

MEETING OF THE

Clutha District Council

23 October 2024

Commencing at 1.30pm

At the Council Chambers

1 Rosebank Terrace

BALCLUTHA

CLUTHA DISTRICT COUNCIL

Notice is hereby given that a Meeting of the Clutha District Council will be held in the Council Chambers, 1 Rosebank Terrace Balclutha on Wednesday 23 October 2024, commencing at 1.30pm.

Steve Hill
CHIEF EXECUTIVE OFFICER

Committee Members

Mayor: Bryan Cadogan

Councillor Kevin Barron
Councillor Dane Catherwood
Councillor Wayne Felts
Councillor Gaynor Finch
Councillor Bruce Graham
Councillor John Herbert
Councillor Michele Kennedy

Councillor Alison Ludemann
Councillor Simon McAtamney
Councillor Dean McCrostie
Councillor Brent Mackie
Councillor Jock Martin
Councillor Ken Payne
Councillor Bruce Vollweiler

CLUTHA DISTRICT COUNCIL

Wednesday 23 October 2024

APOLOGIES

There were no apologies received at the time of printing this agenda.

DECLARATIONS OF INTEREST

None at the time of printing this agenda.

PUBLIC FORUM

None at the time of printing this agenda.

Item	Page #	Title
1	5	Adopt Annual Report <i>(For Council's Decision)</i> The Annual Report 2023/24 is presented for adoption.
2	6	Representation Review 2024 - Final Proposal <i>(For Council's Decision)</i> Report presents the Representation Review 2024 - Final Proposal for adoption.
3	37	Clutha District Council Land Transport Programme 2024-27 <i>(For Council's Decision)</i> Report presents the NZTA Waka Kotahi approved 2024-27 Land Transport Programme as well as an adjustment in timing for the Milton Mainstreet Footpath Renewals.
4	43	Confirmation of Council Minutes <i>(For Council's Confirmation)</i> Minutes of the Council Meeting held on 12 September 2024.
5	56	Confirmation of Representation Review Hearing Minutes <i>(For Council's Confirmation)</i> Minutes of the Representation Review Hearing held on 12 September 2024.
6	60	Regulatory & Community Committee Minutes <i>(For Council's Confirmation)</i> Minutes of the Regulatory & Community Committee meeting held 10 October 2024.

7	65	<p>Corporate & Policy Committee Minutes <i>(For Council's Confirmation)</i> Minutes of the Corporate & Policy Committee meeting held 10 October 2024.</p>
8	71	<p>Infrastructure Strategy & Operations Committee Minutes <i>(For Council's Confirmation)</i> Minutes of the Infrastructure Strategy & Operations Committee meeting held 10 October 2024.</p>
9	78	<p>Risk and Assurance Committee Minutes <i>(For Council's Information)</i> Unconfirmed minutes of the Risk and Assurance Committee meeting held 10 October 2024.</p>
10	86	<p>Youth Council Minutes <i>(For Council's Information)</i> Unconfirmed minutes of the Youth Council meeting held 23 September 2024.</p>
11	91	<p>West Otago Community Board Minutes <i>(For Council's Information)</i> Unconfirmed minutes of the West Otago Community Board meeting held 25 September 2024.</p>
12	99	<p>Lawrence/Tuapeka Community Board Minutes <i>(For Council's Information)</i> Unconfirmed minutes of the Lawrence/Tuapeka Community Board meeting held 25 September 2024.</p>
13	106	<p>Mayoral Report <i>(For Council's Information)</i></p>
14	109	<p>Chief Executive's Report <i>(For Council's Information)</i></p>
15	113	<p>Documents for Consent and Seal <i>(For Council's Confirmation)</i> This report presents the Documents for consent and seal.</p>
16	114	<p>Reasons to move into Public Excluded <i>(For Council's Decision)</i> The Council may upon resolution or upon motion being made, exclude the public from the whole or any part of the proceedings of any meeting.</p>

Clutha District Council

Item for INFORMATION

Report	2023/24 Annual Report update
Meeting Date	23 October 2024
Item Number	1
Prepared By	Sharon Jenkinson – Chief Financial Officer
File Reference	915230

REPORT SUMMARY

This report provides an update to Council in terms of the progress on the audit of the Annual Report 2023/24. Outstanding issues relating to prior year transactions have been identified. This requires additional work and discussions with the Office of the Auditor General which will extend the timeframe for completing the Annual Report and as such adoption will need to be delayed.

Our decision to complete a Long-Term Plan 2024/34 required a resolution that extended the timeframe for adoption to 30 September 2024. This resolution also allows us until 31 December 2024 to adopt the Annual Report (Local Government Act 2002, schedule 1AA, section 47).

The delay in adoption of the Annual Report has been discussed with the chair of the Risk and Assurance Committee and he is comfortable with the approach taken.

Further information on progress and a proposed new adoption date will be discussed at the meeting.

RECOMMENDATION

- 1 That Council receives the 2023/24 Annual Report update report.**

Clutha District Council

Item for DECISION

Report	Representation Review 2024 – Final Proposal report
Meeting Date	23 October 2024
Item Number	2
Prepared By	Natasha Munro, Policy Advisor
File Reference	917885

REPORT SUMMARY

The Local Electoral Act 2001 (LEA) requires local authorities to undertake a review of their representation arrangements at least once every six years, with the last review undertaken in 2018.

Current representation arrangements are the mayor (elected at large), 14 councillors (elected from eight wards) and 12 community board members (elected from two community boards). Three wards (West Otago, Bruce and Kaitangata-Matau) do not comply with the fair representation criteria (+/- 10% rule).

Following consideration of preliminary informal consultation and seven options, Council, at its meeting on 26 July 2024, adopted its initial proposal, comprising the mayor (elected at large), nine councillors (elected from eight wards), and 12 community board members (elected from two community boards). All wards complied with providing fair and effective representation to the various communities of interest within the district.

Following public notification of the initial proposal, submissions were invited from 1 August to 2 September 2024. 26 submissions were received, with 12 (or 52.17%) in support and 11 (or 47.83%) opposed, with the remaining three unclear.

At the submission hearing on 12 September 2024, four verbal submitters spoke to their submissions. The verbal submissions along with the written submissions were considered and deliberated at the workshop following the hearing.

Council determined that no changes were required to be made to the initial proposal in response to the submissions received.

The purpose of this report is to resolve a final proposal for the Representation Review 2024.

The resolution of the final proposal will be followed by a public notice on 28 October 2024, and a one-month appeals/objections period from 28 October 2024 to 28 November 2024 will apply.

RECOMMENDATIONS

- 1 That Council receives the ‘Representation Review 2024 – Final Proposal’ report.
- 2 That Council receives the ‘2024 Representation Review – Initial Proposal submission hearings, reviewing and deliberations of the submissions, and direction setting for the Final Proposal’ report for the 12 September 2024 workshop.
- 3 That Council receives the 26 written submissions to its Initial Proposal including the minutes of the four verbal submissions heard on 12 September 2024.
- 4 That Council notes the initial proposal deliberations, following review and consideration of the submissions on 12 September 2024 at the Council workshop, including considering possible options based on the feedback.
- 5 That Council notes the justification of the rejection of submissions and the direction provided at the workshop for staff to develop the Final Proposal without any amendments to the Initial Proposal.
- 6 That Council, in accordance with sections 19H and 19J of the Local Electoral Act 2001, adopts its initial proposal as its final proposal for at least the 2025 triennial local elections, being:
 - 6.1 Clutha District Council to comprise nine councillors elected under the ward system, plus the mayor elected at large.
 - 6.2 Clutha District Council be divided into eight wards, these being:
 - Balclutha Ward (two councillors), comprising the urban area of Balclutha township, the boundaries of which are shown on Appendix 1 – Map 8
 - Bruce-Waihola Ward (one councillor), comprising rural areas north of Milton township, including Taieri Mouth, Waihola, and Milburn, the boundaries of which are shown on Appendix 1 – Map 4
 - Catlins Ward (one councillor), comprising the area from the southern Koau branch of the Clutha River Mata-Au, and including the rural areas of Paretai, Otanomomo and Romahapa, through to the southern coastline to the Otago and Southland regional border, and the Awatea and Slopedown areas, the boundaries of which are shown on Appendix 1 – Map 7
 - Clinton-Clydevale Ward (one councillor), comprising the inland rural area around Clinton (noting the addition to the existing Clinton Ward of Te Houka, Clifton, Clydevale and Rongahere, along with the Waipahi area along the northern boundary, the boundaries of which are shown on Appendix 1 – Map 9
 - Kaitangata-Matau Ward (one councillor), comprising the urban areas of Kaitangata, and including the urban and rural areas of Stirling, Benhar, Lovells Flat, Moneymore, Toko Mouth (from Koau Branch of the Clutha River on Inch Clutha), the boundaries of which are shown on Appendix 1 – Map 6
 - Lawrence-Tuapeka Ward (one councillor), comprising the urban area of Lawrence, and rural areas to include the south and southwest areas of Pukeawa, Hillend,

Awamangu, Adams Flat and Crichton, the boundaries of which are shown on Appendix 1 – Map 3

Milton Ward (one councillor), comprising the urban area of Milton township, the boundaries of which are shown on Appendix 1 – Map 5

West Otago Ward (one councillor), comprising the key areas around West Otago, including Tapanui and Heriot (noting some areas have been moved south into the Clinton-Clydevale Ward), the boundaries of which are shown on Appendix 1 – Map 2.

The eight wards, the population per ward, the number of councillors per ward and the population per councillor is as follows:

Ward	Population	Councillors	Ratio
Balclutha	4,270	2	2,135
Bruce-Waihola	1,990	1	1,990
Catlins	1,910	1	1,910
Clinton-Clydevale	2,150	1	2,150
Kaitangata-Matau	2,140	1	2,140
Lawrence-Tuapeka	2,010	1	2,010
Milton	2,140	1	2,140
West Otago	2,270	1	2,270
Total	18,880	9	2,098

In accordance with section 19V(2) of the Local Electoral Act 2001, the population that each councillor represents must be within the range of 2,099 plus or minus 10% (1,888-2,308). All of the proposed wards comply with this range.

- 7 The reason the total number of councillors is proposed to be reduced from 14 to nine is to ensure effective representation of communities of interest in both rural and urban areas.
- 8 The reason for the boundary changes is to accommodate the reduction in the number of elected members and to ensure fair representation is provided.
- 9 Two community boards electing 12 members, these being:

Lawrence-Tuapeka Community Board (six members elected from the community at large, plus one councillor representing the Lawrence-Tuapeka Ward as appointed by Council), comprising the existing Lawrence-Tuapeka ward area as delineated on Plan LG072-2019-W-2 deposited with the Local Government Commission, the boundaries of which are shown on Appendix 1 – Map 18.

West Otago Community Board (six members elected from the community at large, plus one councillor representing the West Otago Ward as appointed by Council) comprising the existing West Otago ward area as delineated on Plan LG-0722013-W-1 deposited with the Local Government Commission, the boundaries of which are shown on Appendix 1 – Map 19.

The boundaries of the community boards are proposed to be retained as status quo under the existing ward boundaries. The reason for retaining the existing communities and their boundaries is to ensure the communities of interest in West Otago and Lawrence-Tuapeka continue to be effectively represented by their respective community boards.

- 10 The final proposal be publicly notified on 28 October 2024, providing the opportunity for appeals/objections to be lodged in the period 28 October 2024 to 28 November 2024, noting that any appeal or objection received must be forwarded on to the Local Government Commission for determination.

REPORT

1 Background

The Local Electoral Act 2001 (LEA) requires local authorities to undertake a review of their representation arrangements at least once every six years. The last review was undertaken in 2018, and therefore Council is required to undertake a review in 2024 for at least the 2025 triennial elections. These reviews are to determine the number of councillors to be elected, the basis of election for councillors and, if this includes wards, the boundaries and names of these wards. Reviews also include whether there are to be community boards and if so, arrangements for these boards. Representation arrangements must provide fair and effective representation for communities.

Current representation arrangements, in addition to the mayor elected at large, are 14 councillors elected from eight wards, and 12 community board members elected from two community boards:

Ward	Councillors
Balclutha	4
Bruce	3
Catlins	1
Clinton	1
Clutha Valley	1
Kaitangata-Matau	1
Lawrence-Tuapeka	1
Community Board	Members
Lawrence-Tuapeka	6*
West Otago	6*

* plus one appointed member (councillor from the respective ward)

In undertaking a review of representation arrangements, three key principles must be considered:

- communities of interest
- effective representation
- fair representation

Communities of interest

A community of interest is usually defined as having a number of characteristics, which may include:

- a sense of community identity and belonging
- similarities in the demographic, socio-economic and/or ethnic characteristics of the residents of a community
- similarities in economic activities
- dependence on shared facilities in an area, including schools; recreational and cultural facilities and retail outlets
- physical and topographic features
- the history of the area and
- transport and communication links.

The Clutha District consists of eight defined communities of interest – these reflecting the proposed wards.

Effective representation:

Territorial authorities are also required to consider:

- the total number of councillors
- the number of wards, boundaries and names
- the number of councillors to be elected from each ward
- communities and community boards

When considering this issue, territorial authorities must also ensure:

- a recognised community of interest should not be split between electoral boundaries
- grouping together two or more communities of interest that share few commonalities of interest should be avoided
- accessibility, size and configuration of an area should be considered.

The number of councillors per ward, and the boundaries of wards need to provide effective representation of communities of interest within the district. The current number of councillors is 14. It is considered that nine councillors would provide more effective representation.

Fair representation:

The requirement is that each councillor should represent about the same number of people within a +/- 10% range, unless compliance would effectively split a community of interest or join together two quite different communities of interest.

For this review, population estimates as of 30 June 2023 have been used, which confirm the initial proposal complies with the fair representation criteria.

2 Timeline

The following steps have been taken in the representation review arrangements, including:

	Process	Timeline	Status
1	Agenda item for discussion and consideration	Council meeting: 7 Dec 2023	Completed
2	Council Workshop 1 - elected members provide direction on proposed options and development of scenarios, consultation method and questions for the preliminary consultation process.	11 April 2024	Completed
3	Council meeting – preliminary consultation – early feedback consultation document was approved by Council	9 May 2024	Completed
4	Preliminary consultation period	10 May – 2 June 2024	Completed
5	Council Workshop 2 Preliminary consultation feedback considered and development of scenarios.	Workshop: Thursday 20 June 2024	Completed
6	Council meeting to adopt the initial proposal.	Council meeting: 26 July 2024	Completed
7	Public notice of the initial proposal, and submission period.	1 August – 2 September	Completed
8	Council hearing with verbal submissions. Council workshop to deliberate submissions and consider options for Final Proposal.	12 September	Completed

Initial Proposal – feedback

Following consideration of the early feedback from the preliminary consultation and review of seven options, on 26 July 2024 Council adopted an initial proposal. There were significant changes made to the current arrangements.

The Initial Proposal and submission process were publicly notified on 1 August 2024, and the formal consultation period for submissions occurred from 1 August 2024 to 2 September 2024.

A total of 26 submissions were received, with four submitters speaking at the hearing. 52.17% (12) agreed with the initial proposal and 47.83% (11) disagreed. The following submissions contained support for against for the following areas of the proposal, including:

- 81.82% (18) agreed the ward boundaries appropriately reflected communities of interest
- 73.91% (17) agreed that there was the right number of councillors to represent the interests of the Clutha District. (Note that comments showed that there was

some confusion, and some respondents thought that it was referring to the current status quo arrangements rather than the initial proposal of which was being consulted on)

- 82.61% (19) agree with the proposed ward names
- 72.26% (18) agreed with keeping the arrangements the same for community boards.

The summary of themes from the comments provided in the submissions including:

- some supported the proposal as efficient, logical and providing fair compensation for their councillor's workload
- some felt well represented under the current arrangements
- one felt the proposal lacked rationale for the reduction
- others felt they will lose representation by reducing the number of councillors
- some felt concern over the reduction for Bruce and West Otago
- others felt reducing the number of councillors is reducing the diversity.

The hearing submissions minutes are included in *Appendix 2*.

Initial Proposal – options considered

Council considered five options following consideration of the hearing and written submission feedback at the Council workshop on 12 September 2024. These options included:

- Option 1: 9 councillors from 8 wards (initial proposal)
- Option 2: 9 councillors from 8 wards (but amend community boards to align with wards)
- Option 3: 14 councillors from 8 wards (current arrangements)
- Option 4: 9 councillors from 7 wards (combine Bruce-Waihola and Milton)
- Option 5: 9 councillors from 8 wards (establish community boards for all wards).

Options analysis and Council direction at deliberations

Direction given by Council following the deliberation of the options based on the submissions received indicated the preference to adopt the initial proposal (option 1) as Council's final proposal with no amendments.

The Council considered the following reasons for rejecting the matters raised in submissions, including:

- the suggestion to increase the number of councillors in one or more wards from what is proposed was rejected as it could create significant non-compliance with the fair representation criteria.
- the suggestion to establish additional community boards across the district or to establish one in Milton and Bruce was rejected as it did not have significant support across submissions.
- the suggestion to combine the Bruce-Waihola and Milton Wards was rejected as it did not have significant support across submissions.
- the suggestion to align community board boundaries with the proposed ward boundaries was rejected as the existing community board boundaries are considered appropriate for the respective communities.

3 Strategic Goals and Outcomes

- Vibrant Rural Towns and Communities
- Connected and Collaborative

Key Priority Areas

- Healthy Safe Communities

4 Policy Considerations

Significance and engagement considerations

Under the significance and engagement policy the level of significance for this matter is determined to be high. The rationale for determining this level of significance includes:

- This is a legal process that Council is required to undertake under the Local Electoral Act 2001, at least once every six years.
- There are significant changes to the representation arrangements that are currently in place, therefore it will impact all residents in the different communities in the Clutha District. Some of the specific changes may create higher interest than others.

Representation review process

The following table shows the next steps and key dates in the representation review process, and ensures all statutory deadlines are met.

	Process	Timeline	Statutory deadline	Status	LEA Ref
1	Council meeting to resolve final proposal following the submissions process (including any amendments)	Council meeting: 23 October 2024	3 November 2024		19N
2	Public notice of final proposal given; appeal/objection period opens	28 October 2024	3 November 2024		19N
3	Appeal/objection period closes	28 November 2024			19O

4	If no appeals/objections, give public notice of basis of election	December 2024			
5	If appeals/objections received, proposal is referred to Local Government Commission		20 Dec 2024		19Q
6	Provisional hearing date with Local Government Commission	26 February 2025 2.00pm-6.00pm			
7	Local Government Commission issues a final determination	by 10 April 2025	10 Apr 2025		19R
8	Election day	11 October 2025			

Appeals and Objections

Appeals - under section 19O, a person or organisation who made a submission on an initial proposal may lodge an appeal against the decision on the final proposal. An appeal must identify which matters it relates to and can only be related to the matters covered in the appellants' submissions on the initial proposal.

Objections – under section 19P, if Council decides to amend its initial proposal, it then also opens up to objections on the amended proposal from any interested persons or organisations (not just those who submitted). An objection lodged must identify the matters to which the objection relates. All aspects of the proposal are open for appeals/objections, whether they are the same as included in the initial proposal or changed in some way. If any appeals or objections are received, the representation review will be considered by the Local Government Commission, and the Commission will make the final determination.

