councillors to the panel. This will allow both this panel and also independent panels to continue their work.

In addition, there should be flexibility in order to have further members appointed to the Hearings Panel if they are interested and complete training. This would assist with availability and dealing with conflicts of interest. It is proposed that should there be more than three members available to choose from that a roster system be introduced and be controlled by the Chair.

In addition, it is proposed that there are some wording changes in the Hearings Panel section:

- Under Heritage Orders (item 10), there is no requirement to inform ORC of any removal of a heritage order under section 196. Therefore reference to it can be deleted.
- Between item 17 and 18 there is a note on further delegation. This is to change to from the Manager of Planning and Regulatory Services to Planning Manager. This had been a temporary measure while a Planning Manager was recruited. It is now no longer relevant.

4. Financial Considerations

Costs for the Hearings Panel are recovered from applicants. Training for elected members is finite and so Councillors would need to demonstrate their interest in becoming a panel member

5. Feedback from Community Boards

This does not require feedback from community boards as the Hearings Panel is a committee of Council.

6. Options

Option 1 – (Recommended)

Adopt the changes proposed in the Register of Delegations and appoint Councillors to the Hearings Panel.

Advantages:

- It will allow the Hearings Panel to continue its work for the upcoming triennium.

Disadvantages:

- There are no specific disadvantages.

Option 2

Do not adopt the changes

Advantages:

- The Hearings Panel could continue using independent commissioners.

Disadvantages:

- There are no specific disadvantages.

7. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by establishing members of the Hearings Panel.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes it is consistent.
Considerations as to sustainability, the environment and climate change impacts	There are no considerations to be made in this space.
Risks Analysis	There are no risks associated with this decision.
Significance, Consultation and Engagement (internal and external)	This decision does not meet the threshold for consultation under the Significance and Engagement Policy.

8. Next Steps

Update the Register of Delegations accordingly.

9. Attachments

Appendix 1 - Proposed Changes to Hearings Panel portion of the Register of Delegations (under separate cover) [⇒](#)

25.21.8 ELECTED MEMBERS' REMUNERATION

Doc ID: 2646851

Report Author:	Wayne McEnteer, Governance Manager
Reviewed and authorised by:	Saskia Righarts, Group Manager - Governance and Business Services

1. Purpose of Report

To consider the allocation of elected member remuneration following triennial elections.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the ratios for elected member remuneration as set out in the report.
-

2. Background

The Local Government Act 2002 (LGA) gives the Remuneration Authority (the Authority) the responsibility for setting remuneration for local government elected members. Each council is allocated a pool for their remuneration and a base rate for councillors is also set.

3. Discussion

The Local Government Members (2025/26) Determination 2025 has allocated the following sums:

- The total pool allocated to Central Otago District Council is \$421,193.
- The minimum allowable remuneration for a councillor is set at \$32,399.

The Council's recommendation to the Authority must include a remuneration rate for the base councillor position and rates for all positions that hold additional responsibilities.

The proposed remuneration is detailed in the tables below and key considerations in determining the proposed rates.

The role of the Deputy Mayor has significant additional responsibilities and it is recommended that this role be remunerated at a rate of 1.75 times the base councillor remuneration.

Four portfolio leads have been confirmed at the inaugural meeting. It is recommended that each of those four leads be remunerated at a rate of 1.15 times the base councillor remuneration.

It is proposed that the additional responsibilities faced by councillors sitting on community boards is also acknowledged. Each of the community boards, regardless of size, generally generate an equal amount of additional workload for appointed members and so it is recommended that they receive the same remuneration for their efforts, being 1.25 times the base councillor remuneration.

In addition, it is recommended that elected members of the Audit and Risk Committee are remunerated at a rate of 1.1 times the base councillor remuneration. Also, the two members of the Assessment Committee are recommended to received 1.05 of the base councillor remuneration. Previously, members who sat on the Assessment Committee received no additional compensation for that commitment.

The minimum base rate for a councillor, set by the Remuneration Authority is \$32,399. This proposal suggests a base rate for councillors with no other responsibilities of \$33,035. This proposal fully allocates the pool as required by the determination.

Position	Number	Ratio to base remuneration
Deputy Mayor	1	1.75
Portfolio Lead	4	1.15
Audit and Risk	3	1.10
Assessment Committee	2	1.05
Community Board Member	4	1.25
Base Councillor	2	1

Name	Positions held *	Proposed ratio to base	Base rem	Additional rem	Annual rem
Cr Browne	- Portfolio lead (0.15) - Audit and Risk (0.10) - CCB member (0.25) - Assessment Committee (0.05)	1.55	33,035	18,169	51,204
Cr Duncan	- Portfolio Lead (0.15) - MCB member (0.25)	1.40	33,035	13,214	46,249
Cr Laws	Portfolio lead (0.10)	1.15	33,035	4,955	37,990
Cr McLean	Councillor	1.00	33,035	0	33,035
Cr McPherson	VCB member (0.25)	1.25	33,035	8,259	41,293
Cr Pannett	- TVCB member (0.25) - Audit and Risk (0.10)	1.35	33,035	11,562	44,597
Cr Paterson	- Deputy Mayor (0.75) - Portfolio lead (0.15) - Audit and Risk (0.10)	2.00	33,035	33,035	66,069
Cr Sanders	Councillor	1.00	33,035	0	33,035

Cr Scott	• Assessment Committee (0.05)	1.05	33,035	1,652	34,686
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* When the additional VCB councillor is confirmed, they will fit into the category of councillor with no additional responsibilities. This has been accounted for in the overall calculation.

4. Financial Considerations

The allocation of money given to Central Otago District Council is set by the Remuneration Authority. It is unable to be contested and must be allocated in its entirety.

5. Options

Option 1 – (Recommended)

The Council has no option but to allocate the full pool of \$421,193 and the proposal in the report does that.

Advantages

- Allocates the whole pool
- Represents workload in a fair reasonable way

Disadvantages

- None identified.

Option 2

Allocate the \$421,193 using different calculations.

Advantages

- Allocates the whole pool.

Disadvantages

- May take additional time and may require a further a report to Council.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by setting elected member remuneration that is unable to be contested.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	It is required by law to be accepted, so whether it adheres to council policies is not applicable
Considerations as to sustainability, the environment and climate change impacts	There are no considerations to be made regarding this decision.
Risks Analysis	There are no risks associated with this decision.

Significance, Consultation and Engagement (internal and external)	This decision does not trigger any provisions in the Significance and Engagement Policy.
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7. Next Steps

A spreadsheet reflecting these initial amounts has been submitted to the Remuneration Authority for their consideration. Following Council approval and acceptance by the Authority, the new figures will be gazetted and released early in due course. Any extra money that needs to be back paid to members will be done at that time.

8. Attachments

Nil

25.21.9 BANNOCKBURN FORRESTRY BLOCK HARVEST

Doc ID: 2642752

Report Author:	Bex Winders, Project Manager - Property
Reviewed and authorised by:	David Scoones, Group Manager - Community Experience

1. Purpose of Report

To consider the removal and replanting of the approximately 60-hectare Sandflat Road Forestry Block – LOT 3 DP 403966, in conjunction with felling the Bannockburn Industrial Development Site, while also investigating potential investment opportunities associated with the land and its future use.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves to harvest the 60-hectare Sandflat Road Forestry Block - LOT 3 DP 403966.
- C. Recommends staff investigate the costs to replant the site to retain the carbon status and also presents options to the Board/Council for alternative uses for this site along with some indicative costs.
- D. Approves utilisation of any profit generated from the harvest either to fund the replanting of the block, including implementation of a post-planting management and weed control plan, or to explore alternative investment opportunities associated with the land and its future use.
- E. Approves to subsequently use any remaining profit to offset costs associated with the Bannockburn Industrial Subdivision.
- F. Approves removing the dog walking status on both sites.

2. Background

Sandflat Road Forestry Block - LOT 3 DP 403966

This forestry block comprises approximately 60 hectares and is approaching the end of its current rotation cycle. The trees, which are several decades old, have reached a stage where maintenance and operational costs are increasing and it may be timely to harvest. To ensure continued productivity and cost-efficiency, it is recommended that the existing trees be harvested.

Bannockburn Industrial Development Site – LOT 3 and LOT 4 DP 526140

At the Cromwell Community Board meeting on 16th September 2025 a confidential report was presented recommending progression of the development of the Bannockburn Industrial Subdivision. The following recommendation was made regarding the trees:

H. Recommends to Council that the total 19-hectare block of trees is harvested.

This was followed by a report to Council where the above recommendation was ratified.

On November 25th, 2025, the Cromwell Community Board was presented with a version of this report. The outcome of this is to be tabled to Council on the day.

3. Discussion

The below shows the two blocks for discussion.



Red outline
Bannockburn
Industrial
Development Site

Purple outline
Sandflat Road
Forestry Block

Sandflat Road Forestry Block - LOT 3 DP 403966

Once felled, it is recommended staff investigate options either replanting the forestry block and ensuring a post-planting management plan is implemented or looking at alternative options. When investigating harvest potential, replanting with an appropriate pine species should be undertaken to initiate the next forestry cycle and maintain long-term land use viability. This should include weed control measures and ongoing maintenance to support the successful establishment of the new pine crop. These actions are critical to ensuring optimal growth conditions and long-term viability of the replanted forest.

