

**MEETING OF THE**  
**Clutha District Council**

**20 February 2025**

**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 Thursday 20 February 2025, commencing at 1.30pm.

Steve Hill  
**CHIEF EXECUTIVE OFFICER**

## Committee Members

Mayor: Bryan Cadogan

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

## Thursday 20 February 2025

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### APOLOGIES

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

### DECLARATIONS OF INTEREST

None advised at the time of printing this agenda.

### PUBLIC FORUM

### PRESENTATION

- **Anna Robinson – Regional Waste Officer, Waste and Environmental Solutions, DCC**

Item	Page #	Title
1	6	<b>Resignation of Balclutha Ward Councillor</b> <i>(For Council's Decision)</i> Report provides options for Council following the resignation of Councillor Kevin Barron.
2	9	<b>Request for Review of Usage – Centennial Park</b> <i>(For Council's Decision)</i> Report presents a request from the South Otago Athletics Club to review the usage of Centennial Park.
3	26	<b>Request for Bylaw Exemption – Clutha Boot Market</b> <i>(For Council's Decision)</i> Report presents a request for a bylaw exemption for the Clutha Boot Market to be held at TPŌMA.
4	37	<b>Local Water Done Well – Otago Southland Joint CCO</b> <i>(For Council's Decision)</i> Report presents a summary of progress to develop a Joint Water Services Organisation by the Central Otago, Clutha, Gore & Waitaki District Councils and requests authorisation to enter into the Commitment Agreement.
5	47	<b>Mt Cooe Capacity Issues</b> <i>(For Council's Decision)</i>

		Report highlights capacity issues at Mt Cooee landfill and requests a decision on part of the Mt Cooee upgrades.
<b>6</b>	<b>55</b>	<b>Changes to Kerbside Recycling Policy</b> <i>(For Council's Decision)</i> Report updates Council on the latest changes to the national kerbside recycling policy and seeks a decision on kerbside collection strategy going forward.
<b>7</b>	<b>133</b>	<b>Funding of CCTV Server Renewal</b> <i>(For Council's Decision)</i> Report asks Council to consider funding the replacement of the main Clutha CCTV server due to imminent failure.
<b>8</b>	<b>135</b>	<b>Vehicles on Beaches – consideration of schedule review</b> <i>(For Council's Decision)</i> Report provides options for Council to consider initiating a review of Schedule 1: Safe Zones of the Vehicles on Beaches Bylaw 2023.
<b>9</b>	<b>151</b>	<b>2025 Triennial Elections Report</b> <i>(For Council's Decision)</i> Report highlights preliminary matters relating to the election and requests a decision on the order of candidate names.
<b>10</b>	<b>159</b>	<b>Risk &amp; Assurance Committee - Terms of Reference</b> <i>(For Council's Decision)</i> Report provides an updated Terms of Reference for the Risk & Assurance Committee for Council's consideration.
<b>11</b>	<b>164</b>	<b>Confirmation of Council Minutes</b> <i>(For Council's Confirmation)</i> Minutes of the Council Meeting held on 5 December 2024.
<b>12</b>	<b>180</b>	<b>Corporate &amp; Policy Committee Minutes</b> <i>(For Council's Confirmation)</i> Minutes of the Corporate & Policy Committee meeting held on 5 February 2025.
<b>13</b>	<b>186</b>	<b>Infrastructure Strategy &amp; Operations Committee Minutes</b> <i>(For Council's Confirmation)</i> Minutes of the Infrastructure Strategy & Operations Committee meeting held on 5 February 2025.
<b>14</b>	<b>191</b>	<b>Regulatory &amp; Community Committee Minutes</b> <i>(For Council's Confirmation)</i>

		Minutes of the Regulatory & Community Committee meeting held on 5 February 2025.
15	195	<b>Risk and Assurance Committee Minutes</b> <i>(For Council's Information)</i> Unconfirmed minutes of the Risk and Assurance Committee meeting held on 5 February 2025.
16	205	<b>West Otago Community Board Minutes</b> <i>(For Council's Information)</i> Unconfirmed minutes of the West Otago Community Board meeting held on 29 January 2025.
17	210	<b>Lawrence/Tuapeka Community Board Minutes</b> <i>(For Council's Information)</i> Unconfirmed minutes of the Lawrence/Tuapeka Community Board meeting held on 29 January 2025.
18	216	<b>Mayoral Report</b> <i>(For Council's Information)</i>
19	220	<b>Chief Executive's Report</b> <i>(For Council's Information)</i>
20	225	<b>Documents for Consent and Seal</b> <i>(For Council's Confirmation)</i> This report presents the Documents for consent and seal.
21	227	<b>Reasons to move into Public Excluded</b> <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.

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# Clutha District Council

## Item for DECISION

<b>Report</b>	Resignation of Balclutha Ward Councillor
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	1
<b>Prepared By</b>	Steve Hill – Chief Executive
<b>File Reference</b>	926203

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### REPORT SUMMARY

The report provides options for Council following the resignation of a Balclutha Ward Councillor.

### RECOMMENDATIONS

1. That Council receives the ‘Resignation of Balclutha Ward Councillor’ report.
2. That Council resolves to fill/not fill the extraordinary vacancy created by the resignation of Councillor Kevin Barron.
3. That if Council resolved to fill the extraordinary vacancy Council advises the following process for appointment:
  - a. Next highest polling unsuccessful candidate
  - b. Any other process

### REPORT

#### 1 Background

Balclutha Ward Councillor Kevin Barron sent a letter of resignation to the Chief Executive Steve Hill, which was effective from 10 December 2024.

As the next triennial election is scheduled for Saturday 11 October 2025, the resignation does not trigger a by-election as it is within 12 months of the next election.

In accordance with section 117 of the Local Electoral Act 2001, there are 2 options for Council in respect to the vacancy which are:

- (a) that the vacancy be filled by the appointment by Council of a person who is qualified to be elected; or
- (b) that the vacancy is not to be filled.

If the vacancy is to be filled by appointment, there is generally a process to go through to identify a suitable person (and it could for example be the next highest polling unsuccessful candidate in the 2022 local body election), who then must be approved by resolution of Council. If Council wanted to fill the vacancy by appointment, they would have to do this at the next meeting after 20 February 2025.

The next highest unsuccessful polling candidate was:

DODDS, Brodie Nicole (independent), 783

No communication has been had with that candidate.

The Remuneration Authority has also confirmed that remuneration must be fully allocated so the remaining balance of \$12,883 (\$24,709) will be divided amongst the remaining Elected Members by resolution if the decision is not to fill the vacancy.

## 2 Strategic Goals and Outcomes

### 2.1 Community Outcomes

- Vibrant Rural Towns and Communities
- Connected and Collaborative
- Healthy Sustainable Environment

### 2.2 Key Priority Areas

- Healthy Safe Communities
- Support Culture & Heritage
- Adapt to Climate Change
- Invest in Infrastructure
- Improved Environmental Footprint
- Jobs are Filled
- Enough Quality Housing

## 3 Assessment of Options

The choices are to appoint to fill the vacancy or to not appoint.

<b>Not Appoint</b>	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• Induction and training not required.</li> <li>• Wouldn't have a new decision-maker that hasn't been part of the LTP and Council meetings.</li> <li>• Elections are in October this year which is only seven months away.</li> </ul>	<ul style="list-style-type: none"> <li>• Balclutha is less represented.</li> </ul>

<b>Appoint</b>	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• Balclutha represented in full.</li> </ul>	<ul style="list-style-type: none"> <li>• Induction and training required.</li> <li>• Further time required to resolve who is to be appointed which reduces the amount of available time before the elections.</li> <li>• Will require discussion with potential candidate as to their willingness to take on the appointment.</li> </ul>

#### **4 Consultation**

No consultation has been had with potential candidates. This is considered necessary to prevent the appointment of a candidate that does not wish the appointment.

#### **5 Legal Considerations**

Section 117 of the Local Electoral Act 2001

#### **6 Financial Impact**

The impact is rates neutral as either the appointment takes place, and the salary is paid or the appointment is not made and the salary is spread amongst remaining elected members. There is no other choice.



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# Clutha District Council

## Item for DECISION

<b>Report</b>	Request for Review of Usage - Centennial Park
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	2
<b>Prepared By</b>	Jules Witt – Deputy Chief Executive
<b>File Reference</b>	928882

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### REPORT SUMMARY

Following the public forum at the Council meeting held on 5 December 2024, representatives from the South Otago Athletics Club have requested that a review of the usage of Centennial Park be undertaken.

### RECOMMENDATIONS

- 1 That Council receives the ‘Request for Review of Usage - Centennial Park’ report.**
- 2 That Council agrees/does not agree to review the approved Masterplan for Centennial Park as approved in May 2019.**
  - 2.1 If Council agrees to review the Centennial Park Masterplan: That Council agrees to include provision for a 2 lane 400m training track and sprint track at Centennial Park.**
  - 2.2 If Council does not agree to review the Centennial Park Masterplan: That Council will continue discussions with the South Otago Athletics Club to assist them to find alternative practice grounds in Balclutha.**

### REPORT

#### 1 Background

The original masterplan for the Centennial Park Area was approved by Council in May 2019. This project came out of a publicly consulted on Reserve Management Plan process and was also a Community Plan Project that a committee was established to progress. It should be noted that Council’s decision to approve the Masterplan excluding Athletics was made with the knowledge that Sport Otago had requested then that provision be made for an Athletics track. Minutes from that decision meeting are attached overleaf.

South Otago Athletics Club (SOAC) got up and running again a few years ago after this process was concluded. However, plans for the grounds had moved on and expectations from neighbours about tree planting etc. will be impacted by a change at this stage. A letter from the SOAC to review the masterplan approval decision was received in November 2024 and a copy of this is attached along with other

correspondence from the SOAC, Centennial Park Trust and the South Otago High School which provides the information available to date. We also expect feedback from the South Otago A & P Society regarding the Showgrounds before the date of the meeting.

#### 4 NAISH PARK COORDINATING GROUP

The Chief Executive submitted a report requesting Council decide about the submissions from the Naish Park Coordinating Group and Sport Otago with respect to Annual Plan 2019/20 budgets and work programme.

**Moved Councillors Finch/Sutherland and Resolved:**

***“That Council receives the ‘Naish Park Coordinating Group’ report.”***

**Moved Councillors Payne/Vollweiler and Resolved:**

***“That Council approves the Master Concept Plan for Centennial Park at Attachment A.”***

Councillor Ludemann commended the group on their efforts to-date and emphasised that this is only a concept plan. It is important to keep going while the momentum is there, and Council should be supporting the energy they are prepared to put in to this.

It is also important to note that Naish Park is part of the entire district and is used by the whole district as are all other parks so if this project is stymied then so are the rest of the district's projects.

**Moved Councillors Blackmore/Wilkinson:**

***“That Council bring forward the 2020/21 and 2021/22 Balclutha Parks and Reserves budgets so that the 2019/20 Council Capital Budget is \$147k and that \$120k is allocated to the Naish Park Centennial Park project.”***

An amendment was proposed:

**Moved Councillors Cochrane/Sutherland:**

***“That Council allocates \$100K from Balclutha Parks & Reserves over the next 3 years topped up with \$150K allocated from the Investment Fund.”***

The amendment was clarified to be technically correct with the consent of the movers.

***“That Council bring forward the 2020/21 and 2021/22 Balclutha Parks and Reserves budgets so that the 2019/20 Council Capital Budget is \$147k and that \$100k is allocated from the Balclutha Parks & Reserves 2019/20 capital budget and with \$150K allocated from the Investment Surplus Fund for the Naish Park/Centennial Park project.”***

The amendment was put to the vote with the result:

For 13

Against 1 – Councillor Blackmore requested his vote be recorded.

The amendment became the substantive motion which was then put to the vote.

***“That Council bring forward the 2020/21 and 2021/22 Balclutha Parks and Reserves budgets so that the 2019/20 Council Capital Budget is \$147k and that \$100k is allocated***

*from the Balclutha Parks & Reserves 2019/20 capital budget and with \$150K allocated from the Investment Surplus Fund for the Naish Park/Centennial Park project.”*

All in favour.

The meeting was adjourned at 12.56pm.

The meeting reconvened at 4.01pm.

**Moved Councillors Cochrane/Payne and Resolved:**

*“That Council delegates to the Service Delivery Committee the authority to approve requests on a case by case basis to draw down funding for this project.”*

## **2 Strategic Goals and Outcomes**

This report contributes to the Vibrant Rural Towns and Communities outcome and the Healthy Safe Communities Key Priority Area.

## **3 Assessment of Options**

Council has two clear options about the request from the SOAC – either agree to amend the Centennial Park masterplan to make provision for athletics facilities or decline the request to review the masterplan. The impacts of both options are discussed below based on the feedback received to date.

### **3.1 Agree to review the Centennial Park Masterplan & make provision for athletics facilities**

The Centennial Park Trust have provided a detailed account of the process and investment undertaken to date based on the approval of the current masterplan in May 2019. It is likely that changing the agreed masterplan would see a significant reduction if not cessation of at least the current community group who have invested significant time and fundraising efforts to develop the area. A change of a previously agreed approach may also discourage other groups from engaging with Council in the future.

### **3.2 Decline the request to review the Centennial Park Masterplan**

A decision to decline the request from the SOAC to include provision of athletics facilities would enable the Clutha Centennial Trust to complete the masterplan that was previously adopted by Council. It would also leave the SOAC without an area for a 400m running track and a print track area. Potential other options for the relocation for SOAC (which was originally envisaged if the club got up and running again) would need to be further discussed based on their currently identified needs (these are listed in the attached correspondence from SOAC).

If the request is declined, Council could also agree to work with the SOAC to find alternative locations and may consider supporting them financially to do this. The South Otago High School (SOHS) has a marked-out track and there is room at the Balclutha Showgrounds for a 400m track to be marked out. There would need to be ongoing discussions with SOHS and the South Otago A & P Society and other users before these venues could be considered long term as the SOAC has a list of requirements they would like met to use these. SOHS has confirmed they would be open to further discussions regarding use, their current position is based on the extensive list of requirements provided by SOAC that they cannot commit to providing at this time.



#### **4 Consultation**

Feedback from the relevant groups involved has been gathered and is considered in this report. Councillors may wish to ask questions to clarify the information provided and it is expected that representatives from these groups will be at the meeting.

#### **5 Policy Considerations**

There are no specific policy considerations that relate to this report.

#### **6 Legal Considerations**

There are no legal considerations that relate to this report.

#### **7 Financial Impact**

There are no direct financial impacts from this report. However, depending on the decision made by Council, if they wish to assist the SOAC to relocate to another venue then there may be a cost for this. Any costs for this would be considered at a future meeting and/or at an Annual Plan / Long Term Plan process.

#### **8 References – Tabled/Agenda Attachments**

SOAC – Letter requesting review of Centennial Park Masterplan

SOAC - Covering email re: Centennial Park

SOAC - Speaking Notes to Council from 5 December 2004 Meeting

SOAC – Letter of Support from Athletics NZ

SOAC – Letter of support from Athletics Otago

SOHS – email regarding SOAC use of grounds

Centennial Park Trust – Letter re: impact of changing original Masterplan Approval



Attention: Steve Hill Chief Executive, Clutha District Council

22/11/2024

Dear Steve,

I am writing on behalf of the South Otago Athletics Club in response to the letter dated 19 November 2024 from Jules Witt at the Clutha District Council to request a review of the previous approval decision of the Clutha Parks Trust plans for Centennial Park.

The South Otago Athletics Club has a long history in the community, having been established in the 1960s. The club's facilities include a building with amenities and a garage shed for storing equipment, all conveniently located near the grounds.

While the club went into recess for some years, it was successfully re-established in 2021. Initially, activities took place at the high school; however, the need to transport equipment and the lack of facilities such as toilets made it more practical to return to the Athletics Club grounds. Since 2021, the club has grown steadily, with over 40 children now participating in weekly athletics sessions every Tuesday who are all affiliated with Athletics Otago and NZ.

When we re-established the club, we were aware of the existing playground and bike track and made efforts to work around these spaces. We also sought to liaise with the Clutha Parks Trust about future developments. Despite limitations of green space with the location of the playground and bike park, we have successfully marked out a 400m track with restricted lane options, which has served our needs. However, the installation of pathways raised concerns about the safety of our athletes running over them. To address this, we reached out to the Clutha Parks Trust and invited them to a meeting, after which it was agreed to maintain open communication regarding future developments. Despite our repeated attempts, communication remained limited until recently, when Craig Gordon emailed on behalf of the committee to Jared McPhee.

As a re-established club, our primary objective is to have a marked track at Centennial Park for our athletics season, which runs from September to March. We currently use a robot line marker, provided by a local club, to ensure accuracy and efficiency. The track is positioned around the playground area, but we are concerned that future developments might restrict our ability to use this space.

The club holds a deep connection of whakawhanaungatanga to the area and grounds, which have been known as the Athletics/Old Boys Club site since the 1970s. This space holds significant historical and cultural value, with many locals sharing memories and stories that connect them to this place.

We strongly believe that this green space should continue to support diverse recreational and sporting activities. Our goal is to collaborate with all committees and councillors to ensure that the area remains accessible and functional for multiple user groups.

We appreciate your consideration and look forward to working together to preserve and enhance this valuable community space.

Kind regards,

Veronica Paulin

President, South Otago Athletics Club

Cc: Mayor Bryan Cadogan

Deputy Chief Executive Jules Witt

From: Veronica Paulin <vkpaulin@gmail.com>  
Sent: Wednesday, 5 February 2025 9:13 am  
To: Jules Witt <Jules.Witt@Cluthadc.govt.nz>  
Subject: Re: Centennial Park Attn: Steve Hill

Caution: This message originated from outside CDC, DO NOT click links, open attachments, or follow instructions without validating your trust in the sender first. If unsure, please contact IT.

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Dear Jules,

Further to your email, The South Otago Athletics Club has explored other options.

I have written to Mike Wright, South Otago High School who has informed me that the next Board Meeting is on the 5th February 2025 and following this, communication regarding the use of the grounds will be advised.

I have written to the South Otago A & P Society who have informed me that their next meeting is on the 12th of February 2025 and following their meeting, communication regarding the use of the grounds will be advised.

We prefer and want to remain at Centennial Park, we recognise the need to explore other options if further developments restrict our access. We did briefly use the SOHS grounds in 2021, but due to a lack of storage, toilet facilities, and drinking water access, we returned to Centennial Park.

Should SOAC have to relocate, we would require the following to support our activities:

- Ground Access: From September to March with a marked track available during this period.
- Amenities: Access to drinking water and toilet facilities.
- Storage: A dedicated area for a storage shed or container to house our equipment.
- Indoor Space: Access to an indoor area for meets, interclub events, and other activities.



- Regular Schedule: Weekly use every Tuesday from 3:45 PM to 5:15 PM, including setup and takedown time.
- Flexible Access: Occasional use for athletes training outside of regular hours.

We deeply value the history and success of our current location but aim to ensure the continuity of our club's operations under any circumstances.

Pending the outcome of communication we receive from the Board of Trustees South Otago High School, and South Otago A & P Society, we are unable to provide any further information.

I have attached the presentation notes that I read out at the Public Forum, Clutha District Council meeting on the 5th December 2024. Please refer back to the video online of the public forum.

I have also attached two letters from Athletics NZ and Athletics Otago of their support to the South Otago Athletics Club.

Once we have been in further communication with South Otago High School and South Otago A & P Society, then I will be able to advise of further correspondence.

Nga mihi/ Regards

Veronica Paulin

President, South Otago Athletics Club.

## **SOAC - Speaking Notes for Council Presentation**

Kia ora koutou,

My name is Veronica Paulin and I am the President of South Otago Athletics club.

I am speaking today on behalf of the South Otago Athletics Club to advise councillors and the community about the Clutha Parks Trust's current plans for Centennial Park. These developments could significantly impact the club's ability to function and operate effectively.

### **Club History and Growth**

The South Otago Athletics Club has a proud history in our community, having been established in the 1960s. Our facilities include a building with amenities and a storage shed, all conveniently located near the grounds.