5 Financial Impact

Financial	
Considerations and identified risks	Risk mitigation
The cost of the consultation process.	The consultation process has been allowed for in existing budgets.
The changes in elected member numbers will have budget implications.	Regardless of the changes in the number of elected members, the remuneration pool available to council for the costs of elected members is set by the Remuneration Authority and will not have a significant impact on budgets. Community boards are rated in their area of interest.

6 References – Tabled/Agenda Attachments

<https://www.legislation.govt.nz/act/public/2001/0035/latest/whole.html>

Appendix 1: Final Proposal map and boundaries.

Appendix 2: Hearing minutes 12 September 2024 (*refer to Agenda Item 5A - ID913704*)



Appendix 3: Link to: '2024 Representation Review – Initial Proposal submission hearings, reviewing and deliberations of the submissions, and direction setting for the Final Proposal' report for the 12 September 2024 workshop' report.

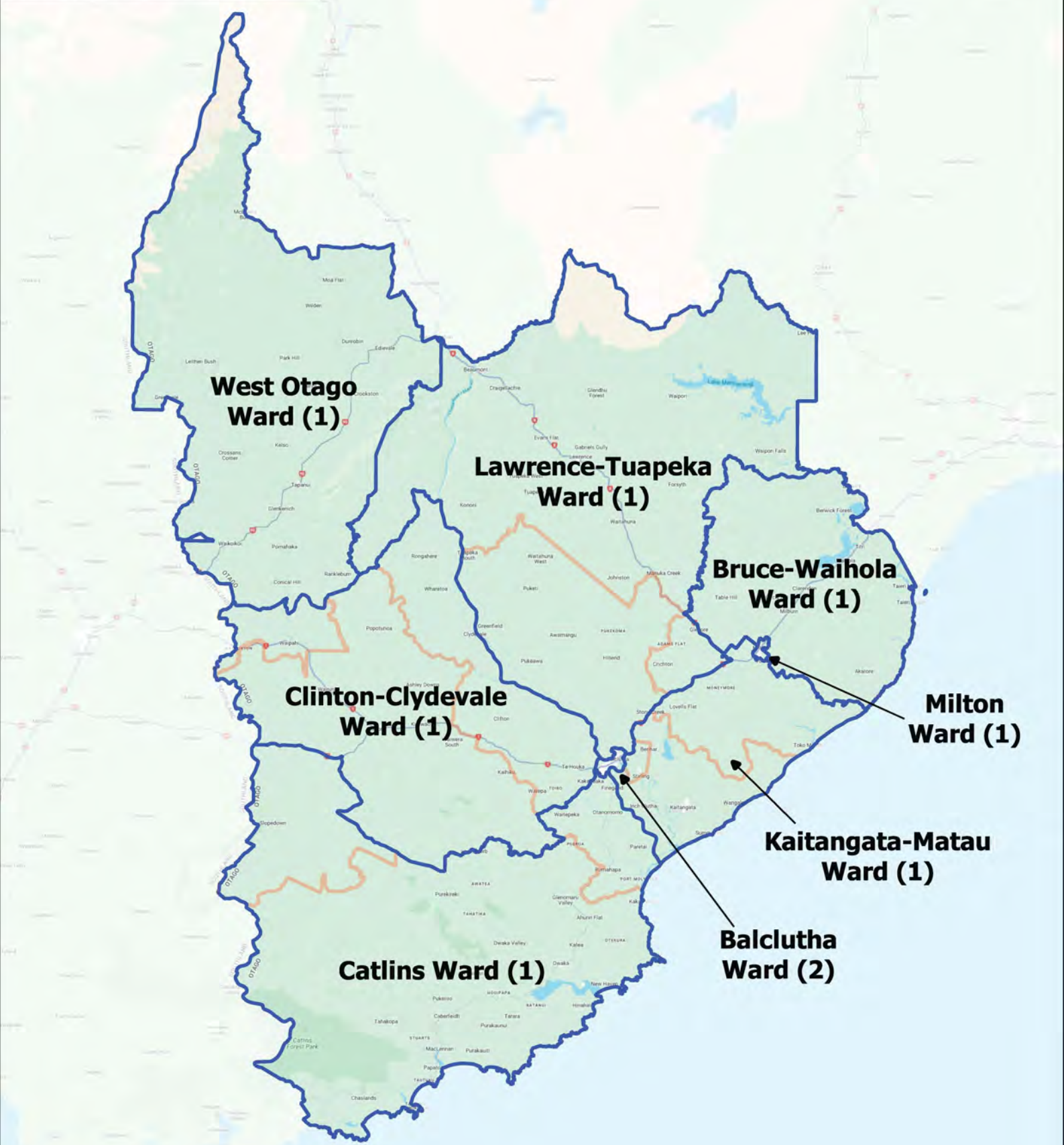
https://www.cluthadc.govt.nz/repository/libraries/id:2c0gik8bh17q9s5atec4/hierarchy/Meetings_documents/Council%20Workshops/2024-09-12/Council%20Workshop%20agenda%20-%2012%20September%202024.pdf

Appendix 1: Maps
Clutha District Council
Representation Review 2024
Final Proposal

Map 1	All Wards
Map 2	West Otago
Map 3	Lawrence – Tuapeka
Map 4	Bruce – Waihola
Map 5	Milton
Map 6	Kaitangata – Matau
Map 7	Catlins
Map 8	Balclutha
Map 9	Clinton-Clydevale
Map 10	West-Otago – Clinton – Clydevale Boundaries
Map 11	Lawrence – Tuapeka – Clinton - Clydevale Boundaries
Map 12	Lawrence – Tuapeka – Bruce – Waihola – Boundaries
Map 13	Bruce – Waihola – Milton Boundaries
Map 14	Bruce – Waihola – Kaitangata Boundaries
Map 15	Kaitangata – Matau – Lawrence – Tuapeka Boundaries
Map 16	Kaitangata – Matau – Catlins – Boundaries
Map 17	Catlins – Clinton – Boundaries
Map 18	Community Boards
Map 19	West Otago – Community Board
Map 20	Lawrence – Tuapeka Community Board

Clutha District Council Representation Review Final Proposal 9 Councillors from 8 Wards


Proposed Ward Boundaries 
Existing Ward Boundaries 




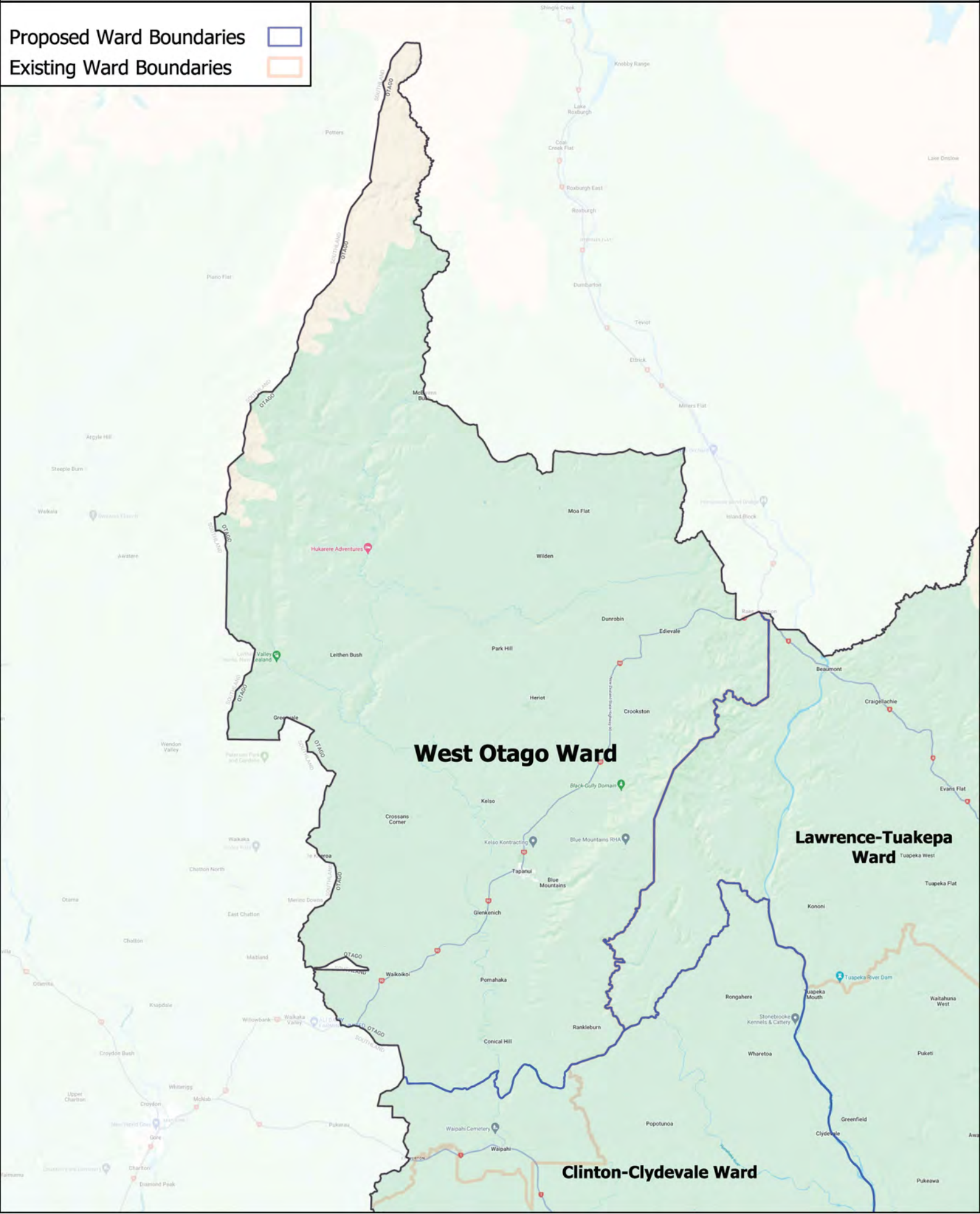
Clutha District Council - Final Proposal

9 Councillors from 8 Wards

West Otago Ward (1 Councillor)

Proposed Ward Boundaries 

Existing Ward Boundaries 



Clutha District Council - Final Proposal

9 Councillors from 8 Wards

Lawrence-Tuapeka Ward (1 Councillor)



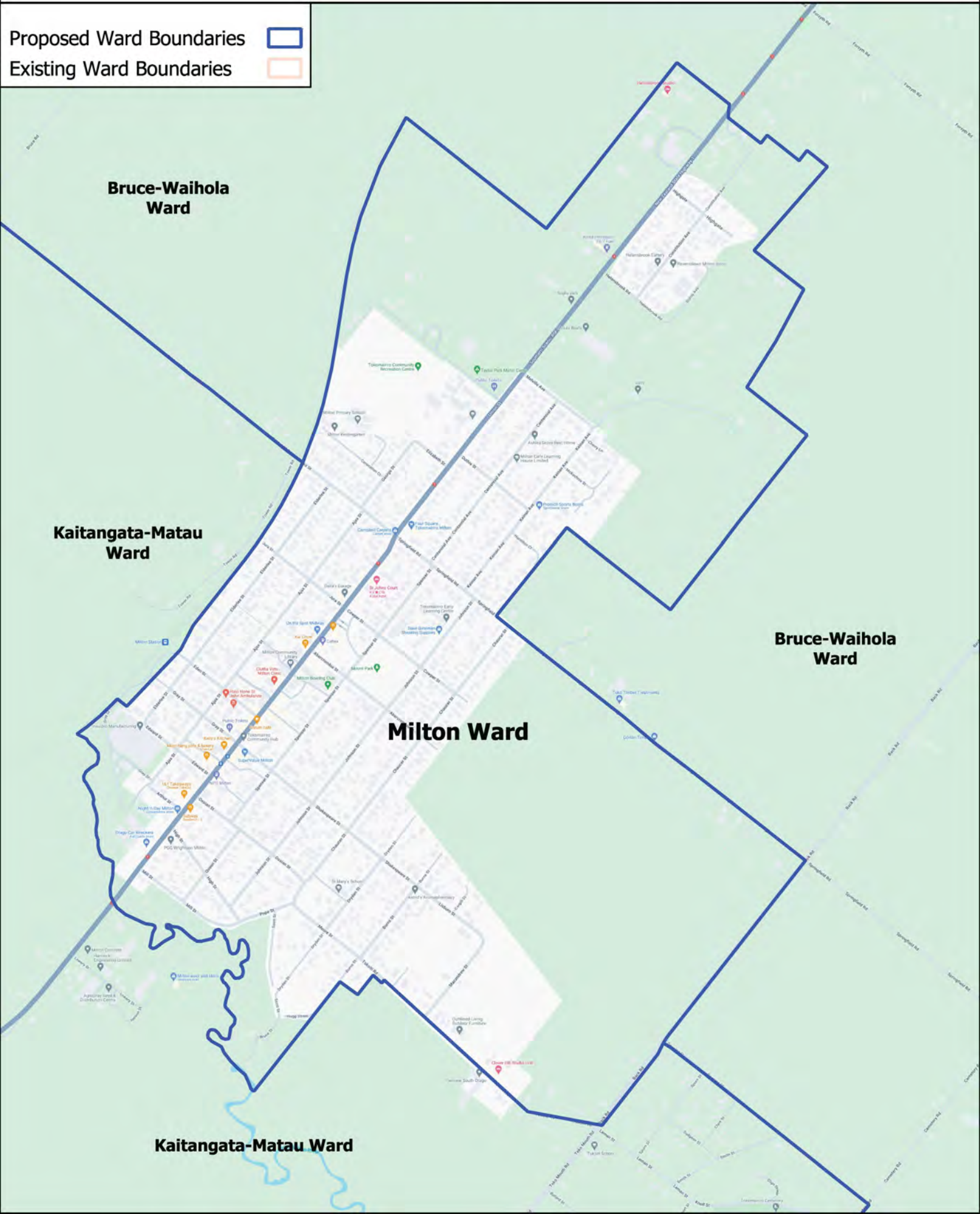
Clutha District Council - Final Proposal

9 Councillors from 8 Wards

Bruce-Waihola Ward (1 Councillor)



Clutha District Council - Final Proposal 9 Councillors from 8 Wards Milton Ward (1 Councillor)




Clutha District Council - Final Proposal 9 Councillors from 8 Wards Kaitangata-Matau Ward (1 Councillor)




Clutha District Council - Final Proposal

9 Councillors from 8 Wards

Catlins Ward (1 Councillor)

Proposed Ward Boundaries 


Existing Ward Boundaries 




Clutha District Council - Final Proposal

9 Councillors from 8 Wards

Balclutha Ward (2 Councillors)

Proposed Ward Boundaries 


Existing Ward Boundaries 




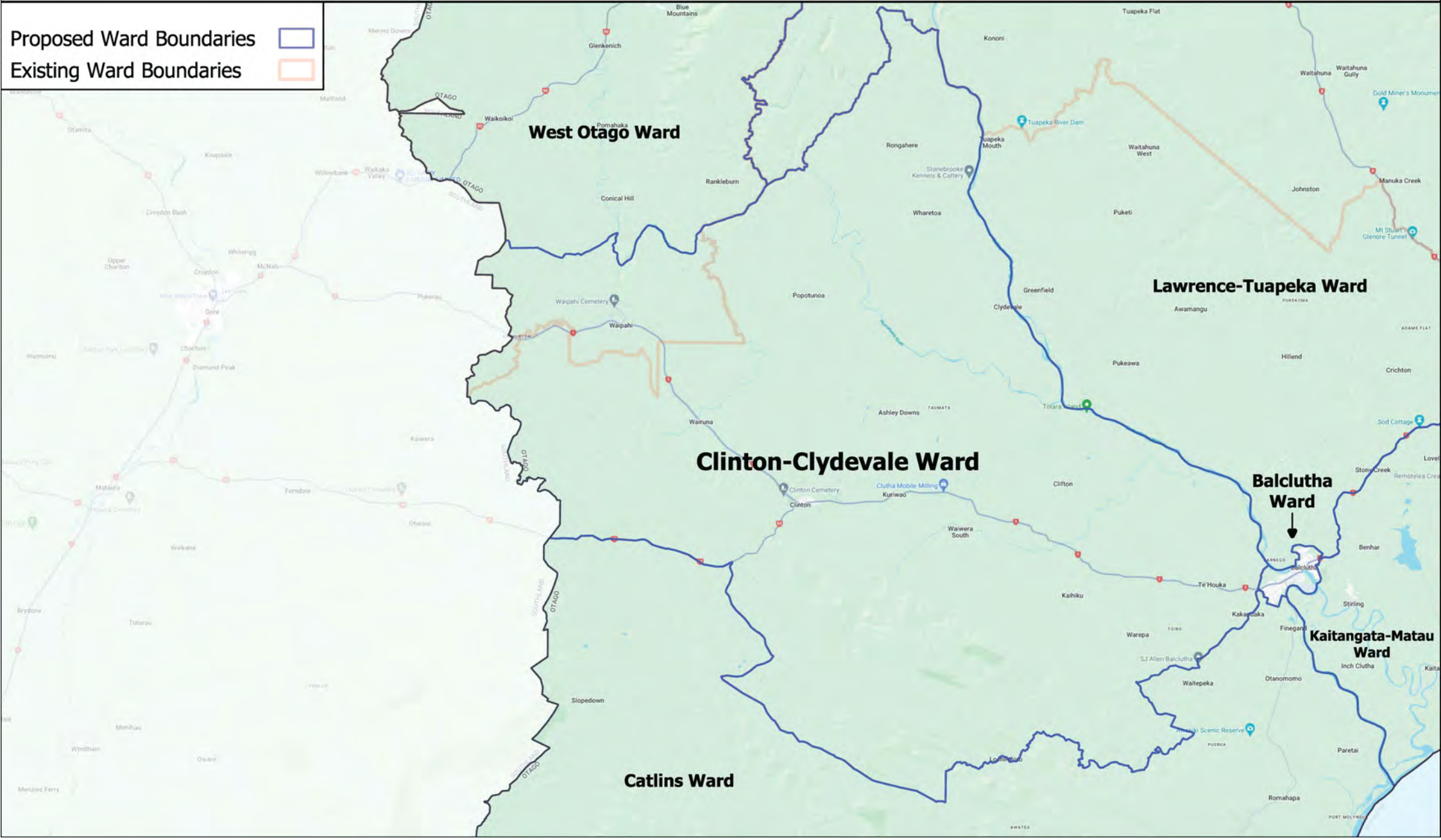
Clutha District Council - Final Proposal

9 Councillors from 8 Wards

Clinton-Clydevale Ward (1 Councillor)