In assessing future land use options for the Sandflat Road Forestry Block, Council may wish to consider alternative investment opportunities that could offer greater long-term value than replanting. One such option is the development of a solar farm, which may be better suited to the site's characteristics and align with Council's sustainability and economic development goals.

Pursuing alternative investments would require Council to surrender existing carbon credits associated with the forestry block. In doing so, Council would shift its focus to other forms of future-focused investment that support innovation, resilience, and financial return.

Bannockburn Industrial Development Site – LOT 3 and LOT 4 DP 526140

Given the nature and layout of the proposed subdivision, the existing trees within the affected area will require removal to accommodate development activities. This process will involve not only tree felling but also comprehensive stump extraction ('de-stumping') to ensure the site is adequately prepared. In accordance with development specifications, site fill will need to be imported to achieve the required ground levels and stability for future infrastructure.

Council staff recommend scheduling the felling of the Forestry Blocks in April 2026.

This timing aligns with seasonal weather considerations and allows sufficient time for current lessees to vacate the site in accordance with their lease agreements.

Below is an indication of potential income generated by the harvest, based on area and tree age.

Location	Block	Species	Area (ha)	Year Planted	Age June 2025	Expected Harvest	Estimated Value	Total Estimate
Sandflat Forestry Block	Cemetery A	P Radiata	5.8	1982	43 yrs	2025	2400	\$13,920
	Cemetery B	P Radiata	53.3	1983	42 yrs	2025	2400	\$127,920
Bannockburn Industrial	Refuse A	P Radiata	2.1	1983	42 yrs	2025	2400	\$5,040
	Refuse B	P Radiata	16.4	Old Crop		2025	2400	\$39,360



Both sites have been identified as having dog exercise areas within them.

This will no longer be viable at the Bannockburn Development Site due to the upcoming subdivision as per the Long Term Plan. It will also no longer be viable at the Sandflat Road Forestry Block while the felling of the trees is in progress, and until further decisions have been made on the future of the block.

The Alpha Street Reserve remains as a dog exercise area in Cromwell.

As per Council's Procurement Policy a Request for Tender (RFT) will be advertised on GETS to secure the best contractor for the work required.

4. Financial Considerations

As per Council's direction at the meeting on the 24th September 2025, staff have been instructed to proceed with the felling of the trees at the Bannockburn Industrial Development Site, given the project was allowed for in the Long Term Plan 2025 – 34.

The felling of the trees will be more financially viable if undertaken while contractors are undertaking work at the adjacent block. Felling a block is usually cost neutral as it has a shared percentage of profits, which will be discovered during the tender process.

A report will be brought back to Board/Council to gain direction to progress replanting or review alternative options at the Sandflat Road block.

5. Options

Option 1 – (Recommended)

- Harvesting of both the Bannockburn Industrial Development Site and Sandflat Road Forestry Block in April 2026.
- Preparing Bannockburn site to meet subdivision development standards (ground levels and stability)
- Council staff to assess investment options for Sandflat Road block, either replanting, carbon credit implications, or alternative land uses.

Advantages:

- Cost efficiency by harvesting both blocks at the same time while contractors are available
- Meets timeline requirements for the development
- Reduces future costs of aging forest block
- Staff to assess potentially better suited investment opportunities creating better income

Disadvantages:

- Initial cost to Harvest

Option 2

- To not harvest the Sandflat Road Forestry Block while harvesting Bannockburn Industrial Development Site and in April 2026.
- Leave any further investigation.

Advantages:

- No upfront cost

Disadvantages:

- Trees are nearing end of life cycle, costing money to maintain and decrease in tree quality
- Missed opportunity to reduce costs by both sites being harvest at the same time
- Site's potential for alternative or higher-value use not being assessed.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the economic wellbeing of communities, in the present and for the future by securing a good financial return and cost efficiency while the adjacent site is being felled. Allows staff to investigate the best economic opportunities.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Procurement Policy - to find suitable contractor to undertake the work via a RFT advertised via GETS.
Considerations as to sustainability, the environment and climate change impacts	This decision promotes the environmental wellbeing of communities, in the present and for the future by looking at alternative options such as solar generation, or replanting pine species.
Risks Analysis	

	Health and safety risks from tree felling will be managed through the contractor's Health & Safety Plan. Financial return on felled timber may be lower than expected; however, we are looking to engage a contractor that absorbs some of this risk by sharing profit percentage. If Council do not proceed there is a risk that there will be increased maintenance costs and reduced income costs.
Significance, Consultation and Engagement (internal and external)	Due to the removal of the two dog exercise areas, there is medium impact/significance on the community.

7. Next Steps

- Finalise procurement plan (plus RFT) and arrangements for felling both sites in April 2026, ensuring alignment with lease termination dates and seasonal conditions.
- Begin groundworks, including de-stumping at the Bannockburn Industrial Development Site to meet subdivision requirements, including ground level adjustments and stability assessments.
- Council staff to assess Sandflat Road Forestry Block:
 - Evaluate replanting viability and associated carbon credit implications.
 - Investigate alternative land use scenarios to maximise site value and associated carbon credit implications.
 - Report findings and recommendations back to Board/Council for decision-making.
- Develop a timeline for progress reporting and establish monitoring protocols for site preparation and investment investigations.
- Prepare comms to update the community of the removal of the dog exercise areas.

8. Attachments

Nil

25.21.10 KEY RISK REPORT

Doc ID: 2638345

Report Author:	Amelia Lines, Risk and Procurement Manager
Reviewed and authorised by:	Saskia Righarts, Group Manager - Governance and Business Services

1. Purpose

To consider the Key Risk Register.

Recommendations

That the report be received and its contents noted.

2. Discussion

Central Otago District Council maintains a register of key risks, which is reviewed and updated quarterly. The Key Risk Register is reported to and reviewed by the Audit and Risk Committee quarterly.

This Key Risk Register, found at Appendix A, currently contains 16 risks. The 16 risks have residual risk ratings ranging from low to very high, as shown in the table below.

Residual Risk Rating	Number of Key Risks
Very High	2
High	4
Medium	8
Low	2
Very Low	0
Total	16

Included in Appendix A are the drivers influencing each of the key risks. Council operates in an environment where external factors can influence risk exposure significantly, which is reflected in a number of risks on the register.

Council's top risks relate to the management of Three Waters activity and balancing affordability and financial sustainability. These two risks are strongly linked.

Council staff will continue to monitor, manage, and report upon the risks on the Key Risk Register, with the next quarterly update due to be presented at the Audit and Risk Committee in December.

3. Attachments

Appendix 1 - Key Risks September 2025 (under separate cover) [⇒](#)

25.21.11 EXTENSION OF THE COMMUNITY LEASING & LICENSING POLICY

Doc ID: 2590723

Report Author:	Alix Crosbie, Policy & Strategy Lead Zelda Zeelie, Statutory Property Team Leader
Reviewed and authorised by:	Louise Fleck, Group Manager - People and Culture, Acting Group Manager - Community Vision

1. Purpose of Report

To consider extending the Community Leasing and Licensing Policy to July 2026.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Adopts the Community Leasing and Licensing Policy for an additional 13 months to July 2026.
-

2. Background

The Community Leasing and Licensing Policy provides a consistent and equitable framework for community leases and licences of Council-owned property and facilities to eligible community groups.

3. Discussion

There have been changes to both staff and structure within Council's Property activity since the Policy was last reviewed.

The Team Leader Statutory Policy and Statutory Property Officer are undertaking a review of both community and commercial leases.

They expect minimal changes to the community lease approach but are considering including commercial lease arrangements in the Property policy suite.

To enable this review, staff seek to adopt the existing Policy in its current form for an additional thirteen-month period (from expiration of the Policy).

4. Financial Considerations

No financial considerations relate to this decision making.

5. Options

Option 1 – (Recommended)

Extend the existing Community Leasing and Licensing Policy to end of July 2026 while the review is carried out.

Advantages:

- Community-facing Policy remains in date while the review is undertaken.
- Council's policy compliance is maintained.

Disadvantages:

- No disadvantages identified. Minor risk involved with extended timeframe mitigated through consideration by officers and Council.

Option 2

Do not approve the extension of the Policy. Policy remains out of date until the review is completed.

Previous Policy would continue to be followed in line with the Policies Policy.

Advantages:

- No advantages identified.

Disadvantages:

- Reduction in policy compliance statistics.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social & cultural wellbeing of communities, in the present and for the future by keeping a consistent framework in place for community leases.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes
Considerations as to sustainability, the environment and climate change impacts	No considerations.
Risks Analysis	No risks. Minor risk of compliance statistics slipping through lapsed policy.

Significance, Consultation and Engagement (internal and external)	Consultation and engagement are not required.
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7. Next Steps

Council's Statutory Property team will continue to review the Policy, returning on or before the July 2026 Council meeting.