After a period of recess, the club was successfully re-established in 2021. Initially, we operated at the high school; however, the logistical challenges of transporting equipment and the lack of toilets made it more practical to return to our original grounds. Since then, the club has grown steadily, with over 40 tamariki from Lawrence, Milton, Owaka, Clinton and Balclutha attending weekly athletics sessions every Tuesday. The tamariki and SOA are affiliated with Athletics Otago and Athletics NZ.

### **Challenges and Engagement with the Clutha Parks Trust**

When we re-established the club, we were aware of the existing playground and bike track and adjusted our activities to fit around these spaces. For example, the discuss ring was removed to make way for a park bench, and we marked out a 400m track with restricted lanes to accommodate the playground and bike park.

In October 2022, we reached out to the Clutha Parks Trust to address concerns about safety, particularly with athletes running over newly installed pathways. A meeting was held, and it was agreed that communication about future developments would be maintained. Unfortunately, despite repeated follow-ups over two years, no communication was received until Sport Clutha intervened recently.

### **Key Requests and Concerns**

Our primary objective is to continue using Centennial Park with a marked track for our athletics season, which runs from September to March. While we currently use a robot line marker to efficiently set up a 400m track, future developments raise concerns about the usability of the space.

The club also has a deep connection to the site, known historically as the Athletics/Old Boys Club grounds since the 1970s. This space holds cultural and historical significance for the community, with many locals sharing memories and stories tied to this place.

To support collaboration and ensure the area remains accessible for multiple user groups, we have had approval to mark out a 400m track with inside and outside lanes. This demonstrates the space required for our activities.

**Our Proposal**

We respectfully ask the Council and Clutha Parks Trust to carefully consider the placement of future developments, such as the basketball court and pump track, to ensure they do not restrict the remaining green space that is there known as Centennial Park.

Our goal is to work collaboratively with all parties to maintain Centennial Park for diverse recreational and sporting activities that benefit the whole community.

Thank you for your time and consideration.



Friday 31 January 2025

Clutha District Council  
PO Box 25  
Balclutha 9240, New Zealand.

Attention: Steve Hill, Chief Executive

**Re: Letter of Support for South Otago Athletics Club and Centennial Park**

Tēnā koe,

Athletics New Zealand is pleased to provide this letter of support for the South Otago Athletics Club as they work to ensure the continued presence and development of athletics at Centennial Park in Balclutha.

Athletics has a long and proud history in the Clutha District, with South Otago Athletics Club serving as a cornerstone of the community since 1961. The club has played a vital role in fostering participation in the sport, particularly among tamariki and their whānau from across the district, including those from rural areas. The strong sense of community and whanaungatanga that the club cultivates is invaluable, offering children an opportunity to develop physical skills, build friendships, and engage in healthy, active lifestyles.

Centennial Park has been an integral part of the club's history, offering a practical and accessible venue that meets the needs of athletics in the region. The clubrooms provide essential facilities, including storage for equipment, shelter during inclement weather, and space for meetings and administrative functions. Additionally, the ability to hire out the facility generates crucial revenue to support the club's ongoing sustainability.

We acknowledge the broader community developments planned for Centennial Park and support a balanced approach that accommodates multiple recreational uses while ensuring the preservation of athletics. The club's grass track, while slightly narrower than standard, has been effectively utilized for training and competition. With minor adjustments to development plans, we believe the park can continue to serve as a valuable home for athletics while also meeting the needs of other user groups.

South Otago Athletics Club has demonstrated a commitment to collaboration and open dialogue, engaging with the Clutha District Council and Clutha Parks Trust to find solutions that benefit all parties. We encourage the Council to consider the club's requests and to work together on a pathway forward that maintains Centennial Park as a hub for athletics.

Athletics New Zealand fully supports the club's efforts and urges the Clutha District Council to recognize the importance of this space for current and future generations of athletes. We appreciate your time and consideration and look forward to seeing athletics continue to thrive in Balclutha.

Ngā mihi,

A handwritten signature in blue ink, appearing to read "Cam Mitchell", with a long horizontal flourish extending to the right.

Cam Mitchell  
Chief Executive Officer  
Athletics New Zealand

[www.athletics.org.nz](http://www.athletics.org.nz)



22<sup>nd</sup> January 2025

Athletics Otago

Kia ora,

On behalf of Athletics Otago, I am writing to extend our full support to the South Otago Athletics Club in their efforts to ensure the continued use and development of Centennial Park in Balclutha for athletics. The club has a long and proud history at Centennial Park, which has been its home since 1961, and we commend the club for successfully reinstating operations in 2021 and fostering a vibrant athletics community in the area.

The importance of the clubrooms at Centennial Park cannot be overstated. They provide essential access to equipment, space for meetings, and shelter during inclement weather. Additionally, the facility generates vital income through community hire, ensuring the club's sustainability.

We acknowledge the significant positive impact that the South Otago Athletics Club has on tamariki and their whānau across the Clutha District. The club's activities foster whanaungatanga within the community and provide valuable opportunities for children, including those from rural areas, to engage in athletics in a safe and supportive environment.

Centennial Park's layout, parking, and accessibility make it an ideal venue for athletics. The club's commitment to working collaboratively with the Council and the Parks Trust to integrate the athletics track into the park's development plans is commendable. We believe that with minor adjustments to the development plans, Centennial Park can accommodate all intended uses, including athletics, ensuring that the park remains a valuable community asset.

In light of the above, we strongly urge the Council to consider the South Otago Athletics Club's proposals and support the club's continued presence at Centennial Park. The club's history, community impact, and dedication to promoting athletics make a compelling case for its ongoing use of the park.

We appreciate your attention to this matter and are confident that a mutually beneficial solution can be reached. Please do not hesitate to contact us if you require any further information or support.

Ngā mihi,

Kevin Shaw  
Board Chairman  
Athletics Otago

*Athletics Otago Incorporated*

*Caledonian Ground, 50 Logan Park Drive, Dunedin 9016; c/o Sport Otago PO Box 969, Dunedin 9054;  
admin@athleticsotago.co.nz*

**From:** Principal, SOHS  
**Sent:** Tuesday, 11 February 2025 12:08 pm  
**To:** Jules Witt <Jules.Witt@Cluthadc.govt.nz>  
**Subject:** Re: SOHS and Athletics Club

Hi Jules

Sorry, I had intended to call you after the BoT meeting (which was a long one) and then I was out on Friday and been playing catch up ever since. The Board did receive a letter of request to use the school facilities which are summarised below:

- **Ground Access:** *From September to March with a marked track available during this period.*
- **Amenities:** *Access to drinking water and toilet facilities.*
- **Storage:** *A dedicated area for a storage shed or container to house our equipment.*
- **Indoor Space:** *Access to an indoor area for meets, interclub events, and other activities.*
- **Regular Schedule:** *Weekly use every Tuesday from 3:45 PM to 5:15 PM, including setup and takedown time.*
- **Flexible Access:** *Occasional use for athletes training outside of regular hours.*

The Board felt that they could not meet these expectations and as a result have declined the use of the school grounds by South Otago Athletic Club. This has been communicated back to Veronica Paulin who made contact with the Board. If you need any further information please let me know.

Regards

Mike

Clutha Parks Trust

Jared McPhee

28 Hospital Road

Balclutha

Friday 7<sup>th</sup> February, 2025

Dear Mayor Cadogan, Council and Councillors,

I am writing in response to the South Otago Athletics Club (SOAC) submission requesting the permanent reinstatement of their access to Centennial Park. I would like to outline why I believe it is important for the Council to uphold the current plans of Clutha Parks Trust and the Master Plan as agreed between the Council and Trust.

Eight years ago, after consulting with the community, the Council identified the need for a range of amenities including a destination playground, bike track, dog park and pump track, alongside upgrades to Naish Park. At the time, the SOAC was in recess, and the unused area of Centennial Park was deemed an ideal location for these new community facilities. Since then, the Clutha Parks Trust (our volunteer group) has been dedicated to realizing this vision, contributing over 2,000 volunteer hours and raising significant external funding.

Our accomplishments in both Centennial and Naish Parks include:

*In Naish Park:*

- Revitalisation of park, with new rose and rhododendron beds
- Installation of a new BBQ
- Construction of a fence between the park and camping ground
- Opening of hedge between Naish & Centennial Parks to improve connectivity.

*In Centennial Park:*

- Development of a Junior bike park and dog park
- Completion of Stage 1 of playground
- Pathways to connect to Centennial pool
- Seating and landscaping

We are also excited about the upcoming developments, including:

- Pump track
- Basketball half court
- Stage 2 of playground
- Continued pathways and tree planting to complete that connection from Naish park to the pool

These projects have been made possible through community collaboration and funding (in excess of \$0.7M), and we are proud of our recognition, including the 2022 Clutha District Council Community Group award and the Supreme Winner of the Clutha District Council Community Service Award.

The parks are now being used for many events including the Rainbow Run where we worked in partnership with Sports Clutha to provide a fun day for the public. There was a huge turnout of families and, together with a BBQ, we used the opportunity to provide information on our future plans and get input from the community on those plans.

Other public consultations include:

- Two Easter Bunny Hunts at Naish Park
- Centennial Park neighbourhood meeting
- SO Athletic Club past members
- SO Athletic Club meeting with new members
- Displaying plans in the former H&J Smith building

After all this work, it is extremely disheartening to have the SOAC requesting the return of access to Centennial Park.

I have a personal connection to SOAC, with my grandparents, parents and siblings all being involved over many years. I am personally aware of the benefits a strong athletic club can provide. My own mother before she passed away set a NZ record for discus while a member of the club before it was broken by another strong South Otago athlete, so like many others I was extremely disappointed when it went into recess due to lack of numbers.

it is essential to remember that the SOAC was in recess when the Council and the community made decisions about Centennial Park's future. The Council assured us that alternative venues would be available should the club resume operations.

It would be great to see all sports in our small town centralised to the Recreation Centre and Show Ground Reserve as a sports hub. These are both fantastic facilities and



integral assets for our community. Utilisation should be encouraged to ensure the assets remain current and maintained for all to enjoy.

Furthermore, the mixed-use of Centennial Park is no longer practical. The park has evolved into a multi-use space with amenities like playgrounds, bike parks, and walking paths that cater to a wide range of users. Adding athletic activities, such as running tracks, hurdles, and discus throwing, would create safety and logistical challenges, as there simply isn't enough space to accommodate these activities alongside families and recreational users.

Construction of the pump track was to begin last December but was deferred at Council's request following the SOAC submission. It is now intended to start towards the end of February to ensure completion before winter.

Planning of Stage 2 of playground is also underway, with funding applications in progress, and construction is expected to commence later this year.

Over the past eight years, our committee has presented updates and plans to the Council, and the support we've received has been encouraging. Our work has contributed significantly to the community, and we are committed to continuing that success. It is vital that the Council honours the MOU and Master Plan we agreed upon, which reflect both our shared achievements and future goals.

I respectfully urge the Council to continue supporting the progress we have made and to ensure that Centennial Park remains a space for the entire community to enjoy.

Yours faithfully,

Jared McPhee

Chair Clutha Parks Trust

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# Clutha District Council

## Item for DECISION

<b>Report</b>	Request for Bylaw Exemption – Clutha Boot Market
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	3
<b>Prepared By</b>	Olivia Dickson – Planning Officer
<b>Reviewed By</b>	Olivia Restieaux – Manager Planning
<b>File Reference</b>	929268

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### REPORT SUMMARY

This report is a recommendation for a request for bylaw exemption for the Clutha Boot Market to be held at 6 Clyde Street Balclutha (TPOMA grassed area).

### RECOMMENDATIONS

- 1 That Council receives the ‘Request for Bylaw Exemption – Clutha Boot Market’ report.
- 2 That Council confirms one of the following options:
  1. Approval of the exemption to allow the market to take place at 6 Clyde Street Balclutha, expiring on 20 February 2028 with the recommended conditions in section 3 imposed.
  2. Approval of the exemption to allow the market to take place at 6 Clyde Street Balclutha, expiring on 20 February 2028, with no conditions of operation.
  3. Refusal of the request for exemption.

### REPORT

#### 1 Background

Council’s Regulatory Bylaw Part 7 - Trading in Public Places was adopted in 2022. This was implemented to encourage diversity, vitality and amenity in public places while ensuring public safety, minimising conflict with neighbouring land uses, and protecting the intended use of the public place.

An exemption to this bylaw can be granted by specific resolution of Council.

It is recommended that re-assessment of exemptions is undertaken on a three-year basis. However, where there are repeat complaints or breaches of the exemption conditions, the exemption will be reviewed as soon as practicable, and the exemption may be revoked within the exemption period.

## 2 New Trading in Public Places Bylaw Exemption Request – Clutha Boot Market

The Clutha Boot Market is a grassroots initiative setup by community members to host a reoccurring Boot Market to allow for the Clutha Community to buy and sell locally grown and produced products on a regular basis. This market is held weekly on Saturdays from 9am – 12/1pm.

The current site for the Clutha Boot Market is 196 Clyde Street, Balclutha PGG Wrightson Ltd carpark. This is private property and therefore an exemption to the bylaw was not required to operate in this location. The market is currently host to between 12 and 20 regularly stall holders, with an increasing number of stall holders and visitors, the site at 196 Clyde Street is no longer fit for purpose in order to easily accommodate the stall holders and visitors of the market.

Ms Brodie Dodds, the facilitator of the Clutha Boot Market, has requested an exemption for this bylaw. The sections of the bylaw that are being breached for this proposal are:

- Section 77.2(c) – If it is located beside or within a State Highway or Service, Retail Frontage area as identified within the Clutha District Plan the activity occurs for no more than two calendar days in any consecutive period of 30 days: and
- Section 77.2 (d) – The activity is located more than 100 metres from any established competing business.
- Section 77.3 – Council owned property and halls are not available for use by itinerant traders.

This exemption is to allow for the Clutha Boot Market to move to 6 Clyde Street Balclutha being the grassed and gravelled area at the rear of TPOMA, (please see figure 1 area outlined in red). This location is currently owned by the Clutha District Council, is within 100 metres of established competing businesses and is beside a State Highway and therefore a market is not permitted to be held in this area under the Regulatory Bylaw Part 7 - Trading in Public Places bylaw.

**Figure 1** - Aerial photo of proposed location



### 3 Recommended Conditions

It is recommended that the following conditions are imposed if the exemption to the Regulatory bylaw Part 7 – Trading in Public Places is approved:

1. That a semi-permanent fence shall be erected prior to the start of each market day and removed at the end of each market day along the footpath which adjoins State Highway 1.
2. That a minimum of three rubbish bins are provided at all times for members of the public visiting the market to use. At the end of the market, the rubbish is to be removed from the site and disposed of correctly.
3. No vehicles are permitted to drive onto the grassed area.
4. Market organisers and/ or facilitators shall wear easily identifiable clothing (such as hi-visibility vest) and be available at all times during the market in the instance that an issue should arise.
5. All food selling places must hold a current Trading in Public Places licence and any other relevant food licencing certificate which is to be displayed at all times while selling any food goods.
6. At the end of each market day, the area will be cleared and left in a tidy condition.
7. The hours of operation of the market are limited to daylight hours only.
8. The market shall only run on Saturdays.
9. Any complaints received by the market facilitator or organisers shall be kept on record passed onto Council planning team at [planning@cluthadc.govt.nz](mailto:planning@cluthadc.govt.nz) for consideration, no later than 5 working days from the day of the complaint.
10. At any time Council sees fit, this exemption may be revoked prior to the expiry date.

### 4 Strategic Goals and Outcomes

This report contributes towards the following Community Outcome:

- Connected and Collaborative

### 5 Assessment of Options

Options for Council to consider include:

4. Approval of the exemption to allow the market to take place at 6 Clyde Street Balclutha, expiring on 20 February 2028 with the recommended conditions in section 3 imposed.
5. Approval of the exemption to allow the market to take place at 6 Clyde Street Balclutha, expiring on 20 February 2028, with no conditions of operation.
6. Refusal of the request for exemption.

## 6 Consultation

Consultation has been undertaken by Ms Dodds with Ms Woodrow the Facility Director at TPŌMA who has confirmed that they are okay for the market to be held on the grassed area outside their facility. Confirmation of this is attached to the end of this report.

## 7 Policy Considerations

Regulatory Bylaw 2022 – Part 7 Trading in Public Places.

This policy was intended to regulate the conduct of persons selling goods on streets, roads, footpaths or other public places.

Section 77.2 (a – d) identifies guidance on the location in which goods can be sold for profit. This section restricts the sale of goods on sites beside a State Highway to no more than 2 days in a consecutive period of 30 days as well as being within 100 metres of any established competing businesses.

Considerations should be given to the potential affected competing businesses which reside within 100 metres of the proposed new location. These businesses include but are not limited to:

- New World Balclutha
- Countdown Balclutha
- Raj Indian Takeaway
- Stirling Sports
- The Clutha Licensing Trust new café

In the application provided by Ms Dodds, it was advised that consultation had already taken place with New World and Countdown in which they confirmed that they were okay with this proposal, however, Council has not received written confirmation of this, and it is not a requirement of this exemption for written confirmation to be provided.

Section 77.3 states Council owned property and halls are not available, for use by itinerant traders.

The definition of itinerant traders as per the bylaw is: Retailers who have no fixed place of business, moving from place to place to sell their goods to consumers. It can be considered that the market stall holders are deemed to be itinerant traders.

Section 81.1(c) allows for an exemption to be made by any other bylaw, legislation, resource consent or specific resolution of Council.

It is considered that Council can grant an exemption to allow for the Clutha Boot Market to be undertaken at 6 Clyde Street Balclutha.

## 8 Legal Considerations

Not Applicable.

## 9 Financial Impact

Not Applicable.

**10 References – Tabled/Agenda Attachments**

- Attachment A - Email Application.
- Attachment B - Email correspondence from Mary Woodrow.

**Attachment A.****CLUTHA BOOT MARKET – New Location Proposal**

Markets in past times were a thriving social event that connected people within their community. They were a place to get the essential items like fresh fruit and vege, meat, bread, eggs, milk and more for the week from local pro. They were a place where people would catch up for a nater and solve the worlds problems. They were a place where connections were made and help was offered if needed. Local markets were the heart of communities. Nowadays with everything at our finger tips we have become disconnected in all aspects of our lives but through markets we have the ability to foster community resilience, increase community engagement and empowering the people of our district.

I want to thank you all for taking the time to read this proposal. My name is Brodie Dodds and I am the Facilitator of the Clutha Boot Market. The Clutha Boot Market is a grassroots initiative that was started after identifying a need for a regular local market. I had many a conversation with locals who felt there was an opening for a market to give members of our Clutha Community a place to sell their handcrafted, locally grown or produced products or second-hand items in one easy location. The idea came about after the one-off boot market run by Megan and Jason Palmer was held at TPOMA towards the end of 2023. Many people spoke of the need for a more regular market so the first Clutha Boot Market was held at the beginning of 2024 and ran fortnightly till April and restarted again in October 2024. Since then, we have held approximately 20 markets at the gravelled/parking area out the front of PGG Wrightson Balclutha. The support of the team at PGG Balclutha with allowing us the use of this space has given life to the Clutha Boot Market, without them the Boot Market would have never happened. Unfortunately though in this area we are restricted in how many stalls we can hold and unable to put gazebo's up without weights due to the area being gravel/concrete. We are an outside market so being able to set up a number of gazebo's in wet, windy or hot weather is essential for our continuation.