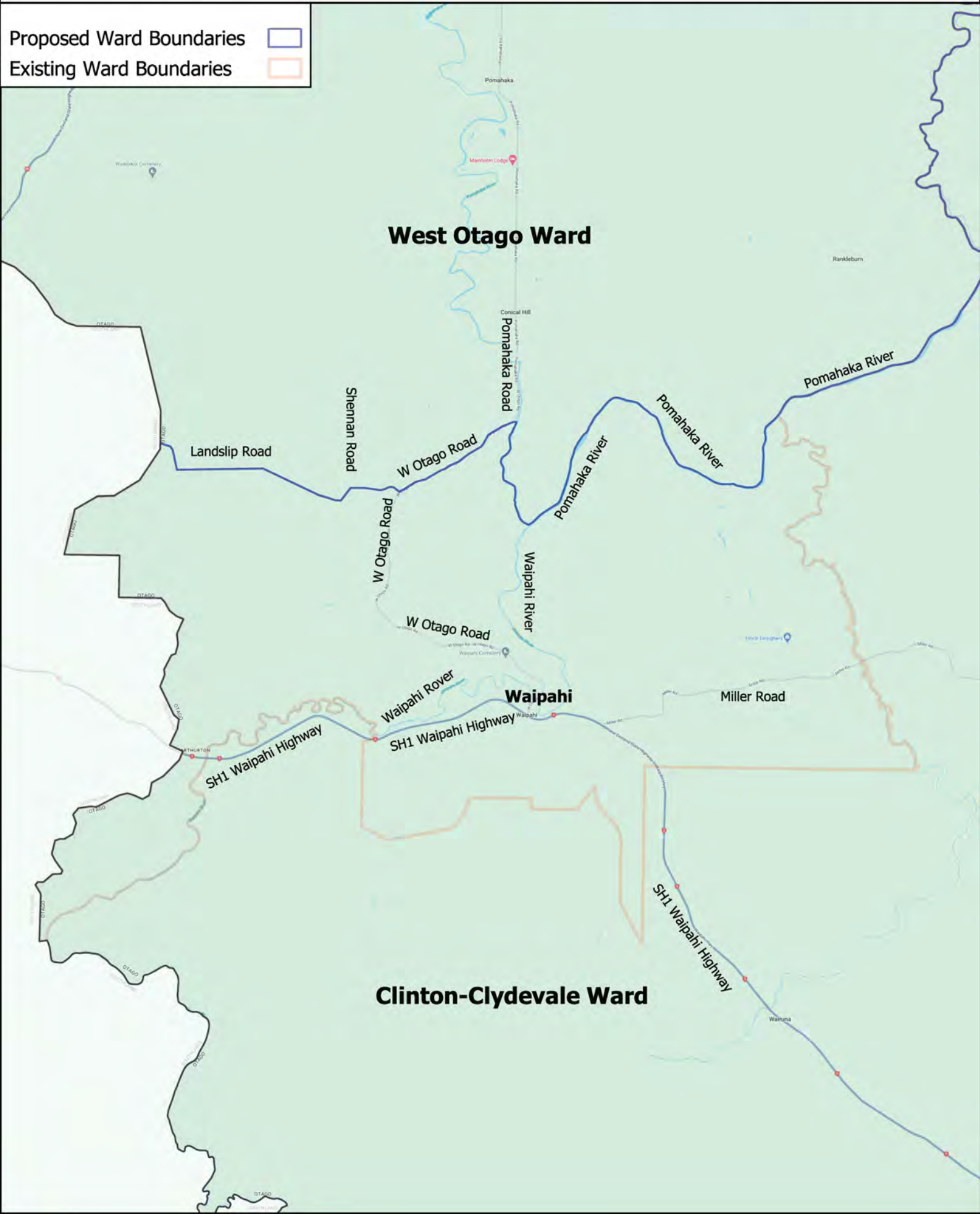
Proposed Ward Boundaries 

Existing Ward Boundaries 

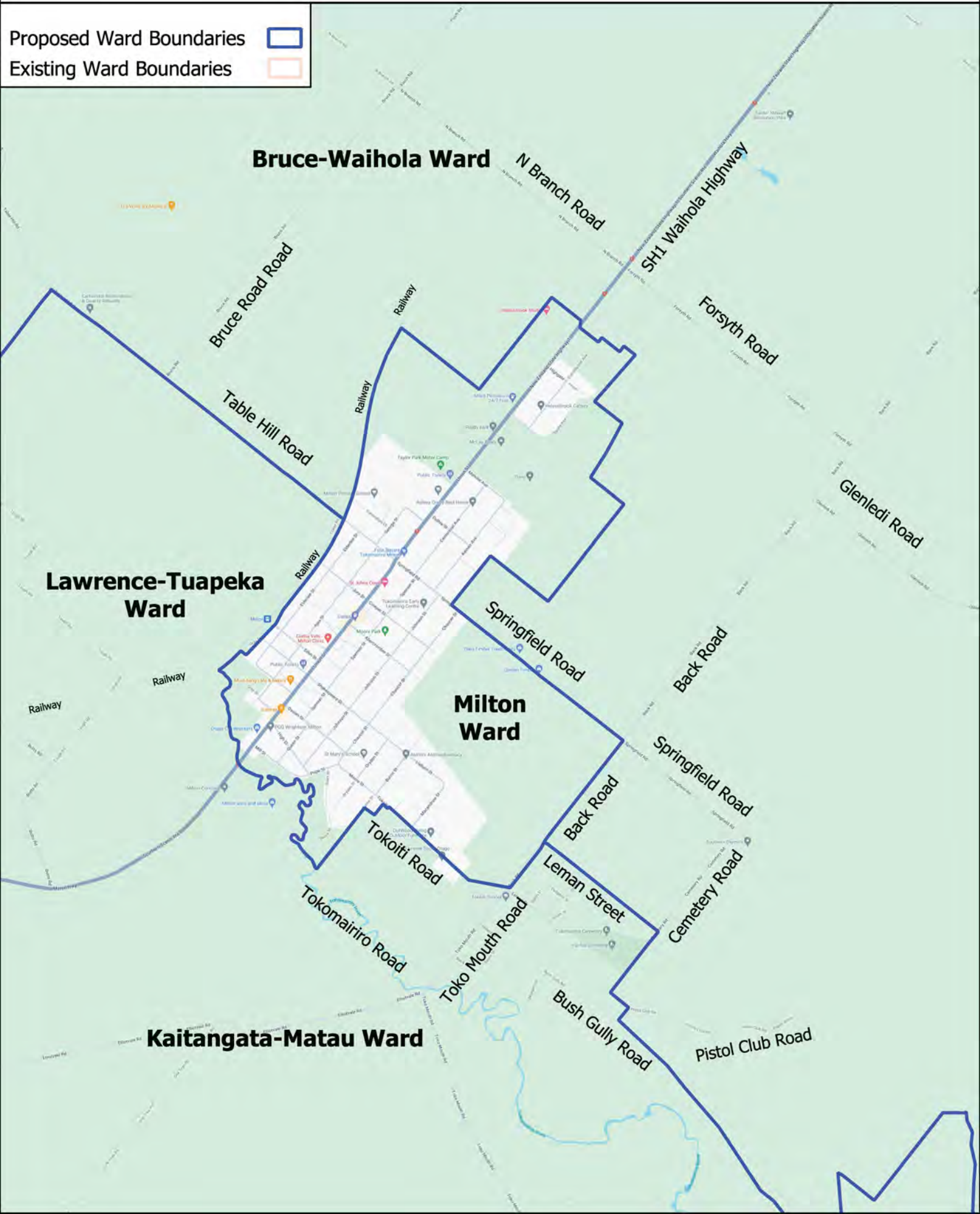


Clutha District Council - Final Proposal 9 Councillors from 8 Wards

Boundary between West Otago Ward and Clinton-Clydevale Ward



Clutha District Council - Final Proposal Boundaries between Bruce-Waihola and Milton Ward



Clutha District Council - Final Proposal Boundary between Kaitangata-Matau Ward and Catlins Ward



Proposed Ward Boundaries
 Existing Ward Boundaries

Clinton-Clydevale Ward

Freezing Works Road

Owaka Highway

Owaka Highway

Catlins Ward

Owaka Highway

Koau Road

Lawson Road

Clutha River/Koau Branch

Koau Road

Kaka Point Road

Koau Road

Centre Road

Smith Road

Centre Road

Renton Road

Telegraph Road

Kaka Point Road

Kaitangata-Matau Ward

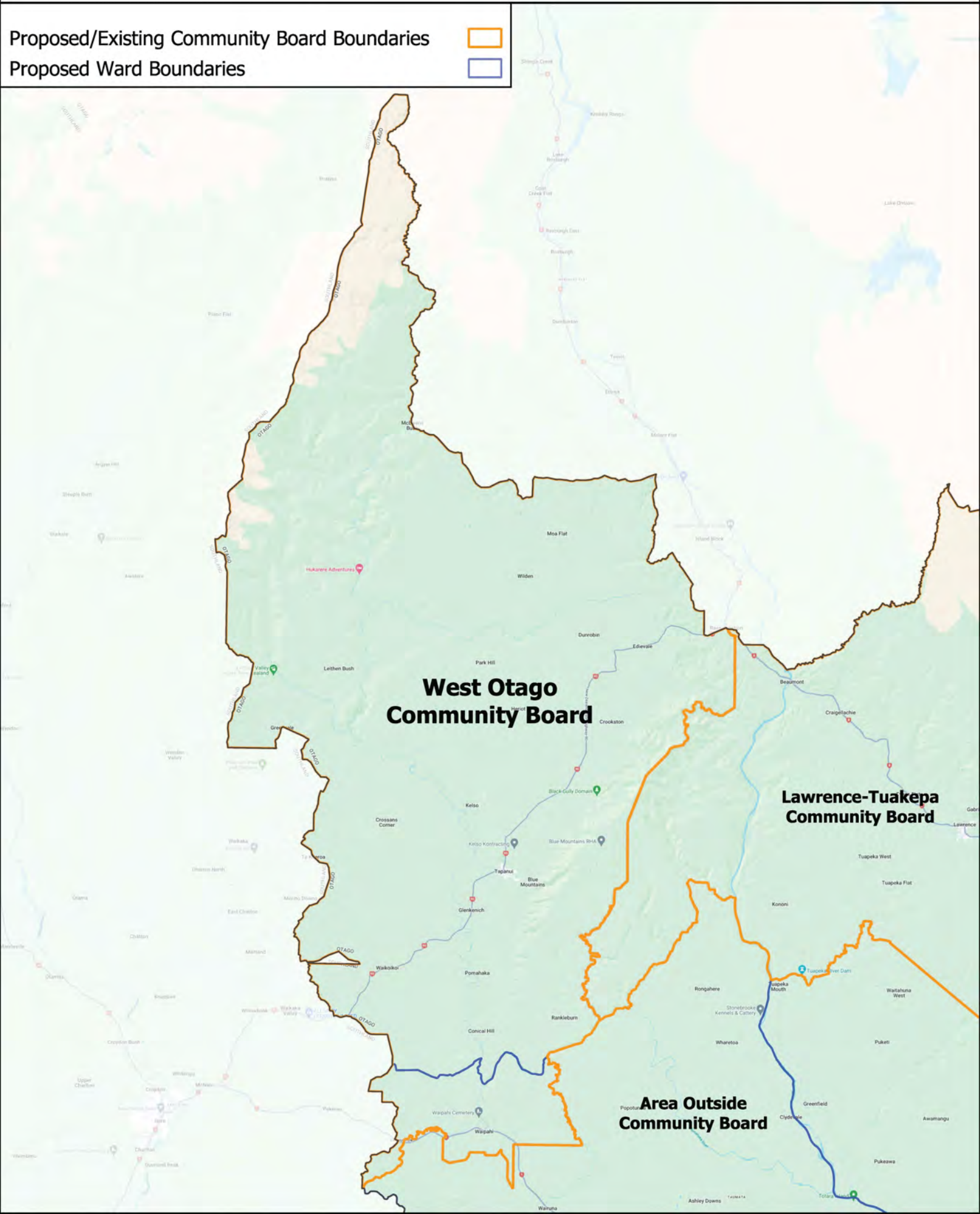
Clutha District Council Representation Review Final Proposal 12 Community Board Members from 2 Community Boards



Clutha District Council - Final Proposal

12 Community Board Members from 2 Community Boards

West Otago Community Board (6 Members)



Clutha District Council - Final Proposal

12 Community Board Members from 2 Community Boards

Lawrence-Tuapeka Community Board (6 Members)



Clutha District Council

Item for DECISION

Report	Land Transport Programme Update 2024-27
Meeting Date	23 October 2024
Item Number	3
Prepared By	Christian Bopp – Senior Asset Manager Transportation
File Reference	915200

REPORT SUMMARY

The purpose of this report is to present Council with the NZ Transport Agency Waka Kotahi (NZTA) approved 2024-27 Land Transport Programme for Clutha District Council and highlight some significant impacts. The report also asks Council to consider an adjustment in timing to enable the Milton Mainstreet Footpath Renewals to occur at the same time as the overall project.

RECOMMENDATIONS

- 1 That Council receives the ‘Land Transport Programme Update 2024-27’ report.**
- 2 That Council notes the significant reduction in funding for the Walking and Cycling Activity Class (\$1.9M), with the resultant outcome that the Long-Term Plan Key Performance Indicator (KPI) for Footpaths for 2024-27 will not be able to be achieved.**
- 3 That Council notes the significant reduction in funding for the Low-Cost Low-Risk Improvement Work Category (\$2.4M), with the resultant outcome that the funding of the Balclutha to Finegand Cycle Path (\$1.1M) and the Dual Laning of the Kaitangata Highway under the Balclutha railway bridge (\$1.1M) has not been approved and that these projects have been deferred to 2027-30.**
- 4 That Council approve funding of the work by advancing the NZTA Footpath Renewals budget allocation for Years 2 & 3 to Year 1 and sourcing the additional Council share from the Roding Deferred Maintenance Fund for the 2024/25 year.**

REPORT

1 Background

1.1 Land Transport Programme

Council staff submitted Clutha District Council’s 2024-27 Land Transport Programme as contained within Council’s 2024-34 Long Term Plan, to NZ Transport Agency Waka Kotahi (NZTA) in August 2023. The NZTA’s Board has now adopted the 2024-27 National Land Transport Programme (NLTP). Council was advised of the reduced budget approval at the Council meeting of 12 September 2024. Options for managing the overall \$6M budget

reduction is as per the breakdown and discussion below, inclusive of the LTP directive to defer \$2.7M of work from 2024-25 to 2026-27.

1.2 Milton Mainstreet Footpath Renewal

The current Contract 845: Milton Main Street Utility Services Upgrade had original scope to upgrade the water mains and underground the power cables, where excavation of trenches in the footpath on both sides of Union Street from High Street to Abercrombie Street was to occur. The asphalt (AC) resurfacing of the trench was limited to the width of the trench only, leaving a 'patchwork' appearance along a significant length of footpath. This, along with the age of the existing footpath, lead to this being raised at the 12 September 2024 Council Meeting (item 1). Council agreed to extend the scope of the upgrade work to include resurfacing of the full width of the effected footpaths. The additional work was negotiated with two suppliers, Fulton Hogan and Andrews Haulage, with the proposal from Andrews Haulage being accepted.

2 Strategic Goals and Outcomes

2.1 Community Outcomes

- Vibrant Rural Towns and Communities

2.2 Key Priority Areas

- Healthy Safe Communities
- Invest in Infrastructure

3 Discussion

3.1 Land Transport Programme

Table 1 below compares the 3-year total (2024-27) budget values as requested of the NZTA (as also reflected in the 2024-34 LTP) and the subsequent value approved by the NZTA's Board at Activity Class Level.

Attachment A: Table 2: CDC vs NZTA Budget Request/Approval – Activity Class Level reflects the individual 3 year budget values as requested of the NZTA (matching the 2024-34 LTP) and the subsequent value approved by the NZTA for each respective year with the associated funding allocations and impacts as below.

Table 1: CDC vs NZTA Budget Request/Approval – Activity Class Level

NZTA Activity Class & Work Categories	CDC 2024/27	NZTA 2024/27	Var.	%
Local Road Pothole Prevention	40,190,000	38,894,000	296,000	0.7%
Local Road Operations	12,958,000	12,221,000	737,000	5.7%
Walking & Cycling	2,618,000	720,000	1,898,000	72.5%
Safety	324,000	190,000	134,000	41.4%
Local Road Improvements	10,213,000	7,232,000	2,981,000	29.2%
Total	66,303,000	60,257,000	6,046,000	9.1%

For Clutha District Council, the reduction of our funding request by \$6M (9%) over the 2024-27 period by the NZTA has significant impacts on the following areas:

- Walking & Cycling
- Safety
- Local Road Improvements

Walking & Cycling (Reduction \$1.9M, 73%)

This Activity accounts for both maintenance and renewals of footpaths. The existing Roding Network Maintenance Contract has a commitment of approximately \$115K per annum and as such, funding will be required to be transferred from the renewals area (WC225) to ensure the commitment is met.

This leaves Council with an available budget of approximately \$376K for 2024-27 for Footpath Renewals, which will result in the Long-Term Plan Key Performance Indicator (KPI) for Footpaths for 2024-27 not able to be achieved due to this 85% reduction in requested funding. The KPI is for Council to achieve a Footpath Condition rating of 100% footpaths in a condition 3 or better by 2031/32, which requires an annual length 1.3km of footpath to be renewed. At an estimated construction rate of \$450/m for a 1.5m wide concrete footpath, only approximately 280m can be constructed per annum, more than 1km short of Council's annual target. The Council could explore the option of funding future footpath renewals from Rates, using the Annual Plan process to support this application/proposal. This would enable the Council to achieve the KPI for footpath renewals or defer a decision until the next LTP.

The funding of new footpaths has historically been funded by the township where they are to be installed. During the recent LTP it was suggested that a different funding model be considered for new footpaths and this is proposed to be assessed at a high level during the upcoming Annual Plan process.

Safety (Reduction \$134K, 41%)

This activity accounts for Road Safety Promotion (WC432). Early confirmation was received from the NZTA for Council to resubmit this activity at a 41% reduction in the Road Safety Coordination and Projects delivery. A nominal programme has been developed however, there is an additional paper regarding the Road Safety Programme for consideration in another report in this agenda.

Local Road Improvements (Reduction \$2.98M, 29.2%)

This Activity accounts for both Bridge & Structural Renewals (WC216) and Low-Cost Low Risk Improvements (WC341).

For Bridge & Structural Renewals, the \$616K reduction in funding may result in one or two bridges being deferred from 2024-27 to 2027-30. Final decisions can be made on this, once tender prices and trends are known.

For Low-Cost Low Risk Improvements (WC341), the reduction of \$2.36M results in the following projects being deferred to 2027-30:

- Dual Laning of Kaitangata Highway underneath the Balclutha Railway Bridge (\$1.087M)
- Balclutha to Finegand Cycle Path (\$1.099M)

The balance of Low-Cost Low Risk Improvements that would be able to be completed is:

- LED Streetlight infill (Original scope \$432K) – proceed with a reduced scope to allow for the School Speed Limit signs, to the value of \$308k.
- Installation of School Speed Limit Signs (\$174K) – the new Land Transport Rule for Setting Speed Limits has been released and requires the implementation of variable speed limits outside school gates by 1 July 2026. The installation of the signs can be funded from the reduced LED scope (\$124k) and from WC 222 Signs Renewals (\$50k). We made the strategic decision to purchase these signs in the 2023/24 financial year.

