

**Community & Services Committee**  
**12 November 2024**  
**Report for Agenda Item | Rīpoata moto e Rāraki take [2]**

**Department: Community Services**

**Title | Taitara: Arrowtown Village Association Civil Defence Storage lease in Jack Reid Park**

**Purpose of the Report | Te Take mō te Pūroko**

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The purpose of this report is to consider recommending to Council to grant a new lease over reserve land to the Arrowtown Village Association for storage of civil defence equipment on Jack Reid Park.

**Recommendation | Kā Tūtohuka**

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That the Community & Services Committee:

1. **Note** the contents of this report; and
2. **Recommend to Council** to grant a new lease, in accordance with section 54(1) of the Reserves Act 1977 to the Arrowtown Village Association over; Part of Section 38 Block VII Shotover SD (Jack Reid Park) subject to the following terms and conditions:

|               |   |
|---------------|---|
| Commencement  | 1 October 2024  |
| Term          | 5 years   |
| Renewal       | One right of renewal of 5 years by agreement of both parties                              |
| Rent          | Subject to the Community Facility Pricing Policy  |
| Location      | Within the alcove at the rear of the Arrowtown Community Centre                           |
| Permitted Use | Storage of a mini cube container (1.8m x 1.8m x 1.8m) containing civil defence equipment. |
| Reviews       | At renewal (plus consequent to any review of the Community Facility and Funding Policy)   |

3. **Delegate** remaining lease conditions and signing authority to the General Manager Community Services.

**Prepared by:**



**Name:** Matthew Judd  
**Title:** Parks Property Planner  
11 October 2024

**Reviewed and Authorised by:**



**Name:** Kenneth Bailey  
**Title:** General Manager Community Services  
17 October 2024

### Context | Horopaki

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1. The Arrowtown Community Response Croup (CRG) is a civil defence group organised under the auspices of Emergency Management Otago. The purpose of the group is to provide support to the community before, during and after an emergency event. The Arrowtown CRG is under the umbrella of the Arrowtown Village Association (AVA).
2. As part of the function of the CRG they have equipment that needs to be stored close to their community emergency hub to facilitate a response to help the community. This equipment includes items such as generators which need to be stored separate from a main facility due to the contamination of petrol smell. Arrowtown CRG's emergency hub is the Arrowtown Community Centre at Jack Reid Park. This location is appropriate for the CRG; being a QLDC owned community facility in the heart of the Arrowtown residential area. The building offers space and resources to assist the community during a possible response to an emergency. In evaluating possible locations for the storage container, Jack Reid Park is most suitable due to the proximity to the hub and minimal disruption to other reserve users.
3. Arrowtown CRG wish to locate a mini cube container within a recessed area at the rear of the facility (northern elevation of the building) to store emergency equipment, as shown on Attachment A. The container is 1.8m x 1.8m x 1.8m in size. In accordance with the Reserves Act 1977, the container requires a lease. This is because the container provides exclusive use of part of the reserve to the AVA for storage. Effectively excluding the public from being able to use that part of the reserve.
4. Queenstown Lakes District Council is the registered proprietor of Jack Reid Park, legally described as Country Section 38 Block VII Shotover Survey District. Jack Reid Park is classified as recreation reserve under the Reserves Act 1977 (NZ Gazette No. 141 - 25 November 1982).
5. Jack Reid Park is subject to the Arrowtown Lake Hayes Reserve Management Plan (RMP).

### Analysis and Advice | Tatāritaka me kā Tohutohu

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6. Under the Reserves Act 1977, if the intended use is contemplated within the RMP, a lease can be issued without the need for public consultation or Council to approve the lease. Storage of this nature is not contemplated within the Arrowtown Lake Hayes RMP for Jack Reid Park. Accordingly, this lease has been publicly notified in accordance with the Reserves Act 1977. No submissions were received.
7. The requested lease area is in an appropriate location for this facility. Having consulted with the QLDC Sport & Recreation team and property teams, no issues were raised regarding this potential lease location and use.
8. Due to the location and small size of the container, the impact on other reserve users will be minimal.