As the market has begun to increase in popularity and more local stall holders are getting involved, those who attend the market would love to see it become more like a local Farmers Market. Going back in time to the good old days where it was a regular social event, however with the addition of arts, crafts and clothing as well as second hand item stalls. This would make the market more of a fusion market. Currently we have many regular stall holders with some of the regulars listed below

- Andrea Dudding - 2 Birds Baking. Artisan Bread
- Tracy Tooley – Simple Naked Soap. Goats Milk Products like soap and body washes and more
- Wendy and Carla – Basil and Baylys. Locally grown Vegetables as well as Vegeatable seedlings
- Corina Oldham – Bacon Bliss. Hot food

- Lisa Hancox – Cupcake Craze. Homemade Cupcakes and cheesecakes
- Dwayne Bannerman – Bannermans. Artisan Sourdough Bread
- Marlies Keenan – Homegrown cutflower bouquets
- Neil and Kathrin – Spray Free produce
- Hayley Field – High Quality second hand clothing and items
- Michelle Pringle – Agreeable Nature Free Range Eggs
- Esther Hutchinson – The Shot Coffee
- Cathy and Struan McArthur – Pounamu Carvings
- David Scurr – Shiloh Honey
- Glenn Michie – Kindling
- Rose Johnston – Succulents
- David Ingham – Natives and Cacti
- Damview/Goldenview Orchards – Fresh Roxburgh Fruit

All our food vendors have the necessary certification through the Clutha District Council.

The market would run weekly on Saturday's from 9am till 12 or 1pm from approximately Labour weekend through to Easter. We are still currently trialling times to see what works best. Our current standard market days often have between 12 and 20 stall holders. We would love to see this be able to increase to a regular 30 stall holders. To enable the market to increase, diversify and branch out, we will need to find a new location. The location we have in mind is the back area of the TPOMA carpark and the grassed area down from the bottom of the bridge. Please see the attached image. I have a vision of seeing a thriving market with people sitting in the shade of the old established trees, with their weekly market haul, talking to strangers like they have known each other for years and creating new friendships. We have been in communication with Mary from TPOMA and they have offered their support for the use of this space. We have also communicated with Chris the owner of New World and Kelly the manager at Countdown on Wednesday 22<sup>nd</sup> January explaining the market, what we are about and both have said they support community initiatives and while they will not "promote" the market which is completely understandable, they won't actively oppose the market. Kelly stated that location doesn't change anything. If someone wants to purchase from the boot market they will do so whether it's at PGG or the TPOMA grass area. We also want to point out we are not trying to be in direct competition to any supermarkets but offer a different experience and products like locally grown garlic, raw honey, second eggs or bulk fruit for jam and preserves. I have also been in contact with Anne-Marie Milne from the RSA in regards to holding the



market at this location and she did not think their permission was needed. At some point a memorial garden is on the cards for this area. I believe the Balclutha RSA are in communications with the trustees of the TPOMA trust but they have not heard anything for around a year. When this does go ahead the Clutha Boot Market will be looking to help with raising Funds and seeking growers from the district to donate plants to this project when needed as well as time and man power if needed.

Additional information about the local market

- Stall fee is a donation of non-perishable food item/s for our local food bank.
- The Clutha Boot Market is 100% community focused. It is about supporting young local entrepreneurs who have been hand making items like scrunchies, jewellery, kid's toys, knitting and giving them a safe place where they can sell their items. They are often too young to be selling things on Facebook or starting their own websites so this gives them a safe place to showcase their talent. We welcome all community groups setting up stalls like the netball girls fundraising for their Australia tournament, taking orders for cheese rolls. Or Scout's club doing a sausage sizzling and youth council running a stall selling donated items to raise funds for a local initiative like the foodbank. Its a place to hold special events alongside the Market to encourage community engagement like Sport Clutha organising a fun run or sports day along the river bank, face painting for the kids and a Mr Whippy ice cream afterwards. A place for the small scale local producers and grower to sell their goods.
- The market is organised by volunteers with food donations instead of money so no individual person monetarily benefits from the running of the market.
- Encourages community engagement and interactions with people they may not have otherwise engaged with.

There will be rules that stall holders and market organisers will implement but also communicate directly with council on what the Councils expectations will be.

- Multiple rubbish bins will be provided by organisers. At the end of each market the area will be thoroughly scanned so no rubbish/waste is left behind each week.
- No vehicles are to drive on the grassed area. All food trucks/trailers will be parked on gravelled area only.
- Market organisers will be wearing some form of high viz or identifying clothing item so if any issues arise it is known who to go to.
- If needed we will acquire orange netting to be put up each week along the grass area that runs parallel to the foot path on state highway 1 to prevent children from being able to run out directly on to the road. It will be set up so there is an entrance to the market at the TPOMA building end and one at the bottom of the bridge where the railing ends.

Other markets currently running across New Zealand on council or government owned land

- New Plymouth's weekly Sunday Farmers Market is located at Tasman Prospect Park [A seaside pop-up for New Plymouth farmers market | The Post](#)
- Hamilton Farmers Market - Claudelands Park, Hamilton [Waikato Farmers' Markets | Hamilton & Cambridge | Weekend](#)
- Pukekohe Farmers and Artisans Market – Pukekohe Town Square [Pukekohe Farmers & Artisans Market \(@pukekohe\\_farmers\\_market\) • Instagram photos and videos](#)
- Britomart Saturday Market – Takutai Square [Saturday Market — Britomart — Britomart](#)
- Mt Pleasant Farmers Market – Outside the Mt Pleasant Community Centre [Markets | MPCC](#)
- Karori Farmers Market – on an Empty Council Lot [Community-led farmers' market achieves a lot - News and information - Wellington City Council](#)
- The Clevedon Village Farmers Market – Clevedon Show Grounds?
- Feilding Farmers Market – Manchester Square, Feilding [FARMERS MARKET - Feilding Manawatu NZ](#)
- Paihia Farmers Market – Village Green [Bay of Islands Farmers Market](#)
- Cambridge Farmers Market – Victoria Square Cambridge
- <https://www.facebook.com/CambridgeFarmersMarketNZ>

The benefits for the community are endless but the one that sits in the back of my mind at all times and drives me to make this happen is bringing people together and creating community resilience. No one is immune to hard times but with a tightknit community supporting each other we can make future challenges easier to tackle. Thank you for your time and consideration and I look forward to any questions you may have.

Kindest regards

Brodie Dodds

**Clutha Boot Market**

From fresh fruit and vegetables to garden goods, gifts, coffee and breakfast, the Clutha Boot Market is thriving and organisers are looking to expand its range and setting. "We've started conversations with council, TPOMA [Te Pou Ō Mata-Au] and interested businesses to help us through the right procedures and requirements and hopefully bring a full farmer's market to Balclutha every weekend," volunteer organiser Brodie Dodds said at the fortnightly Clyde St event last Saturday. "It's about making our quality, local goods more easily available to the community . . . supporting local producers, building networks and creating opportunities for budding entrepreneurs. "The market's a fixture with reliable stallholders and customers and it feels like it's time to cater for even more variety in a larger space." Clutha Boot Market will now be running every Saturday at its present location. *Clutha Leader* reporter **Nick Brook** was there to capture the colour of the market.



Market day . . . Clutha Market is getting too big for car-boots.

**Colour and atmosphere . . .** Sue Tuhou (left) and Rae Burgers chat over Mrs Burger's gifts and crafts.



**Putting down roots . . .** Networkers and community entrepreneurs (from left) Brodie Dodds, Kathrin Gilles and Marlies Keenan talk about the market's growing possibilities.



**Peachy . . .** Angus MacDonald brought his own orchard fruit for fast trade from Roxburgh.



**Desert flowers . . .** Market goes survey Rose Johnston's (left) succulents stall.



**Attachment B.**

From: **Mary Woodrow** <[mary@tpoma.nz](mailto:mary@tpoma.nz)>

Date: Fri, 24 Jan 2025, 4:21 pm

Subject: Market

To: <[cluthabootmarket@gmail.com](mailto:cluthabootmarket@gmail.com)>

Kia ora Brodie,

Thanks for getting in touch about the possibility of the Clutha Boot Market relocating to the grassed area beside TPŌMA. As discussed it is council land so not a decision for us to make but we have no objection to it being held here and feel it would be a great regular event for the community.

The market goers would be welcome to use the public toilets within the facility.

If we had any large events planned on market days we would inform you and liaise with you about parking space and keeping the loading dock clear at the back of the auditorium.

We support your application to hold the market in this space and hope to see it held there in the future.

Kind Regards

**Mary Woodrow**

Facility Director

The logo for TPŌMA, featuring the letters 'TPŌMA' in a bold, sans-serif font. The letter 'O' is replaced by a stylized circular emblem containing a white symbol that resembles a traditional Māori 'haka' or 'haka' symbol.

**Te Pou Ō Mata-Au**

Clutha District War Memorial & Community Centre

P: 027 700 2924

E: [mary@tpoma.nz](mailto:mary@tpoma.nz)

A: [6 Clyde Street, Balclutha, 9230](#)

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# Clutha District Council

## Item for DECISION

<b>Report</b>	Local Water Done Well – Otago Southland Joint CCO
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	4
<b>Prepared By</b>	Jules Witt – Deputy Chief Executive
<b>File Reference</b>	931398

### REPORT SUMMARY

The Water Services Preliminary Arrangements Act 2024 sets out the new requirements for water services delivery in New Zealand. The Local Government (Water Services) Bill has also been introduced into parliament and will likely set the enduring framework for water delivery if it is passed into law later this year.

This paper presents a summary of progress to develop a Joint Water Services Organisation by the Central Otago, Clutha, Gore & Waitaki District Councils (the ‘Group of Councils’) as an option to consider alongside other practicable delivery model options.

The paper summarises the overall approach and plan to develop the options, consult with the community, secure required Council approvals and prepare a Council Approved Water Services Delivery Plan (WSDP) to the Minister of Local Government by 3 September 2025. This paper makes recommendations in relation to consultation under the Water Services Preliminary Arrangements Act 2024.

To support this work, a Commitment Agreement Template has been developed by the DIA, for Councils to modify and adopt as they work to develop and establish a Joint Operating Organisation for Water Services. The Commitment Agreement Template has been populated to meet the requirements of the Group of Councils.

The purpose of this paper is to seek that the Council authorises the Chief Executive to enter into the Commitment Agreement as appended to this paper subject to any minor drafting changes that are required when the document is finalised.

***Note: The Commitment Agreement was still being finalised at the time of publishing this agenda so will be circulated later.***

### RECOMMENDATIONS

- 1 That Council receives the ‘Local Water Done Well – Otago Southland Joint CCO’ report.**
- 2 That Council:**
  - **Agrees to enter into the Otago Southland Joint Group of Councils Commitment Agreement;**

- Authorises the Chief Executive to sign the Otago Southland Joint Group of Councils Commitment Agreement as set out in Attachment 1 on behalf of Clutha District Council, including any minor amendments that are required when finalising the document for signing.

- 3 That Council decides to rely on the alternative requirements for decision-making and consultation set out in sections 61 to 64 of the Local Government (Water Services Preliminary Arrangements) Act 2024 in accordance with section 58(a)(i).

## REPORT

### 1 Background

In February 2024, the Coalition Government introduced and passed legislation to repeal all laws relating to the previous Government's water services entities. The new approach, Local Water Done Well (LWDW), is designed to address New Zealand's long-standing water infrastructure challenges while maintaining local decision-making flexibility. Councils, in consultation with their communities will determine how their water services are delivered, provided they meet economic, environmental, and regulatory requirements.

Government statements have made it clear that water service providers must operate more like independent utility businesses, similar to telecommunications or electricity providers. Regardless of whether services remain in-house or are managed by a Council-Controlled Organisation (CCO), they must be structured and operated differently, with direct accountability to customers, regulators, and ratepayers and shareholders.

The Water Services Preliminary Arrangements Act 2024, enacted on 2 September 2024, requires councils to submit a Water Services Delivery Plan (WSDP) to the Department of Internal Affairs (DIA) by 3 September 2025. Each WSDP must define a financially sustainable delivery model with 10 years of financial information and undergo public consultation before formal adoption. The Government has introduced financial arrangements allowing CCOs to borrow up to 500% of their water revenue from the Local Government Funding Agency (LGFA).

On 10 December 2024, the Local Government (Water Services) Bill (Bill 3) was introduced to Parliament. The Bill sets out key details relating to the water services delivery system, the economic regulation and consumer protection regime for water services, and changes to the water quality regulatory framework and is expected to be enacted in June 2025.

Councils in Otago and Southland have a history of working together on water service challenges.

In February 2024, the Otago-Southland Mayoral Forum directed Chief Executives to establish the Otago-Southland LWDW Working Group to explore a Regional Delivery Model. As part of this, the Morrison Low report, "Local Water Done Well Review," was

completed and presented to Otago-Southland councillors in November 2024. It found that without structural changes, future water service delivery would become unaffordable, with 76% of residential users in the region facing doubled water bills within 10 years. Additionally, workforce shortages and infrastructure demands would require regional coordination to avoid inefficiency and competition. The report concluded that a joint asset-owning entity would be the most effective solution.

From that work, a subgroup of Otago Southland Councils has formed, comprising Central Otago, Clutha, Gore and Waitaki District Councils. This Group of Councils is working to investigate creation of a Joint Water Services CCO.

## **Analysis**

### **Group of Councils - Project Formed**

Mayors & Chief Executives of the Group of Councils are engaged, and a project team has formed to define what a Joint CCO would look like and how it compares against the other practicable options, such as leaving water services in house or setting up a standalone Council CCO.

### **Presenting the options and agreeing a preferred delivery model to take out for consultation.**

A view of the water organisation delivery model options, with supporting pros and cons is planned to be presented to the April Clutha District Council Meeting for decision on a preferred delivery services model and options to consult on.

Current modelling is predominantly based on existing Council long-term plans and infrastructure strategies with some adjustments to reflect a reduction in potential costs for wastewater treatment plant upgrades.

Further work is required in order to present a view of the water service delivery models and their relative strengths and weaknesses. The work includes:

- External review of Council Asset Management Plans and associated Long Term Budgets to test and align planning and costing assumptions.
- Draft wastewater standards are released mid-February 2025. These may mean future investment requirements can be reduced. Potential impact of these to be assessed for each Council.
- Progress Joint CCO design and update modelling to reflect design options. For example, approach to Price Harmonisation.
- Seek DIA and Water Services Authority - Taumata Arowai review of financial modelling and option analysis.

### **DIA Joint Commitment Agreement**

The DIA WSDP Team have provided a Commitment Agreement Template which sets out how councils can work together to develop and establish a joint water organisation. It lists the key activities and programme, allocation of roles and sharing of resources, accountability measures and the governance structure during the period where councils



are assessing the delivery options, deciding on a preferred delivery and through to establishment of a joint water organisation.

The agreement provides for individual Councils to withdraw from the agreement at any time. Logical points for Councils to assess their continued participation are set out below. The consequences of withdrawal for the remaining Council's is largely unknown. However, the Commitment Agreement deals with some of the immediate financial considerations.

- Provision of Water Service Delivery Models Options Analysis for Councils to decide on their preferred Water Service Delivery Model
- Review of Consultation and Stakeholder engagement outcomes
- Review & Approval of the Water Services Delivery Plan

The Commitment Agreement template has been completed by the project team and an external legal review conducted to help inform council decision making. The Commitment Agreement is provided as Attachment 1.

### **Consultation & Decision Making**

The Water Services Preliminary Arrangements Act 2024, provides an alternative consultation requirements and decision-making pathway to that provided via the Local Government Act 2002 (Alternative Consultation and Decision-Making Requirements).

Councils are required to adopt the Alternative Consultation and Decision-Making Requirements when considering the preferred model or arrangement for delivering water services in its WSDP. These requirements are summarised as -

- Must consult once but may consult further if certain conditions are met
- Make the following information publicly available:
  - o Proposed model or arrangement (with explanation and reasons for the proposal)
  - o Analysis of reasonably practicable options
  - o How proceeding (or not) with the proposal would affect council rates, debt, water charges and levels of service.

If the alternative consultation pathway is taken there is no need to consult further on required amendments to the Long-Term Plan to give effect to the water services delivery model if Council has already consulted on a proposed model and is satisfied that the community has a good understanding of its implications and that the Council understands the community's views. All other relevant LGA 2002 requirements still apply (e.g. principles of consultation).

For a Council decision whether to establish, join or amend a Water Services CCO there is the ability to consult either via the LGA 2002 Part 6 pathway or use the Alternative Consultation and Decision-Making Requirements. The Alternative Consultation and Decision-Making Requirements include consideration of the following:

- Impact of the Joint Water Services CCO on the communities in the joint service area (as well as the impact on the authority's district)



- Views of people in the joint service area (as well as the views of people in the authority's communities)
- View of other territorial authorities who are parties or potential parties to the Joint Water Services CCO Arrangement.

### Significance

Significance is considered high on several grounds including, community interest, impact on Councils capability and capacity, cost to council and impact on ratepayers and potential changes to the control of a Strategic Asset.

The Significance and Engagement Policies of the Group of Councils and the requirements of the Local Government (Water Services Preliminary Arrangements) Act 2024 and Bill 3, require the water services delivery model options to be presented for community engagement and feedback.

It is intended that consultation will be coordinated across the Group of Councils, with consistent content developed in collaboration with the individual councils, approved by the individual Council and conducted via each Council using their existing community engagement channels, processes and relationships.

Outcomes would be collated and presented back to each Council to inform decision making and whether to proceed with the preferred delivery model. A summary of the consultation would also be included in the WSDP.

**Each Council to determine significance of the requested decisions requested in this report against their individual Significance & Engagement Policies.**

### Options

As noted, the project team is working to compile a view of practicable water service delivery model options, assess these against investment objectives and provide a view of their relative merits and drawbacks, impact of each to the ratepayer and Council debt and any impact on service levels. That analysis will be presented to the March Council meetings for decision to confirm the preferred option and options to consult on.

A summary of the options associated with the decisions requested in this paper is presented below.

- 1) For the Council decision whether to approve entry to the Commitment Agreement.

Option	Advantages	Disadvantages
Group of Councils draft their own commitment agreement	- Tailored for the group of Councils requirements	- Significant cost and time to draft a bespoke agreement - Likely greater DIA scrutiny of a bespoke agreement and less willing to provide

Option	Advantages	Disadvantages
<b>Not Recommended</b>		support to the Group if required. - Impact on WSDP delivery timeframe
Group of Councils adopt the DIA Template as modified in Attachment 1.  <b>Recommended</b>	- Comprehensive and low cost to adapt to specific Group of Council requirements - DIA supported approach - Defined agreement entry and exit process. - Legal review completed	- If the Joint CCO preferred option is not adopted by a member Council, time and cost to exit the Agreement.
Group of Councils proceed without a Commitment Agreement.  <b>Not Recommended</b>	- Avoided costs to adapt, complete legal reviews and secure Council decisions.	- Project work is complex and costly – lack of an agreement increases the risk of poor governance, disputes and failure to deliver required outcomes. - Increased risk of DIA intervention

- 2) For the Council decision whether to establish, join or amend a Water Services CCO there are two consultation options. Note that the proposed model for delivering water services is required to be consulted on using the alternative consultation requirements in the Local Government (Water Services Preliminary Arrangements) Act 2024.

Option	Advantages	Disadvantages
Consult via LGA 2002 Part 6 consultation requirements  <b>Not Recommended</b>	- Established decision making framework. - Allows wider Joint CCO Council & Community views to be included in Council Decision Making	- Requires consultation to be split between two processes which creates inefficiency, complexity and potential confusion in decision making. - Consultation processes can be costly in terms of resource and financial cost. Running multiple processes will cost more. - Given the number of significant decisions that will be required and decisions that require statutory consultation, the public may become

Option	Advantages	Disadvantages
		fatigued with consultation. - No ability to narrow consultation, if doing so would not comply with the LGA requirements.
Consult via Local Government (Water Services Preliminary Arrangements) Act 2024 alternative consultation requirements  <b>Recommended</b>	<ul style="list-style-type: none"> <li>- Aligns CCO decision making with consultation on the proposed model for delivery of water services – offering a single consistent framework that is comparatively more efficient to adopt.</li> <li>- Potential to avoid the need to consult on required LTP changes for the proposed model and for transfer of strategic assets if the water infrastructure is defined as a strategic asset in the Council’s significance and engagement policy.</li> <li>- Consultation Process is tailored for consideration of selecting a water service delivery model and will be sufficiently detailed so that the public are well informed about the full process being consulted on.</li> <li>- Only one consultation process required therefore saving resources and cost.</li> <li>- Retain the ability to consult more broadly than the alternative arrangements prescribe.</li> </ul>	<ul style="list-style-type: none"> <li>- Possible perception that consultation / decision making is not as robust as via the LGA 2002.</li> </ul>

## **Implications and Risks**

### **Strategic Consistency**

The requirements of LWDW requires the Group of Councils to revisit their respective Long-Term Plans and associated supporting strategies (including Financial & Asset Management Strategies), to ensure that water service delivery complies with the Local Water Done Well legislation requirements.