NZTA has confirmed that it has created a \$100M fund for Low-Cost Low Risk Improvements that are targeted at delivering on the GPS strategic priorities of economic growth and productivity, increased resilience, and value for money. Further detail is available from NZTA’s maintenance investment advisors and Council staff will approach them accordingly.

3.2 Milton Mainstreet Footpath Renewal

As highlighted above the Land Transport Programme allocation for Footpath Renewals was not fully funded by NZTA and it has been further reduced to cover CDC footpath maintenance commitments. However, NZTA allows funding within a 3-year LTP period to be advanced or deferred. In this case advancing the 3-year allocation to Year 1 will cover the expected cost of the work.

Refer to Table 3 appended.

The Council share of the cost can be sourced from the Roothing Deferred Maintenance Fund which has a current value of over \$2 million. The additional rates requirement for moving this work to year one is likely to be less than \$80,000.

A consequence of completing this work will be the deferral of other footpath renewals to the 2027-30 LTP period or consideration of additional funding by Council. This was how footpath renewals were funded historically and a significantly revised footpath programme and funding may be an issue for consideration through the Annual Plan or the next LTP.

A ‘Do Minimum’ option of reinstating the trench only was considered but discounted due to the direction given by Council at the 12 September meeting. This was included in the original construction contract values.

4 Consultation

The 2024-34 LTP was the subject of the required consultation processes.

5 Policy Considerations

N/A.

6 Legal Considerations

N/A.

7 Financial Impact/Budget

The budget options are as discussed above.

8 References – Tabled/Agenda Attachments

Table 2: CDC NZTA Budget Request/Approval – Activity Class Level

Table 3: Land Transport Footpath Renewals 2024/27 Allocation

Table 2: CDC vs NZTA Budget Request/Approval – Activity Class Level

NZTA Activity Class & Work Categories	CDC 2024/25	CDC 2025/26	CDC 2026/27	CDC 2024/27	NZTA 2024/25	NZTA 2025/26	NZTA 2026/27	NZTA 2024/27	Var.	%
Local Road Pothole Prevention	13,441,000	13,204,000	13,545,000	40,190,000	13,059,000	13,297,000	13,538,000	39,894,000	296,000	0.7%
Local Road Operations	4,255,000	4,292,000	4,411,000	12,958,000	4,001,000	4,073,000	4,147,000	12,221,000	737,000	5.7%
Walking & Cycling	846,000	874,000	898,000	2,618,000	236,000	240,000	245,000	720,000	1,898,000	72.5%
Safety	105,000	108,000	111,000	324,000	63,000	63,000	64,000	190,000	134,000	41.4%
Local Road Improvements	3,097,000	3,731,000	3,385,000	10,213,000	2,370,000	2,411,000	2,451,000	7,232,000	2,981,000	29.2%
Total	21,744,000	22,209,000	22,350,000	66,303,000	19,729,000	20,084,000	20,445,000	60,257,000	6,046,000	9.1%

Table 3: Land Transport Footpath Renewals 2024/27 Allocation

<u>Footpath Renewals - WC225</u>	2024/25	2025/26	2026/27	Total 2024/27
Admin (5%)	6,000	6,000	6,000	18,000
Footpath Contract	123,000	119,000	116,000	358,000
Total LTP Budget	129,000	125,000	122,000	376,000
Council Share (33%)	42,570	41,250	40,260	124,080

Clutha District Council

Item for CONFIRMATION

Report	Confirmation of Council Minutes
Meeting Date	23 October 2024
Item Number	4
Prepared By	Julie Gardner – EA/Governance Advisor
File Reference	915616

REPORT SUMMARY

Attached for confirmation are the minutes of the meeting of the Clutha District Council held on 12 September 2024.

RECOMMENDATION

- 1. That the minutes of the meeting of the Clutha District Council held on 12 September 2024 be approved as a true and correct record.**

Clutha District Council

Minutes of the meeting of Clutha District Council held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday 12 September 2024 commencing 1.30pm.

Present His Worship the Mayor Bryan Cadogan, Councillors Kevin Barron, Dane Catherwood, Wayne Felts, Gaynor Finch (via Teams), Bruce Graham, John Herbert, Michele Kennedy, Alison Ludemann, Simon McAtamney, Dean McCrostie, Jock Martin, Ken Payne and Bruce Vollweiler

In Attendance Jules Witt (Deputy Chief Executive), Sharon Jenkinson (Chief Financial Officer), Diane Byars (Communications Manager) and Julie Gardner (EA/Governance Advisor)

Apologies Councillor Brent Mackie

Moved Mayor Cadogan/Councillor Herbert and Resolved:

“That the apology be sustained.”

His Worship the Mayor Bryan Cadogan welcomed Councillors, staff and the media to the meeting and advised that this meeting was being livestreamed.

Mayor Cadogan said a Whakatauki to start the meeting.

DECLARATIONS OF INTEREST

There were no declarations of interest.

PUBLIC FORUM

There was no public forum.

The Finance Team were in attendance to receive their Bronze Star Award for completion of the first part of the Clutha Stars programme.

1 MILTON STREETScape BEAUTIFICATION DESIGN OPTIONS

The Senior Asset Manager Transportation presented the Landscape Architect's design options for the streetscape beautification component of the Milton Streetscape upgrade.

Chris Bopp and Donna McArthur were in attendance for this item and Brooke Mitchell and Ben Bellamey (RMM) were in attendance via Teams.

Chris explained that the report was seeking approval on what could be delivered once the tender prices are known, noting that the scope of work would be adjusted accordingly.

The Bruce Ward Councillors emphasised that the local businesses would prefer to have minimal plantings in the main street with the carpark kept in the plaza area, and all agreed that it was important to get this project underway as soon as possible.

Donna and Chris advised they were hopeful that work could start on this project mid to late January 2025 but would be dependent on contractor availability as this is in the middle of the contracting season.

Councillors asked about asphaltting the carpark by the toilets as a priority, however it was explained that with the establishment and disestablishment costs of the site there would be nothing gained by doing this earlier.

Footpath work was also discussed with all in agreement that this needed to be done in January in order to have minimal disruption to the main street in the lead up to Christmas.

After considerable debate, it was agreed to go out to tender on all 3 options and then make an informed decision.

Moved Councillors Herbert/Felts and Resolved:

"That Council receives the 'Milton Streetscape Beautification Design Options' report.

Moved Councillors XXXX and Resolved:

That Council confirms for the continuation of the Beautification component of the Milton Main Street Upgrade project to obtain tender pricing for the 3 options:

Option A: \$2.1M - Completion of the Gray Street Plaza (inclusive of the carpark at the toilets) and the immediate Union/Gray Street Intersection with the removal of the water feature and the brick wall to the east of it;

Option B: \$1.8M - Completion of the Gray Street Plaza (inclusive of the carpark at the toilets) and the immediate Union/Gray Street Intersection with the removal of the water feature and the brick wall to the east of it and further reduction of landscape elements; and

Option C: \$1.6M - Completion of the Gray Street Plaza (inclusive of the carpark at the toilets) and the immediate Union/Gray Street Intersection with the removal of the

water feature and the brick wall to the east of it and further reduction of landscape elements as well as no bulbous kerbs to the east of the Gray Street/Union Street intersection.

2 BRUCE COMMUNITY FACILITY SPECIAL CONSULTATION DOCUMENT

The Head of Department Infrastructure Strategy & Delivery submitted the draft Special Consultation Document and timeline of delivery for the Bruce Community Facility Trust for Council sign-off.

Donna McArthur was in attendance for this item.

Councillors questioned why the full document was only going to the Bruce district community and one page to the wider district when the whole district will be paying for it.

Donna explained that it will be included in the Blue Mountain Express, Tuapeka Times and Clutha Leader as well as on Council's website so that the whole district has the opportunity to be involved in the process, however it was also noted that some people still don't use social media. Paper copies will also be made available at the local Community Libraries.

Councillors debated the figures used in the consultation document, in particular the Better off Funding of \$1.9M and \$1M that has been identified for ground stabilisation and argued that these should be added to the total cost of the project for consultation.

The Deputy Chief Executive reiterated that we currently have a signed contract for \$1.9M and that is why it is not included in the special consultation document. However, Councillors argued that there was no guarantee that this money would be received in the future.

The reason for the consultation is due to an increase in budget pricing so therefore a special consultation process is required. If Option 2 (Stop the current project) is the preferred option, there will need to be a decision made about the current pool and library.

Moved Councillors Herbert/Payne and Resolved:

"That Council receives the 'Bruce Community Facility Special Consultation Document' report."

Moved Councillors Catherwood/McCrostie:

"That Council agrees to a total project cost increase of \$1M, with a council funding increase of \$2.9M bringing the total project cost to \$20.4M and a loan of \$18.4M for the Library/Pool project."

Vote by show of hands:

For (2)

Councillors Catherwood, McCrostie

Against (12)

Mayor Cadogan, Councillors Vollweiler, Martin, Ludemann, Herbert, Graham, Payne Finch, McAtamney, Felts, Kennedy, Barron

The motion was lost.

Councillors requested an additional box be added to the document highlighting the operating costs and it was agreed that this would be included.

A request for an increase in fundraising contributions to the project was also raised and this was to be taken back to the Bruce Community Facility Trust for consideration.

Moved Councillors Vollweiler/Payne and Resolved:

“That Council approves the Draft Special Consultation Document 2024 – Bruce Community Facility Report, as amended (Attachment A).

That Council approves supporting information for the Draft Special Consultation Document – Bruce Community Facility Report 2024, including project designs (Attachment B).

That Council adopts the Draft Special Consultation Document 2024 – Bruce Community Facility Report and supporting documents, in accordance with the principles and requirements set out in the Local Government Act 2002 and with the Significant Engagement Policy 2024, with engagement to be undertaken as set out in this report and timelines at Attachment C.

That Council delegates to the Chief Executive the authority to approve any edits required to finalise the Draft Special Consultation Document 2024 – Bruce Community Facility Report and supporting documents for consultation.”

Vote by show of hands:

For (12)

Mayor Cadogan, Councillors Vollweiler, Martin, Ludemann, Herbert, Graham, Payne, Finch, McAtamney, Felts, Kennedy, Barron

Against (2)

Councillors Catherwood, McCrostie.

The motion was carried.

3 TELFORD BURSARY 2024 REPORT (agenda item 6)

Recipients of the 2024 Telford Bursary were in attendance to receive their certificates and address Council.

Moved Mayor Cadogan/Councillor Herbert and Resolved:

“That Council receives the ‘Telford Bursary 2024’ report.

That Council notes the allocation of the 2024 Telford Bursary of \$2,000 to Ashleigh Coull and \$1,000 to Drue Thomas.”

The meeting was adjourned at 3.05pm.

The meeting reconvened at 3.27pm.

Councillor Finch was an apology for the remainder of the meeting.

4 WEST OTAGO COMMUNITY CENTRE FUNDING REQUEST (agenda item 3)

The Chief Financial Officer submitted a report requesting Council consider the funding provided to the West Otago Community Centre.

Sharon Jenkinson was in attendance for this item and highlighted that the committee did not realise they needed to submit to the LTP 2024/34 for a continuation of the increased funding that had been received over the previous three years.

Councillors were happy to support this item as it would have been approved during the LTP process.

Moved Councillors Vollweiler/Payne and Resolved:

“That Council receives the ‘West Otago Community Centre Funding Request’ report.

Moved Councillors Herbert/Catherwood and Resolved:

That Council approves an increase in funding of \$13,000 to the West Otago Community Centre carried forward as a closing balance and funded during the Annual Plan 2025/26 process.”

5 PROPOSED CATEGORY A PROJECTS – 2024/25 (agenda item 4)

The PM Team Leader, Infrastructure Strategy & Delivery submitted a list of proposed Category A projects for 2024/25 and requests a decision on Council to accept, add or delete projects on this list.

Moved Councillors Vollweiler/Felts and Resolved:

“That Council receives the ‘Proposed Category A Projects – 2024/25’ report.

That Council accepts the Proposed Category A Projects as listed below:

Project Number	Group of Cat A Projects	Name	Capital2025 Amount*	Project Manager
361156	Balmoral/Tuapeka Rural Water Scheme & Lawrence New Supply	Greenfield Bore Project - Alternative Water Supply for Waitahuna and Evans Flat WTP)	7,975,000	Dambar
900050	ERP Upgrade (IT)	ERP upgrade - Datascape	191,395	IT team
570007	Milton Community Pool/Library Hub Project	Milton Service Centre Library Pool Community Facility - Pool Component	1,000,000	Donna
560019	Milton Community Pool/Library Hub Project	Milton Service Centre Library Pool Community Facility - Service Centre/Library Component	500,000	Donna
310002	Milton Main Street Group of projects	Milton Main Street/Streetscape Project	3,859,854	Dambar
351087	Milton Main Street Group of projects	Milton Main Street Utilities - Milton Water	401,000	Kuben
500009	Mt Cooe Landfill Group of Projects	Mt Cooe WW Pump Station	1,540,894	Dredd
500022	Mt Cooe Landfill Group of Projects	Upgrades at Mt Cooe	200,000	Hebe
500023	Mt Cooe Landfill Group of Projects	Mt Cooe - Construct Cell 1	131,456	Hebe
500021	Mt Cooe Landfill Group of Projects	Mt Cooe - Cap Existing Cell	10,000	Hebe
400063	Wastewater Compliance Group of Projects	Owaka WWTP Compliance upgrades	750,000	3-Waters (Operations)
400066	Wastewater Compliance Group of Projects	Tapanui WWTP - Compliance upgrades	561,260	3-Waters (Operations)
400069	Wastewater Compliance Group of Projects	Lawrence WWTP - Compliance upgrades	247,937	3-Waters (Operations)
400059	Wastewater Compliance Group of Projects	Kaka Point WWTP Compliance upgrades	213,076	3-Waters (Operations)
400061	Wastewater Compliance Group of Projects	Milton WWTP Compliance improvements	133,614	Internal services
362025	Water Compliance Group of Projects	Rural WTP - Compliance Instrumentation - Moa Flat	25,000	3-Waters (Operations)
362026	Water Compliance Group of Projects	Rural WTP - Compliance Instrumentation - North Bruce	25,000	3-Waters (Operations)
362029	Water Compliance Group of Projects	Rural WTP - Compliance Instrumentation - Puerua	25,000	3-Waters (Operations)
362030	Water Compliance Group of Projects	Rural WTP - Compliance Instrumentation - Kaitangata WTP	25,000	3-Waters (Operations)

Project Number	Group of Cat A Projects	Name	Capital2025 Amount*	Project Manager
362031	Water Compliance Group of Projects	Rural WTP - Compliance Instrumentation - Stirling WTP	25,000	3-Waters (Operations)
-	Rural/Urban Water Scheme Funding Policy**	-	-	Policy team

6 PROPOSED COUNCIL MEETING DATES 2025 (agenda item 5)

The EA/Governance Advisor presented the proposed meeting dates for 2025 for confirmation.

Moved Mayor Cadogan/Councillor Herbert and Resolved:

“That Council receives the ‘Proposed Council Meeting Dates 2025’ report.

That Council confirms the 2025 Meeting Dates.”

7 LAND TRANSPORT PROGRAMME UPDATE 2024-27

The Senior Asset Manager Transportation presented the NZTA Waka Kotahi approved 2024-27 Land Transport Programme and highlighted some significant impacts.

Chris Bopp was in attendance for this item.

He highlighted that while the funding is \$6M less than what was asked for which in itself is not challenging, more activity classes have been created with no scope allowed to allocate funding from other areas of the programme.

Roading budgets in the LTP were based on what was submitted to NZTA so there will now be an impact on budgets due to the shortfall in funding received. This will be addressed at a future meeting.

Moved Councillors Vollweiler/McAtamney and Resolved:

“That Council receives the ‘Land Transport Programme Update 2024-27’ report.

That Council notes the significant reduction in funding for the Walking and Cycling Activity Class (\$1.9M), with the resultant outcome that the Long-Term Plan Key Performance Indicator (KPI) for Footpaths for 2024-27 will not be able to be achieved.

That Council notes the significant reduction in funding for the Safety Activity Class (\$134K), with the resultant outcome that the Road Safety Promotion programme had to be resubmitted at the lower value of \$190K for 2024-27, with an expectation that more education services are to be delivered in-house.

That Council notes the significant reduction in funding for the Low Cost Low Risk Improvement Work Category (\$2.4M), with the resultant outcome that the funding of School Speed Signs (\$173K), the Balclutha to Finegand Cycle Path (\$1.1M) and the Dual Laning of the Kaitangata Highway under the Balclutha railway bridge (\$1.1M) has not been approved and that these projects have been deferred to 2027-30, with potential scope to install the School Speed Limit Signs as a maintenance item in 2024-27."

8 RESIDENTS SURVEY 2024

The Policy Advisor presented the annual Resident Satisfaction Survey for the 2023-24 year.

Councillors were unhappy with some of the low ratings received and the overall lack of confidence in the Elected Members decision making and would like an opportunity to have this discussed at a Risk & Assurance meeting as it is important to address why this has happened and how it can be rectified.

Moved Councillors Ludemann/Catherwood and Resolved:

"That Council receives the 'Residents Survey 2024' report.

That Council notes the Clutha District 'Residents Satisfaction Survey 2024' report."

9 LOCAL WATER DONE WELL UPDATE

The Chief Executive presented an update on Local Water Done Well. A further addendum to this item was circulated separately.

Mayor Cadogan outlined the additional information that was provided to the Joint Otago-Southland Mayoral Forum on 6 September 2024.

Steve Hill joined the meeting via Teams, and he highlighted that while Councillors are asked to indicate a preferential option focusing on their priorities, initial responses to the options and any concerns, it is acknowledged that further work would need to be done on these. It is just an indication of a preference for further discussion with Otago-Southland Councils and Mayors.

He advised that Morrison Low are currently working on a report on the options, but this would not be available until October.

There is a timeframe of 12 months for the water services plans but there is an opportunity to request an extension if necessary.

Councillors stated that more work needed to be done on this and would prefer this to be discussed at a workshop before any decision is made.

Councillor Catherwood left the meeting at 4.25pm and rejoined at 4.27pm.

Steve advised that early November is when more information will be to hand and that was always the timeframe, however the Mayors have pushed to get this moved forward, hence why the addendum was circulated.

Moved Mayor Cadogan/Councillor Vollweiler and Resolved:

“That Council receives the ‘Local Water Done Well Update’ report.

That Council receives the ‘Local Water Done Well Update – Addendum’ report.”

10 CONFIRMATION OF COUNCIL MINUTES

The minutes of the meetings of the Clutha District Council held on 26 July 2024 and 1 August 2024 were submitted for confirmation.

Moved Councillors Herbert/Kennedy and Resolved:

“That the minutes of the meeting of the Clutha District Council held on 26 July 2024 be approved as a true and correct record.

That the minutes of the meeting of the Clutha District Council held on 1 August 2024 be approved as a true and correct record.”

11 CORPORATE AND POLICY COMMITTEE MINUTES

The minutes of the meeting of the Corporate and Policy Committee held on 29 August 2024 were submitted for confirmation.