8. Attachments

Appendix 1 - Community Leasing & Licensing Policy (under separate cover) [⇒](#)

25.21.12 EXTENSION OF THE COUNCIL-OWNED EARTHQUAKE-PRONE BUILDINGS POLICY

Doc ID: 2590417

Report Author:	Alix Crosbie, Policy & Strategy Lead Tara Bates, Property Officer Garreth Robinson, Property and Facilities Manager David Scoones, Group Manager - Community Experience
Reviewed and authorised by:	Louise Fleck, Group Manager - People and Culture, Acting Group Manager - Community Vision

1. Purpose of Report

To consider adopting the interim Council-owned Earthquake-prone Buildings Policy, for two years, while a comprehensive review is undertaken against proposed new legislative settings.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Adopts the Council-owned Earthquake-prone Buildings Policy until October 2027.
-

2. Background

The Council-owned Earthquake-prone Buildings Policy was approved in June 2020 and lapsed in June 2025.

The Policy complies with the Building Act 2004 and the Building (Earthquake-prone Buildings) Amendment Act 2016 – which placed obligations on territorial authorities to identify and strengthen earthquake-prone buildings within a certain timeframe.

A new amendment, the Building (Earthquake-prone Building Deadlines and Other Matters) Amendment Act, came into effect in November 2024. It included an extension of remediation deadlines for earthquake-prone buildings with deadlines on or after 2 April 2024. All of Central Otago District Council-owned earthquake-prone buildings were given an extension by this Amendment. Further changes to legislation were announced in September 2025.

The Policy sets the criteria for identifying significant buildings, determining the level of significance, and describes the information to be made available. It aims to identify, address, and take action on levels of risk.

Central Otago is designated as a 'Medium' seismic risk area under the Act. This means the following timeframes are specified under the Act:

Earthquake-prone buildings must be identified		Owners of earthquake-prone buildings must carry out seismic work within (time from issue of EPB notice)	
Priority	Other	Priority	Other
1 July 2022	1 July 2027	12.5 years	25 years

Priority buildings are determined based on 'significance' under the Act. This framework is prescribed under the Act and outlined in the Policy.

Retention of earthquake-prone facilities

In the 2025-2035 Long-term Plan, Council consulted on a proposal to divest a number of community halls and facilities, including 12 earthquake-prone buildings. Three additional earthquake-prone buildings were to be retained.

Following community feedback, the following decisions were made:

- 8 earthquake-prone buildings identified for divestment are to remain under council ownership or control (for a total of 11, including those that were not proposed for divestment).
- 3 earthquake-prone buildings to be divested subject to further discussion.
- 1 earthquake-prone building to be divested.

Current Settings: NBS Ratings

An NBS rating refers to 'New Building Standard'. It is a rating that indicates a building's seismic performance compared to a new building. A rating under 34% classifies a building as earthquake-prone, while a rating under 67% marks it as an earthquake-risk.

The category of risk, under the Act, relates to the NBS Rating. An NBS of 20-33% is considered to be 10-25 times greater risk to life safety than a new building (described as 'high risk'). An NBS below 20% is 25x greater risk to life safety than a new building ('very high risk'). All but one of Council's earthquake prone buildings are assessed at 20% NBS Rating or below.

The NBS of Council's earthquake prone buildings are as follows:

Facilities to remain under council ownership		
Ward	Building	NBS Rating
Cromwell	Tarras Hall	<20%
Teviot	Millers Flat Hall	20%
Maniototo	Fenton Library	20%
	Maniototo Stadium	<20%
	Naseby General Store	20%
	Naseby Town Hall	<20%
	Ranfurly Hall	15%
Vincent	Clyde Railway Station	<20%
	Molyneux Stadium	15%
	Ophir Hall	30%
	Poolburn Hall	15%

The 2025-35 Long-term Plan includes \$8,614,000.00 of physical earthquake strengthening works cost estimates related to these facilities.

Facilities either to be divested or to be divested subject to further discussion		
Ward	Building	NBS Rating
Maniototo	Patearoa Hall	15%

	Ranfurly Service Centre	n/a
	Waipiata Hall	<20%
	Wedderburn Hall	15%

Physical earthquake strengthening works relating to the three halls total \$1,665,000.

Regulatory changes: Building (Earthquake-prone Building System Reform) Amendment Bill

The Government announced further changes in September 2025, through the Building (Earthquake-prone Building System Reform) Amendment Bill – intended to be introduced “as soon as possible.”

The proposed changes aim to make the system “more risk-based and proportionate”. It will include “Removing barriers to seismic strengthening by removing the requirement for concurrent fire and accessibility upgrades”.

Ministry of Business, Innovation, and Employment figures expect the following, based on national figures:

- Around 55% of Earthquake-prone Buildings will be removed from the Earthquake-prone Building system (around 2,900 buildings)
- Around 1,440 will have reduced remediation requirements
- 840 buildings will have no mandatory requirement for remedial work
- Only around 80 buildings will require a full retrofit due to the risk they pose.

This has the potential to significantly impact Central Otago District Council’s approach to earthquake strengthening, moving from compliance with the New Building Standards to a targeted risk-based approach for each building.

It is likely to change the type and priority of physical works to be undertaken. It is unclear of the impact on budgets.

It is also possible that the Bill will not be enacted and current settings will remain in place

3. Discussion

A review of the Policy, and Council’s approach to council-owned earthquake-prone buildings, has been underway by the Property and Facilities Manager and the Project Manager – Construction/Airports with the Policy & Strategy Lead.

This review began after the 2025-35 Long-term Plan decision-making on the facilities to be retained. Originally, staff sought a 12-month extension of the existing settings to enable that review to be finalised.

Given the extent of the pending regulatory changes, this review is now a much more substantial workstream.

Due to the potential extent of the financial impact of the changing legislation, staff identified two potential options as an interim measure:

- Extending the existing Policy for up to two years
- Providing an interim Policy that outlines council’s approach while reform is underway

Under either scenario, the Property & Facilities team will continue to take risk-based approach to remediation that meets both legislation and community expectations.

The existing Policy was written in 2020 for a five-year period.

The current settings require the Policy to:

- Show consistency with updated methodology and remediation deadlines
- Reflect changes in obligations and technical definitions.

Although the Policy meets these obligations, it relies on outdated legislative instruments. It also largely repeats sections of the Building Act 2004 and its subsequent amendments.

Therefore, staff recommend passing an interim Policy that:

- Commits to meeting our legislative requirements under the Act
- Outlines how decisions will be made while reform is underway.

The Policy is considerably shorter, outlining only the Central Otago District Council approach to the legislation.

Staff request to adopt the proposed interim Policy (attached) for a two-year period to enable:

- A 12-month period to allow for the Bill to follow parliamentary process, ending at the October 2026 national election.
- An additional 12-month period for any substantial changes to be assessed.

4. Financial Considerations

There are no financial considerations relating to the extension of the Policy.

The approach to Council-owned earthquake-prone buildings does carry significant costs, with an excess of \$8,600,000 budgeted toward this work. Further decision-making will be requested in relation to these costs, dependent on the impact of the regulatory changes.

5. Options

Option 1 – (Recommended)

Adopt the interim proposed Council-owned Earthquake-prone Buildings Policy for up to two years while a substantial review is undertaken against changing legislative settings with potential budgetary impact.

Advantages:

- Ensures Council meets all legal obligations while the substantive review is undertaken
- Enables Council to take a targeted approach to remediation, if enabled by legislation, with the potential to reduce costs or achieve greater efficiency for the spend
- Short, tidy Policy that clearly outlines the CODC approach for the community

Disadvantages:

- Policy is lighter on detail than our usual CODC policy standard

Option 2

Extend the existing Council-owned Earthquake-prone buildings Policy while a comprehensive review is undertaken.

Advantages:

- Comprehensive Policy that clearly highlights technical aspects of the Building Act 2004

Disadvantages:

- Policy is dated and there are outdated technical references that will take considerable time and effort to update – that may be better spent engaging in the reform process.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by providing guidance of council treatment of a technically complex area.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes
Considerations as to sustainability, the environment and climate change impacts	No environmental impact.
Risks Analysis	No direct risks in this decision. There are substantial risks related to earthquake-prone buildings, that are managed via this Policy.
Significance, Consultation and Engagement (internal and external)	Consultation is not required under the Building Act 2004. Consultation is not triggered under the Significance and Engagement Policy as there is no change to the treatment of earthquake-prone buildings from current settings. Consultation will likely be required on the updated policy under the Significance and Engagement Policy and Local Government Act 2002, due to the potential for changing treatment.

7. Next Steps

A comprehensive review will be undertaken and presented to or before the October 2027 meeting. Earlier workshops on key decisions may be required.

8. Attachments

Appendix 1 - Proposed Interim Council-owned Earthquake-prone Buildings Policy (under separate cover) [⇒](#)

Appendix 2 - Council-owned Earthquake-prone Buildings Policy (previous) (under separate cover) [⇒](#)

25.21.13 FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2025**Doc ID: 2637866**

Report Author:	Donna McKewen, Systems and Corporate Accountant
Reviewed and authorised by:	Saskia Righarts, Group Manager - Governance and Business Services

1. Purpose

To consider the financial performance for the period ending 30 September 2025

Recommendations

That the report be received.

2. Discussion

The presentation of the financials includes two variance analysis reports against both the financial statement and against the activities. This ensures Council can sight the variances against the ledger, and against the activities at a surplus/(deficit) value. The second variance analysis is to demonstrate the overall relationship between the income and expenditure at an activity level.

The third report details the expenditure of the capital works programme across activities. This helps track key capital projects across the year and ensures the progress of these projects remains transparent to Council.