The options analysis completed to date includes consideration of impacts on the current LTPs. Impacts of the selected options will be further defined and put forward for community feedback through the planned consultation in the early part of 2025. Following decision making, amendments to Annual and/or LTPs will be made from FY 26/27.

### **Financial Implications**

The costs for the Group of Councils Joint Project, including community consultation and approach to apportionment are detailed within the Commitment Agreement. Project costs to develop, consult on and submit a Water Services Delivery Plan for a Joint Water Services CCO, are estimated to be \$540k and would be equally apportioned between the Councils.

As noted, the Commitment Agreement provides for individual Councils to exit the Agreement. They will be liable for and are only liable for costs incurred, committed or budgeted (but unpaid) costs that cannot be avoided by the remaining Councils.

In selecting the preferred delivery model, the financial implications for ratepayers and impact on overall Council debt and non 3 waters budgets will be included in the Pros and Cons analysis to be presented to Council and for community feedback through the planned consultation.

### **Legal Implications**

The Local Government (Water Services Preliminary Arrangements) Act places statutory requirements on the Councils that are required to be complied with. If a territorial authority struggles to comply with the requirements for a compliant WSDP, the Act provides for the Minister to appoint either of two new roles:

- Crown facilitators, who may work with Councils to assist, advise, or amend draft WSDPs and;
- Crown water services specialists, who may prepare, direct, or adopt a WSDP in accordance with their notice of appointment.

In addition, the Act provides that a person who contravenes an obligation to disclose information can be fined up to \$500,000 or, in the case of an entity, \$5 million.

## Climate Change

Changes are administrative in nature. Climate Change impacts would be assessed as part of any change to service provision.

### Risks

Risk	Impacts
DIA does not approve the WSDP and requires the document to be revised.	DIA requires the Group of Councils to alter the WSDP DIA requires the Group of Councils to change the Operating Model Design DIA requires other Councils to join the Group of Councils.
DIA does not approve the Group of Councils WSDP – and appoints a Crown Facilitator or Water Services Specialist	Reputation risk for Councils Reduction / loss in decision making control
Individual Councils do not approve of progressing with a Joint CCO approach.	Group may become unviable Individual Councils may not be able to complete a compliant WSDP Risk of DIA intervention with associated loss of decision-making control
WSDP Plan and Implementation Tasks are more complex / extensive than estimated	Potential increase in project budget Additional Council resource commitments
Continuing uncertainty for the Council 3 Waters teams as to how their work and roles may be affected	Potential loss of key staff Increasing difficulty to recruit staff
Local Government Election processes during Oct 2025.	Potential delay to key decisions – administration period may then impact Re-litigation of decisions by new Council New Councillors require up skilling in LWDW requirements
The Group of Councils is not fully compliant with new legislative requirements – within the required timeframes	Reputation risk for Councils Cost and time to rectify Potential DIA or Regulator Intervention
3 Waters legislative investment requirements impact on wider Council investment capacity	Impending increase in 3 Waters costs impacting affordability and Council investment in other areas
Ratepayers do not appreciate the impending costs increases for 3 Waters	Increasing affordability issue for larger group of ratepayers

Risk	Impacts
Services – irrespective of the delivery model adopted	Negative publicity and reputation risk for Councils
Changes to legislation through Bill 3 may require additional resource commitments and amendments to arrangements.	Cost and time associated with rework Potential increase in project budget Additional Council resource commitments

### Next Steps

- Complete and present Practicable Option Pros and Cons Assessment for Council Decision to identify the Preferred Water Service Delivery Model and options to consult on (target end March)
- Present Joint CCO design options and secure decisions – March and potentially April 25 Council Meetings.
- Draft consultation materials and secure Council approval – April Council Meetings
- Schedule consultation to occur from end April to end May 25
- Schedule hearings, deliberations and decision making through June 25
- Council Decision Making & WSDP Approval June & July 25
- Contingency to secure WSDP approvals - August 25
- WSDP Submission Deadline – 3 Sept 25

### Attachments

1. Joint CCO Commitment Agreement for Approval (DIA Supplied Template) – *will be circulated separately as was still being finalised at the time of publishing this agenda.*

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# Clutha District Council

## Item for DECISION

<b>Report</b>	Mount Cooee Landfill Capacity Issues
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	5
<b>Prepared By</b>	Jason Foster – HoD Infrastructure Operations
<b>File Reference</b>	931093

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### REPORT SUMMARY

Despite the ongoing progression of the new consent application, Mt Cooee landfill area is critically close to capacity. Previously it was thought there was just enough time to have the consent and undertake construction, we now understand that consent will not be completed in sufficient time to design and construct a new landfill cell before the existing and any extra capacity obtained is completely exhausted. This means that Council must take immediate action to ensure continuity of waste management services.

Council will now expedite part of the Mount Cooee upgrades, specifically the concrete pad component of the transfer station. This modification is part of the concept design to prevent users from accessing the landfill face and will be a feature of Mt Cooee when and if consent is received.

While some deficit-funded expenditure is anticipated in FY 25/26 it is expected to be less costly than transferring waste elsewhere without completing the necessary upgrades.

### RECOMMENDATIONS

- 1 That Council receives the ‘Mount Cooee Landfill Capacity Issues’ report.**
- 2 That Council notes the risk to the operation of Mount Cooee in terms of additional costs to 2025/26 financial year and the impact operationally of Mount Cooee being at capacity.**

### REPORT

#### 1 Background

The consent for Mt Cooee landfill, expired in September 2023. A new consent application, including a required closure plan for the existing landfill location, was submitted to the Otago Regional Council (ORC) to enable continued operation until the consent has been processed.

The closure plan was designed based on engineering assessments, previous topographical surveys, and waste volumes. It outlined a self-imposed limit on waste volumes to maintain a specific height and width within the existing landfill area. This

self-imposed limit was estimated to be reached in September 2023, at which point it was expected that Mt Cooee would have a new consent and a new landfill area operational.

Given this date has surpassed we asked our contractor to estimate when the landfill will reach capacity. Their projection is that we'll need to stop accepting waste because there is no more space for tipping, by August 2025. We also asked our Contractors WasteCo to redesign the landfill closure plan to obtain extra space and while it's hoped to extend the capacity to at least early 2026, this is in no way assured.

The Council has budgeted for the future extension of the landfill by designing a new landfill area adjacent to the current landfill, as well as the construction of a transfer station in fiscal year 2025/26. However, the estimated build time for such facilities is 4-6 months. This means that if we do not receive the new consent by January 2025, there will be insufficient time to build and transition to these new facilities before the current landfill area reaches its operational limits.

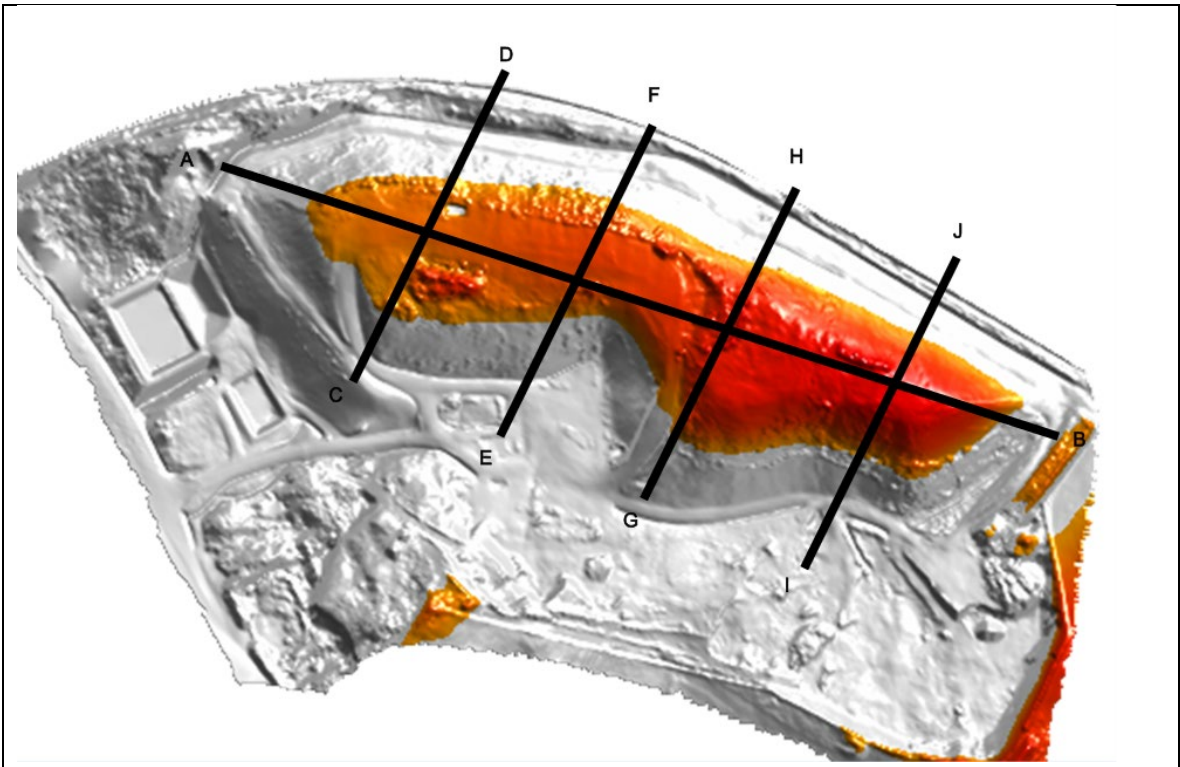
## **2 Current Situation**

The new consent application is currently under review by ORC, it requires additional work to be undertaken, specifically around consultation. This is currently under review by Council's Project Team, but the overall feedback is that it's unlikely we will receive consent until the latter part of 2025.

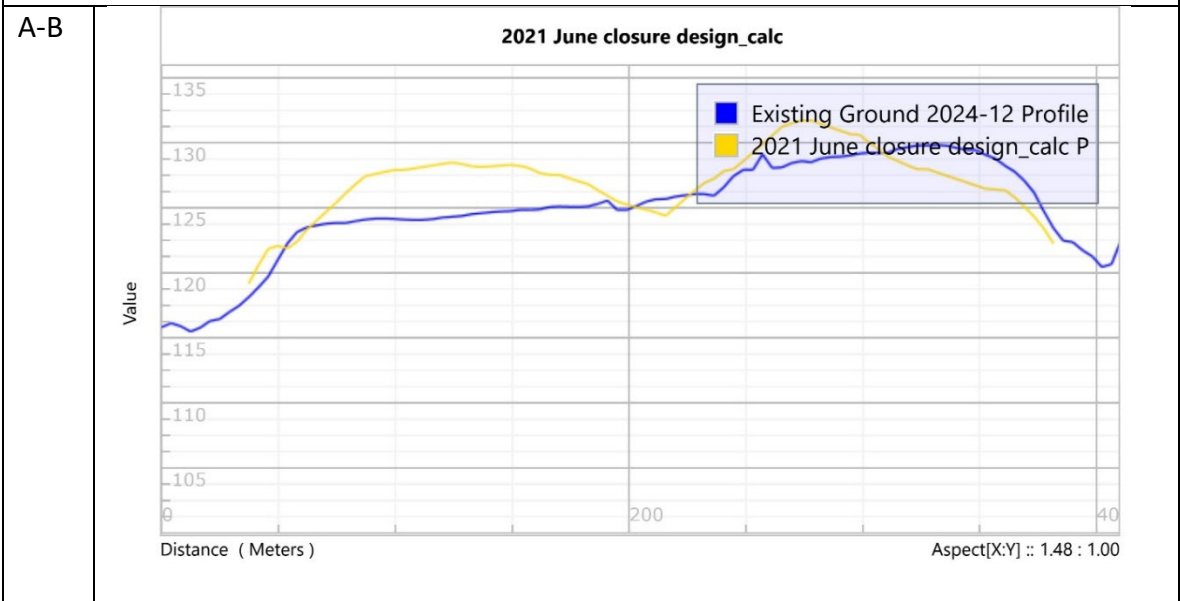
To understand the impact of this - Bi-annual volumetric surveys for Mt Cooee landfill have been completed in April and December 2024, these are an operational requirement from ORC to ensure we don't exceed our consented landfill waste limits.

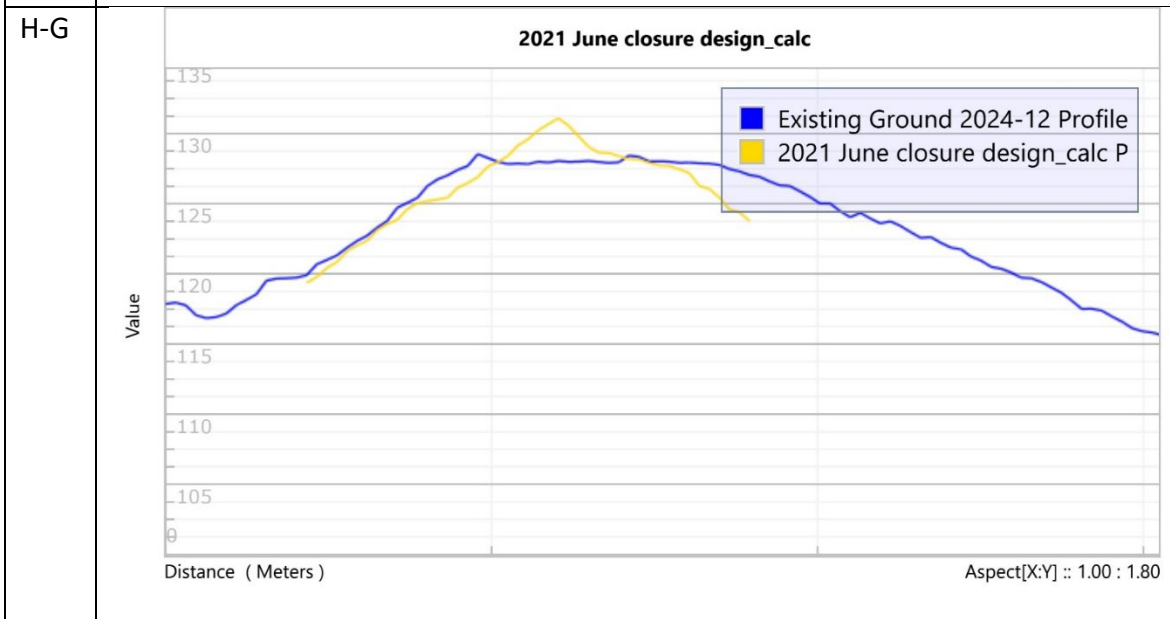
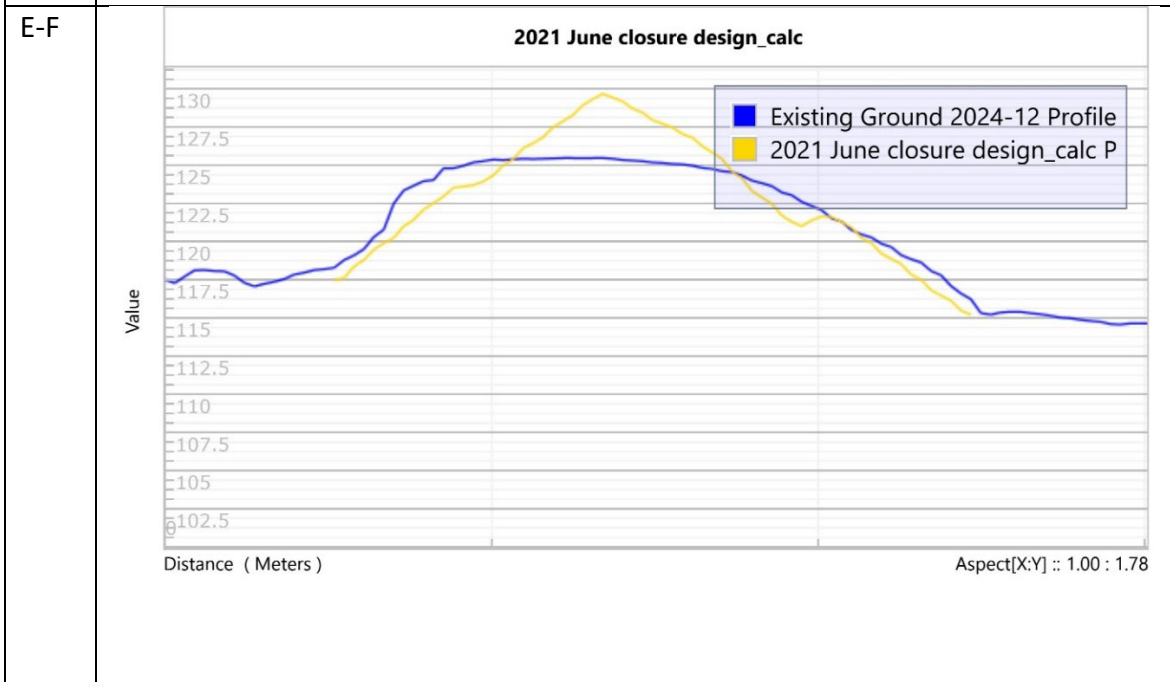
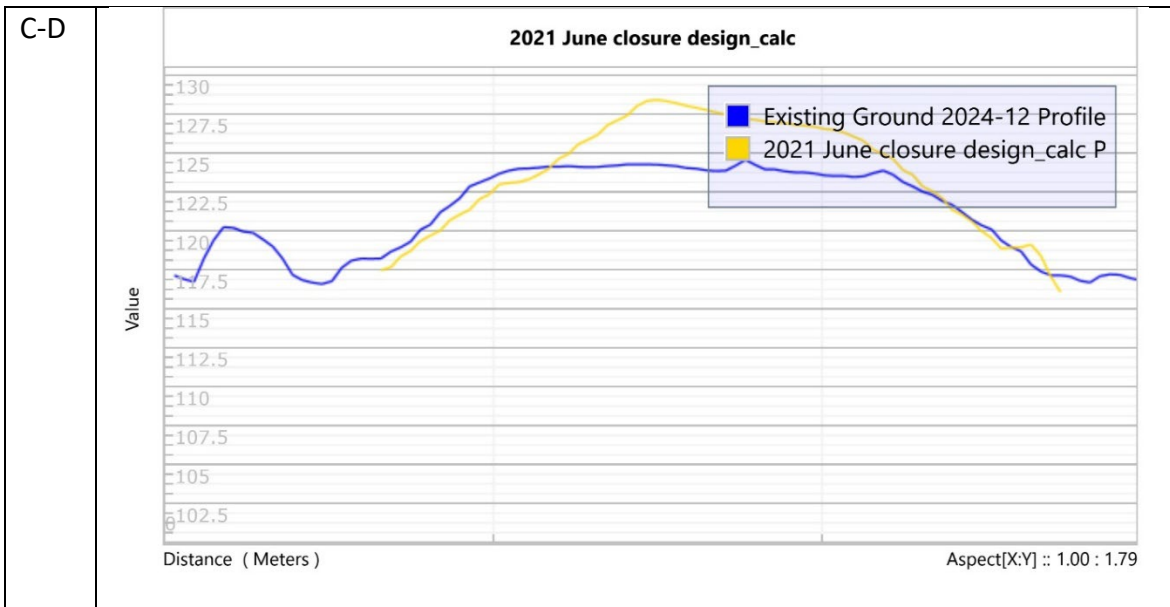
The flowing charts show the most up to date survey data, December 2024. The cross-section diagrams show the current profile as compared to the closure plan, the headline being that the eastern side of the Landfill is now at or above the closure plan.