Moved Councillors Catherwood/Vollweiler and Resolved:

“That the minutes of the meeting of the Corporate and Policy Committee held on 29 August 2024 be approved as a true and correct record.”

12 INFRASTRUCTURE STRATEGY AND OPERATIONS COMMITTEE MINUTES

The minutes of the meeting of the Infrastructure Strategy and Operations Committee held on 29 August 2024 were submitted for confirmation.

Moved Councillors Graham/Payne and Resolved:

“That the minutes of the meeting of the Infrastructure Strategy and Operations Committee held on 29 August 2024 be approved as a true and correct record.”

13 REGULATORY AND COMMUNITY COMMITTEE MINUTES

The minutes of the meeting of the Regulatory and Community Committee held on 29 August 2024 were submitted for confirmation.

Moved Councillors Vollweiler/Felts and Resolved:

“That the minutes of the meeting of the Regulatory and Community Committee held on 29 August 2024 be approved as a true and correct record.”

14 COMMITTEE OF THE WHOLE MINUTES

The minutes of the meeting of the Committee of the Whole held on 29 August 2024 were submitted for confirmation.

Moved Mayor Cadogan/Councillor McCrostie and Resolved:

“That the minutes of the meeting of the Committee of the Whole held on 29 August 2024 be approved as a true and correct record.”

15 RISK & ASSURANCE COMMITTEE

The unconfirmed minutes of the Risk & Assurance Committee meeting held on 29 August 2024 were submitted.

Moved Councillors Ludemann/Graham and Resolved:

“That the unconfirmed minutes of the Risk & Assurance Committee meeting held on 29 August 2024 be noted.”

16 YOUTH COUNCIL MINUTES

The unconfirmed minutes of the meeting of the Youth Council held on 12 August 2024 were submitted.

Moved Councillor Payne/Mayor Cadogan and Resolved:

“That the unconfirmed minutes of the Youth Council meeting held on 12 August 2024 be noted.”

17 WEST OTAGO COMMUNITY BOARD MINUTES

The unconfirmed minutes of the meeting of the West Otago Community Board held on 14 August 2024 were submitted.

Moved Councillors Kennedy/Herbert and Resolved:

“That the unconfirmed minutes of the West Otago Community Board meeting held on 14 August 2024 be noted.”

18 LAWRENCE/TUAPEKA COMMUNITY BOARD MINUTES

The unconfirmed minutes of the Lawrence/Tuapeka Community Board meeting held on 14 August 2024 were submitted.

Moved Councillors Martin/Herbert and Resolved:

“That the unconfirmed minutes of the Lawrence/Tuapeka Community Board meeting held on 14 August 2024 be noted.”

19 MAYORAL REPORT

The Mayor and Councillors provided updates on meetings and events they had attended since the previous meeting of Council.

Moved Councillors Ludemann/Herbert and Resolved:

“That the ‘Mayoral Report’ dated 12 September 2024 be received.

That the following LGNZ Remits are noted:

- 1. Representational reviews***
- 2. Community Services Card***
- 3. Local government constituencies & wards should not be subject to referendum***
- 4. Entrenchment of Māori wards seats for local government***
- 5. Graduated driver licensing system***
- 6. Proactive lever to mitigate the deterioration of unoccupied buildings***
- 7. Appropriate funding models for central government initiatives***
- 8. Goods and services tax (GST) revenue sharing with local government”***

20 CHIEF EXECUTIVE’S REPORT

Reports on events attended, the award of tenders and other matters in hand at present.

Moved Mayor Cadogan/Councillor Herbert and Resolved:

“That the ‘Chief Executive’s Report’ dated 12 September 2024 be received.”

21 DOCUMENTS FOR CONSENT AND SEAL

Documents for consent and seal were presented for Council’s information.

Moved Councillors Vollweiler/McCrostie and Resolved:

“That Council approves the fixing of its seal, under the hands of the Chief Executive to the documents as listed.”

1	ROAD OCCUPATION LICENCE
1.1	Agreement between Clutha District Council (Lessor) and Lindsay John Hall and Yvonne Donaldson (Lessee) Section 9 SO 9125 Block XXIV Waihola.

22 REASONS TO MOVE TO PUBLIC EXCLUDED SESSION

Moved Mayor Cadogan/Councillor Payne and Resolved:

“That Council agrees to bring the following reports into Public –

- ***Confirmation of Public Excluded Council Minutes held on 26 July 2024 and 1 August 2024***
- ***Public Excluded Committee of the Whole Minutes held on 29 August 2024.***

That the minutes of the public excluded section of the meeting of the Clutha District Council held on 26 July 2024 and 1 August 2024 be approved as a true and correct record.

That the minutes of the public excluded section of the meeting of the Committee of the Whole held on 29 August 2024 be approved as a true and correct record.”

The meeting closed at 4.55pm.

Read and Confirmed

**B A Cadogan
 MAYOR**

Clutha District Council

Item for CONFIRMATION

Report	Confirmation of Representation Review Hearing Minutes
Meeting Date	23 October 2024
Item Number	5
Prepared By	Julie Gardner – EA/Governance Advisor
File Reference	918150

REPORT SUMMARY

Attached for confirmation are the minutes of the Representation Review Hearing held on 12 September 2024.

RECOMMENDATION

- 1. That the minutes of the meeting of the Representation Review Hearing held on 12 September 2024 be approved as a true and correct record.**

Clutha District Council

Minutes of the hearing of verbal submissions to the Clutha District Council 2024 Representation Review, held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday 12 September 2024 commencing at 9.03am.

Present His Worship the Mayor Bryan Cadogan, Councillors Kevin Barron, Dane Catherwood, Wayne Felts, Bruce Graham, John Herbert, Michele Kennedy, Alison Ludemann, Simon McAtamney, Jock Martin (arrived at 9.30am), Ken Payne and Bruce Vollweiler

In Attendance Jules Witt (Deputy Chief Executive), Natasha Munro (Policy Advisor), Beki McCabe (Communications Advisor) and Julie Gardner (EA/Governance Advisor)

Apologies Councillors Gaynor Finch, Brent Mackie, Dean McCrostie (lateness)

Moved Mayor Cadogan/Councillor Kennedy and Resolved:

“That the apologies be received.”

Mayor Cadogan welcomed everyone to the submissions hearing and advised that it was being livestreamed and recorded.

Mayor Cadogan said a Whakatauki and then moved into hearing feedback.

Submitters and notes of the main points of their verbal feedback follow:

Murray Paterson

- Has lived in Clutha District all his life.
- Interested in the future of the Clutha District.
- Believes Council is reasonably functional with good robust debates.
- Unlike neighbouring councils where personal issues are raised this one does not do that, so believes the process is happening better here.

- Generally agrees with the proposal of reducing number of councillors and having a ward-based system.
- Central Government putting a lot of pressure on local government.
- Understands the problems being faced with the extra workload it brings.
- Getting candidates for next year's election may prove difficult due to the remuneration.
- Community Boards – queried whether they are necessary to get fair representation.
- Struggles with the reasoning as to why 20% have community boards and the other 80% don't.
- Why do the councillors need a community board to bring issues to the table when they can be effective without a community board in the background like the majority of councillors around the table.
- Volunteer special interest groups could be better utilised instead of community boards.
- Either have community boards across the district or none at all.
- Believes there has been very little consideration given to reviewing community boards in the review proposal.
- Should see ourselves as one district only and not chopped into patches, Councillors need to see themselves as representing the entire district and not just their own area.

West Otago Community Board – Linda Roulston & Cecil Crawford

- Apologies from Barbara Hanna – Chairperson.
- Highlighted that they are happy with the status quo and are not in favour of reducing the numbers.
- All councillors work really hard for their wards and if they were to be decreased the workload would be increased and would deter people from being involved with council.
- Agree with keeping community boards as they are really important – elected to represent the people in their wards.
- People are more comfortable discussing issues with people they know.
- At the 6-weekly meeting council staff and the mayor get to also engage with the community that the community board represents.
- Community Board deals with items that would otherwise end up on a council agenda, thereby increasing the workload of councillors.
- In the Council's best interests to retain community boards.

Councillor Martin arrived at 9.30am.

Weatherall Family Trust – Colin Weatherall (via Teams)

- Family have owned a crib in Taieri Mouth for 70+ years.
- Has had years of experience with Community Boards, DCC.
- CDC is a special council with a lot of challenges but is working very hard.
- Supports status quo of community boards.
- Highlighted important changes – huge respect for council staff as they get on and do it.
- Don't change the numbers too low, critical to have mix and blend of community, experience etc.
- Thanked council for the excellent process and the opportunity to comment.
- Believes a good number would be 9 plus Mayor, 7 is abit light as won't always get 100% attendance.

- Changes need to have sufficient roles to handle the needs of local government today.
- Best decisions are made by a majority of councillors, common sense should prevail around the table.

Ray Powell

- Milton and Bruce Ward resident all his life.
- Agrees in principle with the changes but believes robust debate needs to take place.
- 7 is too low but 14 too many, better decisions are made with less members around the table.
- Highlighted that most company boards have 4-6 members.
- Positive connection and good working relationships between community boards, council and the people they represent.
- Community Boards filter out the unnecessary conversations that council doesn't need to worry about.
- Means they are better informed to make better decisions around the council table.
- If there had been a community board in Milton the cabin issue would not have happened as the local councillors did not pick up on the discord in the town.
- In favour of community boards, LTCB/WOCB are very successful in working with the volunteer groups in their areas.
- Ward names – believes Bruce District should be renamed 'Tokomairiro' – keep familiar/heritage names with each area.

Moved Mayor Cadogan/Councillor Payne and Resolved:

“That Council receives verbal submissions to the Clutha District Council 2024 Representation Review”.

The meeting closed at 10.00am.

Read and Confirmed

**B A Cadogan
MAYOR**

Clutha District Council

Item for CONFIRMATION

Report	Regulatory & Community Committee Minutes
Meeting Date	23 October 2024
Item Number	6
Prepared By	Wendy Copeland – Building & Regulatory Administrator
File Reference	917385

REPORT SUMMARY

Attached are the minutes of the meeting of the Regulatory & Community Committee held on 10 October 2024.

RECOMMENDATIONS

1. That the minutes of the meeting of the Regulatory & Community Committee held on 10 October 2024 be approved as a true and correct record.

Regulatory and Community Committee

Minutes of the meeting of Regulatory and Community Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha, on Thursday 10 October 2024, commencing 1.30pm

Present Councillor Gaynor Finch (Chair), Councillors Kevin Barron, Wayne Felts, Bruce Graham, John Herbert, Michele Kennedy, Alison Ludemann, Simon McAtamney, Dean McCrostie, Brent Mackie, Jock Martin, Ken Payne and Bruce Vollweiler

In Attendance Steve Hill (Chief Executive), Jules Witt (Deputy Chief Executive), Olivia Restieaux (Planning Manager), Craig Barr (Consultant Planner), Mike Goldsmith (Project Manager – Community Plan Implementation), Debbie Duncan (Head of Libraries and Visitor Information), Malcolm Sinclair (Head of Building & Regulatory Services), Wendy Copeland (Building & Regulatory Administrator)

Apologies: His Worship the Mayor Bryan Cadogan

Moved Councillors Kennedy / Herbert and Resolved:

'That the apology be sustained.'

Absent: Councillor Dane Catherwood

DECLARATIONS OF INTEREST

There were no declarations of interest.

URGENT BUSINESS

There was no urgent business.

PUBLIC FORUM

There was no public forum.

Councillor Finch presented Council's Planning Team with their Clutha Stars Bronze Awards.

1. DISTRICT PLAN REVIEW REPORT

The Planning Manager presenting a report written by Craig Barr, Consultant Planner, identifying options for the District Plan review.

Craig Barr and Olivia Restieaux were in attendance to speak to the report and answer questions.

Moved Councillors Vollweiler / Herbert and Resolved:

- 1. 'That the Regulatory and Community Committee receives the 'District Plan Review Discussion Document Report', dated 10 October 2024.'***

Moved Councillors Vollweiler / Martin and Resolved:

- 2. 'That the Regulatory and Community Committee recommences a rolling review of the Clutha District Plan'***

Moved Councillors Vollweiler / Martin and Resolved:

- 3. 'That the Regulatory and Community Committee confirms, if option b is adopted, to commence a review of topics as identified in Table 1 in the body of this report.'***

2. PLANNING UPDATE

The Planning Manager updating the Committee matters in the Planning Department.

Olivia Restieaux – Planning Manager was in attendance.

Moved Councillors Herbert / Felts and Resolved:

'That the Regulatory and Community Committee receives the report titled 'Planning Update Report', dated 10 October 2024.'

3. COMMUNITY & FACILITIES UPDATE

The Head of Community & Facilities submitted a report providing updating the Committee on activities within the Community & Facilities department.

In Kelly Gay's absence, Jules Witt spoke to the report and answered any questions from the Committee.

Moved Councillors Herbert / McCrostie and Resolved:

'That the Regulatory and Community Committee receives the report titled 'Community & Facilities Update', dated 10 October 2024.'

4. COMMUNITY PROJECTS UPDATE

The Project Manager – Community Plan Implementation updating the Committee on progress with the Our Place community plans.

Mike Goldsmith – Project Manager, Community Plan Implementation was in attendance.

Discussion on the transfer of \$20,000 from Tarata Street playground to the Esplanade playground, through The Catlins - Our Place Plan. Chief Executive advised that, in similar future situations, staff would report back to Councillors with such requests.

Moved Councillors Payne / Kennedy Vollweiler and Resolved:

'That the Regulatory & Community Committee receives the 'Community Projects Update' report, dated 10 October 2024.'

5. COMMUNITY LIBRARIES & VISITOR INFORMATION UPDATE

The Head of Libraries and Visitor Information updating the Committee on activities within the Community Libraries & Visitor Information department.

Moved Councillors Felts / Graham and Resolved:

'That the Regulatory & Community Committee receives the 'Community Libraries & Visitor Information Update' report, dated 10 October 2024.'

6. BUILDING & REGULATORY UPDATE

The Head of Building & Regulatory Services updating the Committee on activities within the Building & Regulatory department.

Malcolm Sinclair – Head of Building & Regulatory Services was in attendance.

Updates:

- Rapid assessments of flooded premises in the Frances St business were carried out after the recent flooding.
- ObjectiveBuild now live – public training session held.

Moved Councillors Vollweiler / Mackie and Resolved:

'That the Regulatory and Community Committee receives the report titled 'Building & Regulatory Update Report', dated 10 October 2024.'

The meeting closed at 3.02pm

Read and Confirmed

Gaynor Finch
CHAIR

Clutha District Council

Item for CONFIRMATION

Report	Corporate & Policy Committee Minutes
Meeting Date	23 October 2024
Item Number	7
Prepared By	Sonia Farquharson – Finance & Policy Administrator
File Reference	97554

REPORT SUMMARY

Attached are the minutes of the meeting of the Corporate & Policy Committee held on 10 October 2024.

RECOMMENDATIONS

1. That the minutes of the meeting of the Corporate & Policy Committee held on 10 October 2024 be approved as a true and correct record.

Corporate & Policy Committee

Minutes of the meeting of the Corporate & Policy Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha, on Thursday 10 October 2024, commencing at 3.05pm

Present Councillor Alison Ludemann (Chair), Councillors Kevin Barron, Wayne Felts, Gaynor Finch, Bruce Graham, John Herbert, Michele Kennedy, Jock Martin, Simon McAtamney, Dean McCrostie, Brent Mackie, Ken Payne, Bruce Vollweiler

In Attendance Steve Hill (Chief Executive), Jules Witt (Deputy Chief Executive), Sharon Jenkinson (Chief Financial Officer), Mike Goldsmith (Project Manager Community Plan Implementation), Christina Johnston (Manager Risk Management), Greg Bowie (Financial Accounting Team Leader), Via teams Trey Willis-Croft (Financial Support Accountant,) Oscar Melad (Financial Support Accountant) Peter Stafford (Strategic Planning Manager), Diane Byars (Communications Manager) and Sonia Farquharson (Finance & Policy Administrator).

Apologies His Worship the Mayor Bryan Cadogan

Moved Councillors Finch / Mackie and Resolved:

“That the apology be sustained.”

Absent Councillor Dane Catherwood

DECLARATIONS OF INTEREST

There were no Declarations of Interest

URGENT BUSINESS

There was no urgent business.

PUBLIC FORUM

There was no public forum.

1 POUND RESERVE CHANGE OF USE

The report requests a decision on a proposed change of use of the pound reserve in Tapanui.

Mike Goldsmith – Project Manager, Community Plan Implementation was in attendance to speak to this report and answer any questions.

After discussion it was agreed that the proposal presented was a good use for the land and no one else had approached Council or the West Otago Community Board with an alternation option. There has been no request for additional funding and 'Our Place' funding is available if required.

Moved Councillors Herbert/ Payne and Resolved:

“That the Corporate & Policy Committee receives the ‘Change of use for Tapanui Pound Reserve’ report dated 10 October 2024.

That the Corporate & Policy Committee does approve a change of use at the Tapanui Pound Reserve from grazing to environmental restoration.”

Unanimous.

2 LEASE TOKO MOUTH PROPOSAL TO BUILD ON COUNCIL LAND

The report details an application from the Lessee of Council Land situated at 46 and 48 Toko Mouth Domain Road, Sections 50 and 51 Toko Mouth Beach Resort to build an ablution block, a two roomed cottage, 3 small sheds, a hothouse, and a concrete septic tank with the intention to live in the cottage.

Sharon Jenkinson (Chief Financial Officer) was in attendance to speak to this report and answer any questions.

There was discussion about coastal erosion and if this was a concern especially as the site would require a septic tank, however the property is situated back from the beach.

The lessee had been asked to provide a plan of where the buildings would be placed but this had not been provided.

Moved Councillors Graham / Herbert and Resolved:

“That the Corporate & Policy Committee receives the Toko Mouth Proposal to build on Council Land report.

That the Corporate & Policy Committee approves the Lessee of 46 and 48 Toko Mouth Domain Road permission to build on Council Land.”

Unanimous.

3 CLUTHA STARS UPDATE REPORT

A report providing updates on progress of the Clutha Stars 2024 program.

Christina Johnston (Manager Risk Management) was in attendance to speak to this report and answer any questions.

- Discussion around new staff members starting, how are they accounted for, it was advised that they can be offered a one-day session and then reliant on the team culture that's been built and what the team has already learnt.
- Discussion re the budget for Clutha Stars, it was stated that it was in the LTP decision paper, \$287K pa across 2.5 years.
- Discussion about new staff members and Clutha Stars and how we engage them in this when their teams have completed the training. Information on the program is included in the job description form.

Councillor Martin left the meeting at 3.22pm

Councillor Martin returned to the meeting at 3.27pm

Moved Councillors Finch / Herbert and Resolved:

“That the Corporate & Policy Committee receives the Clutha Stars Update, dated 10 October 2024.”

Christina Johnston – (Manager Risk Management) left the meeting at 3.30pm

4 STRATEGIC PLANNING AND POLICY REPORT

This report provides updates on activities within the Policy Team since the last meeting on 29 August 2024.

Peter Stafford (Strategic Planning Manager) was in attendance to speak to this report and answer any questions.