The fourth report details the internal loans balances. The internal loans report forecasts the balance as at 30 June 2026.

The fifth report details the external debt balances. External debt is managed using operating cashflows before being uplifted from the Local Government Funding Agency.

This report uses the below key to identify the favourable or unfavourable variances.

Abbreviation key for report

F = Favourable

U = Unfavourable

I. Statement of Financial Performance for the period ending 30 September 2025

2025/2026	3 MONTHS ENDING 30 SEPTEMBER 2025				2025/2026
Annual Plan \$000		YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000	Revised Budget \$000
	Income				
60,106	Rates	14,498	15,326	(829) ●	60,106
8,043	Subsidies and Grants	1,855	1,652	202 ●	8,514
6,171	Development and Financial Contributions	862	1,567	(705) ●	6,195
7,509	Fees and Charges	2,267	2,166	101 ●	7,874
1,517	Interest Revenue	340	380	(40) ●	1,522
7,810	Land Asset Sales	1,495	1,225	270 ●	9,035
4,977	Other Revenue	1,095	738	357 ●	5,177
-	Other Gains	27	-	27 ●	-
96,132	Total Income	22,437	23,055	(617) ●	98,422
	Expenditure				
18,108	Personnel Costs	4,935	4,847	(87) ●	19,553
21,913	Depreciation and amortisation expense	5,478	5,478	- ●	21,913
4,309	Finance costs	674	1,077	403 ●	4,309
36,736	Other Expenses	9,274	9,966	692 ●	35,667
4,237	Cost of Land Sales	290	285	(5) ●	4,522
-	Other Losses	-	-	- ●	-
85,303	Total Expenses	20,652	21,654	1,002 ●	85,964
10,830	Operating Surplus / (Deficit)	1,785	1,401	384 ●	12,458

This table has rounding (+/- 1)

The financials for September 2025 show an overall favourable variance of \$384k.

Income of \$22.44M against the year-to-date budget of \$23.06M

Income has an unfavourable variance of (\$617k). Subsidies and grants, fees and charges, land asset sales, other revenue, and other gains are higher than budget. Rates, development and financial contributions, and interest revenue are behind budget. The rates income is lower than expected due to the rates instalments being recognised on a quarterly basis, while the budget is set on a monthly basis. This will smooth as the year progress. Development contributions rely on the timing of external developers.

Expenditure of \$20.65M against the year-to-date budget of \$21.65M

Expenditure has a favourable variance of \$1M. Finance costs and other expenses are lower than budget. External interest costs are lower than expected. This is due to utilising cashflow before uplifting external debt due to the capital program being underspent YTD along with reducing interest rates. The personnel costs are higher than budget by (\$87k). This is due to swimming pools and three waters. Depreciation expense is being recognised based on the budgeted expenditure. Once the Annual Report 2024/25 is finalised actual depreciation will be recognised. Depreciation expense is expected to be higher than budget, this is due to the 30 June 2025 fixed asset revaluations increasing the value of the assets held by council.

II. Profit and Loss by Activity for the period ending 30 September 2025

ACTIVITY	INCOME			EXPENDITURE			SURPLUS/(DEFICIT)			
	Actuals \$000	Revised \$000	Variance \$000	Actuals \$000	Revised \$000	Variance \$000	Actuals \$000	Revised \$000	Variance \$000	
Community, Economic and Strategic Development	1,147	1,404	(257)	1,120	1,541	421	27	(137)	164	●
Environmental Services	2,281	2,184	97	2,007	2,137	130	274	47	227	●
Governance and Corporate Services	1,186	991	195	374	375	1	812	616	196	●
Planning and Regulatory	1,885	1,654	231	1,889	1,729	(160)	(4)	(75)	71	●
Pools Parks and Cemeteries	2,679	2,664	15	2,456	2,489	33	223	175	48	●
Property and Community Facilities	4,264	3,753	511	2,186	2,587	401	2,078	1,166	912	●
Service Centres and Libraries	608	607	1	566	648	82	42	(41)	83	●
Roading	3,437	3,371	66	3,974	3,915	(59)	(537)	(544)	7	●
Stormwater	87	100	(13)	261	272	11	(174)	(172)	(2)	●
Wastewater	2,751	3,005	(254)	2,676	2,845	169	75	160	(85)	●
Water	2,112	3,322	(1,210)	3,143	3,116	(27)	(1,031)	206	(1,237)	●
Total	22,437	23,055	(618)	20,652	21,654	1,002	1,785	1,401	384	●

This table has rounding (+/- 1)

- **Community, Economic and Strategic Development \$164K F** – Income has an unfavourable variance of \$257k. This is impacted by the timing of recognising rates income. Expenditure has a favourable variance of \$421k. This is due to the Dunstan High School Trust grant which is being released as the project progresses.
- **Environmental Services \$227K F** – Income has a favourable variance of \$97k. This is due to the timing of landfill charges. Expenditure has a favourable variance of \$130k. This is mainly due to the timing of recognising the contract cost of kerbside collection
- **Governance and Corporate Services \$196K F** - Income has a favourable variance of \$195k. This is due to development contributions, penalty income, and profit on sales of vehicle. Expenditure is closely aligned with the budget.
- **Planning and Regulatory Services \$71K F** – Income has a favourable variance of \$231k. This is mainly due resource consent income being higher than budget. Expenditure has an unfavourable variance of (\$160k). This is driven by resource consent management costs. These increased costs are a result on of the resource consent process and offset by income.
- **Pools, Parks and Cemeteries \$48K F** – Income has a favourable variance of \$15k. Expenditure has a favourable variance of \$33k. This is driven by the lower-than-expected water charges and the timing of the parks operational contract. Water charges will be lower at the beginning of the financial and then higher throughout the summer months as additional water is required to keep spaces green.
- **Property and Community Facilities \$912K F** – Income has a favourable variance of \$511k. This is due to the land property sales in Dunstan Park \$269k, and Cromwell Museum grant \$200k received from the Otago Community Trust. Expenditure has a favourable variance of \$401k. This is due to management consultant fees for Cromwell Town centre business case of \$124k, interest expense \$105k for Cromwell Memorial Hall, and staff remuneration of \$45k for Cromwell Memorial Hall.
- **Service Centres and Libraries \$83K F** – Income has a small favourable variance of \$1k. Expenditure has a favourable variance of \$82k. This is mainly due to the lower-than-budgeted operating costs of \$72k for libraries.
- **Roading \$7K F** – Income has a favourable variance of \$66k. This is driven by the development contributions. The expenditure has an unfavourable variance of (\$59k). This

related mainly to unbudgeted roading stopping cost, these are generally on charged to the applicants.

- **Stormwater (\$2K) U** – Income has an unfavourable variance of (\$13k). This relates to the timing of recognising rates income. Expenditure has a favourable variance of \$11k. This is mainly due to the lower-than-budgeted physical work contract cost.
- **Wastewater (\$85K) U** – Income has an unfavourable variance of (\$254k). This is mainly due to development contributions. These are difficult to gauge as they are reliant on developers. Expenditure has a favourable variance of \$169k. This is mainly due to the lower-than-budgeted sludge treatment cost \$179k, external interest cost \$104k, and maintenance cost \$54k, and these are offsetting increased overhead costs (\$153k).
- **Water (\$1.237M) U** – Income has an unfavourable variance of (\$1.21M). This is driven by the development contributions of (\$444k) and metered water sales (\$694k). Development contributions are difficult to gauge as they are reliant on developers. Metered water sale variance is due to the timing of water meter reading for each community. Expenditure has an unfavourable variance of (\$27k). This is mainly due to operating costs of (\$93k), which is offset by lower-than-expected external interest cost of \$130k. Operating expenditure variance is due to software license being recognised in the first quarter rather than spread monthly in line with budget.

III. Capital Expenditure

Year-to-date against the revised budget 14% of the total capital spend against the full year's revised capital budget has been expensed.

2025/2026 Annual Plan \$000	CAPITAL EXPENDITURE	YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000		2025/2026 Revised Budget \$000	Progress to date against revised budget
3,166	Environmental Services	220	603	382	●	2,352	9%
1,845	Governance and Corporate Services	362	259	(103)	●	2,130	17%
325	Planning and Regulatory	-	51	51	●	325	0%
1,670	Pools Parks and Cemeteries	354	816	461	●	2,713	13%
23,041	Property and Community Facilities	5,491	4,553	(938)	●	24,805	22%
189	Service Centres and Libraries	38	71	33	●	220	17%
7,955	Roading	630	845	215	●	11,403	6%
493	Stormwater	7	179	172	●	717	1%
10,606	Wastewater	348	833	485	●	13,312	3%
25,844	Water	5,344	6,288	944	●	34,634	15%
75,134	Grand Total	12,795	14,499	1,704		92,611	14%

This table has rounding (+/- 1)