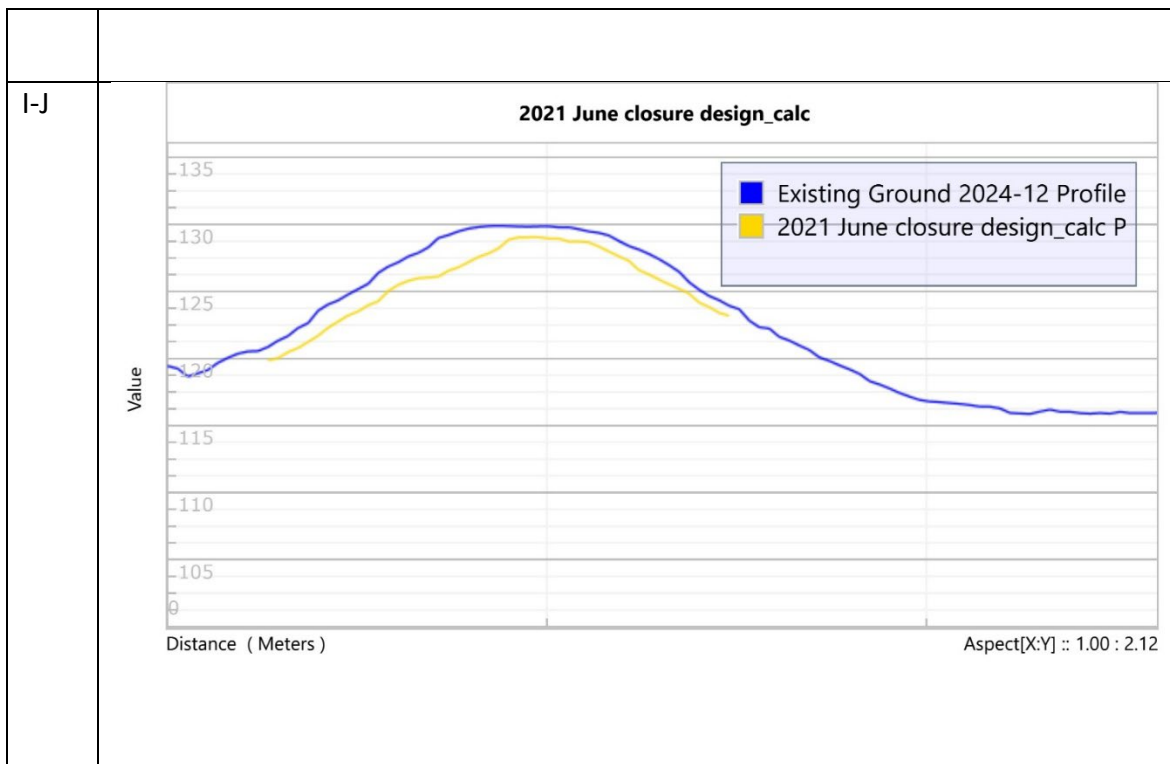




Cross-Section







The Cross-sectional data indicates that the eastern portion of the landfill is at or beyond its intended final grade, effectively reaching and surpassing its current closure specifications. Space on the western side is also now very limited and will fill up even quicker given its only 50% of the total site.

While survey data can estimate remaining capacity, this figure doesn't account for the practical limitations of landfill operations. Factors such as the peak's topography, vehicle accessibility, compaction efficiency, and environmental conditions (rain, wind) significantly impact usable space.

Once the space is full, the only cost-effective solution is function Mt Cooee as a transfer station, bulk the waste and transfer it to a 3<sup>rd</sup> party landfill such as Winton and Dunedin.

### 3 Financial impact

The overall cost implications of converting and operating Mt Cooee as a waste transfer station remain largely unknown. These costs will depend on contract variations with our current contractor, WasteCo, as well as the expenses related to constructing a transfer pad, already funded through the Council's Long-Term Plan (LTP). Alternatively, the Council could consider offering a transport contract via the open market. It is crucial to quantify this process in preparation for the landfill's closure.

We can estimate the net impact using the cost model for waste transfer developed during the Mt Cooee feasibility study presented in the same Council agenda.

Currently, the gate fees at the Mt Cooe landfill are \$272 per tonne, established as part of the Council's fees and charges. This fee covers the annual operating costs, including:

- Contractor costs
- Landfill taxes
- Environmental monitoring and site surveys
- Emissions trading
- Council back-office expenses

When Mt Cooe reaches capacity, and waste is temporarily transferred, there will be reductions in landfill taxes, environmental monitoring, emissions trading, and operator costs. However, new costs associated with waste transfer will include construction, operations, external landfill gate fees, and transport to and from Mt Cooe.

We estimate that the net transfer rate could range from \$360 to \$460 per tonne, depending on the transportation method available to the contractor and the gate fees at external landfills.

The following table outlines the estimated monthly costs and income associated with waste transfer based on various tonnage scenarios. At the lower end of our estimates, we anticipate a monthly deficit of approximately \$70,000, which could increase to around \$160,000 at higher tonnage levels

	Annual Tonnage	Monthly Costs/Income
	10,000	
Current Gate Fee	\$ 272.00	\$ 227,000.00
Transfer Costs @10000t	\$ 360.00	\$ 300,000.00
Transfer Costs @5000t	\$ 460.00	\$ 384,000.00
Average		\$ 342,000
	Average Monthly Deficit.	-\$ 157,000.00

#### 4 Timelines

Task Name	Duration	Start	Finish
<b>Mt Cooee at Capacity</b>			
Forecast date No Changes			31 <sup>st</sup> August 2025
Forecast date with modifications to closures plan.			31 <sup>st</sup> Jan 2026
<b>Mt Cooee – Transfer Station Construction pad and drainage at least</b>			Will need to be Completed by September 2025

#### 5 Longer Term Impacts.

Even with the construction of a new landfill area, the operational dynamics of waste management will change significantly. The new landfill will be lined, which imposes stricter regulations on the types of waste that can be accepted. Specifically, only lower-risk waste that is unlikely to rip, puncture, or tear the lining will be permitted for immediate disposal in the new facility. This limitation means that the Council will no longer be able to operate both the old and new landfills in parallel as initially planned. Previously, the intention was to direct softer waste, such as municipal materials, to the new landfill, while reserving the older site for harder waste like construction and demolition debris. With the new operational constraints, the Council will need to develop alternative strategies for managing harder waste, potentially increasing costs and complicating logistics the longer we don't have a consent.

#### 6 Strategic Goals and Outcomes

##### 6.1 Community Outcomes

- Vibrant Rural Towns and Communities
- Healthy Sustainable Environment

##### 6.2 Key Priority Areas

- Healthy Safe Communities
- Adapt to Climate Change
- Invest in Infrastructure
- Improved Environmental Footprint

#### 7 Assessment of Options

**Do Nothing:** This option involves taking no immediate action regarding the Mt Cooee landfill capacity issues and continuing operations as currently planned.

- **Risk:**
  - **Risk of Capacity Overrun:** Without action, the landfill may reach its capacity as early as August 2025, leading to an inability to accept waste.
  - **Service Disruption:** The Council will face significant disruptions in waste management services, impacting residents and businesses.

- **Financial Consequences:** Potentially higher costs in waste transfer if the landfill closes unexpectedly, as emergency measures may need to be implemented.
- **Regulatory Issues:** Possible violations of environmental regulations if waste is accepted beyond permitted capacity.

**Accept the Report and Take Action:** This option involves accepting the report's recommendations and taking proactive measures to address the landfill capacity issues.

- **Risks:**

- **Resource Allocation:** Immediate need to allocate financial and project resources towards the upgrade and redesign of landfill facilities.
- **Budgetary Strain:** Potential for short-term budget strain due to upfront costs associated with upgrades and waste transfer logistics.
- **Operational Continuity:** Enhanced ability to manage waste effectively, reducing the risk of service interruptions and maintaining community trust.
- **Environmental Compliance:** Improved alignment with environmental regulations and standards, minimising the risk of legal repercussions.

## 8 Consultation

There has been no consultation undertaken as part of drafting the report, however consultation on the future of Mt Cooee is ongoing.

## 9 Policy Considerations

The Long-Term Plan details costs associated with the development of Mt Cooee as a landfill, transfer and waste recovery park.

## 10 Legal Considerations

There are no Legal considerations with regards to the decisions needed in this report.

## 11 Financial Impact

The LTP has identified the budget allocation for waste infrastructure upgrades, this however did not include the targeted rates impact, or gate fee impact.

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# Clutha District Council

## Item for DECISION

<b>Report</b>	Changes to Kerbside Recycling Policy
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	6
<b>Prepared By</b>	Cosmus Makuvise – Senior Asset Manager Facilities & Waste
<b>File Reference</b>	931094

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### REPORT SUMMARY

The purpose of this report is to update Council on the latest changes to national kerbside recycling policy and seek guidance on kerbside collection strategy going forward. Changes announced by government provide councils with more autonomy to determine the timing and scope of kerbside recycling services roll-out. As stipulated in the current Waste Management Minimisation Plan (WMMP), Clutha District Council (CDC) is due to roll-out glass and organics kerbside collections in 2027. Depending on community preference, Council can leverage these changes to defer or opt out of launching new kerbside recycling services. This report gives Council the option to initiate the process to review and amend Council's Waste Management and Minimisation Plan to reflect the community's preferred level of service considering the cost implications and infrastructure constraints prevailing in the region.

### RECOMMENDATIONS

- 1 That Council receives the 'Changes to Kerbside Recycling Policy' report.**
- 2 That Council approves/does not approve option 1: Status Quo: To maintain the current waste minimisation strategy as captured in the current WMMP. The targets and methods including introduction of a four-bin kerbside collection system in 2027 will remain in place.**
- 3 That Council approves/does not approve option 2: To review and amend the WMMP to reflect community preferences on cost and level of service of kerbside recycling. The review will be guided by the Waste Minimisation Act of 2008 and includes a consultation stage that is guided by the Local Government Act's special consultative process.**

### REPORT

#### 1. Background

National kerbside recycling policy dictates how territorial authorities conduct kerbside recycling services. The requirements of the national kerbside recycling policy are reflected in Council's Waste Management and Minimisation Plan (WMMP) which is Council's guiding strategic document for Waste Management. In December 2024

government made changes to reduce additional costs on councils, and to allow more choice around the timing for introducing any new services. If Council intends to leverage these changes, by deferring or scrubbing the launch of new kerbside recycling services, the WMMP will have to be amended to align with the new targets and methods. Details of the policies are as below.

### Old Kerbside Policies

In November 2022, the then Government agreed to five policies to improve household recycling:

#### 1. Standardising the materials collected in household recycling

From 1 February 2024, territorial authorities were required to standardise the materials they accept in council-managed kerbside recycling, food scraps, and food organics and garden organics (FOGO) collections. This policy was brought into effect through a government gazette **2023-go4222**. In this notice, Clutha District Council was given until 1 January 2027 to add glass to their existing dry recycling collections.

#### 2. Introducing a council household recycling service to all urban areas (with a population of more than 1,000 people) – not gazetted

#### 3. Introducing a council household food scraps service to all urban areas (with a population of more than 1,000 people) – not gazetted

#### 4. Data reporting for private household recycling providers – not gazetted

#### 5. A performance standard for household recycling and food scraps diversion – not gazetted

### Clutha District Council Strategy

Territorial Authorities' (TA) waste strategy is guided by their WMMPs. In 2024 Clutha District Council officially adopted its 2024-30 WMMP. The WMMP was informed in part by the national kerbside policy, which was in force at the time. This resulted in the incorporation of targets and methods that aligned with the national kerbside policy in the WMMP. The key to this is the introduction of glass and organics kerbside collection by 2027. Morrison Low conducted a waste feasibility assessment. They provided council with 4 options as below.

Options	Option 1	Option 2	Option 3	Option 4
Description	Status Quo: No glass or organics	Mandatory services, mandatory areas	Mandatory services, current areas	Best Practice: Good practice full service
Refuse service	\$215	\$230	\$230	\$180
Mixed recycling service		\$120	\$120	\$120
Glass service	\$0	\$70	\$70	\$70
Organics service	\$0	\$130	\$130	\$130
Total household cost (incl. GST)	\$215	\$550	\$550	\$500
Total operating cost (excl. GST)	\$1,200,000	\$2,500,000	\$3,000,000	\$2,800,000
Capital cost for supply of wheelie bins (excl. GST)	\$0	\$280,000	\$650,000	\$950,000
Diversion targets achieved	No (10-15% diversion)	No (30-40% diversion)	Unlikely (40-50% diversion)	Yes (55-65% diversion)

Figure 1 - Assessment of household cost per annum (inclusive of GST). (Morrison Low, 2024)



According to the 2024-34 Long Term Plan (LTP), there was no consultation question on these options since the changes were regulatory and option 4 was adopted based on being the most cost-effective way to meet regulatory requirements.

### **New Policies**

In December 2024 government announced that the following policies will no longer be mandatory:

1. Introducing a Council household recycling service to all urban areas (with a population of more than 1,000 people)
2. Introducing a Council household food scraps service to all urban areas (with a population of more than 1,000 people)
3. Data reporting for private household recycling providers
4. A performance standard for household recycling and food scraps diversion.

### **The reasons given for this government decision are as follows:**

1. To reduce additional costs on Council.
2. To allow more choice around the timing for introducing any new services.

These changes mean that CDC does not have to introduce recycling services to all urban areas by 2027 or introduce food scraps service by 2030. Council staff are in contact with the ministry through the regional waste advisor to gain further clarity on the implications of the new policies.

### **Key Considerations**

Council can consider leveraging the changes in policy above to optimise cost and level of service. This can be achieved by deferring the introduction of some of the planned new services. The following can assist council to understand the current state of the recycling ecosystem within which we operate.

### **Cost**

In the feasibility assessment carried out by Morrison Low in 2024, introduction of glass and organics was estimated to increase the annual household cost of waste management by \$200. There is also uncertainty regarding the cost of processing the recycled material. Fluctuations in the markets for recycled material and capacity constraints at the processing facilities present a risk of processing costs going up at short notice. Because of the extra processing and distances travelled, disposal of recycling generally costs more than disposal to landfill. Council staff are currently exploring possible destinations for glass and organics recycling.

### **Infrastructure**

Infrastructure to process recycling in the South Island is generally inadequate. There is one glass recycling facility in New Zealand, which is in Auckland. To get the best value out of the glass, it would have to be sorted at kerbside (at a higher contractor cost) and then sent to Auckland. Alternatives for glass that are being explored include glass

crushing in Winton or Central Otago. There is still work to be done to determine the best use of the crushed material. Within the region, organic waste is processed at Redruth in Timaru which is 270km away. Because of the lack of alternative infrastructure, the impact on levels of service and cost is high if any of the processing facilities suffers technical or capacity challenges.

### **Time Constraints**

Clutha District Council is due to sign a new waste management contract by November 2025 to allow for a smooth transition from the current contract. By the time this contract is signed, the desired waste minimisation services should have been determined and captured in an approved WMMP. This is to allow the services to form part of the waste management contract. If council decides to amend the WMMP, the process should be complete by July 2025 to allow the services to be scoped into the contract.

## **2. Strategic Goals and Outcomes**

### **3.1 Community Outcomes**

- Vibrant Rural Towns and Communities
- Healthy Sustainable Environment

### **3.2 Key Priority Areas**

- Healthy Safe Communities
- Adapt to Climate Change
- Improved Environmental Footprint

## **4 Assessment of Options**

### **Option 1. Status Quo**

Kerbside collection of glass and organics will be introduced in 2027. The rates impact will be an increase of at least \$200 from 2026/27.

### **Opportunities**

- Council has a good chance of achieving up to 60% diversion of waste at kerbside by 2030, along with associated environmental benefits.
- Reduction of emissions from landfill along with the associated environmental and ETS cost savings. This ties in with Council, Regional and National Climate Change Strategy Goals. Achieving significant diversion will allow CDC to apply for a lower unique emissions factor this will result in significant reduction in ETS costs.
- Clarity in terms of the future of waste management within the district. The current WMMP already provides a clear roadmap with detailed targets, methods and funding mechanisms.

### **Risks**

- Significant increase in rates will increase pressure on residents in mandatory collection areas.
- There can be significant fluctuations in the cost and capacity of recycling processing in the region. This can lead to unplanned changes in costs and service level. Generally, recycling infrastructure is few and far between in the South Island, if changes must occur there may be significant cost and level of service impacts.
- The viability of running the landfill will be significantly reduced by diverting more waste. This is because the cost of disposal per tonne increases as the landfilled tonnage decreases.

### **Option 2. Review and Amend WMMP**

This option leverages the recent Government announcement to revise targets for waste minimisation and the timelines and methods to achieve them to reflect the community's preferences on the cost and service level of kerbside recycling. In taking this option, Council will be initiating a process to review and amend the WMMP. The process of amending the WMMP is guided by the Waste Minimisation Act of 2008 and includes a consultation stage that is guided by the Local Government Act's special consultative procedure.

### **Opportunities**

- This option provides an opportunity to optimise the rates impact of waste minimisation. At least \$200 in rates increases per household can potentially be avoided.
- This option gives the community an opportunity to decide on the future of kerbside collection services. In general, waste initiatives that have broad community buy-in have a higher likelihood of success.
- Gives council time to explore options for financially sustainable and reliable processing and disposal of glass and organic waste.

### **Risks**

- The changes to the WMMP will need to be done in a short space of time (4 months) to meet new contract deadline.
- This option will require amendments to the WMMP. Changes will also cascade to other strategic documents including the solid waste Activity Management Plan (AMP) for solid waste and Climate Change Strategy.

## **5 Consultation**

## **6 Policy Considerations**

- Solid Waste Activity Management Plan 2024-34
- Waste Management and Minimisation Plan 2024- 2030
- Clutha District Council Long Term Plan 2014-34
- Clutha District Council Climate Change Strategy 2024

## **7 Legal Considerations**

- Local Government Act 1979
- Waste Minimisation Act 2008

## **8 Financial Impact**

There could be an increase in solid waste rates from FY2026/27

## **9 References – Tabled/Agenda Attachments**

- Clutha District Council Feasibility Assessment of Waste Services- Morrison Low (2024)
- Waste Management and Minimisation Plan 2024- 2030
- Update on Waste Policy – Ministry for the Environment December 2024



**Clutha**  
District Council

# Clutha District Council

## Feasibility Assessment Waste Services

June 2024

**Document status**

Job #	Version	Written	Reviewed	Approved	Report Date
2867	Draft	Alice Grace	Helen Ramsey	Helen Ramsey	25 January 2024
2867	Final	Alice Grace	Helen Ramsey	Helen Ramsey	6 June 2024

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## Contents

Acronyms	iii
Executive summary	iv
1 Introduction	1
2 Review methodology	1
3 Current state	2
3.1 Strategic context	2
3.2 Clutha district and kerbside collection area	5
3.2.1 Safety in collections	5
3.3 Council's current services	5
3.3.1 Mt Cooee Landfill	7
3.3.2 Contracted waste services	7
3.3.3 Council's other waste services (out of scope)	8
3.4 Current diversion	8
3.5 Working with neighbouring councils	9
4 Options assessment	10
4.1 Assessment criteria	10
4.1.1 Strategic objectives	10
4.1.2 Critical success factors	10
4.2 Developing the options	11
5 Analysis of collection options	12
5.1 Extent of collections (service scope options)	12
5.2 Refuse collection options (service solution)	14
5.3 Recycling and glass collection options (service solution)	15
5.4 Organics collection options (service solution)	16
5.5 Shortlisted collection options	17
6 Analysis of transfer station options	19
7 Analysis of processing and disposal options	20
8 Service delivery, timeframes and funding	22
8.1 Service delivery options	22
8.2 Implementation timeframes	22
8.3 Funding options	23
9 Environmental, Financial and Commercial Impacts	24



9.1 Environmental impacts	24
9.2 Financial impacts of kerbside service changes	25
9.3 Financial impacts on Mt Cooe Landfill	27
9.4 Commercial impacts (procurement approach)	30
10 Summary and way forward	32
Appendix A: Kerbside collection and transfer station longlist assessments	33
Appendix B: Kerbside collection shortlist	35



## Acronyms

CCO	Council Controlled Organisation
CCTO	Council Controlled Trading Organisation
Council	Clutha District Council
CSF	Critical Success Factors
LTP	Long Term Plan
MRF	Material Recovery Facility
NZWS	New Zealand Waste Strategy
S17A	Section 17A of the Local Government Act (2002)
WMMP	Waste Management & Minimisation Plan

## Executive summary

Morrison Low were commissioned by Clutha District Council (Council) to provide an assessment of the feasibility of potential changes to Council's solid waste services and facilities. Changes to Council's services are required to meet the Government's mandated kerbside collection requirements and align with the latest New Zealand Waste Strategy (NZWS). The changes also address requests from the community for improvements to solid waste services and meet Council's commitments in its Waste Management and Minimisation Plan (WMMP), solid waste Asset Management Plan (AMP) and Long Term Plan (LTP).