Moved Councillors Kennedy /McCrostie and Resolved:

“That the Corporate & Policy Committee receives the report titled ‘Strategic Planning and Policy Report’, dated 10 October 2024.”

5 MANAGEMENT ACCOUNTS REPORT

The Financial Support Accountant presented the Management Accounts for the period 1 July 2024 to 31 August 2024.

Trey Willis-Croft (Financial Support Accountant) Via Teams was in attendance to speak to this report and answer any questions.

No commentary has been added for this month as the individual budgets have not yet been uploaded into our financial system. This will be completed once our audit of the Annual Report is finalised.

Moved Councillors Mackie / Vollweiler Resolved:

“That the Corporate & Policy Committee receives the Management Accounts Report, dated 10 October 2024.”

6 INVESTMENT PORTFOLIO UPDATE REPORT

The Financial Accounting Team Leader presented a report showing the movement in Council’s investment portfolio for the month of April to July 2024. Please note that the reporting year starts from 1 April 2024.

Greg Bowie (Financial Accounting Team Leader) was in attendance to speak to this report and answer any questions.

Moved Councillors Felts / Finch and Resolved:

“That the Corporate & Policy Committee receives the Investment Portfolio Update Report, dated 10 October 2024.”

7 DEVELOPMENT PROPERTIES UPDATE REPORT

The Financial Accounting Team Leader provided a report updating the Committee on Council Development Properties.

Greg Bowie (Financial Accounting Team Leader) was in attendance to speak to this report and answer any questions.

- Discussion about Rosebank Terrace, this is out to the market, and we now wait for deadline sale indication.
- Discussion about Stirling, the front sections, (currently in the process of splitting part of this off) and is currently sitting with the lawyers.
- Discussion about Keithmore Road on the back burner due to council previous decisions, just letting it sit at moment.

Moved Councillors Herbert/ Payne and Resolved:

“That the Corporate & Policy Committee receives the Development Properties Update Report, dated 10 October 2024.”

8 CORPORATE FINANCE TEAM REPORT

This report provides updates on matters of interests within the Corporate Finance Area.

Sharon Jenkinson (Chief Financial Officer) was in attendance to speak to this report and answer any questions.

Moved Councillors Vollweiler / Felts and Resolved:

“That the Corporate & Policy Committee receives the Corporate Finance Team Report, dated 10 October 2024.”

The meeting closed at 3.41pm.

Read and Confirmed

Alison Ludemann
CHAIRPERSON

Clutha District Council

Item for CONFIRMATION

Report	Infrastructure Strategy & Operations Committee Minutes
Meeting Date	23 October 2024
Item Number	8
Prepared By	Angela Ferguson – Transportation Administrator
File Reference	915613

REPORT SUMMARY

Attached are the minutes of the meeting of the Infrastructure Strategy & Operations Committee held on 10 October 2024.

RECOMMENDATIONS

- 1. That the minutes of the meeting of the Infrastructure Strategy & Operations Committee held on 10 October 2024 be approved as a true and correct record.**

Infrastructure Strategy & Operations Committee

Minutes of the meeting of the Infrastructure Strategy & Operations Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday, 10 October 2024, commencing at 4.00pm.

Present Councillor Bruce Graham (Chairman), Councillors Kevin Barron, Wayne Felts, Gaynor Finch, John Herbert, Michele Kennedy, Alison Ludemann, Simon McAtamney, Dean McCrostie, Brent Mackie, Jock Martin, Ken Payne and Bruce Vollweiler

In Attendance Jules Witt (Deputy Chief Executive), Linda Till (HoD Three Waters), Jason Foster (HoD Infrastructure Operations), Donna McArthur (HoD Infrastructure Strategy and Delivery) and Angela Ferguson (Transportation Administrator)

Apologies His Worship the Mayor Bryan Cadogan, Councillor Ken Payne, Councillor Vollweiler (leaving early 4.45pm)

Moved Councillors Kennedy / Herbert and Resolved:

'That the apologies be sustained.'

Absent Councillor Dane Catherwood

DECLARATIONS OF INTEREST

There were no declarations of interest.

1. STOCK UNDERPASS EXEMPTION – GORGE ROAD

The Contracts Supervisor submitted a request from Waitago Farms Ltd for a stock crossing permit on Gorge Road and recommends the granting of a new stock crossing underpass exemption.

James Allison was in attendance for this report.

It was highlighted by one of the West Otago Councillors that the current stock crossing runs down the hedge line within metres of a dwelling which means that effluent runoff would be flowing into the neighbouring section, so it makes sense that the stock crossing is relocated.

After considerable discussion it was agreed that while the elected members were happy to support the proposal, the farmer needs to prove he can operate the crossing without affecting the neighbouring properties who use the road on a regular basis, therefore conditions will be imposed:

- Stock Crossing needs to be moved to the western boundary
- Lights to be included for safety
- Given until end of November to complete.

All stock crossings will be reviewed in December 2025 so there will be an opportunity to look at all stock crossings at this time.

Moved Councillors Herbert/McCrostie and resolved:

“That the Infrastructure Strategy & Operations Committee receives the ‘Stock Underpass Exemption Request – Gorge Road’ report dated 10 October 2024.

That the Infrastructure Strategy & Operations Committee grants a Stock Underpass Exemption for Waitago Farms Ltd farming operation on Gorge Road subject to meeting the following conditions by 30 November 2024:

- a. Move crossing as close to the western boundary as possible***
- b. Warning lights to be installed***

And to be reviewed together with the balance of all other Stock Underpass Exemptions which expire on 1 December 2025.”

2. TAYLOR PARK DOG PARK

The Project Manager - Community Plan Implementation submitted a report which seeks approval to consult on and allow the development of a dog park at Taylor Park in Milton.

Mike Goldsmith was in attendance for this item.

A few issues were highlighted –

Concern about asphalt being left as could cause injuries to the dogs, there has been no decision on how much is being removed but may leave some asphalt along the sides so that bigger dogs do not try and dig under to gain access to the small dog areas, but this is all yet to be determined.

Working bee to be held to reconfigure the site, need to clear bits of debris/grass as well as trees that have fallen during the recent weather events.

As this is another council dog park to be maintained any costs associated with this would need to be added to the budgets.

Moved Councillor Finch:

That the Infrastructure Strategy & Operations Committee receives the Taylor Park Dog Park Proposal report.

That the Infrastructure Strategy & Operations Committee:

- a. Does approve the development of a dog park at Taylor Park*
- b. Does approve a limited consultation process for a dog park at Taylor*

The motions lapsed due to lack of a seconder.

Funding of \$30K was approved during the LTP process but still a bit of work to be done as further funding will need to be obtained.

Moved Councillors Vollweiler/Finch and Resolved:

“That the Infrastructure Strategy & Operations Committee receives the Taylor Park Dog Park Proposal report.”

Moved Councillors Vollweiler/Barron and Resolved:

“That the Infrastructure Strategy & Operations Committee does approve the development of a dog park at Taylor Park.”

Council agreed that there will be no consultation as it had previously been consulted on in 2018 and was then agreed to and budgeted for during the recent Long-Term Plan consultation.

3. OPERATIONS UPDATE – TRANSPORTATION

The Transportation Operations Manager submitted a report advising on operational matters within the Department.

James Allison was in attendance for this item.

Update provided on the weather event of the 3/4 October 2024 and the significant damage experienced in the coastal area of the district.

There was discussion on the following-

- Amount of signage for weather events and whether there are enough available.
- Councillors thanked all the roading team and civil defence staff for all their extra hard work during the recent weather event.

Moved Councillors Herbert /Felts and Resolved:

“That the Infrastructure Strategy & Operations Committee receives the ‘Operations Update – Transportation’ report dated 10 October 2024.”

4. OPERATIONS UPDATE – GREENSPACE & WASTE

The Head of Infrastructure Operations submitted a report advising on operational matters within the Department.

Jason Foster was in attendance for this item.

There was discussion on the following –

- Timeframe of getting resource consent for the extension of Mt Cooe landfill.
- New fence commended at Balclutha Bridge, and it was decided not to paint it.

Moved Councillors Finch /Herbert and Resolved:

“That the Infrastructure Strategy & Operations Committee receives the ‘Operations Update – Greenspace & Waste’ report dated 10 October 2024.”

5. OPERATIONS UPDATE - WATER

The Head of Three Waters submitted a report advising on operational matters within the Department.

Linda Till was in attendance for this item.

An update was provided on the recent weather event.

There was discussion on the following –

- Discussion on new reticulation contract and pricing mechanisms of this.
- Placement of portacoms at Crown Street and the need for resource consent for these.
- Update on the Milton/Waiholo pipeline and the timeframe for commissioning the pipeline. The line is now operational, and they are completing testing.
- Update on the Phoenix Dam decommissioning.
- Taumata Arowai discussion about the upcoming visit on reviews and audits.

Moved Councillors Herbert/McAtamney Resolved:

“That the Infrastructure Strategy & Operations Committee receives the ‘Operations Update – Water’ report dated 10 October 2024.”

6. COMPLIANCE UPDATE REPORT

The Senior Compliance Engineer and the Team Leader Compliance & Reporting submitted a report advising on all compliance-related issues across the Department.

Daniel Pickup was in attendance for this item.

There was discussion on the following-

- Moa Flat run times at the districts water treatment plants were questioned and how these vary from plant to plant.

Moved Councillors Kennedy / McCrostie and Resolved:

That the Infrastructure Strategy & Operations Committee receives the ‘Compliance Update’ report dated 10 October 2024.”

7. INFRASTRUCTURE STRATEGY & DELIVERY UPDATE

The Head of Infrastructure Strategy & Delivery submitted a report advising on matters within the Department.

Donna McArthur was in attendance for this item.

There was discussion on the following –

- Happy with the new budget tracking in the report.
- Clarification on the number of Taylor Park cabins sold and revenue received for these.
- Discussion on whether a jumping platform into the Clutha River behind Naish Park risk has been assessed.

Moved Councillors Herbert/Ludemann and Resolved:

“That the Infrastructure Strategy & Operations Committee receives the ‘Infrastructure Strategy & Delivery Update’ report dated 10 October 2024.”

The meeting closed at 5.16pm.

Read and Confirmed

Bruce Graham
CHAIRPERSON

Clutha District Council

Item for INFORMATION

Report	Risk & Assurance Minutes
Meeting Date	23 October 2024
Item Number	9
Prepared By	Sonia Farquharson – Finance & Policy Administrator
File Reference	912740

REPORT SUMMARY

Attached are the unconfirmed minutes of the meeting of the Risk & Assurance Committee held on 10 October 2024.

RECOMMENDATIONS

1. That the unconfirmed minutes of the Risk & Assurance Committee held 10 October 2024 be noted.

Risk & Assurance Committee

Minutes of the meeting of the Risk & Assurance Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha, on Thursday 10 October 2024, commencing at 10.33am

Present David Ward (Chairperson), Councillors Bruce Graham, John Herbert, Gaynor Finch, Michele Kennedy, Alison Ludemann, Ken Payne and Bruce Vollweiler.

In Attendance Steve Hill (Chief Executive) Jules Witt (Deputy Chief Executive), Sharon Jenkinson (Chief Financial Officer), Peter Stafford (Strategic Planning Manager), Christina Johnston (Manager Risk Management), Daniel Pickup (Team Leader Compliance & Reporting), Linda Till (Manager Three Waters), Greg Bowie (Financial Accounting Team Leader), Via teams -Trey Willis Croft (Financial Support Accountant), Councillors Wayne Felts, Simon McAtamney, Diane Byars (Communications Manager) and Sonia Farquharson (Finance & Policy Administrator).

Heidi Rautjoki, Blair Smith (Deloitte)

Apologies His Worship the Mayor Bryan Cadogan

Moved Councillor Finch / Vollweiler and Resolved:

“That the apology be sustained.”

The Chair David Ward welcomed Councillors, staff, members of the public to the meeting and advised that this meeting was being livestreamed and said a Karakia.

Chair David Ward introduced himself as it was his first meeting as chair for the Risk & Assurance Meeting. He emphasised that he has an open-door policy, on phone, email or text. Thanked everyone involved for welcoming him as the new chair and is very proud of being the new chair. He mentioned that a workshop will be held mid to late January 2025 to discuss the following year’s work programme.

DECLARATIONS OF INTEREST

There were no declarations of interest.

URGENT BUSINESS

There was no urgent business.

PUBLIC FORUM

There was no public forum.

1. CONFIRMATION OF MINUTES

The minutes of the meeting of the Risk & Assurance Committee held on 29 August 2024 were submitted for confirmation.

- Correction to be made to the minutes for the resolution adopting the minutes of the previous meeting, resolution to correct the date 2024, it should read *“That the Risk & Assurance Committee confirms as a true and correct record the minutes of the Risk & Assurance Committee held 18 July 2024.”*

Moved Councillor Herbert /Payne and Resolved:

“That the Risk & Assurance Committee confirms as a true and correct record the minutes of the Risk & Assurance Committee held 29 August 2024.”

2. RISK STATUS PROGRESS REPORT

The purpose of this paper is to provide the Risk and Assurance Committee with risk status information for the organisation’s various risk themes.

This paper’s focus is on Top Risk #1: “Public health and resource consent breaches (Water Safety and continuity risks)”.

Christina Johnston (Manager Risk Management) was in attendance to speak to the report and answer any questions, with the following key discussion points:

- Typo in the ‘background report’ date of report December 2024, should be December 2023.
- Will the South Bruce rural water scheme be affected by new rules Taumata Arowai are currently consulting on (up to 500 people) with the removal of Waihola – NO - the proposed population will still be at 658. Only two schemes affected – Owaka & Lawrence, however we can comply at a higher level than required.
- Council intends to put in a submission regarding the level 2 supplies prior to 18 October.

Moved Councillors Finch / Graham and Resolved:

“That the Risk & Assurance Committee receives the Risk Status Progress Report – ‘Public health and resource consent breaches (Water Safety and continuity risks)’ held on 10 October 2024”.

Christina Johnston (Manager Risk Management) left the meeting at 10.49am.

3. ANNUAL RESIDENTS SURVEY DISCUSSION

This survey provides a snapshot of the public perception of Council’s performance and is required for several performance measures. Changes to survey results may take time and would be most likely incorporated into Activity Management plans and LTP processes.

Jules Witt (Deputy Chief Executive) was in attendance to speak to the report and answer any questions, with the following key discussion points: The following points were highlighted:

- Please note that this information has been to council but was requested to come back for further discussion.
- Consideration to be given to - are the questions right?, is the timing right?, How are we using this data?
- The results have already been circulated for this year.

Moved Councillors Graham / Kennedy and Resolved:

“That the Risk & Assurance Committee receives the ‘2024 Annual Residents Survey Discussion’ report, held on 10 October 2024”.

4. PROTOZOAL AND BACTERIAL COMPLIANCE REPORT

This report provides an update for each Water Treatment Plant (WTP) and their compliance with the Drinking Water Quality Assurance Rules (DWQAR) for Bacterial and Protozoal treatment.

Daniel Pickup (Team Leader Compliance & Reporting) and Linda Till (Head of Three Waters) were in attendance to speak to the report and answer questions. The following points were highlighted:

- Page 81: installation of the UV treatment at Tapanui would provide a multi-barrier approach to Protozoal treatment, when is that being installed? Staff advised they have been advised there may be another option, and they are considering this at present, it will be reported back at the next meeting, additional budget might be required.
- Have we installed the wrong UV unit at Moa Flat, there has been no compliance for over a year. The plant upstream is not getting the water to a state to be treated, we are looking at some combinations to remedy this. A meeting is to be held with the water schemes affected and will be reported back to the next meeting. There will

be an answer to the question why have we spent \$4M and we cannot get compliant water. The legal review of the contract will be back in the next few weeks too.

- One change to the report due to the weather event since the paper has gone out, that the Stirling water plant has had a failure due to the filter, could be some significant repairs and a longer repair, and may require a longer boil water notice.
- There have been impacts from the flooding event since this report was written, our insurers have been notified and we continue to talk with them, however costs are not yet quantified. There is a checklist being completed for each plant to give us a full picture. Wastewater plants have been the most affected overall. There will also be an impact on our work programme.
- Acknowledgment of the work the team has been doing to get these plants up and running.
- ORC and Iwi are being kept informed of any consent issues.

Moved Councillors Finch / Herbert and Resolved:

“That the Risk & Assurance Committee receives the ‘Protozoal and Bacterial Compliance Report’, dated 10 October 2024.”

5. RISK AND ASSURANCE WORKPLAN REPORT

This report outlines the proposed workplan to the end of the 2024 year.

Sharon Jenkinson (Chief Financial Officer) was in attendance to speak to the report and answer any questions. The following points were highlighted:

- There have been 3 additional items added relating to the Annual Report recommendation to Council and reports to Risk & Assurance on eth audits of both the Annual Report and the Long-Term Plan from Deloitte. These will be presented in the Risk and Assurance Public Excluded meeting.
- The chair is proposing a mid to late January 2025 workshop – dates to consider are 20 January or 27 or 28 January 2025. The purpose of the workshop is to shape the future workplan and what the committee would like to see for the 2025 calendar year. Possible topics to discuss:
 - o Reading financials
 - o Cost of water compliance
 - o Papers on more than one committee agenda
 - o Landfill aftercare cost
 - o Retention of staff
 - o Three waters drivers of public perception
 - o Central Government relationship
 - o Responding to survey results
 - o Incorporate PCG items
 - o Consent status
 - o Fraud preventions
 - o IT security
 - o Milton Pool project
 - o Greenfields project.

Moved Councillors Herbert / Payne and Resolved:

“That the Risk & Assurance Committee receives the ‘Risk and Assurance Workplan Report’, dated 10 October 2024.”

6. AUDIT RECOMMENDATION MONITORING REPORT

This report provides an update on actions taken on recommendations from the Deloitte Final Report to Risk and Assurance Committee on 30 June 2023 Annual Report Audit.

There have been no changes since the last meeting, however as the audit of the 30 June 2024 Annual Report is substantially complete Deloitte will issue a report to the Risk and Assurance Committee with recommendations updated based on their findings.

Sharon Jenkinson (Chief Financial Officer) was in attendance to speak to the report and answer any questions. The following points were highlighted:

Moved Councillors Finch / Kennedy and Resolved:

“That the Risk & Assurance Committee receives the ‘Audit Recommendation Monitoring Report’, dated 10 October 2024.”

7. FINANCIAL MONITORING REPORT

This report outlines the Financial Management Accounts for the period 1 July 2024 to 31 August 2024.

Trey Willis-Croft (Financial Support Accountant) was in attendance via teams to speak to the report and answer any questions.

Moved Councillors Vollweiler /Graham and Resolved:

“That the Risk & Assurance Committee receives the ‘Financial Monitoring Report’, dated 10 October 2024.”

8. NON-FINANCIAL MONITORING REPORT

This report outlines the non-financial key performance indicators within activities by month.

Trey Willis-Croft (Financial Support Accountant) was in attendance via teams to speak to the report and answer any questions. The following points were highlighted:

- Capital projects will only be calculated at year end.

- Regulatory and building and Planning teams now have separate KPI's rather than the combined ones in past LTPs.
- Discussion on cost of infringement notices, this is to be added to future reports.