9. The intended use of the container aligns with QLDC's Vision Beyond 2050, specifically the community outcome of disaster-defying resilience. Furthermore, emergency response planning is a key adaptation within the Queenstown Lakes Climate and Biodiversity Plan 2022-2025.
10. This report identifies and assesses the following reasonably practicable options for assessing the matter as required by section 77 of the Local Government Act 2002.
11. Option 1 To recommend to Council to grant a reserve lease to the AVA for storage of civil defence equipment subject to the terms and conditions outlined above:

Advantages:

- Will help enable a community-based response to an emergency event.
- Will reduce pressures on storage within the Arrowtown Community Centre.

Disadvantages:

- Would restrict other users of the reserve from the area occupied by the container.

12. Option 2 To decline a reserve lease to the AVA for civil defence storage in the terms and conditions outlined above.

Advantages:

- Would not restrict the use of the reserve land in this location.

Disadvantages:

- It will reduce the timeliness and efficiency of the community's response to an emergency event.

13. This report recommends **Option 1** for addressing this matter, because it will enable council to better support community emergency response and the vision / community outcome of "Disaster Defying Resilience.

### Consultation Process | Hātepe Matapaki

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### Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

14. This matter is of medium significance, as determined by reference to the Council's Significance and Engagement Policy 2024 because it involves restricting the use of a public reserve.

15. The persons who are affected by or interested in this matter are the general public and users of the reserve.
16. The lease has been publicly notified in accordance with section 119 of the Reserves Act 1977. No submissions were received.

### **Māori Consultation | Iwi Rūnaka**

17. As this lease is having a minor impact on the reserve Council has not consulted specifically with Kāi Tahu on this matter.

### **Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka**

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18. This matter relates to the Community & Wellbeing risk category. It is associated with RISK10023 Disruption event to facility or service within the QLDC Risk Register. This risk has been assessed as having a moderate residual risk rating.
19. The approval of the recommended option will allow Council to implement additional controls for this risk. This will be achieved by imposing conditions within the lease which help limit disruption to the reserve and reserve users.

### **Financial Implications | Kā Riteka ā-Pūtea**

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20. There are no financial implications to QLDC.

### **Council Effects and Views | Kā Whakaaweawe me kā Tirohaka a te Kaunihera**

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21. The following Council policies, strategies and bylaws were considered:
  - This item aligns with the Vision Beyond 2050: Our Vision and Mission - QLDC. Specifically, this lease will assist the Arrowtown community with progress towards Disaster-defying resilience
  - Queenstown Lakes Climate and Biodiversity Plan 2022-2025
  - Reserves Act 1977
  - Community Facility and Funding Policy
  - Local Government Act 2002
  - Parks & Open Spaces Strategy 2021
22. The recommended option is consistent with the principles set out in the named policies.
23. This matter is not included in the Long Term Plan/Annual Plan

**Legal Considerations and Statutory Responsibilities | Ka Ture Whaiwhakaaro me kā Takohaka Waeture**

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24. To grant a lease over reserve land Council must follow the required process set out under the Reserves Act 1977. As previously mentioned, the intended use isn't contemplated by the RMP and accordingly Minister's approval is required for the lease, this being delegated to Council.

**Local Government Act 2002 Purpose Provisions | Te Whakatureture 2002 o te Kāwanataka ā-Kiaka**

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25. Section 10 of the Local Government Act 2002 states the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. The item is assisting the community build resilience for emergency events in the future. As such, the recommendation in this report is appropriate and within the ambit of Section 10 of the Act.

26. The recommended option:

- Is consistent with the Council's plans and policies; and
- Would not significantly alter the intended level of service provision for any significant activity undertaken by or on behalf of the Council or transfer the ownership or control of a strategic asset to or from the Council.

**Attachments | Kā Tāpirihaka**

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| A | Aerial plan of Arrowtown Community Centre showing location of container |
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**Attachment A – Aerial plan of Arrowtown Community Centre showing location of container**