- **Environmental Services \$382K F** – Compactor work is focusing on the renewal of Cromwell and Alexandra compactors. Work is being carried out on the transfer station reconfiguration and upgrades.
- **Governance and Corporate Services (\$103K) U** – This activity includes vehicle fleet pool replacements and Information Services. Vehicle fleet pool replacements are ahead of the year-to-date budget by \$3k. This programme has been completed, and the unfavourable variance will be offset by the vehicle sales. IS are ahead of budget by \$32k. Projects underway include records digitisation stage 3, meeting room renewal 2025, labour budgeting dataset, asset management information system, digital strategy and development, and infringement devices renewal.
- **Planning and Regulatory \$51K F** – The dog pounds improvement is yet to start.
- **Pools, Parks and Cemeteries \$461K F** – This is driven by a mixture of the timing of project budgets, work programme and contractors' availability to perform the work. The variance is mainly related to: Alexandra town centre \$99k, Vincent reserves \$58k, Cromwell reserves \$50k, Molyneux Pool \$41k, Trial maintenance \$39k, Clyde recreation reserve \$37k, Ranfurly pool \$23k, Otarehua Doman \$20k, Cromwell pool \$18k, Alexandra cemeteries \$17k, and Maniototo reserves \$15k. Alexandra River Park is progressing with the main infrastructure complete. For Vincent reserves: the tree planting and Kamaka walkway replanting will be carried out in May or June 2026. For the Cromwell reserves: work programmes are being prepared, softfall replacement and flagtrax track and banner replacements have been completed. Track resurfacing: For Alexandra and Clyde Council is in the process of committing with supplier. Alexandra Cemeteries: tree root remediation and road reseal projects has been approved and scheduled.
- **Property and Community Facilities (\$938K) U** – This is being driven by the Cromwell Memorial Hall which above budget by \$1.179M. This is offset by below budget programmes: Molyneux stadium \$99k, Tarras Community Centre \$71k, and Elderly persons housing \$33k. For Tarras Community Centre, work on the water bore project is being

reviewed and the table replacement project is expected to progress in the new calendar year.

- **Service Centres and Libraries \$33K F** – Library books and digital resources are slightly below the budget.
- **Roading \$215K F** – The roading capital works programme can be different from the budget due to the seasonal renewal programme. Projects include structure renewal \$136k, gravel road renewals \$81k, sealed road renewal \$66k, Maniototo road bridge \$45k, district wide footpath renewals \$41k, speed limit signage \$13k, district renewals \$11k, drainage renewals (\$92k), pavement reconstruction (\$60k), traffic services renewals (\$29k), little valley new bridge (\$17k), and other safety small projects \$25k.
- **Stormwater \$172k F** – The stormwater network renewals programme is currently being assessed. CCTV inspection, catchment management plan and stormwater hydraulic models are yet to start.
- **Wastewater \$485K F** – This is driven by a mixture of the timing of project budgets, work programme and contractors' availability to perform the work. The variance is mainly related to wastewater machinery and plant renewals \$200k, wastewater machinery and plant improvement \$146k, wastewater fixture renewals \$99k, wastewater alarm and monitoring renewals \$96k, wastewater piped network renewals (\$18k) and wastewater reticulation extension(\$39k)
- **Water \$944K F** – This is driven by a mixture of timing of project budgets, work programme and contractors' availability to perform the work. The variance is mainly related to bridge hill pipe renewals stage 1 \$588k, point renewals \$166k, plant renewals \$156k, telemetry upgrades, renewals \$99k, pipe renewals (\$56k).

IV. Internal Loans

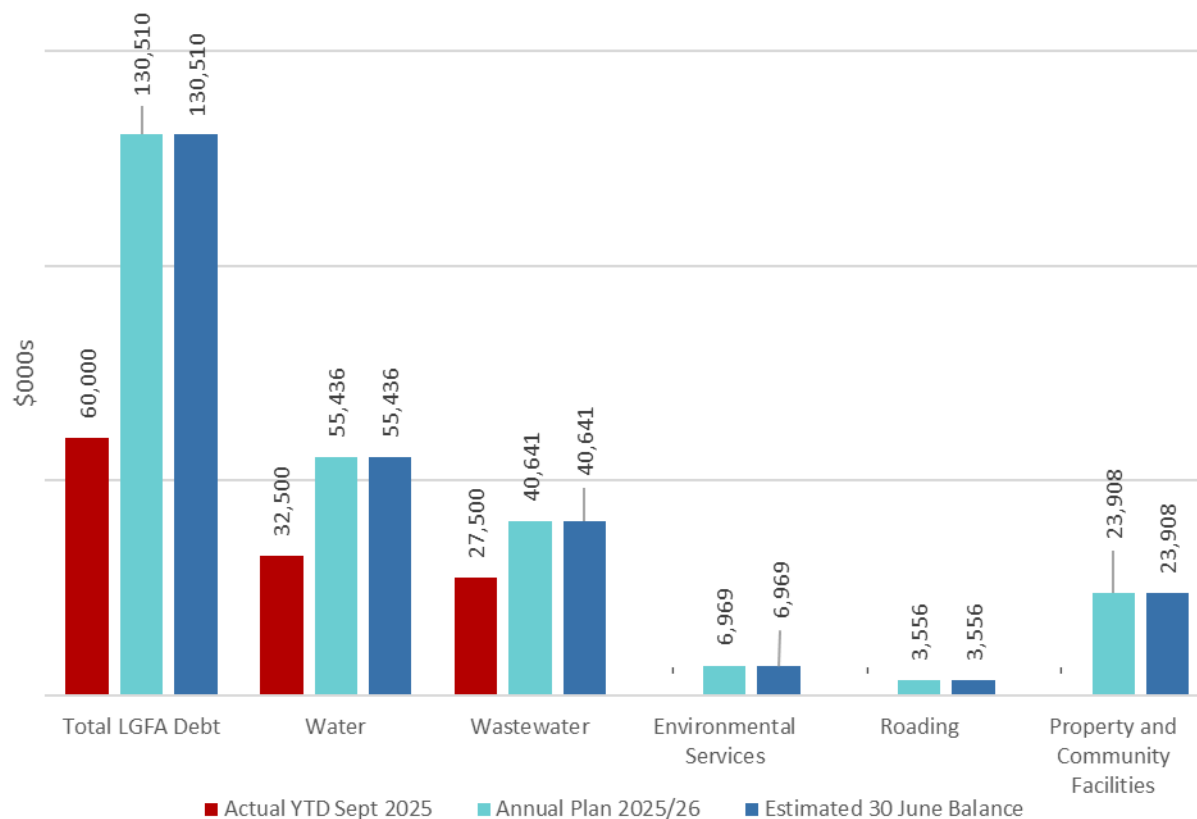
Forecast closing balance for 30 September 2025 is nil. According to Resolution 25.18.33, the reserve transfers have been carried out and the internal loans within the community boards have been paid down. This has resulted in closing all the internal loans.

Lender	Owed By	Original Loan	1-Jul-25 Opening Balance	30-Jun-26 Closing Balance
Cromwell General Reserve	Public Toilets	670,000	392,568	0
District General Reserve	Tarbert St Bldg	25,868	6,713	0
District General Reserve	Alex Town Centre	94,420	27,577	0
Vincent General Reserve	Alex Town Centre	186,398	43,728	0
Cromwell General Reserve	Alex Town Centre	290,600	87,176	0
Maniototo General Reserve	Centennial Milkbar	47,821	8,130	0
Maniototo General Reserve	Pioneer Store Naseby	21,589	5,246	0
Cromwell General Reserve	Water	867,000	604,581	0
District General Reserve	ANZ Bank Seismic Strengthening	180,000	125,519	0
Vincent General Reserve	Molyneux Pool	650,000	466,150	0
Maniototo General Reserve	Maniototo Hospital	1,873,000	1,558,020	0
District General Reserve	Alexandra Airport	218,000	171,958	0
Teviot Valley General Reserve	Roxburgh Community Pool Upgrade	250,000	223,172	0
Vincent General Reserve	Molyneux Pool - Iceinline Roof Upgrade	400,000	371,913	0
Vincent General Reserve	Alexandra River Park	650,000	650,000	0
Total		6,424,695	4,742,451	0

This table has rounding (+/- 1)

V. External Debt

The total of external debt is \$60.0M with a planned external debt of \$130.5M at 30 September 2025. External debt is managed using operating cashflows to reduce the impact from interest rates. Debt is currently being uplifted for Cromwell Memorial Hall and the three waters area.



Reserve Funds table

- As at 30 June 2025 the Council had an unaudited closing reserve funds balance of \$4.09M. This reflects the whole district's reserves and factors in the district-wide reserves which are in deficit at (\$12.44M). Refer to Appendix 1.

From 1 July 2025 the Council has moved into a district wide funding model. This will mean that the format of the reserves table will transition to a district wide reserves table. Ward specific reserves will be recognised separately, including grants and promotions, but also ward general reserves and endowment funds. According to resolution 25.18.33, the reserve transfers have been carried out to clear deficit ward-based reserves and the internal loans within the community boards have been paid down.

NB: the reserves totals are recognised at a high level.