Moved Councillors Payne / Graham and Resolved:

“That the Risk & Assurance Committee receives the ‘Non-Financial Monitoring Report’, dated 10 October 2024.”

9. TREASURY MANAGEMENT REPORT

This report covers Council's Investment and Borrowing portfolios, the monitoring of these and compliance with Council Policy. The report also includes information regarding Council's loans with LGFA, their maturity dates and interest rates.

Greg Bowie (Financial Accounting Team Leader) was in attendance to speak to the report and answer any questions. The following points were highlighted:

- There was an update on the Nikko portfolio for September, there was a further increase of \$211k, bringing the YTD cumulative return up to 2.55%.

Moved Councillors Kennedy/ Herbert and Resolved:

“That the Risk & Assurance Committee receives the ‘Treasury Management Report’, dated 10 October 2024.”

10. REASONS TO MOVE INTO PUBLIC EXCLUDED

Moved Councillors Finch / Vollweiler and Resolved:

“That the Risk & Assurance Committee receives the ‘Reasons to Move to Public Excluded Session’ report.

That if required, the Risk & Assurance Committee excludes the public from the following part of the proceedings of this meeting pursuant to the provisions of the Local Government Official Information and Meetings Act 1987 namely:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Annual Report 2023/24	To allow the auditors to have a discussion with the elected	A2(f) Maintain the effective conduct of public affairs through the

	members prior to the adoption of the Annual Report.	protection of such members, officers, employees, and persons from improper pressure or harassment.
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This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown after each item.

The meeting took a 5-minute break at 11.32am.

The meeting moved into Public Excluded session at 11.37 am.

The meeting moved back into public session-at 12.11 pm.

The meeting closed with a Karakia at 12.12 pm.

Read and Confirmed

David Ward
CHAIRPERSON

Clutha District Council

Item for INFORMATION

Report	Youth Council Minutes
Meeting Date	23 October 2024
Item Number	10
Prepared By	Cheryl-Marie Moana – Community & Facilities Administrator
File Reference	918137

REPORT SUMMARY

Attached are the unconfirmed minutes of the meeting of the Clutha District Youth Council held on 23 September 2024.

RECOMMENDATIONS

1. That the unconfirmed minutes of the Youth Council meeting held on 23 September 2024 be noted.

Youth Council

Minutes of the meeting of Youth Council of the Clutha District Council held in the Council Chambers, 1 Rosebank Terrace, Balclutha, on Monday 23 September 2024 commencing at 6.30 pm.

Present Youth Councillors Paige King (Chairperson), Yui Nakajima, Sophie Crawford, Hollie Crawford, Nancy Turner, AJ Nixon and Councillor's Gaynor Finch and Ken Payne,

In Attendance His Worship the Mayor Bryan Cadogan, Kelly Gay (Head of Community & Facilities Operations), Lilly Paterson (Community Support & Development Advisor), Cheryl-Marie Moana (Community & Facilities Administrator).

Apologies Youth Councillors Caitlyn May, Briana Stanbra, Lucas Hopkins, Priya Baskar, and Tess King (Clutha District Youth Worker)

Non-attendance Youth Councillors Mauosamoa Fatialofa and Nevaeh Hayward

Moved Youth Councillors N Turner/AJ Nixon and Resolved:

"That the apologies be sustained."

URGENT BUSINESS

There was no urgent business.

PUBLIC FORUM

There was no public forum.

1. CONFIRMATION OF MINUTES

Attached are the minutes of the meeting of the Youth Council held on 20 May 2024 and the meeting held on the 12 August for confirmation.

Moved Youth Councillors Y Nakajima/S Crawford and Resolved:

"That the Youth Council confirms as a true and correct record the minutes of the meeting held 12 August 2024."

2. YOUTH DEVELOPMENT PROGRAMME

The report provides an update on the work being delivered by the Clutha District Youth Worker and the wider Southern Youth Development team through the Youth Development Programme.

Moved Youth Councillors Y Nakajima/AJ Nixon and Resolved:

“That the Youth Council receives the Clutha District Youth Development Programme report.”

3. ASPIRING LEADERS FORUM 2024 REPORT

This report is a placeholder for the Community Support & Development Advisor to verbally report on her time facilitating at the Aspiring Leaders Forum in Wellington from the 29 August to 1 September 2024.

Video presented to the Youth Council of the Aspiring Leaders Forum 2024. Highly recommended the forum.

Moved Youth Councillors S Crawford/Y Nakajima and Resolved

“That the Youth Council receives the Aspiring Leaders Forum 2024 report.”

4. DIVERSITY CLUTHA

The Community Support & Development Advisor submitted the report on the delivery of “Diversity Delivers”.

Moved Youth Councillors N Turner/Y Nakajima and Resolved:

“That the Youth Council receives the DIVERSITY CLUTHA report.

That the Youth Council, continue to plan and deliver the DIVERSITY CLUTHA project.”

5. CULTURE OF ALCOHOL REPORT

The Community Support and Development Advisor submitted a report outlining details of the Culture of acceptance of alcohol in the Clutha District report.

Thank you to Sophie Crawford for organising and scripting – for what? Needs context. Needs more detail. Also needs notes on what’s happening with the formal.

Moved Youth Councillors S Crawford/ H Crawford Resolved:

“That the Youth Council receives the ‘Culture of Acceptance of Alcohol in the Clutha District’ report.

6. BALCLUTHA BRIDGE PARK

The Community Support and Development Advisor submitted a report outlining details of the Balclutha bridge destination park project.

Action for AJ Nixon to contact his Art Teacher at Tokomairiro High School regarding creating an art design stencil that can be painted onto the poles under the flying fox at the Balclutha park.

Moved Councillors Y Nakajima/N Turner and Resolved:

“That the Youth Council receives the Balclutha Bridge Park Project report.

7. WORK PROGRAMME REPORT

This report updates the Youth Council members on their various projects/events with a timeline to complete by.

Moved Youth Councillors N Turner/Y Nakajima and Resolved:

“That the Youth Council receives the ‘Work Programme’ report.”

8. YOUTH COUNCIL FINANCE REPORT

This is a new report presented to the Youth Council, giving them an overlook of their budgets. Attached is a copy of the budgets and the actual expenditure for the period 1 July 2024 to 31 July 2024.

\$523.00 made from the Six60 concert barbeque for Kids Can.

Lilly to confirm if this budget rolls over to the next financial year.

Moved Youth Councillors S Crawford/H Crawford and Resolved:

“That the Youth Council receives the Revenue and Expenditure Report dated 23 September 2024.

9. CACTUS Programme

The Community Support and Development Advisor submitted a report giving an update on the CACTUS Programme

Lilly Paterson has taken over as the co-ordinator of this programme.

More funding needed to run this programme successfully.

Moved Youth Councillors Y Nakajima/N Turner and Resolved:

“That the Youth Council receives the CACTUS Programme report.”

10. YOUTH COUNCIL MEMBERS UPDATE

Members of the Youth Council are asked to give a verbal report to the meeting.

- Any issues or concerns in relation to youth within your community.
- Any events, programmes, or activities in your local area that Youth Council members might be interested in.

Members of the Youth Council are asked to give a verbal report to the meeting.

11. YOUTH COUNCIL MEETING DATES 2024

The report outlines the meeting dates for the Youth Council meetings in 2024.

Moved Youth Councillors Y Nakajima/N Turner and Resolved:

“That the Youth Council receives the ‘Youth Council Meeting Dates 2024’ report”.

The meeting closed at 7.57pm.

Confirmed

Paige King

CHAIRPERSON

Clutha District Council

Item for INFORMATION

Report	West Otago Community Board Minutes
Meeting Date	23 October 2024
Item Number	11
Prepared By	Cheryl-Marie Moana – Community & Facilities Administrator
File Reference	915614

REPORT SUMMARY

Attached are the unconfirmed minutes of the meetings of the West Otago Community Board held on 25 September 2024.

RECOMMENDATIONS

1. That the unconfirmed minutes of the meeting of the West Otago Community Board held on 25 September 2024 be noted.

West Otago Community Board

Minutes of the meeting of the West Otago Community Board held in the West Otago RSA, 51 Northumberland Street, Tapanui on Wednesday 25 September 2024, commencing at 10.40am.

Present Barbara Hanna (Chairperson), Cecil Crawford, Councillor John Herbert, Bruce Robertson and Linda Roulston

In Attendance His Worship the Mayor Bryan Cadogan, Kelly Gay (Head of Community & Facilities Operations) and Cheryl-Marie Moana (Community & Facilities Operations Administrator),

Apologies Sonia Richardson, Councillor Michele Kennedy, Mark Diamond

Moved Councillor Herbert/L Roulston and Resolved:

“That the apologies be sustained.”

The Chairperson welcomed everyone to the meeting.

PUBLIC FORUM

Patersons Creek - Karen McHutchon and Karen Saunders.

Drainage issues – property that runs into Paterson Creek. Council no longer owns the creek and it's the property owner's responsibility.

Long standing issue – letter received council was going to take ownership, had it cleaned 3 times since before council took over ownership, after realignment, had waterlogged paddocks. Boundary road, open water culvert, and water should be diverted, the paddocks are worse since, no water flowing, and creek has become overgrown.

Council has no record of any letters to property owner that they had handed the creek back to the property owners.

Pre boundary alignment and culvert had no issues, since there is now no driving on the property. We have had to pull several vehicles out of the paddocks.

John – disappointed to hear of these issues and news to council. Must be a blockage somewhere.

Karen - 3 weeks ago, 2 Olympic size swimming pools formed on the property. Issue is the creek not the property. Worse since the open culvert was built.

Barbara has visited the site - no water coming down the creek, trickle but, not much.

Think it may not be hooked in. If the old one is connected it will back it up.

Karen – only since May/June of this year. Fine up until then.

Bryan to visit the site with Karen.

1 MAIN STREET IMPROVEMENTS PROPOSAL

The Project Manager – Community Plan Implementation submitted a report requesting a decision on whether to support and help fund a proposal to install a fountain and street furniture in Tapanui and Heriot, as part of the ‘Main Street improvements’ project in the *Our Place West Otago Community Plan*.

Prices of tables quoted from Urban Effects are horrendous. Interested in getting local prices instead and approach local engineers in Heriot and Tapanui.

Moved L Roulston/Councillor Herbert and Resolved:

“That the West Otago Community Board receives the ‘Main Street Improvements’ report dated 25 September 2024.”

Moved L Roulston/Councillor Herbert and Resolved:

“That the West Otago Community Board does support the proposal to install a fountain and street furniture in Tapanui and Heriot.”

Moved L Roulston/Councillor Herbert and Resolved:

“That the West Otago Community Board does approve up to \$11,103 of Council’s ‘Our Place’ Community Plan funding to purchase a fountain and street furniture for Tapanui and Heriot.”

Moved Councillor Herbert/C Crawford and Resolved:

“That the West Otago Community Board does approve up to \$10,000 of its project funds towards the installation of a fountain and street furniture in Tapanui and Heriot.”

2 POUND RESERVE ENVIRONMENTAL RESTORATION PROPOSAL

The Project Manager – Community Plan Implementation submitted a report requesting a decision on a proposal to use the Pound Reserve in Tapanui for an environmental restoration project.

Community Board could help with the planting and seating of the area.

Land is leased currently; project is happy to take on the lease. Would need to approach the council to change ownership of the lease.

Moved B Robertson/C Crawford and Resolved:

“That the West Otago Community Board receives the ‘Pound Reserve Environmental Restoration Proposal’ report dated 25 September 2024.

That the West Otago Community Board does indicate a preference that the Pound Reserve is leased to the Pomahaka Water Care Group for development of an environmental restoration project.”

3 WEST OTAGO COMMUNITY BOARD MINUTES

The minutes of the meeting of the West Otago Community Board held on 14 August 2024 were presented for the Board’s confirmation.

Moved L Roulston/C Crawford and Resolved:

“That the West Otago Community Board confirms the minutes of the meeting held on 14 August 2024, as a true and correct record.”

4 WORK IN PROGRESS UPDATE

The report updates the Community Board on progress in relation to issues that have been raised at previous meetings.

4.1 Projects

4.1.1 Triangle Area Plantings

WIP – timber ordered from Stuart Timber is being treated.

4.2 Items to stay on WIP.

4.2.1 Hancox Park

Seats are almost ready. One tree still to come down, weather preventing this.

4.3 Aitchison Runs Road Grade Adjustment

WIP

4.4 Kelso Settlement Road

WIP – to be completed in a couple of weeks. Thanks to the Capital Delivery team’s efforts. This will be opened as a public road.

WIP - updated

Moved L Roulston/Councillor Herbert and Resolved:

“That the West Otago Community Board receives the ‘Work in Progress Update’ report dated 25 September 2024.”

5 INFRASTRUCTURE STRATEGY & OPERATIONS UPDATE

The report updates the Community Board on activities within the Infrastructure Strategy & Operations Department.

Grading of roads messy and not good. Roading plans for West Otago seems to be in the wintertime which isn't good. Factors are tractors using the roads. Better product this time.

Great work on the Drive My Life course for students.

Moved Councillor Herbert/C Crawford and Resolved:

“That the West Otago Community Board receives the ‘Infrastructure Strategy & Operations Update’ report dated 25 September 2024.”

6 REVENUE & EXPENDITURE REPORT

Attached is a copy of the Revenue and Expenditure Statement for the West Otago Community Board's area for the period 1 July 2023 to 31 July 2024.

With corrections made.

Moved B Robertson/L Roulston and Resolved:

“That the West Otago Community Board receives the ‘Revenue and Expenditure’ report dated 25 September 2024.”

7 COMMUNITY FUNDING AND GRANTS REPORT

The report covers funding schemes and general grant allocations administered by the Finance and Policy Administrator and Community & Facilities Operations Administrator.

Moved Councillor Herbert/L Roulston and Resolved:

“That the West Otago Community Board receives the ‘Community Funding and Grants Report’ dated 25 September 2024.”

8 BUILDING CONSENTS STATISTICS FOR JULY & AUGUST 2024

The Regulatory Administrator submitted a report on building statistics for July & August 2024.

Moved L Roulston/C Crawford and Resolved:

“That the West Otago Community Board receives the ‘Building Consents Statistics for July & August 2024’ report.”

9 OUR PLACE COMMUNITY PLAN PROJECTS UPDATE

This report provides an update on progress with Community Projects as outlined in the Our Place West Otago Community Plan.

Playground is good to go, fully support.

Service Request put in for gathering of water collected in area.

Community support for edging of the park from Stuart Timber.

Cindy Latterly – Heriot Street upgrade, concern raised for building consent for concrete wall.

Land/House package – need to form a committee as soon as possible, needs to be community lead. Our Place funding available, \$30,000.00 resource there.

Our Place event next Wednesday, where Joyce Beck will as a guest speaker.

Heriot main street improvements, budget \$20,000.00, work to look at options at what you want to do and how it looks, costed and go into the plans for next year. Mike and roading team happy to meet and discuss further.

Option – are there portable options, pots that can be removed if it doesn't work instead of curb and channelling?

Moved L Roulston/C Crawford and Resolved:

“That the West Otago Community Board receives the ‘Our Place Community Plan Projects Update’ report dated 25 September 2024.”

10 CORRESPONDENCE

The report provides copies of correspondence since the last Community Board meeting.

Inwards Correspondence

Confirmed Council Meeting Dates 2025.

Outwards Correspondence

There was no outwards correspondence.

Moved C Crawford/L Roulston and Resolved:

“That the West Otago Community Board receives the correspondence dated 25 September 2024.”

11 MAYORAL UPDATE

His Worship the Mayor Bryan Cadogan provided an update on the following:

- Representation review – next step after verbal submissions. Process to date, majority have agreed. Counter views were, change community boards to and 14 Councillors. More a push against community boards.
- Consultation for Milton Swimming Pool and Library, 50% funded by the wider district. 2 million dollars increase why this has gone back out for consultation.
- 3 Waters – come to a head, less than year to do water plan. Microfocus an election issue. Need to get this over the line by Christmas.
- Option 1 - status quo untenable the other 4 options are insolvent – genuine option, picking this may happen.
- Paterson’s Creek – frustrating this money has been spent and hasn’t corrected.
- LGM Conference attended at Parliament – roads/water/rubbish, currently councils spend 92% of the budget on waters and roading. Conference theme was Localism on the four well beings, quite deflating.
- Milton main Street upgrade, flood, undergrounding, street lighting and then upgrade.
- Money needs spent money on passing lane south of Balclutha.

12 COMMUNITY BOARD UPDATES

The report is a placeholder for verbal updates from Community Board members.

Barbara

Nothing to report

Cecil

Waikoikoi Hall, \$3,000 to fix up, has the allocation been paid? Boo to follow up with Lilly.

Linda

Upgrade of street update

Black Gully 'Our Place' funding is available, \$10k

Bruce

Black Gully domain meeting tomorrow night. Committee has offered assistance.

A lot of gorse around and rubbish on the roadsides, disappointing to see.

John

3 waters repealed and not replaced with anything. Rate payers cannot afford to be compliant. Spent 4 million dollars and remain on boiled water notice. Goal posts kept making smaller.

Thank you to Linda and Cecil

New Chair of the Risk & Assurance

Painting of church

Citizenship ceremony, life changing moment for some people, great event to attend, encourage you to attend.

The meeting closed at 12.22pm.

Confirmed

**Barbara Hanna
CHAIRPERSON**

Clutha District Council

Item for INFORMATION

Report	Lawrence/Tuapeka Community Board Minutes
Meeting Date	23 October 2024
Item Number	12
Prepared By	Cheryl-Marie Moana – Community & Facilities Administrator
File Reference	915615

REPORT SUMMARY

Attached are the unconfirmed minutes of the meetings of the Lawrence/Tuapeka Community Board held on 25 September 2024.

RECOMMENDATIONS

1. That the unconfirmed minutes of the meetings of the Lawrence/Tuapeka Community Board held on 25 September 2024 be noted.

Lawrence/Tuapeka Community Board

Minutes of the meeting of the Lawrence/Tuapeka Community Board held at the Lawrence Service Centre, Peel Street, Lawrence on Wednesday 25 September, commencing at 3.00pm.

Present Geoff Davidson (Chairman), Roger Cotton, Matt Little, Lindy Chinnery, Councillor Jock Martin

In Attendance His Worship the Mayor Bryan Cadogan, Kelly Gay (Head of Community & Facilities Operations), John Eteuati (CDC Senior Project Engineer) and Cheryl-Marie Moana (Community & Facilities Operations Administrator)

Apologies Tim Dickey, Suzanne Stephenson

Moved M Little /R Cotton and Resolved:

“That the apologies be sustained.”

The Chairperson welcomed everyone to the meeting.

1. LAWRENCE HERITAGE TOOLBOX

This report outlines a proposal to develop a ‘heritage toolbox’, as a means of progressing one of the priority projects identified in the *Our Place Lawrence-Tuapeka Community Plan*.

Starting point for the toolbox – Balclutha bridge is under category 1 which needs to be a priority. Some properties in the Lawrence district are now uninhabited or changed hands. Landowners can be unaware of the histories of items on their properties. Totally unaware of their responsibilities. Education is important of the categories when owning a property what you can and cannot do to the buildings.