The feasibility assessment covers options for kerbside collection services and also considers the impacts of the changes on Council's Mt Cooee landfill and Council's network of transfer stations and drop-off sites. The feasibility assessment follows a streamlined business case approach, based on the Treasury's Better Business Case model. As such, it considers what services could be delivered and the associated benefits (e.g. waste diversion and carbon emission reduction impacts), as well the financial, commercial (e.g. procurement) and management (e.g. implementation) implications for the proposed changes.

This feasibility assessment is being prepared alongside drafting of Council's new WMMP 2024-2030 and together, these will inform solid waste budgets in the 2024-2034 LTP.

### ***Mandatory kerbside standardisation***

To support the achievement of the NZWS 2030 targets, the Government has set national standards for kerbside collection services. The following services must be delivered by Councils:

- By 1 February 2024, Councils must only collect the materials listed in the standard in its kerbside recycling and organics collection service.
- By 1 January 2027, Councils must provide kerbside recycling collection services, including mixed recycling and glass, to all households in their urban areas, defined as townships with more than 1,000 residents.
- By 1 January 2027, Councils within 150km of an existing organics processing facility (listed in the standard) are required to provide kerbside organics collection services to all households in their urban areas, as defined above.
- By 1 January 2030, all Councils must provide kerbside organics collection service to urban households.

Clutha's current mixed recycling collection service complies with the mandatory collection materials. However, Clutha District Council is one of only eight councils that do not currently collect glass. This will need to be introduced by 1 January 2027. As Council is more than 150km from an existing organics processing facility, it has until 1 January 2030 to introduce a collection service for organics.



In addition, Councils will be required to meet a minimum diversion standard of 50% for their kerbside collection services from 2050. Currently the Clutha District only diverts 10% of waste at kerbside and will need the introduction of both glass and organics collection to meet the 2030 diversion standard.

### **Recommended future services**

Based on the assessment of options undertaken in this feasibility assessment, the recommended future waste services are:

- Kerbside collection services (summarised in the table below):
  - Introduce a fortnightly glass collection service to all households in the current collection area, using an 80L wheelie bin, commencing July 2026.
  - Introduce a fortnightly combined food and garden organic collection service (FOGO) to all households in the current collection area, using a 140L wheelie bin, commencing July 2026.
  - Reduce the size of the refuse collection bin from 240L to 140L, commencing July 2026.
- Transfer stations services:
  - Undertake safety and resource recovery upgrades at Mt Cooee transfer station.
  - Move all other sites to a consistent service offering, covering refuse and recyclables drop-off, with all sites staffed when open.
- Processing and disposal of collected material:
  - Utilise existing or planned regional facilities for the processing of mixed recyclables, glass and FOGO, with access agreed directly with the council owners as a first option.
  - Utilise Mt Cooee landfill for waste disposal whilst it remains viable.

**Table ES1: Summary of preferred kerbside collection service**

<b>Kerbside collection</b>	<b>Refuse Options</b>	<b>Recycling</b>	<b>Glass</b>	<b>Organics</b>
Bin size and collection frequency	140L (fortnightly) 	240L (fortnightly) 	80L (fortnightly) 	140L (fortnightly) 

### **Environmental impacts**

Overall, the introduction of the preferred kerbside services reduces waste to landfill by 50% and increases the proportion of material diverted at kerbside from 10% to 60%. The reduction in waste to landfill results in a significant reduction in greenhouse gas emissions. Overall, the introduction of the preferred kerbside service changes results in a 40% reduction in greenhouse gas emissions.

### **Financial impacts of service change**

The cost of the preferred future collection services, including organics and glass collection to all current collection areas, and a reduction in refuse bin size, is \$500 (incl. GST) per household per year, an increase from \$215 (incl. GST) per household per year for the current services.

The following table provides a 10-year budget forecast for operating and capital costs, based on these estimates. The glass and organics collection services are assumed to be introduced in July 2026 in this forecast. Note, this table only includes the costs associated with the collection services.

**Table ES2: 10-year forecast of kerbside collection costs**

Service Costs (\$000s)	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28 onwards
<b>Operating costs</b>					
Refuse collection	\$750	\$950	\$950	\$1,000	\$1,000
Recycling collection	\$400	\$500	\$500	\$500	\$500
Glass collection				\$300	\$300
Organics collection				\$700	\$700
Contract admin	\$50	\$50	\$50	\$100	\$100
<b>Total collection cost (excl. GST and bins)</b>	<b>\$1,200</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$2,600</b>	<b>\$2,600</b>
<b>Capital costs</b>					
Wheelie bins			\$1,000		
<b>Cost per household</b>					
<b>Total cost per household (incl. GST)</b>	<b>\$215-\$350</b>			<b>\$500</b>	

### ***Financial impacts on Mt Cooee landfill***

As part of this feasibility assessment, a financial model for Mt Cooee landfill has been developed to demonstrate the financial impacts of waste diversion initiatives on landfill revenue. The model includes three scenarios intended to cover the full range of anticipated scenarios:

- Scenario 1: base case (status quo)
- Scenario 2: achieve 2030 targets (50% reduction Council waste, 15% reduction commercial waste)
- Scenario 3: Council waste only (50% reduction Council waste, no commercial waste)

Figure ES1 (on the next page) presents the net surplus for the three scenarios over the 30-year modelling period (2024 to 2043). Overall, the modelling indicates that the landfill is breaking even (more or less) with the current gate rate. However, the landfill will run at a loss without a significant uplift in that gate rate. The landfill will not receive sufficient revenue to cover increased capital and operating expenditure, even if the landfill volumes remain at current levels. By 2029, the difference in net surplus between Scenario 1, status quo, and Scenario 3, Council waste only, is a loss of approximately \$700,000. This difference increases to a loss of \$1.9 million by 2043.

To break even at current landfill volumes (Scenario 1), Council would need to increase its gate rate from \$226/tonne to \$275/tonne in 2024, a 20% increase. Given landfills in neighbouring districts are charging a similar amount to Mt Cooee, a 20% gate fee increase is likely to be sufficient to drive commercial customers to divert their waste to other landfills, further impacting the revenue at Mt Cooee. It is recommended that Council undertake further financial analysis to determine the impacts on Mt Cooee Landfill of future capital expenditure and the anticipated increase in waste diversion, including comparing Mt Cooee with alternative, out-of-district disposal options for Council's waste.

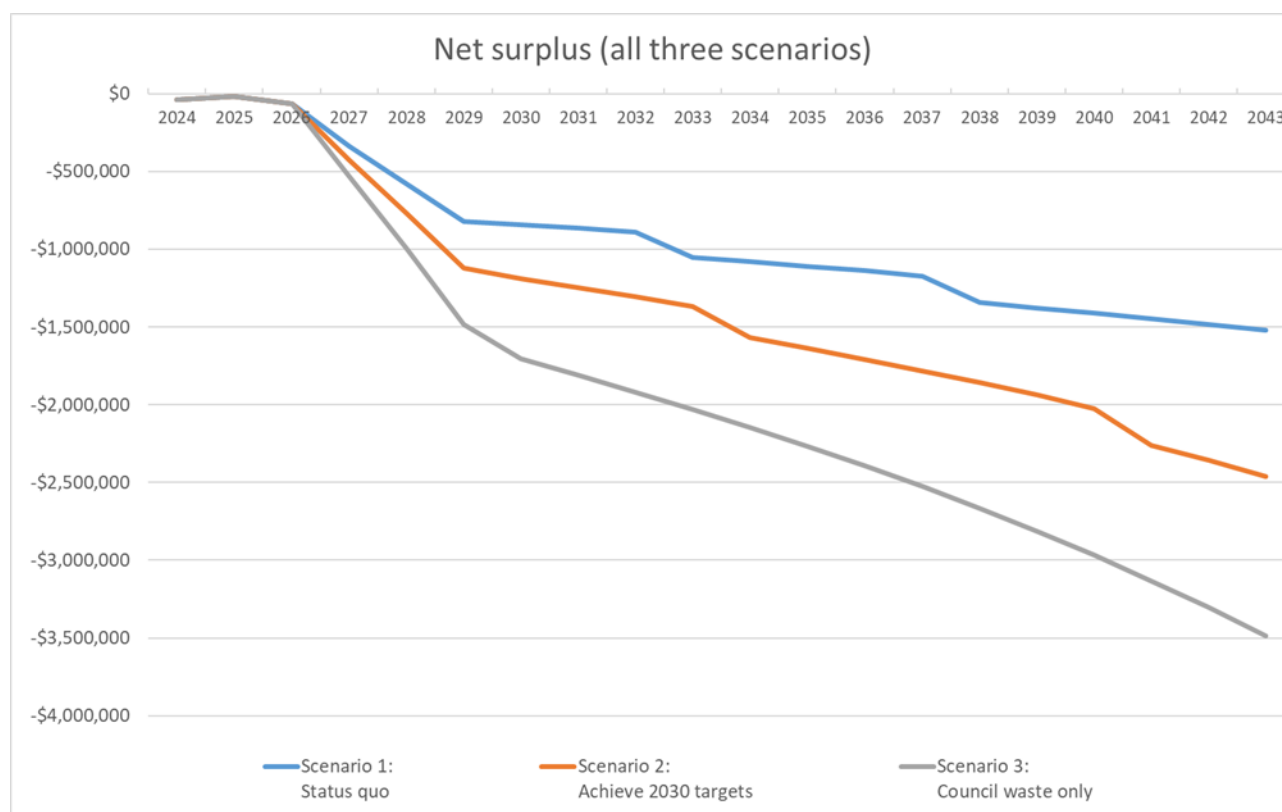


Figure ES1: Mt Cooee net surplus, gate fee \$226/tonne

### Next steps

The next steps for Council are:

- Establish project team and develop project plan for service changes covering procurement, communications, and wider stakeholder engagement.
- Public consultation on the preferred option, alongside the WMMP and LTP.
- Plan for and commence procurement for new solid waste contracts from July 2024 at the latest.
- Consult with councils developing regional processing and disposal facilities to confirm expected operations date and potentially agree gate fees in advance of procurement.
- Submit Waste Minimisation Fund (WMF) application for new kerbside collection bins.
- Alongside procurement, other next steps include review and update of the bylaw and wheelie bin policy to align with the service changes.

## 1 Introduction

This report provides an assessment of the feasibility of potential changes to Clutha District Council's (Council) solid waste services and facilities. Changes to Council's services are required to meet the Government's mandated kerbside collection requirements and align with the latest New Zealand Waste Strategy (NZWS). The changes also address requests from the community for improvements to solid waste services and meet Council's commitments in its Waste Management and Minimisation Plan (WMMP), solid waste Asset Management Plan (AMP) and Long Term Plan (LTP).

This report assesses options for kerbside collection services and also considers the impacts of the changes on Council's Mt Cooe landfill and Council's network of transfer stations and drop-off sites. The feasibility assessment follows a streamlined business case approach, based on the Treasury's Better Business Case model. As such, it considers what services could be delivered and the associated benefits (e.g. waste diversion and carbon emission reduction impacts), as well the financial, commercial (e.g. procurement) and management (e.g. implementation) implications for the proposed changes.

This feasibility assessment is being prepared alongside drafting of Council's new WMMP 2024-2030 and together, these will inform solid waste budgets in the 2024-2034 LTP.

## 2 Review methodology

The following steps have been completed in undertaking this feasibility assessment:

- Review of background information relating to existing services, costs and service delivery challenges, and national and local drivers.
- Workshop with key Council staff to discuss current services and agree strategic objectives for the feasibility assessment. This was combined with the workshop to develop Council's WMMP.
- Analysis of options for kerbside collections and transfer stations, and the associated processing and disposal options.
- Workshop with elected members to discuss potential future options, combined with a WMMP workshop.
- Review of shortlisted options with Council staff and development of costs, waste diversion and greenhouse gas emission reduction impacts from the service changes, and identification of a preferred option.
- Review of service delivery options for the preferred collection approach, followed by a review of funding mechanisms and implementation timeframes and development of a 10-year budget.
- Development of a financial model to assess the impacts of the proposed changes on Mt Cooe Landfill, and a workshop with Council to review the model.
- Documentation of the review findings in this feasibility report.

### 3 Current state

This section documents the drivers for changes to Council's solid waste collection services, both national and local. It then documents Council's current services, waste diversion and collaboration with neighbouring councils.

#### 3.1 Strategic context

The following diagram presents the policy, strategies and plans that set the direction for solid waste services delivered by Council. In particular, the New Zealand Waste Strategy (NZWS) sets the national direction for waste management and resource recovery, with Council's actions presented in its Waste Management and Minimisation Plan (WMMP). The Long Term Plan and Asset Management Plan reflect the actions and budgets set aside to meet the WMMP commitments.

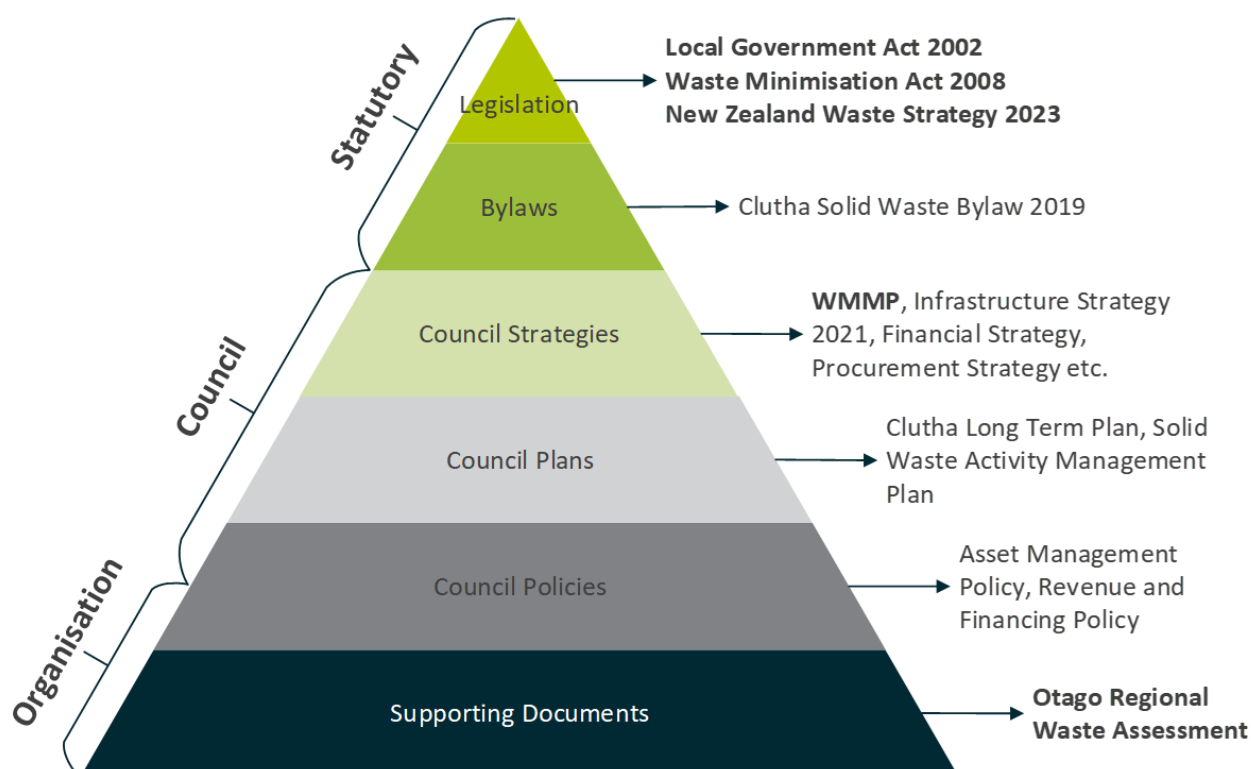


Figure 1: Waste minimisation framework

#### *New Zealand Waste Strategy*

The NZWS vision is that by 2050 New Zealand is a low-emissions, circular economy. A circular economy is one where resources are kept in circulation for as long as possible and disposal as waste is minimised. In considering actions to move towards a circular economy, Councils are required to consider the waste hierarchy, shown in Figure 2 below. The NZWS includes specific targets linked to this waste strategy, with these connections also shown in the diagram below.

The targets are:

- Reduce waste generation by 10% by 2030 (target 1)
- Reduce waste disposal by 30% by 2030 (target 2)
- Reduce biogenic methane emissions from landfill by 30% by 2030 (target 3)

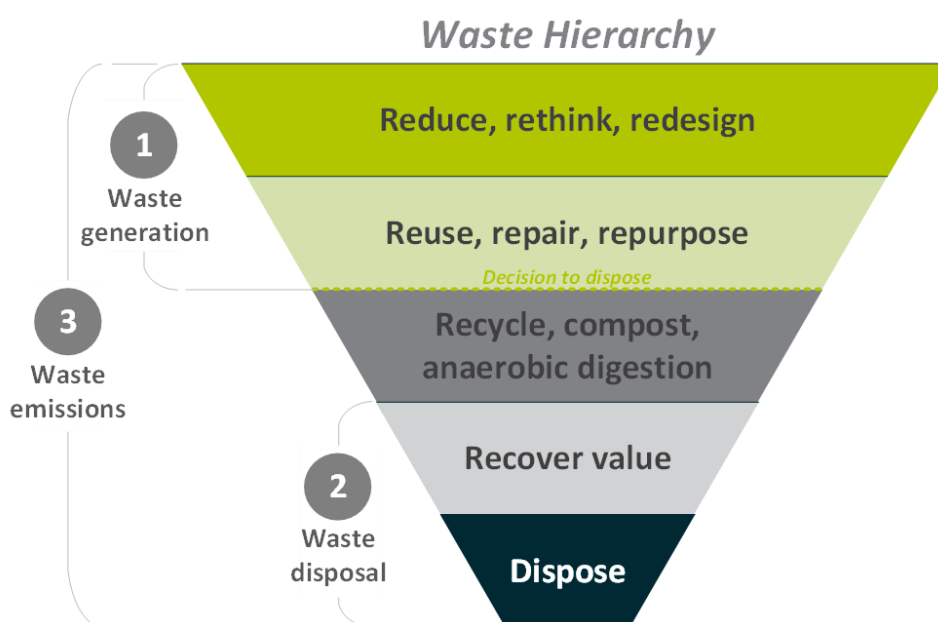


Figure 2: Waste Hierarchy and connection to the three NZWS targets

### ***Kerbside Standardisation***

To support the achievement of the 2030 targets, the Government has set national standards for kerbside collection services. The following services must be delivered by Councils:

- By 1 February 2024, Councils must only collect the materials listed in the standard in its kerbside recycling and organics collection service.
- By 1 January 2027, Councils must provide kerbside recycling collection services, including mixed recycling and glass, to all households in their urban areas, defined as townships with more than 1,000 residents.
- By 1 January 2027, Councils within 150km of an existing organics processing facility (listed in the standard) are required to provide kerbside organics collection services to all households in their urban areas, as defined above.
- By 1 January 2030, all Councils must provide kerbside organics collection service to urban households.