3. Attachments

Appendix 1 - Unaudited Reserves Table 30 June 2025 (under separate cover) [⇒](#)

Appendix 2 - CODC YTD September 2025 Financial Dashboard (under separate cover)



25.21.14 REGIONAL DEALS MEMORANDUM OF AGREEMENT

Doc ID: 2646579

Report Author:	Dylan Rushbrook, Regional Deals Lead
Reviewed and authorised by:	Peter Kelly, Chief Executive Officer

1. Purpose of Report

To consider amendment to the Memorandum of Agreement (MOA) for the Otago Central Lakes Regional Deal Negotiation Committee to allow flexibility in appointing committee members, and to reconfirm Council's appointees to the joint committee.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves an amendment to clause 2.1 and consequential amendments to three other clauses of the Memorandum of Agreement to remove the requirement for mandatory Mayor/Chair membership.
- C. Authorises Her Worship the Mayor to sign the amended Memorandum of Agreement.
- D. Notes that the amended Memorandum of Agreement must be approved by the three Partner Councils in accordance with clause 11.
- E. Notes that Otago Regional Council and Queenstown Lakes District Council will consider the amended Memorandum of Agreement at their November meetings.
- F. Reconfirms Her Worship the Mayor and Cr Paterson as Council's representatives to the Otago Central Lakes Regional Deal Negotiation Committee.

2. Background

In June 2025, Otago Regional Council (ORC), Central Otago District Council (CODC) and Queenstown Lakes District Council (QLDC) agreed to establish a joint committee to oversee and provide guidance that will inform negotiations for the terms of a Regional Deal. The membership, terms of reference and other matters relating to the operation of the joint committee are captured in a Memorandum of Agreement (MOA), signed by the partner Councils.

The current MOA (clause 2.1) requires that one of each partner Council's two committee members must be the Mayor or Chair. However, ORC desire the opportunity to appoint two elected members to the committee without the prerequisite of one necessarily being the Chair.

3. Discussion

To accommodate this approach, the MOA needs to be amended to remove the requirement for the Mayor/Chair to be a committee member. This provides flexibility for each partner to appoint any two elected members.

The specific changes to the MOA are attached as Attachment 1. The amended MOA, incorporating all changes, is supplied as Attachment 2.

The proposed amendment maintains the requirement for two elected members per partner and does not affect voting rights or quorum provisions. All three partner councils must ratify any amendment for it to take effect and both ORC and QLDC will consider the proposal at their respective November meetings.

4. Financial Considerations

There are no financial considerations to be made for this decision.

5. Options

Option 1 – (Recommended)

Amend clause 2.1 to remove the requirement for the Mayor/Chair to be a committee member, providing flexibility for each partner to appoint any two elected members.

Advantages:

- Enables appointment based on member interest, expertise or portfolio relevance
- Maintains strong elected member representation with two members per Partner

Disadvantages:

- Reduces guaranteed senior leadership presence on the Committee
- May require additional communication channels to keep Mayors/Chairs informed

Option 2

Maintain the current requirement that one of each partner's two committee members must be the Mayor or Chair.

Advantages:

- Ensures direct involvement of each council's senior elected leader
- Maintains high-level decision-making authority at the Committee level

Disadvantages:

- May not reflect member preference or the most appropriate expertise for negotiation matters

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of
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	communities by ensuring the parameters of the Regional Deals agreement are known and agreed.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This is not applicable to this decision.
Considerations as to sustainability, the environment and climate change impacts	This are no considerations to be made in this space.
Risks Analysis	There are no risks in regard to this decision.
Significance, Consultation and Engagement (internal and external)	This does not require consultation under the Significance and Engagement Policy.

7. Next Steps

Subject to partner Councils' approval and authorisation, the amended MOA will be signed by the various councils and ORC's new appointments will take effect.

The next meeting of the Otago Central Lakes Regional Deal Negotiation Committee takes place on Friday 12 December in Alexandra.

8. Attachments

Appendix 1 - Proposed Changes to the Regional Deals Memorandum of Agreement (under separate cover) [⇒](#)

Appendix 2 - Amended Version of the Memorandum of Agreement (under separate cover) [⇒](#)

25.21.15 CAPEX REPORT ON CROMWELL MEMORIAL HALL

Doc ID: 2645540

Report Author:	Garreth Robinson, Property and Facilities Manager
Reviewed and authorised by:	David Scoones, Group Manager - Community Experience

1. Purpose

To provide capex updates on the Cromwell Memorial Hall Project.

Recommendations

That the report be received.

2. Discussion

The capex report for the Cromwell Memorial Hall project has been provided for information to Councillors. Ongoing updates are communicated to Council at every second meeting.

3. Attachments

- Appendix 1 - Cromwell Memorial Hall Update - October 2025 (under separate cover)** [↗](#)
- Appendix 2 - Cromwell Memorial Hall Update - September 2025 (under separate cover)** [↗](#)
- Appendix 3 - Cromwell Memorial Hall Update - August 2025 (under separate cover)** [↗](#)

9 MAYOR'S REPORT

25.21.16 MAYOR'S REPORT

Doc ID: 2651201

1. Purpose

To consider an update from Her Worship the Mayor.

Recommendations

That the Council receives the report.

Introduction

It has been another hectic and productive period for our district, with significant progress across governance, community engagement, and strategic initiatives. I want to acknowledge the commitment of councillors and staff during what has been a challenging time for local government nationally, and the fun doesn't end there with new from the Minister for Rural Communities that "by Christmas you'll all be running around with your pants on fire."

Governance and Risk Management

- Completed response for Audit regarding fraud prevention responsibilities. We reaffirmed our commitment to maintaining robust systems, including one-up approvals for purchase orders and credit cards, and improved contract management practices. These measures ensure transparency and protect the integrity of Council operations which we know is incredibly important for both our council and for our community. We have the first Audit and Risk meeting for the triennium coming up early December and retain Bruce Robertson as our independent chair.
-

Community Engagement and Events

- Attended the **Rural and Provincial Councils meeting in Wellington**, where Brad Olsen from Infometrics highlighted economic pressures, including rising electricity costs and the need for councils to secure fair deals as a priority for this term. This reinforces the importance of prudent financial management in the coming term and will be further reinforced by the potential for the Government to cap rates in some way – we anticipate more on this will come out before Christmas.
- Swearing-in ceremonies for all community boards have been completed, and members are enthusiastic about the new triennium.
- Supported local initiatives such as the **Molyneux Turf fundraising event** and the launch of the **Dunstan Hospital Foundation**, which will enable community contributions to healthcare services including donations and bequeaths.
- Also have started the rounds for local school prizegiving's which are incredible events – the quality of school bands so far has been top notch, and it is wonderful to celebrate a bunch of friends kids graduating who were 5 years old and starting school when we moved here.

Infrastructure and Water Reform

- Our **Southern Water Done Well** plan has been formally accepted by the Department of Internal Affairs. This collaborative approach positions us to deliver smarter, locally-driven water solutions while attracting skilled governance and operational expertise. We remain open to discussions with other councils about joining this initiative. Interviews for an interim board chair, and project manager will take place in coming weeks and I am excited about the calibre of candidates – which is what we were hoping for as an outcome from joining together so pleased to see this is the case.

Economic Development and Jobs

- Continued leadership in the **Mayors Taskforce for Jobs (MTFJ)** programme. Recent reports show strong outcomes, including multiple permanent placements and ongoing employer engagement. Advisory committee meetings, which I chair, remain a key forum for ideas and opportunities. The market is tough right now for job seekers, please let me know if you are aware of local opportunities. Many young people will be able to hop into casual work on orchards and vineyards over summer to at least gain some work experience and a bit of money.
- Economic Development Strategy is open for community feedback until the 28th November. This strategy has some very aspirational goals – including raising our average wage to the national average over the next 10 years. Not many councils would have such concrete targets – this is an exciting opportunity to be bold in our intentions – please check it out and submit online.

Regional Collaboration

- Participated in a workshop on the **Regional Deal process**, ensuring new committee members are up to speed. A new chair and deputy of the joint committee will be appointed next month. This initiative will be critical for securing investment in infrastructure and housing, alongside planning.
- Have met with counterparts from our neighbouring councils – there is a desire to work more collaboratively across joint priorities this term, and we will be working on that over coming weeks. Starting with the Zone 6 conference in Dunedin.

Looking Ahead

- I'm working on our "100 day plan" (working title) so we can start sharing that with our communities and ticking off achievements.
- Our upcoming strategy day, where we discuss what council will look like and be responsible for from 2027 LTP and beyond, is exciting.

2. Attachments**Nil**

10 STATUS REPORTS

25.21.17 NOVEMBER 2025 GOVERNANCE REPORT

Doc ID: 2641763

Report Author:	Wayne McEnteer, Governance Manager
Reviewed and authorised by:	Saskia Righarts, Group Manager - Governance and Business Services

1. Purpose

To report on items of general interest, receive minutes and updates from key organisations, business plans and status report updates.

Recommendations

That the report be received and its contents noted.

2. Discussion

Status Reports

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

Tūhura Otago Museum Report to Contributing Local Authorities

Tūhura Otago Museum provides a quarterly report on their activities to local authorities that provide funding. The report was previously sent to Councillors (see Appendix 2).

3. Attachments

Appendix 1 - November Status Updates (under separate cover) [↗](#)

Appendix 2 - Tūhura Otago Museum Report to Contributing Local Authorities (under separate cover) [↗](#)

11 COMMUNITY BOARD MINUTES

25.21.18 MINUTES OF THE VINCENT COMMUNITY BOARD MEETING HELD ON 30 OCTOBER 2025

Doc ID: 2645611

Report Author:	Sarah Reynolds, Governance Support Officer
Reviewed and authorised by:	Saskia Righarts, Group Manager - Governance and Business Services

Recommendations

That the unconfirmed Minutes of the Vincent Community Board Meeting held on 30 October 2025 be noted.