Buildings that are under the 1900’s falls under the toolbox, it should be 100 years and moved up each year.

First two steps could be - updating the district plan, create a pamphlet or brochure which could be included in the rates notices so the whole district is aware of the heritage background.

Good foundation for the heritage toolbox for things that do need to be saved. Consult with the Lawrence Heritage Trust Board.

Heritage buildings website, including the Chinese cemetery.

Heritage Trust work with Council with the above regarding the brochure/pamphlet.

Strongly recommend council gives the district rates relief.

Uniformity across the district and tailored to us with support.

Regulatory & Community - Standing committees report, speak with Olivia (Kelly) regarding the above.

Roger Cotton declared a vested interest and abstained from voting.

Moved Councillor Maritn/L Chinnery and Resolved:

“That the Lawrence-Tuapeka Community Board receives the ‘Lawrence Heritage Toolbox’ report dated 25 September 2024.

That the Community Board requests that Council staff work with the Lawrence Heritage Trust for a clear scope of work around education and information in creating a heritage toolbox and resources and for the Heritage Buildings register and the district plan to be updated.”

2. OUR PLACE COMMUNITY PLAN PROJECTS

The Project Manager – Community Plan Implementation provided an update on progress with community projects as outlined in the *Our Place Lawrence-Tuapeka Community Plan*.

John Eteuati, CDC Senior Project Manager – storm water main street renewals – modelling work has been identified to be urgently completed. Colonsay Street, plan has been devised. Tenders will go out and work to be completed before December this year. The area is 170 meters from Lancaster Street to catch any overflow, identified as the cause of flooding of Ross Place. Community has done some mitigation and contributed to the improvement. Budget for this is coming from the main street renewals. Replacing this side of Colonsay Street. Hopefully to include a curb and channel.

The following options were suggested by John;

Option 1 - pipeline \$160,000.00 and requested -. Water will flow from the Lancaster Street catchment into the pipeline and then into the hospital creek. Additional costs will be \$34,000 more for curb and channel.

Option 2 - Natural swale to go into the creek. 300 x 300 same size as specified pipe. Environmentally friendly and aesthetically pleasing for the street, cost will be \$135,000.00 and additional cost of \$34,000 for curb and channel.

Engineering drawings for the drainage plans of the toilets are underway, with building consent expected to take a couple of months. This is not a current priority, but it is

expected to be completed by Christmas. It's a work in progress. A PowerPoint will be included, with the lockbox under controlled access.

Playground – WIP.

Request from a local rate payer – commented on the \$150,00.00 spent for the toilets at Tuapeka which came under \$30,000.00. Mike to confirm, this costing is for both projects. Will this have an impact on the rate payer? Does this fall under the 50/50 UAGC?

Heritage – council \$24-34k what is it ear marked for? Mike will remove this amount; this is museum costs.

Moved Councillor Martin/R Cotton and Resolved:

“That the Lawrence-Tuapeka Community Board receives the ‘Our Place Community Plan Projects Update’ report dated 25 September 2024.”

3. LAWRENCE/TUAPEKA COMMUNITY BOARD MINUTES

The minutes of the meeting of the Lawrence/Tuapeka Community Board held on 14 August 2024 were presented for the Board’s confirmation.

Moved Roger Cotton/Matt Little and Resolved:

“That the minutes of the meeting of the Lawrence/Tuapeka Community Board held on 14 August 2024 be approved as a true and correct record.”

4. WORK IN PROGRESS

4.1 Gabriels Gully Walkway

Project completed, to be removed from the agenda.

4.2 Zig Zag Track Maintenance

Traffic management plan has been submitted and work is planned to start in October.

4.3 Cemetery Kiosk Panels

WIP. Signs are with Speedy Signs to be created. Tim prepared to do another drone photo of the area. Cheryl-Marie to speak with Speedy Signs and advise them after the meeting on Friday with Stacy Ferguson.

4.4 Cemetery Maintenance

WIP – hopes to get it going.

4.5 Peace Garden

WIP

Follow up with Brian regarding the sandblasting and painting of the gates.

Discussed with Brian, as this was so long ago, further discussion needs to be held within the Community Board what needs to be done.

4.6 Lights in Lawrence

WIP

Sam Chapman for design and the electrician have been contacted and how they can power the design, from a separate light box, outdoor plug, or switch.

4.7 Market Reserve – Beautification

WIP

4.8 Whitehaven Playground

Should be completed in the next 2 weeks, after the school holidays. Hoing to open this Heritage week.

Moved R Cotton/L Chinnery and Resolved:

“That the Lawrence/Tuapeka Community Board receives the Work in Progress Update report dated 25 September 2024.”

5. INFRASTRUCTURE STRATEGY & OPERATIONS UPDATE

The report from the Infrastructure Strategy & Operations team was presented with discussion on the following:

Page 28, On 20 and 21 March - discharge to air audit. Awaiting feedback, has this been given?

Page 29 not correct – The bypass..... goes through the race.

Update of the Harrington flats given. Quote received from South Roads. Need to confirm with engineer pipes have been laid.

Moved M Little/R Cotton and Resolved:

“That the Lawrence/Tuapeka Community Board receives the Infrastructure Strategy & Operations Update Report dated 25 September 2024.”

6. REVENUE & EXPENDITURE REPORT

Attached is a copy of the Revenue and Expenditure Statement for the Lawrence/Tuapeka Community Board's area for the period 1 July 2023 to 31 July 2024.

Check with Trey amount of \$4,167 Gabriels Gully entrance community hub toilet and page 39 \$1,080, Steep St domain.

Moved R Cotton/M Little and Resolved:

"That the Lawrence/Tuapeka Community Board receives the Revenue and Expenditure report dated 25 September 2024."

7. COMMUNITY FUNDING AND GRANTS REPORT

The report covers funding schemes and general grant allocations administered by the Finance and Policy Administrator and Community & Facilities Operations Administrator.

Moved L Chinnery/Councillor Martin and Resolved:

"That the Lawrence/Tuapeka Community Board receives the Community Funding and Grants report dated 25 September 2024."

8. CORRESPONDENCE

The report provides copies of correspondence since the last Community Board meeting.

Inwards Correspondence

Confirmed Council Meeting Dates 2025.

Outwards Correspondence

No outwards correspondence.

Moved M Little/L Chinnery and Resolved:

"That the Lawrence/Tuapeka Community Board receives the correspondence dated 25 September 2024."

9. BUILDING CONSENTS STATISTICS FOR JULY & AUGUST 2024

The Regulatory Services Administrator submitted a report on Building Statistics for July & August 2024.

Moved R Cotton/M Little and Resolved:

"That the Lawrence/Tuapeka Community Board receives the report titled 'Building Consents Statistics for July & August 2024.'"

10. MAYORAL UPDATE

His Worship the Mayor Bryan Cadogan provided an update on the following:

- 25 submissions Community Board
- Milton pool & library consultation tomorrow

10. COMMUNITY BOARD UPDATE

The report is a placeholder for a verbal update from the Lawrence/Tuapeka Community Board.

Roger

Lake Mahinerangi weed management strategy group. Does the group have meetings, is there a chairperson etc. Boo to find out who the contact person is and advise Roger.

Jock

Waipori Falls – someone is turning people away and blocking the road.

The meeting closed at 4.48 pm.

Confirmed

Geoff Davidson
Chairperson

Clutha District Council

Item for INFORMATION

Report	Mayoral Report
Meeting Date	23 October 2024
Item Number	13
Prepared By	Arna Smith- EA to the Mayor
File Reference	916797

REPORT SUMMARY

This report details mayoral matters, the meetings and functions I have attended since the last meeting. Councillors will report verbally on their attendances.

RECOMMENDATIONS

1. That the Mayoral Report and councillors' attendances be received.

REPORT

1 Mayoral Attendances

Date	Activity
12 September 2024	Attended Representational Review Hearings & Workshop
12 September 2024	Attended the Council Meeting
13 September 2024	Meeting via TEAMS; Mark Patterson & Allister Body
13 September 2024	Attended Telford Agri Futures Event Day
16 September 2024	Meeting via TEAMS; Regional Deals
16 September 2024	Weekly catchup with Steve Hill
17 September 2024	Attended Jobbortunities meeting in Milton
17 September 2024	Meet & Greet with Risk & Assurance Chair David Ward

17 September 2024	Meeting via TEAMS Regional Deals
18 September 2024	Catchup with David Ward
19 September 2024	Attended Clutha Economic Outlook Seminar at TPOMA
19 September 2024	Attended and conducted citizenship ceremony at TPOMA
20 September 2024	Meeting via TEAMS; Regional Deals
23 September 2024	Attended Youth Council Workshop & Meeting
23 September 2024	Meeting via TEAMS; Joint Otago Southland Mayoral Forum-water services
24 September 2024	Attended Enviro schools Bronze celebration at Warepa School
24 September 2024	Weekly catchup with Steve Hill
24 September 2024	Catchup with Chief Financial Officer Sharon Jenkinson
24 September 2024	Attended Otago Community Trust AGM at TPOMA
25 September 2024	Attended Community Board Meetings
25 September 2024	Meeting via TEAMS; Local Water Done Well
26 September 2024	Diary coordination catchup with Arna Smith
26 September 2024	Attended Milton Pool Community information Sessions in Milton
28 September 2024	Attended and spoke at Dunedin Hospital Campaign
30 September 2024	Media Interview with Radio NZ
30 September 2024	Meeting via TEAMS; Health NZ
1 October 2024	Jobbortunities catchup in Milton
1 October 2024	Weekly catchup with Steve Hill
1 October 2024	Attended Clutha Development AGM AT TPOMA
2 October 2024	Attended CDC staff shared lunch

2 October 2024	Hosted and attended "Celebration & Thank you event for community project volunteers"
3 October 2024	Catch up via TEAMS with Jobbortunities manager Eden Wilson
3 October 2024	Meeting via TEAMS; "They Save We Pay Campaign"
3 October 2024	Civil defence Meeting; Clutha rain event
3 October 2024	Provided support and assistance to Civil Defence management re: Clutha rain event
4 October 2024	Provided support and assistance to Civil Defence management re: Clutha rain event
15 October 2024	Jobbortunities catchup in Milton
15 October 2024	Weekly catchup with Steve Hill
16 October 2024	Attended Super Master Games Opening at TPOMA
16 October 2024	Meeting via TEAMS with Green Party MP's Chloe Swarbrick & Scott Willis
17 October 2024	Attended Gore & Clutha Women's Refuge open day in Balclutha
18 October 2024	Attended speaking engagement for Jobbortunities at the Catlins Area School
21 October 2024	Participated in Cactus Breakfast Programme at Tokomairiro High School
21 October 2024	Attended Gore Women's Refuge monthly meeting
22 October 2024	Jobbortunities catchup in Milton
22 October 2024	Weekly catchup with Steve Hill

Clutha District Council

Item for INFORMATION

Report	Chief Executive's Report
Meeting Date	23 October 2024
Item Number	14
Prepared By	Steve Hill – Chief Executive
File Reference	916796

REPORT SUMMARY

Reports on events attended, the award of tenders and other matters in hand at present.

RECOMMENDATIONS

1. That the Chief Executive's report be received.

REPORT

1 Activities I have attended since the previous Council meeting.

Date	Activity
16 September	Clutha Development monthly meeting
	Regional LWDW (Local Water Done Well) Working Group
17 September	Webinar - Rewriting the Tablets: The 'Back to Basics' Local Government Reform Announcements
	Meeting with Landowners for Rosebank Industrial Park
19 September	Citizenship Ceremony
23 September	Regional LWDW (Local Water Done Well) Working Group
	Joint Otago Southland Mayoral Forum - water services
24 September	Otago Community Trust Annual Public Meeting
25 September	District Plan Report discussion
	Interviews for Business Solutions Manager
26 September	Otago Regional Leadership Group Meeting
	Milton Consultation Session x2
27 September	Divergen Thinking Training session

Date	Activity
30 September	Regional LWDW (Local Water Done Well) Working Group
01 October	Clutha Development AGM
02 October	Celebration and 'thank you' event for community project volunteers
03 October	IMT Meeting regarding Rain Event
04 – 07 October	2024 Flood Event – Civil Defence activated
08 October	Union Meeting – Mediation
10 October	PCG (Project Control Group) Meeting Risk and Assurance Standing Committees
11 October	Joint CE Forum: Water services collaboration
18 October	Pou Te Ropu Taiao hui
21 October	Clutha Development monthly meeting Regional LWDW (Local Water Done Well) Working Group
23 October	Council Meeting

- Attended 3 x per week meetings regarding Three Waters Operations with the Water Incident Management Team.

2 Deputy Chief Executive

Activities I have attended since the last Council meeting.

Date	Activity
16 September	Regional LWD meeting
18 September	Otago Southland LWDW GM's
19 September	W3 – Otago Southland Regional Workshop Balclutha property – site meeting
20 September	Simpson Grierson re WTP upgrades
24-26 September	WaterNZ Conference - Hamilton
30 September	Regional LWDW Meeting Civil Defence monthly meeting

Date	Activity
1 October	Iwi Engagement – Resource Consents Hui
7 October	Taumata Arowai meeting re Greenfields project
8 October	Union Meeting - Mediation
9 October	Otago Southland LWDW GM's
10 October	PCG Meeting Risk & Assurance Meeting Standing Committees
14 October	Regional LWDW Meeting
16 October	Webinar – First time working in Local Body Elections LWDW Otago Southland – Financial Modelling
17 October	Resource Consent Hui AIES Space Webinar
18 October	CE Team Meeting
22 October	F3 – Otago Southland Regional Workshop
23 October	Council meeting

3 Contracts Awarded

No contracts have been awarded since the last Chief Executive's Report dated 12 September 2024.

4 Staffing

Staff Appointments

4.1 External Appointments

Mel Burgess – Customer Experience Officer (Owaka) as of 27 October 2024

4.2 Internal Appointments

Vivek Arun – Contracts Supervisor as of 2 September 2024

Aaron Vivas – Cleaner (Balclutha Pool) as of 4 September 2024

James Du Toit – Business Solutions Manager as of 7 October 2024

Emma Hutton – Trade Waste Technician as of 14 October 2024

Rosanna Ottaway – Promotions Officer (fixed term) as of 21 October 2024

4.3 Staff Resignations

Gaynor Soper – Finance Support Officer as of 11 October 2024

Laura Gourley - Waste Management Officer (Strategic) as of 22 October 2024

5 Requests received under the Official Information Act

Name	Request
Public Service Association	Introduction and use of Artificial Intelligence
Member of the public	Subdivisions
Snapshot Research NZ	Road Signage Structures
Member of the public	Purchase of Rosebank Terrace for subdivision
Member of the public	Organizational Positions and Pay Scales
Waimakariri District Council	Finished floor level requirements
Member of the public	Assist/Service Dogs
Member of the public	Policy on council workshops and briefings

6 Health and Safety

66 Health and Safety events have been reported in this Financial Year from 1 July.

22 issues were reported in the Month of September.

1 was categorised as High = 5% of total

11 were categorised as Medium = 50% of total

10 were categorised as Low = 45% of total

The “High” event concerning racial hate speech (external event) was reported to the police, who are now handling the situation. An Interim Strategy to Improve Cultural Competency will be developed to foster an inclusive culture and positively influence broader perspectives.

Clutha District Council

Item for CONFIRMATION

Report	Documents for Consent and Seal
Meeting Date	23 October 2024
Item Number	15
Prepared By	Melanie Scott – Executive Assistant
File Reference	916798

REPORT SUMMARY

Documents for consent and seal are scheduled here under.

RECOMMENDATIONS

1. That Council approves the fixing of its seal, under the hands of the Chief Executive to the documents as listed.

1	WARRANT OF APPOINTMENT
1.1	<p>Warranted under Local Government Act 2002 as an Enforcement Officer, Resource Management Act 1991 as Authorised Person/Officer</p> <ul style="list-style-type: none"> • Olivia Restieaux • Michaela Groenewegen • Jessica Craik • Olivia Dickson <p>Warranted under Local Government Act 2002, Clutha District Council Water Services Bylaw 2019 and General Bylaws of Council</p> <ul style="list-style-type: none"> • Sankar Ganesh

Clutha District Council

Item for DECISION

Report	Reasons to Move to Public Excluded Session
Meeting Date	23 October 2024
Item Number	16
Prepared By	Steve Hill - Chief Executive
File Reference	917944

REPORT SUMMARY

The Council may upon resolution or upon motion being made, exclude the public from the whole or any part of the proceedings of any meeting.

Grounds to exclude the public under the Local Government Official Information and Meetings Act 1987 are contained in Appendix 1 of the Clutha District Council's Standing Orders as attached.

RECOMMENDATIONS

1. That Council receives the 'Reasons to Move to Public Excluded Session' report.
2. That Council agrees to allow '*specified*' persons to remain as they possess the following knowledge relating to *Item X*: **(IF REQUIRED)**.
3. That if required, Council excludes the public from the following part of the proceedings of this meeting pursuant to the provisions of the Local Government Official Information and Meetings Act 1987 namely:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Road Safety Funding Decision	To protect the privacy of individuals.	A2(a) Protect the privacy of natural persons, including that of deceased natural persons.

<p>Risk & Assurance Minutes – 10 October 2024</p> <p>Matters dealt with in these minutes:</p> <ul style="list-style-type: none"> • Annual Report 2023/24 	<p>To allow the auditors time to verbally report on their findings from the Annual Report process.</p>	<p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the Risk & Assurance meeting held on 10 October 2024.</p>
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This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown after each item.

Appendix 1: Grounds to exclude the public

A local authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) To endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. Disclose a trade secret; or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
 - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
 - (c) 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:

- i. 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; or
 - ii. Be likely otherwise to damage the public interest.
- (d) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (f) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (g) Maintain legal professional privilege; or
 - (h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - (i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
 - (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

See s.7 LGOIMA 1987.

Where A2 of this Appendix applies the public may be excluded unless, in the circumstances of a particular case, the exclusion of the public is outweighed by other considerations which render it desirable and in the public interest, that the public is not excluded.

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings.
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

See s. 48 LGOIMA.

48 Right of local authorities to exclude public

- (1) Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:
- (a) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist,—
 - (i) where the local authority is named or specified in [Schedule 1](#), under [section 6](#) or [section 7](#) (except section 7(2)(f)(i)):
 - (ii) where the local authority is named or specified in [Schedule 2](#) of this Act, under [section 6](#) or [section 7](#) or [section 9](#) (except section 9(2)(g)(i)) of the Official Information Act 1982:
 - (b) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would—
 - (i) be contrary to the provisions of a specified enactment; or
 - (ii) constitute contempt of court or of the House of Representatives:
 - (c) that the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that local authority by an Ombudsman under [section 30\(1\)](#) or [section 38\(3\)](#) of this Act (in the case of a local authority named or specified in [Schedule 1](#)) or under [section 30\(1\)](#) or [section 35\(2\)](#) of the Official Information Act 1982 (in the case of a local authority named or specified in [Schedule 2](#) of this Act):
 - (c) that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

See s. 48 LGOIMA.