Council's current mixed recycling collection service complies with the mandatory collection materials. However, Clutha District Council is one of only eight councils that do not currently collect glass. This will need to be introduced by 1 January 2027. As Council is more than 150km from an existing organics processing facility, it has until 1 January 2030 to introduce a collection service for organics.



In addition, Councils will be required to meet minimum diversion standards for their kerbside collection services:

- 30% diversion by July 2026
- 40% diversion by July 2028
- 50% diversion by July 2030

As outlined in later sections, currently Council only diverts 10% of waste at kerbside and will need the introduction of both glass and organics collection to meet the 2030 diversion standard.

### **Waste Management & Minimisation Plan (WMMP)**

Council has responded to these national requirements through its WMMP action plan. The action plan includes six action areas that target different parts of the Waste Hierarchy. These connections are shown in Figure 3 below. Council's six action areas are:

- Promote upstream waste hierarchy, minimisation and local circular economy principles through collaboration (1)
- Divert more from kerbside collection services (2)
- Improve access to appropriate waste services for townships and the rural communities they support (3)
- Using Council facilities to divert more from the overall waste stream (4)
- Ensuring regulations and collaboration enables Clutha District's objectives, targets and resilience (5)
- Investigate and provide effective environmental and economic disposal solutions (6)

Action areas 5 and 6 are a key focus for this feasibility assessment.

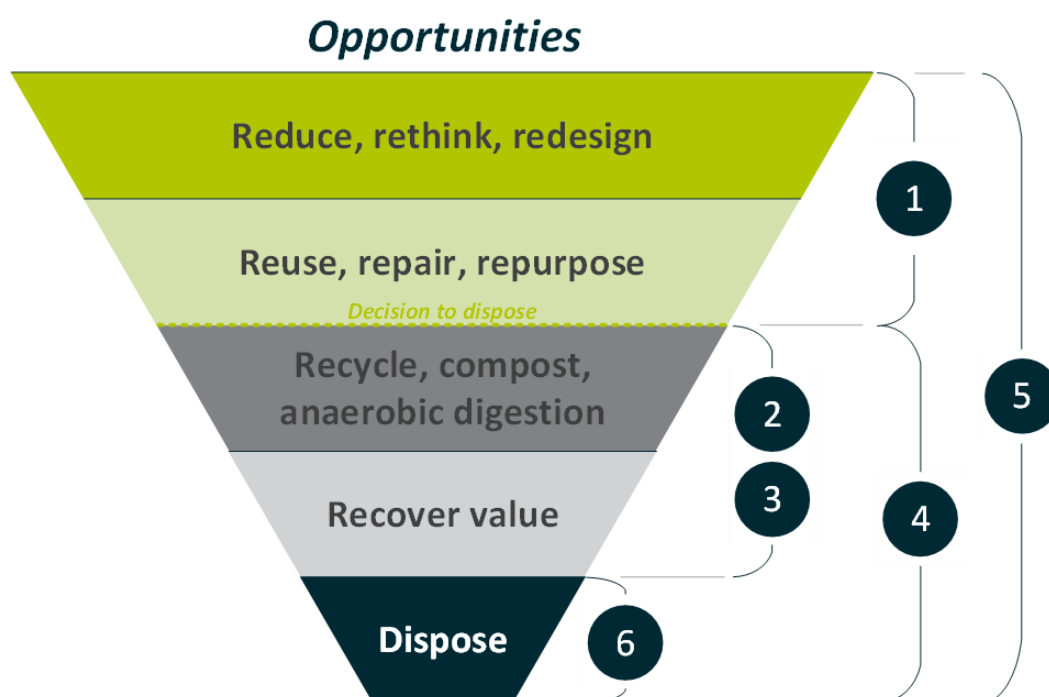


Figure 3: WMMP actions and connection to Waste Hierarchy

## 3.2 Clutha district and kerbside collection area

The Clutha District is largely rural and covers an area of 6,334 square kilometres. It has the third largest roading network in the Country. It has a population of around 18,500 people, with around 11,800 households paying rates. There are nine main urban centres, the largest being Balclutha, with a population of around 4,000. Other main centres are Milton, Waihola, Lawrence, Owaka, Heriot, Clinton, Tapanui and Kaitangata.

The national kerbside collection standards require collections be provided to townships with more than 1,000 residents. Only Balclutha and Milton meet this requirement, a total of 2,600 households. However, Council currently provides kerbside collections to a much broader area, covering 6,400 households. Other settlements included in the collection service include:

- Owaka, Pounawea and Kaka Point in the Catlins region
- Kaitangata, Benhar and Stirling, Waihola and Taieri Mouth in the Bruce region
- Clinton, Lawrence, and Tapanui
- Waipahi, Waitahuna and Warepa (smaller housing clusters situated along routes between collection areas)

Settlements that do not receive collection services are those not on collection routes or not large enough to enable efficient collection e.g. Pounawea. These settlements have access to a nearby transfer station e.g. Pounawea residents can access the Owaka transfer station.

In Clydevale, a trial of collection services is being undertaken and consideration is being given to trialling a collection service at Taieri Mouth.

Summarising Clutha's household numbers as they relate to collection areas:

- |  |                   |
|--|-------------------|
| • Mandatory collection area (Balclutha and Milton) | 2,600 households  |
| • Current collection area                          | 6,400 households  |
| • Total district                                   | 11,800 households |

### 3.2.1 Safety in collections

A key consideration when defining kerbside collection areas is safety. There is a need to ensure that collection vehicles have a safe place to pull over on a road to complete the collection, where they are visible to other drivers on the road. This can be more difficult on rural roads, where the speed limit is 80-100 km/hr, and there can be narrow road sections, blind corners and dead-end roads with no turning circle. In defining its collection area, Council needs to ensure these areas are avoided; either the collection area needs to be reduced or a safe collection point identified for households in these difficult access areas.

## 3.3 Council's current services

This review focuses on Council's kerbside collection services and its network of transfer stations and drop-off sites, which are used by parts of the community that do not have access to kerbside services or when they need to dispose of material that cannot be handled in the kerbside collection service.

Council's current waste services are outlined in Table 1 below. The table includes the services available for refuse, mixed recyclables, glass and organic waste. It covers kerbside collection services and the transfer stations and other drop-off sites used for handling these materials, as well as the processing and disposal facilities used for these materials.

**Table 1: Current waste services**

Waste type	Kerbside collections	Transfer stations and other drop-off sites	Processing and disposal
Refuse	240L bin collected fortnightly (red bin)	Refuse drop-off at one of eight facilities for a fee	Disposal at Mt Cooee Landfill
Mixed Recycling	240L bin collected fortnightly (yellow bin)	Free drop-off at one of eight facilities	Transported to Material Recovery Facility (MRF) in Dunedin, for sorting and sale to end markets
Glass	No kerbside service	Free drop-off at one of eight facilities	Disposal at Mt Cooee Landfill
Organics	No kerbside service	Green waste drop-off at Mt Cooee for a fee	Green waste stockpiled and shredded at Mt Cooee

Table 2 provides a summary of the services available at Council's 10 transfer stations. The Mt Cooee Landfill accepts a broad range of material that is either diverted or disposed. Of the remaining facilities, six accept refuse and recycling, while one accepts refuse only (Beaumont) and the other (Taieri Mouth) accepts recycling only. Mt Cooee is the only site that currently accepts green waste.

Most of the sites are only open for a few hours over the weekend period. Mt Cooee is open longer hours. Beaumont and Taieri Mouth are unsupervised, open 24/7. The opening hours are also shown in Table 3. The Clydevale transfer station is currently closed, while a wheelie bin collection trial is undertaken for this community.

**Table 2: Current transfer stations and drop-off sites**

Location	Opening hours	Type	Waste Acceptance
<b>Mt Cooee</b>	8:00-16:30, Mon-Fri 10:00-16:30, Sat & Sun	Mt Cooee Municipal (Class 1) Landfill	Residential and commercial refuse for disposal Recyclables, green waste
<b>Beaumont</b>	24/7 access with key	Transfer station	Household refuse only
<b>Taieri Mouth</b>	24/7 access		Household recycling drop-off only
<b>Clinton</b>	10:00-12:00, Sun		Household refuse and recycling
<b>Lawrence</b>	10:00-12:00, Sat		
<b>Maclennan</b>	13:00-15:00, Sun		
<b>Milton</b>	13:30-15:30, Fri		
<b>Owaka</b>	13:00-15:00, Sun		
<b>Tapanui</b>	13:30-15:30, Fri & Sun		
<b>Clydevale</b>	Temporarily closed		n/a kerbside trial underway

### 3.3.1 Mt Cooe Landfill

Council owns and operates the Mt Cooe Landfill, on the outskirts of Balclutha. It currently receives around 10,000 tonnes of waste per annum and its current consents expired in October 2023. Council has submitted its application to extend the existing consents until 2028.

The landfill has potential for expansion and a capital works budget for site and cell development from 2024 to 2063 has been developed. A further application will be needed to approve long-term use of the Mt Cooe landfill site.

The Mt Cooe site is also used by the community as a transfer station and a project is underway to further separate public drop-off at the transfer station from the landfill operations. This will improve traffic flow and safety. The transfer station upgrade also includes provision to expand the range of material able to be diverted from the waste stream at this site.

### 3.3.2 Contracted waste services

Council currently outsources most of the solid waste services provided in the district. The current contract (Contract 670) was awarded to Delta Utility Services Limited in 2011, with this contract novated to WasteCo Limited in 2012. The contract was awarded for an initial term of five years with two further 2-year extensions included. Since 2020, the contract has been rolled over on an annual basis.

The annual value of the contract was \$1.16 million in the 2022/23 financial year, with a cost breakdown provided in Table 3. Note, as part of Council's negotiations with WasteCo for the contract extension period, it is expected that the contract costs will increase significantly from the 2022/23 financials. As at January 2024, these negotiations had not concluded and therefore the costs are not included in this table.

**Table 3: Contract 670 expenditure 2022/23**

Contract portion expense	Annual cost FY2022/23	(%)
Landfill operations and maintenance	\$621,530	53.4%
Transfer stations and skip operations	\$118,742	10.2%
Refuse and recyclables kerbside collection	\$423,815	36.4%
<b>Total</b>	<b>\$1,164,087</b>	<b>100%</b>

### 3.3.3 Council's other waste services (out of scope)

This feasibility assessment does not cover all solid waste services delivered by Council. The following activities are outside the scope of this review, but future actions relating to these services are covered in Council's WMMP and AMP:

- Litter services, including litter bin servicing, public place recycling, loose litter collection and illegal dumping.
- Availability of services to manage other material, e.g. construction and demolition waste, hazardous waste, electronic waste, reusable household items, scrap metal, cleanfill and lightly contaminated soils.
- Development and operation of Mt Cooee Landfill, including the current reconstituting of the facility (although the impacts of kerbside service changes on Mt Cooee are included in this review).
- Monitoring and maintenance of Council's closed landfills.
- Delivery of waste education and behaviour change programmes.
- Contract management resourcing to support service delivery.
- Waste planning and policy development.

### 3.4 Current diversion

Council's current kerbside diversion and potential future diversion are shown in Figure 4 below. Currently, Council sends 90% of its kerbside collected waste to landfill, 3,419 tonnes per annum, while 10% of its kerbside collected material, 372 tonnes per annum, are recycled. Changes to kerbside services will be needed if Council is to meet its kerbside diversion target of 50% by 2030.

Council has undertaken audits of its kerbside collected material, using the Solid Waste Audit Protocol (SWAP). These show that 69% of the kerbside collected waste could be diverted if kerbside collection services were improved.

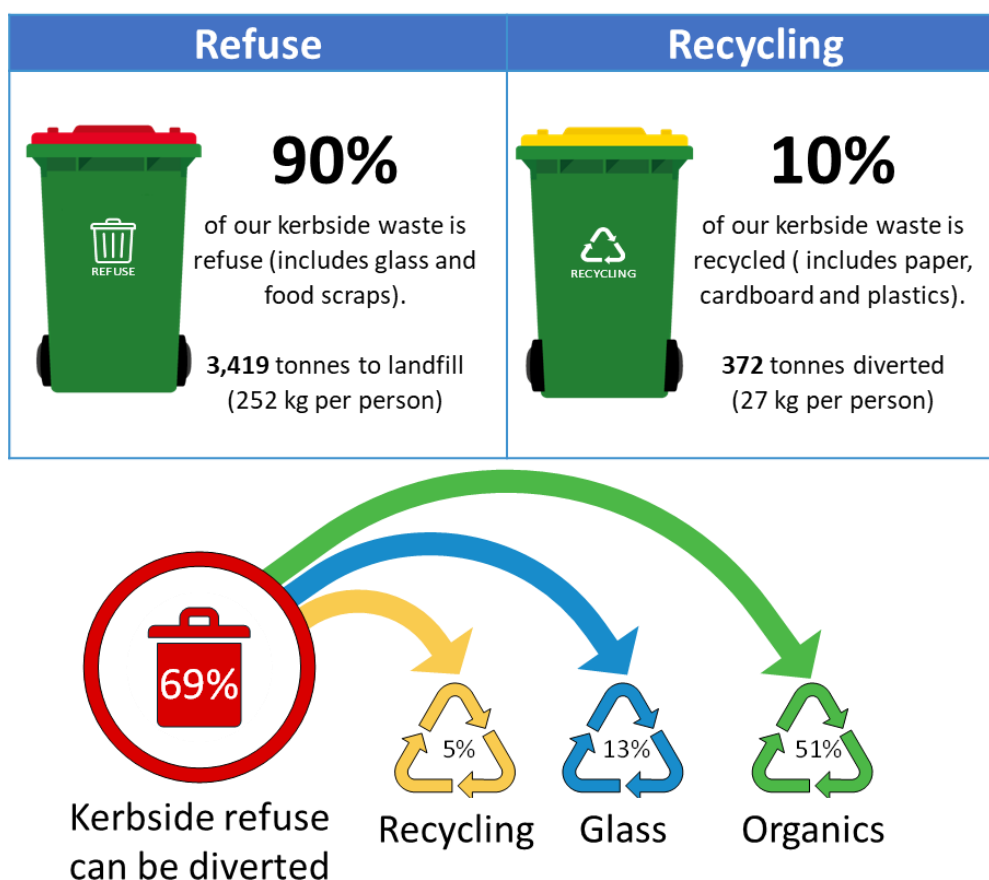


Figure 4: Current kerbside diversion

### 3.5 Working with neighbouring councils

Regional collaboration is encouraged through the NZWS and consideration of shared service delivery is also a requirement of Section 17A of the Local Government Act.

Clutha District Council is part of the Otago Region. There are four other territorial local authorities in the region: Queenstown Lakes District Council, Central Otago District Council, Waitaki District Council and Dunedin City Council. Solid waste officers from these councils, along with representation from Otago Regional Council, meet on a regular basis to share information and collaborate on the delivery of solid waste services. The councils recently completed a joint Waste Assessment, called the 2023 Otago Region Waste Assessment (with each council then preparing its own WMMP).

Many of the councils share the use of waste facilities, such as MRFs and landfills. They also continue to collaborate on opportunities to build other regional waste facilities. Having consistent kerbside collection services helps enable the use of regional waste infrastructure. For example, some MRFs accept glass co-mingled with other recyclables, while other MRFs are not set up to separate glass. Some organics processing technologies, such as anaerobic digestors, are only designed to processes particular organic waste streams, food only or combined food and green waste. Customers (councils) using these facilities must have collection services in place that collect the material these facilities can handle. For these reasons, the councils in the Otago region have been considering harmonisation of these collection services where possible.

## 4 Options assessment

The options assessment generally follows the longlist assessment approach used in the Treasury's Better Business Case model. Sections 4.1 and 4.2 provides further details on how the options assessment has been undertaken in this report, with Sections 5-8 then presenting the findings from the assessment.

### 4.1 Assessment criteria

#### 4.1.1 Strategic objectives

Based on the strategic context and current services outlined in Section 3 above, objectives have been selected for the review of Clutha's future waste services. These objectives take into account the strategic direction set by the Government (mandatory services and NZWS) and Council (through its WMMP) and consider the needs of the community and council when delivering waste services. These objectives were developed and agreed through workshops with Council's waste services staff.

Council's strategic objectives are to:

- Meet the Government's mandatory service requirements.
- Meet waste minimisation and carbon reduction targets in the NZWS and WMMP.
- Give customers services that can be tailored to their needs.
- Provide safe services.
- Collaborate regionally to drive a circular economy (e.g. consistent collection methodology).

Options are assessed against these objectives on a "Yes, No, Partial" basis. Options that do not meet the strategic objectives are not considered further in the assessment. However, for comparison purposes, the status quo is continued even if it does not meet the objectives.

#### 4.1.2 Critical success factors

In addition to the strategic objectives, options are evaluated against a list of Critical Success Factors (CSF). These CSF are common to all business cases and represent attributes essential to successful delivery of service changes. The CSF are:

- Strategic fit and business needs - alignment with LTP and other Council and regional strategic plans
- Potential value for money - right solution, right time and at the right price
- Supplier capacity and capability - sustainable arrangement if services are out-sourced (external)
- Potential affordability - are there any funding constraints
- Potential achievability - ability and skills to deliver the intended programme (internal)

Again, the options are assessed on a "Yes, No, Partial" basis. The options that meet the most CSF and strategic objectives are shortlisted for further assessment.

## 4.2 Developing the options

Future service options have been identified that consider five different aspects of the service:

- Scope of services (what):**  
 What geographic areas are included in the service (urban, townships, rural), what customers are included (residents, businesses, non-for-profit). This is sometimes referred to as the extent of services.
- Service solution (how):**  
 The type of services delivered. This includes: collection methodologies for refuse, recycling and organics; transfer station locations, material accepted and opening hours; and in-district versus out-of-district (or regional) solutions for processing and disposal.
- Service delivery (who):**  
 The way in which the service is provided. Delivery options include in-house staff, out-sourced contracts, shared services with neighbouring councils, partnerships with the private sector or community groups, council-controlled organisations (CCOs). The options considered in this part of the assessment cover the options required to be considered as part of a Section 17A service delivery review, ensuring this legislative requirement is covered off.
- Implementation timeframe (when):**  
 When the changes to services will be made.
- Funding:**  
 How the services will be funded in future. Options include: rates, user fees and charges, waste levy funding.

Separate options assessments have been completed for kerbside collections, transfer stations, and processing and disposal services. Not all of the service dimensions above need to be assessed for all of the different service components, and in some cases the dimensions are better assessed for the service as a whole. The table below summarises what dimensions have been assessed for each service component.

**Table 4: Summary of options assessed**

Service	Scope	Solution	Delivery	Timeframe	Funding
<b>Collections</b>	Partially assessed Limited options available	Assessed	Options assessed for whole of waste service	Options assessed for whole of waste service	Options assessed for whole of waste service
<b>Transfer stations</b>	Not assessed Does not vary sufficiently to warrant separate assessment	Assessed			
<b>Processing &amp; disposal</b>	Not assessed Defined by collections (and transfer station) scope and solutions	Partially assessed Limited options available			



## 5 Analysis of collection options

The assessment of collection options has considered the extent of the kerbside collection area (the scope options) as well as the collection methodology for refuse, recycling, and organics (the solution options). The full assessment table for the collection options is provided in Appendix A, with commentary provided in the following sections.

### 5.1 Extent of collections (service scope options)

In considering the extent of kerbside collections, consideration has been given to:

- Collection area:
  - Mandatory collection area: Balclutha and Milton only
  - Current collection area: Balclutha, Milton and 13 smaller townships, plus arterial routes between.
  - Whole of district: current collection area extended to all rural areas
- Customers receiving the service:
  - Residents
  - Both residents and businesses
  - Residents plus option for non-residents to opt-in (if Council service meets their needs)
- Services received:
  - Refuse, mixed recycling, glass and organics provided to all customers within collection area
  - Organics only delivered to mandatory collection areas, Balclutha and Milton

There are some townships that sit outside the current collection area that would like to be included in the collection area, for example Taieri Mouth. It is recommended that collections from these areas are considered on a case-by-case in line with an updated collections policy that recognises collections will be provided once there are sufficient dwellings within that area to enable cost-effective collections to be provided and safe collection points can be identified.