1. Attachments

Appendix 1 - Minutes of the Vincent Community Board Meeting held on 30 October 2025

**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 THURSDAY, 30 OCTOBER 2025
COMMENCING AT 10.00 AM**

PRESENT: Mr J Cromb (Chair), Mr T Hammington, Cr M McPherson, Mr J Moffitt,
Ms K Sanders

IN ATTENDANCE: T Alley (Mayor), P Kelly (Chief Executive Officer), L Fleck (Group Manager - People and Culture, Acting Group Manager - Community Vision), J Muir (Group Manager - Three Waters), Q Penniall (Group Manager - Planning, Infrastructure and Regulatory), S Righarts (Group Manager - Governance and Business Services), D Scoones (Group Manager - Community Experience), W McEnteer (Governance Manager), S Reynolds (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There were no speakers for public forum.

3 REPORTS

25.7.1 DECLARATION OF OFFICE

The Chief Executive Officer asked Her Worship the Mayor to invite members to give their declaration of office. Each member then made their declaration of office.

25.7.2 APPOINTMENT OF A CHAIR AND DEPUTY CHAIR

To select a voting system and to appoint the Chair and Deputy Chair.

Recommendations

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Selects System B for the appointment of the Chair and Deputy Chair of the Board, or a representative of the Board.

Mr Cromb was nominated for Chair by Mr Hammington and seconded by Cr McPherson. There were no further nominations and Mr Cromb assumed the Chair.

Mr Hammington was nominated for Deputy Chair by Cr McPherson and seconded by Mr Moffitt. There were no further nominations and Mr Hammington assumed the role of Deputy Chair.

Note: The meeting was adjourned at 10.12 am and returned at 10.43 am.

25.7.3 ADOPTION OF STANDING ORDERS

To consider Standing Orders for the next triennium.

COMMITTEE RESOLUTION

Moved: **Hammington**

Seconded: **Moffitt**

That the report be received.

CARRIED

25.7.4 STATUTORY ADVICE AND CODE OF CONDUCT

To consider statutory advice given by the Chief Executive Officer.

COMMITTEE RESOLUTION

Moved: **Cromb**

Seconded: **McPherson**

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Notes the advice given on relevant legislation.
- C. Adopts the existing Code of Conduct.
- D. Notes that a new mandatory Code of Conduct will come into effect in December 2025.

CARRIED

25.7.5 COUNCIL ORGANISATIONS AND POLICY ON APPOINTMENT OF DIRECTORS

To advise of the effect of appointing members to serve on its behalf in outside organisations and to receive the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.

COMMITTEE RESOLUTION

Moved: **Hammington**

Seconded: **Sanders**

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
 - B. Notes the contents of this report when making appointments elsewhere in the agenda.
 - C. Receives and notes the contents of the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.
-

CARRIED

25.7.6 APPOINTMENTS TO SUB-COMMITTEES AND OTHER COMMUNITY ORGANISATIONS

To appoint community board representatives to sub-committees and other community organisations where necessary.

COMMITTEE RESOLUTION

Moved: McPherson
Seconded: Cromb

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Appoints Jayden Cromb to the Omakau Recreation Reserve Committee.

CARRIED

Discussion considered the potential to review and expand the board's capacity to liaise with these and other community groups. It was noted that this would be discussed further at the strategy session planned for the following month and that item C should be left to lie on the table and that a report would be brought back to the board.

COMMITTEE RESOLUTION

Moved: McPherson
Seconded: Cromb

- C. Leaves item C to lie on the table until the groups could be discussed further at the strategy session planned for November 2025.

CARRIED

25.7.7 PROPOSED MEETING SCHEDULE FOR THE REMAINDER OF 2025 AND 2026

To approve a schedule of meetings for the remainder of 2025 and 2026.

COMMITTEE RESOLUTION

Moved: Cromb
Seconded: Moffitt

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Adopts the proposed meeting schedule.

CARRIED

4 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 18 November 2025.

The meeting closed at 11.06 am

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CHAIR / /

25.21.19 MINUTES OF THE TEVIOT VALLEY COMMUNITY BOARD MEETING HELD ON 31 OCTOBER 2025

Doc ID: 2645615

Report Author:	Sarah Reynolds, Governance Support Officer
Reviewed and authorised by:	Saskia Righarts, Group Manager - Governance and Business Services

Recommendations

That the unconfirmed Minutes of the Teviot Valley Community Board Meeting held on 31 October 2025 be noted.

1. Attachments

Appendix 1 - Minutes of the Teviot Valley Community Board Meeting held on 31 October 2025

**MINUTES OF A MEETING OF THE
TEVIOT VALLEY COMMUNITY BOARD
HELD IN THE ROXBURGH SERVICE CENTRE, 120 SCOTLAND STREET, ROXBURGH
AND LIVE STREAMED VIA MICROSOFT TEAMS ON FRIDAY, 31 OCTOBER 2025
COMMENCING AT 10.02 AM**

PRESENT: Ms G Booth, Mr M Jessop, Cr C Pannett, Ms R Slade, Mr H Smith

IN ATTENDANCE: T Alley (Mayor), P Kelly (Chief Executive Officer), L Fleck (Group Manager - People and Culture, Acting Group Manager - Community Vision), Q Penniall (Group Manager - Planning, Infrastructure and Regulatory), S Righarts (Group Manager - Governance and Business Services), D Scoones (Group Manager - Community Experience), W McEnteer (Governance Manager), S Reynolds (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There were no speakers for public forum.

3 REPORTS

25.6.1 DECLARATION OF OFFICE

The Chief Executive Officer asked Her Worship the Mayor to invite members to give their declaration of office. Each member then made their declaration of office.

25.6.2 APPOINTMENT OF A CHAIR AND DEPUTY CHAIR

To select a voting system and to appoint the Chair and Deputy Chair.

COMMITTEE RESOLUTION

Moved: Jessop
Seconded: Pannett

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Selects System B for the appointment of the Chair and Deputy Chair of the Board, or a representative of the Board.

Mr Jessop was nominated for Chair by Ms Booth and seconded by Ms Slade. There were no further nominations and Mr Jessop assumed the Chair.

Cr Pannett was nominated for Deputy Chair by Mr Jessop and seconded by Ms Booth. There were no further nominations and Cr Pannett assumed the Deputy Chair.

CARRIED

Note: The meeting was adjourned for photographs at 10.12 am and reopened at 10.31 am.

Note: Ms Booth returned to the meeting at 10.37 am.

25.6.3 ADOPTION OF STANDING ORDERS

To consider Standing Orders for the next triennium.

COMMITTEE RESOLUTION

Moved: Pannett

Seconded: Slade

That the report be received.

CARRIED

25.6.4 STATUTORY ADVICE AND CODE OF CONDUCT

To consider statutory advice given by the Chief Executive Officer.

COMMITTEE RESOLUTION

Moved: Pannett

Seconded: Smith

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Notes the advice given on relevant legislation.
- C. Adopts the existing Code of Conduct.
- D. Notes that a new mandatory Code of Conduct will come into effect in December 2025.

CARRIED

25.6.5 COUNCIL ORGANISATIONS AND POLICY ON APPOINTMENT OF DIRECTORS

To advise of the effect of appointing members to serve on its behalf in outside organisations and to receive the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.

COMMITTEE RESOLUTION

Moved: Booth

Seconded: Slade

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
 - B. Notes the contents of this report when making appointments elsewhere in the agenda.
-

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- C. Receives and notes the contents of the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.
-

CARRIED

25.6.6 APPOINTMENTS TO COMMUNITY ORGANISATIONS

To appoint community board representatives community organisations where necessary.

COMMITTEE RESOLUTION

Moved: Pannett
Seconded: Smith

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Appoints representatives to community organisations as follows:
- I and H McPhail Charitable Trust –Mr Jessop Cr Pannett
 - Ida MacDonald Charitable Trust – Mr Jessop and Mr Smith
 - Roxburgh and District Medical Services Trust – Mr Jessop
 - Roxburgh Entertainment Centre and Improvement Committee – Ms Slade
 - Entertainment Group Steering Group/ PSG – Cr Pannett (continued from previous triennium)
 - Teviot Museum Committee – Ms Slade
 - Teviot Prospects – Mr Smith
 - Tuapeka County Bursary Fund Committee – Cr Pannett
 - Teviot Valley Rest Home – Ms Booth
 - Teviot Valley Walkways Committee – Ms Slade
- C. Notes that there is no longer a need to appoint a liaison to the Roxburgh Swimming Pool Redevelopment Committee or the Roxburgh Cemetery

CARRIED

25.6.7 PROPOSED MEETING SCHEDULE FOR THE REMAINDER OF 2025 AND 2026

To approve a schedule of meetings for the remainder of 2025 and 2026.

COMMITTEE RESOLUTION

Moved: Jessop
Seconded: Pannett

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Adopts the proposed meeting schedule.

CARRIED

4 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 20 November 2025.

The meeting closed at 11.14 am.

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CHAIR / /

25.21.20 MINUTES OF THE CROMWELL COMMUNITY BOARD MEETING HELD ON 3 NOVEMBER 2025

Doc ID: 2645621

Report Author:	Sarah Reynolds, Governance Support Officer
Reviewed and authorised by:	Saskia Righarts, Group Manager - Governance and Business Services

Recommendations

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 3 November 2025 be noted.

1. Attachments

Appendix 1 - Minutes of the Cromwell Community Board Meeting held on 3 November 2025

**MINUTES OF A MEETING OF THE
CROMWELL COMMUNITY BOARD
HELD IN THE CROMWELL SERVICE CENTRE, 42 THE MALL, CROMWELL
AND LIVE STREAMED VIA MICROSOFT TEAMS ON MONDAY, 3 NOVEMBER 2025
COMMENCING AT 2.00 PM**

PRESENT: Ms R Anderson, Mr M Casey, Ms A Harrison, Mr W Sanford, Cr S Browne

IN ATTENDANCE: T Alley (Mayor), P Kelly (Chief Executive Officer), L Fleck (Group Manager - People and Culture, Acting Group Manager - Community Vision), Q Penniall (Group Manager - Planning, Infrastructure and Regulatory), S Righarts (Group Manager - Governance and Business Services), D Scoones (Group Manager - Community Experience), W McEnteer (Governance Manager), S Reynolds (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There were no speakers for public forum.

3 REPORTS

25.8.1 DECLARATION OF OFFICE

The Chief Executive Officer asked Her Worship the Mayor to invite members to give their declaration of office. Each member then made their declaration of office.

25.8.2 APPOINTMENT OF A CHAIR AND DEPUTY CHAIR

To select a voting system and to appoint the Chair and Deputy Chair.

COMMITTEE RESOLUTION

Moved: Browne
Seconded: Harrison

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Selects System B for the appointment of the Chair and Deputy Chair of the Board, or a representative of the Board.

CARRIED

Ms Harrison was nominated for Chair by Mr Casey and seconded by Mr Sanford. There were no further nominations and Ms Harrison assumed the Chair.

Mr Sanford was nominated for Deputy Chair by Mr Casey and seconded by Ms Anderson. There were no further nominations and Mr Sanford assumed the role of Deputy Chair.

Note: Mr Casey began the meeting with a Karakia.

25.8.3 ADOPTION OF STANDING ORDERS

To consider Standing Orders for the next triennium.

COMMITTEE RESOLUTION

Moved: Sanford
Seconded: Anderson

That the report be received.

CARRIED

25.8.4 STATUTORY ADVICE AND CODE OF CONDUCT

To consider statutory advice given by the Chief Executive Officer.

COMMITTEE RESOLUTION

Moved: Browne
Seconded: Sanford

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Notes the advice given on relevant legislation.
- C. Adopts the existing Code of Conduct.
- D. Notes that a new mandatory Code of Conduct will come into effect in December 2025.

CARRIED

25.8.5 COUNCIL ORGANISATIONS AND POLICY ON APPOINTMENT OF DIRECTORS

To advise of the effect of appointing members to serve on its behalf in outside organisations and to receive the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.

COMMITTEE RESOLUTION

Moved: Anderson
Seconded: Sanford

That the Cromwell Community Board

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

-
- B. Notes the contents of this report when making appointments elsewhere in the agenda.
- C. Receives and notes the contents of the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.

CARRIED

25.8.6 APPOINTMENTS TO COMMUNITY ORGANISATIONS

To appoint community board representatives community organisations where necessary.

The Friends of Cromwell Cemetery group had asked to be included on this list for this triennium.

COMMITTEE RESOLUTION

Moved: Sanford
Seconded: Casey

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Leaves item C and D to lie on the table until the boards involvement with the groups could be discussed further at a strategy session and a further report would be brought back to the board to confirm these roles.

CARRIED

25.8.7 PROPOSED MEETING SCHEDULE FOR THE REMAINDER OF 2025 AND 2026

To approve a schedule of meetings for the remainder of 2025 and 2026.

COMMITTEE RESOLUTION

Moved: Casey
Seconded: Sanford

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Adopts the revised proposed meeting schedule.

CARRIED

4 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 25 November 2025.

Note: Mr Casey read a closing Karakia.

The meeting closed at 2.34 pm

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CHAIR / /

Unconfirmed

25.21.21 MINUTES OF THE MANIOTOTO COMMUNITY BOARD MEETING HELD ON 4 NOVEMBER 2025

Doc ID: 2645622

Report Author:	Sarah Reynolds, Governance Support Officer
Reviewed and authorised by:	Saskia Righarts, Group Manager - Governance and Business Services

Recommendations

That the unconfirmed Minutes of the Maniototo Community Board Meeting held on 4 November 2025 be noted.

1. Attachments

Appendix 1 - Minutes of the Maniototo Community Board Meeting held on 4 November 2025

**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 TUESDAY, 4 NOVEMBER 2025
COMMENCING AT 2.00 PM**

PRESENT: Mr L Dowling, Cr S Duncan, Mr M Harris, Mr D Helm, Ms R McAuley

IN ATTENDANCE: T Alley (Mayor), P Kelly (Chief Executive Officer), L Fleck (Group Manager - People and Culture, Acting Group Manager - Community Vision), Q Penniall (Group Manager - Planning, Infrastructure and Regulatory), S Righarts (Group Manager - Governance and Business Services), D Scoones (Group Manager - Community Experience), W McEnteer (Governance Manager), S Reynolds (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There were no speakers for public forum.

3 REPORTS

25.5.1 DECLARATION OF OFFICE

The Chief Executive Officer asked Her Worship the Mayor to invite members to give their declaration of office. Each member then made their declaration of office.

25.5.2 APPOINTMENT OF A CHAIR AND DEPUTY CHAIR

To select a voting system and to appoint the Chair and Deputy Chair.

COMMITTEE RESOLUTION

Moved: Duncan

Seconded: Harris

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
- B. Selects System B for the appointment of the Chair and Deputy Chair of the Board, or a representative of the Board.

CARRIED

Mr Harris was nominated for Chair by Cr Duncan and seconded by Mr Helm. There were no further nominations and Mr Harris assumed the Chair.

Cr Dowling was nominated for Deputy Chair by Cr Duncan and seconded by Ms McAulay. There were no further nominations and Mr Dowling assumed the role of Deputy Chair.

Note: The meeting was adjourned at 2.09 pm and resumed at 2.28 pm

25.5.3 ADOPTION OF STANDING ORDERS

To consider Standing Orders for the next triennium.

COMMITTEE RESOLUTION

Moved: Duncan

Seconded: Helm

That the report be received.

CARRIED

25.5.4 STATUTORY ADVICE AND CODE OF CONDUCT

To consider statutory advice given by the Chief Executive Officer.

COMMITTEE RESOLUTION

Moved: Dowling

Seconded: Helm

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
- B. Notes the advice given on relevant legislation.
- C. Adopts the existing Code of Conduct.
- D. Notes that a new mandatory Code of Conduct will come into effect in December 2025.

CARRIED

25.5.5 COUNCIL ORGANISATIONS AND POLICY ON APPOINTMENT OF DIRECTORS

To advise of the effect of appointing members to serve on its behalf in outside organisations and to receive the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.

COMMITTEE RESOLUTION

Moved: Harris

Seconded: Duncan

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
 - B. Notes the contents of this report when making appointments elsewhere in the agenda.
 - C. Receives and notes the contents of the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.
-

CARRIED

25.5.6 APPOINTMENTS TO SUB-COMMITTEES AND OTHER COMMUNITY ORGANISATIONS

To appoint community board representatives to sub-committees and other community organisations where necessary.

COMMITTEE RESOLUTION

Moved: Duncan

Seconded: Harris

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
- B. Appoints a representative to sub-committees as follows:
 - Patearoa Recreation Reserve Committee – Mr Harris
 - Taieri Lake Recreation Reserve Committee - Mr Dowling
- C. Appoints representatives to community organisations as follows:
 - Maniototo Community Arts Council – 1 liaison – Ms McAulay
 - Maniototo Ice Rink Committee – 1 liaison – Cr Duncan

CARRIED

25.5.7 PROPOSED MEETING SCHEDULE FOR THE REMAINDER OF 2025 AND 2026

To approve a schedule of meetings for the remainder of 2025 and 2026.

COMMITTEE RESOLUTION

Moved: Harris

Seconded: McAuley

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
- B. Adopts the proposed meeting schedule.

CARRIED

4 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 27 November 2025.

The meeting closed at 2.37 pm

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CHAIR / /

Unconfirmed

12 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 17 December 2025.

13 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	Plain English Reason
Confidential Minutes of Ordinary Council Meeting	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Commercial sensitivity
	s7(2)(c)(i) - 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 to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied	Due to an obligation of confidence and to ensure the information avenue remains open
	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	Legal professional privilege
	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	To enable commercial activities
	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)	To enable commercial or 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	To prevent use of the information for improper gain or advantage
25.21.22 - Risk Register 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	To prevent use of the information for improper gain or advantage
25.21.23 - Improving Digital Connectivity in Central Otago	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities 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)	Commercial sensitivity To enable commercial activities To enable commercial or industrial negotiations
25.21.24 - Cromwell Town Centre Project	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities 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)	To enable commercial activities To enable commercial or industrial negotiations
25.21.25 - November 2025 Confidential Governance Report	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or	Commercial sensitivity To enable commercial activities To enable commercial or industrial negotiations To prevent use of the information for improper gain or advantage

	disadvantage, commercial activities 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	
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