Note, customers that do not receive kerbside services continue to have access to transfer stations, where they can drop off waste material. Transfer station options for these customers are assessed in Section 6.

In order to assess the breadth of options available for the scope of kerbside collection services, six options were considered. These are shown in the table below. On balance, the preferred option is to introduce glass and organics collection to all residents within the current collection area. The collection area would continue to be reviewed over time with new settlements included in the collection service when viable. As an option, non-residents within the collection area could be allowed to opt into the services.

Note, the option to only provide glass and organics collections to the mandatory collection areas is a possibility, which may be a lower cost option for Council. Therefore, this option has been shortlisted alongside the preferred option in Section 5.5, where the overall service options have been developed and compared.

Table 5: Assessment of scope options for kerbside collections

Option	Assessment	Commentary
<b>Status quo:</b> Current collection area, refuse and mixed recycling collection only.	Not recommended (but retain for comparison)	Glass and organics must be included in kerbside collections. Current service covers mandatory collection areas plus some non-mandatory collection areas.
<b>Reduce collection area:</b> Only provide collection services in mandatory collection areas, Balclutha and Milton.	Not recommended	Although the cost of service would be lower, residents within the current collection area expect a Council service.
<b>Mandatory collection areas for glass and organics:</b> Retain current refuse and recycling collection areas, introduce mandated glass and organics collections in Balclutha and Milton only.	Possible	Lower cost to Council by minimising extent of new services. Residents in less urban areas are likely to have on-property solutions for organic waste and therefore do not need kerbside organics collection.  This option meets mandatory service requirements but may be more difficult to manage due to the complexity introduced by different levels of service in different parts of the collection area.
<b>Introduce glass and organics in current collection area:</b> All residents in current collection area receive glass and organics collections.	Preferred	A uniform service to all households in the current collection area is less complex to manage. It also best aligns with Council's minimisation and diversion targets and leverages greater economies of scale with more customers sharing the cost of collection.  As an option, non-residents within the collection area could be allowed to opt into the services.
<b>Extend services to businesses:</b> All residents and businesses within the current collection area receive kerbside collections for refuse, mixed recycling, glass and organics.	Not recommended	This option is not recommended. While Council's kerbside collection service may meet the needs of many businesses in the district, often bespoke collection services are needed for businesses. These are best provided by the private sector.  Business collections are not part of the Government's mandatory service requirements.
<b>All residents:</b> Provide kerbside collections to all residents in the District.	Not recommended	Servicing of all households in the region will not be cost-effective, given the remoteness of some rural areas.

## 5.2 Refuse collection options (service solution)

The assessment of refuse collection options is provided in Appendix A, with a summary provided in Table 6 below. Four viable refuse collection options have been considered.

The option of Pay-As-You-Throw (PAYT) refuse collections is not included due to the challenges associated with delivering these alongside private collection options. Councils across New Zealand are generally moving away from this option.

All four collection options remain possible, but the option to reduce the size of the refuse collection bin from 240L to 140L is preferred (Option 1B) because it will drive the greatest diversion from landfill. A 140L bin collected fortnightly is the most commonly preferred refuse collection service in New Zealand, if introduced alongside an organics collection service. It is a cost-effective solution and encourages households to divert waste from landfill. Option 1C (bin size choice) and Option 1D (no council refuse collection) are also possible options, but have more disadvantages than Options 1A and 1B, and are therefore not recommended to be taken forward for analysis in Section 5.5 that compares the overall service options.

**Table 6: Assessment of refuse collection options**

#	Option	Assessment	Commentary
1A	Status quo: 240L bin, fortnightly collection	Possible	This option is possible but ranks lower than 1B as it does not promote any additional diversion away from refuse bins.
1B	140L bin, fortnightly collection	Preferred	Reducing the refuse bin size promotes diversion of recyclable paper, cardboard, plastic, glass, and organics. Simplicity of implementation when compared to Option 1C.
1C	Bin size choice 80L/140L/240L, fortnightly collection	Possible, but not recommended for shortlisting	This option is possible but is not taken forward to the shortlist. Providing households with a choice of bin size options to suit their needs can be beneficial, however it creates additional administration for council due to the need to charge residents a different rate based on their bin size.
1D	No council refuse collection (private services only)	Possible, but not recommended for shortlisting	This option is possible but is not taken forward to the shortlist as it reduces Council's control over the volume of refuse residents can dispose, in turn reducing Council's influence on the use of diversion services.

### 5.3 Recycling and glass collection options (service solution)

The assessment of recycling collection options is provided in Appendix A, with a summary provided in Table 7 below. The recycling options cover both the mixed recycling and glass collection services. Council is required to provide a glass collection service by 1 January 2027.

The option of Council opting out of recycling collection has not been assessed here. With the Government mandating recycling collection, this is not a viable option. A few councils in New Zealand are considering using a bylaw mechanism to require private collectors to provide recycling (and organics) collection services if they are providing a private refuse collection service. This option requires significant compliance effort by Council to ensure residents are being delivered a service that meets the Government's mandatory service requirements. In addition, for Clutha, Council provides the refuse collection service to residents, with only a handful of properties opting to pay for a private collection service in addition to Council's service. Therefore, this is not a consideration for Clutha.

The preferred option is to introduce a glass bin or crate. The option for a bin is preferred to a crate because it reduces safety risks associated with manual collection. The reduced quality of glass collected in a bin does not outweigh the safety considerations. Common glass bin options include an 80L bin collected fortnightly or a 140L bin collected monthly. Given households in the Clutha district currently have fortnightly collection options, the 80L fortnightly option is preferred for consistency. It can be introduced in alternating weeks to the organics collection service (see Section 5.4 below).

**Table 7: Assessment of recycling (including glass) collection options**

#	Option	Assessment	Commentary
2A	Status quo: 240L bin (excludes glass), collected fortnightly	Not recommended (but retain for comparison)	This option does not meet the mandatory service requirement, and it does not support Council to achieve its own waste diversion targets.
2B	Introduce glass bin: Retain existing 240L bin for mixed recycling, add a separate glass collection (e.g. 80L bin collected fortnightly or 140L bin collected monthly)	Preferred	Meets mandatory service requirement. Most common service in New Zealand. Retains quality of both glass and mixed recycling material, enabling more recycling overall.  Option to consider a crate for glass, but using a wheelie bin rather than a crate reduces safety risks.
2C	Commingled recycling: Retain existing 240L bin, collected fortnightly, and allow glass to be accepted in the mixed recycling bins (240L collected fortnightly)	Not recommended	This option is not recommended as it significantly reduces the value of all recycling materials collected and the nearest MRF that can accept commingled recycling is the EcoCentral MRF in Christchurch, with high transport costs.

## 5.4 Organics collection options (service solution)

The table below summarises the organics collection assessment, with the full longlist in Appendix A. Council is required to provide organics collections by 1 January 2030. As with recycling collection, the option of Council opting out of organics collection has not been considered (see Section 5.3 for further details).

Currently there are no kerbside organics collection services in the Clutha district. Two options for the service have been considered: a food waste only (FO) collection and a combined food and green organic waste collection (FOGO). Both options are viable, but on balance the FOGO service is preferred as it diverts more waste from landfill overall and does not require manual emptying of bins (which would introduce safety risks). FOGO collections are more common in the South Island, enabling Clutha District Council to align with neighbouring councils.

Although most councils' organics collections are weekly, it is proposed to introduce fortnightly organics collection in Clutha. All of Clutha District Council's current services are fortnightly, and therefore a fortnightly organics services is more consistent with these services. It is also a more cost-effective solution. With green waste collected with food waste, odours are reduced, enabling fortnightly collections.

Option 1B, weekly food waste collection is also a possible option, but was not taken forward into the shortlisted overall service options as it has more disadvantages than Option 3C, the FOGO solution.

**Table 8: Assessment of organics collection options**

#	Option	Assessment	Commentary
3A	Status quo: No kerbside service, green waste drop off at Mt Cooee	Not recommended (but retain for comparison)	This option does not meet the mandatory service requirement, and it does not support Council to achieve its own waste diversion targets.
3B	Introduce 23L food waste only (FO) bin (collected weekly)	Possible, but not recommended for shortlisting	This option is possible but is not preferred due to safety risks associated with manual collections. Less diversion from landfill than Option 3C, which also collects green waste.
3C	Introduce 140L combined food organics and green organics (FOGO) bin (collected fortnightly)	Preferred	The FOGO option is preferred for organics, because it can be collected fortnightly (green waste reduces food waste odour), uses a wheelie bin reducing safety risks and overall diverts the most organics from landfill. Currently, FOGO collections are more common the FO collections across the South Island.

## 5.5 Shortlisted collection options

The options for refuse, recycling and organics collection, and for the extent of services, have been combined into a shortlist of options for the overall kerbside collection service. The four options are:

- Option 1: Status quo, refuse and mixed recycling collections only
- Option 2: New mandatory services in mandatory collection areas only
- Option 3: New mandatory services across the existing collection area
- Option 4: Reduce refuse bin size and introduce new mandatory services (best practice)

Details of the refuse, recycling, glass and organics services under each of these options and the number of households receiving the services, is shown in Table 9.

**Table 9: Summary of shortlisted kerbside collection options**

Shortlisted Option	Refuse and recycling (current collections)	Glass and organics (new mandatory collections)
<b>1: Status Quo</b>	240L refuse bin and 240L mixed recycling bin, collected fortnightly, in Balclutha, Milton and 13 smaller settlements (75% of households)	No glass or organics collection
<b>2: Mandatory Services Only</b>	As above	80L glass bin and 140L FOGO bin, collected fortnightly, in Balclutha and Milton only (30% of households)
<b>3: Mandatory Services, All Areas</b>	As above	As above, but collected in Balclutha, Milton and 13 smaller settlements (75% of households)
<b>4: Best practice, reduced refuse bin size</b>	Refuse bin size reduced from 240L to 140L. 240L mixed recycling bin. Collected fortnightly in Balclutha, Milton and 13 smaller settlements (75% of households)	As above

A breakdown of the collection cost components for these four options is provided in Table 10. The table includes the overall annual service cost for a household (including GST), as well as Council's total operating cost for the services (excluding GST) and capital costs (excluding GST). The capital costs include the wheelie bins required for each option. Note, both the operating and capital costs are included in the total household costs.

The current cost of kerbside collection services is \$215 per household per annum (including GST), for a refuse and mixed recycling collection service. In our modelling, the same service costs \$350 per household per annum (\$230 for refuse plus \$120 for mixed recycling, including GST), a significant increase over the current cost.

The total operating costs and capital costs increase from Option 2 to Option 3, but the cost per household is the same. This is because Option 3 more than doubles the number of households included in the collection area, which in turn maintains the cost-efficiency of service delivery for this option. The proportion of the district that receives a service is 30% for Option 2 versus 75% of the district for Options 3 and 4). Option 4 is a lower cost than Option 2 or 3, on a per household basis, due to the reduction in refuse disposal costs.

Table 10 also indicates the level of diversion associated with the option and whether the diversion targets are achieved with the option. Appendix B contains an overall assessment of these four options against the strategic objectives and critical success factors, along with more details from the cost and waste diversion assessment.

The overall preferred option is Option 4. It achieves the greatest diversion overall, aligning better with Council's own diversion targets in its WMMP. Option 4 also has the lowest cost due to less waste being disposed.

**Table 10: Assessment of household cost per annum (inclusive of GST)**

Options	Option 1	Option 2	Option 3	Option 4
<b>Description</b>	Status Quo: No glass or organics	Mandatory services, mandatory areas	Mandatory services, current areas	Best Practice: Good practice full service
<b>Refuse service</b>	\$215	\$230	\$230	\$180
<b>Mixed recycling service</b>		\$120	\$120	\$120
<b>Glass service</b>	\$0	\$70	\$70	\$70
<b>Organics service</b>	\$0	\$130	\$130	\$130
<b>Total household cost (incl. GST)</b>	<b>\$215</b>	<b>\$550</b>	<b>\$550</b>	<b>\$500</b>
<b>Total operating cost (excl. GST)</b>	\$1,200,000	\$2,500,000	\$3,000,000	\$2,800,000
<b>Capital cost for supply of wheelie bins (excl. GST)</b>	\$0	\$280,000	\$650,000	\$950,000
<b>Diversion targets achieved</b>	<b>No</b> (10-15% diversion)	<b>No</b> (30-40% diversion)	<b>Unlikely</b> (40-50% diversion)	<b>Yes</b> (55-65% diversion)

## 6 Analysis of transfer station options

Council provides a network of transfer stations across the Clutha District. These enable residents outside the collection area (approximately 25% of households in the district) to drop off refuse and recyclables. The transfer station at the Mt Cooe Landfill also enables larger, bulkier items to be disposed or diverted. There are a wider range of diversion services at Mt Cooe. Details of the transfer stations were provided in Section 3.

Any change to the kerbside collection services should, to a certain degree, be mirrored by changes to transfer station services. Options for transfer station service changes are outlined in this section. The preferred kerbside collection option (see Section 5) is to provide services to all current collection areas. This means that the townships that currently rely on the transfer stations for their disposal and diversion services would likely remain reliant on these facilities going forward. Therefore, a reduction in level of service at these sites is not recommended.

With the introduction of kerbside organics collection services, there would be benefit in providing some organics drop off services at the transfer stations as well, for consistency. This could involve accepting FOGO at the transfer stations, or restricting the organics drop off to green waste only (which is more typical at transfer stations). Green waste is currently accepted at Mt Cooe. Given rural residents tend to have on-property solutions for organic material, the use of the transfer stations for organics diversion is likely to be limited outside of Mt Cooe. At this point in time, extending the acceptance of green waste to other transfer stations is not recommended.

There are some inconsistencies in the material collected at the transfer stations and some sites are unstaffed. It is recommended that the transfer stations accept the same materials and are all staffed going forward.

A longlist of options was considered for the transfer stations, with these being reduced down to a key set of changes for the sites. The longlist is shown in Appendix A.

In summary, the options for the transfer stations are to either retain the current services or introduce some recommended improvements to the sites, to improve consistency of services. The current and future options are presented in Table 11 below.

**Table 11: The shortlisted options for Clutha's solid waste facilities**

Facilities	Current	Future
Mt Cooe	Landfill and resource recovery centre	Landfill (consent renewal), transfer station (new), and resource recovery centre (upgrade)
Other transfer stations	6 sites accept refuse and recycling, 1 site refuse only and 1 recycling only	Refuse, recycling and glass at all sites
	Six sites staffed, two unstaffed	All sites staffed



## 7 Analysis of processing and disposal options

In order to support the kerbside collection and transfer station services provided to the community, Council needs to have access to appropriate processing and disposal facilities for the material collected. The facilities needed depend on how refuse, recyclables and organics are collected.

Unlike kerbside collections and transfer stations, which are local services, the processing and disposal solutions typically involve the use of regional and national facilities as well as local solutions. Centralisation of processing and disposal services enables economies of scale to be realised, improving the cost-effectiveness of service delivery. Figure 5 illustrates the scales at which local services and facilities tend to overlap with regional facilities and collaboration provides the benefits of scale.

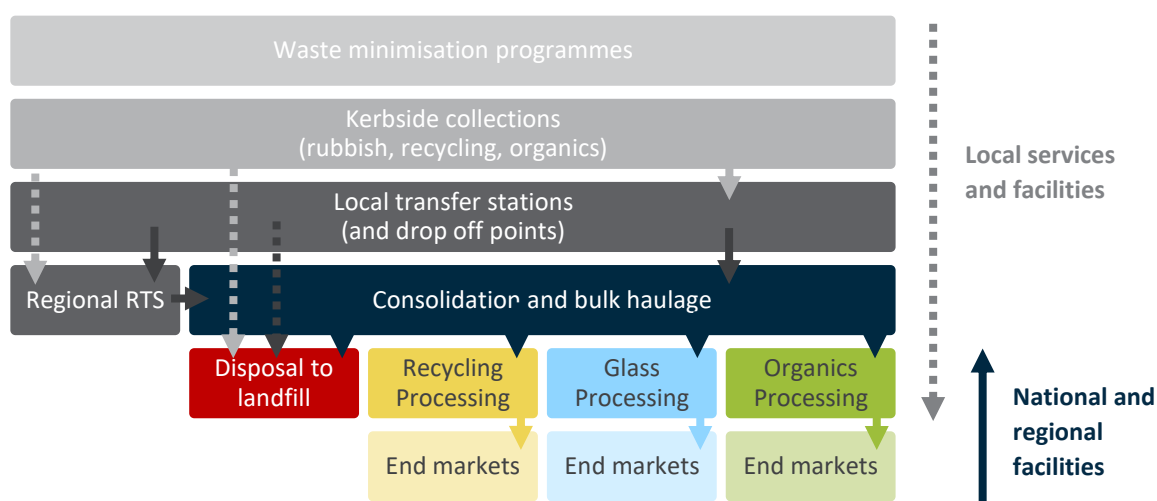


Figure 5: Local and regional collaboration options for waste services

The selection of a preferred processing or disposal option often relies on the outcome of a procurement process. However, ahead of procurement, Council needs to be sure that there are processing and disposal options available for respondents to propose, and where there is only one solution, Council needs to be able to specify this to the market.

Table 12 below outlines the available facilities for processing of mixed recyclables, glass and organics, and the disposal of refuse. For all services, there are at least one viable option. Further information on the facilities available to the Otago Region can be found in the Otago Region Waste Assessment 2023.

Table 12: Processing and disposal facility options

Material	Refuse	Mixed recycling	Glass (mixed colour)	Organics (FOGO)
Local facilities	Mt Cooee Landfill reconsented, operations outsourced	Would require new local MRF to be constructed at Mt Cooee	Consolidate at Mt Cooee and use in local roads or as landfill aggregate	Not viable, insufficient space at Mt Cooee
	Possible – if consents granted and cost effective	Not recommended – high cost	Possible – if CODC glass crusher not viable	Not recommended – no sites available
Existing Otago regional facilities	Green Island Landfill in Dunedin (to approx. 2030) Victoria Flats Landfill in Queenstown Lakes	OjiFS MRF in Dunedin (uncertainty regarding long term availability)	Consolidate and transport to Central Otago glass crusher	No current organics processing facilities
	Not recommended – closing 2030	Possible – until facility closes	Possible – if glass crusher available	Not recommended – no sites available
Future Otago regional facilities	Smooth Hill Landfill in Dunedin (available approx. 2030)	DCC MRF in Dunedin (available approx. 2026) QLDC MRF in Queenstown Lakes (available approx. 2028)	No known options	DCC composting facility in Dunedin (available approx. 2027) CODC composting facility in Alexandra (available approx. 2027)
	Possible – once constructed	Possible – once constructed, particularly Dunedin	Not recommended – no sites available	Possible – once constructed
Facilities outside Otago	AB Lime Landfill in Southland Redruth Landfill in Timaru	Timaru MRF via EnviroNZ Invercargill MRF via Southland disAbility Services	Consolidate and transport to Visy furnace in Auckland, via 5R Christchurch	Timaru composting facility via EnviroNZ
	Possible – particularly AB Lime	Not recommended – limited capacity, high transport cost	Not recommended – high cost, may not accept mixed glass	Not recommended – limited capacity, high transport cost

## 8 Service delivery, timeframes and funding

### 8.1 Service delivery options

Service delivery has been considered collectively for kerbside collections, transfer station operations and the processing and disposal of collected material. In reviewing service delivery options, there are specific options that must be considered to meet the requirements of a service delivery review under Section 17A of the Local Government Act. The options considered and viability of these options for Clutha District Council are provided in the table below. It is recommended that Council continue to outsource its solid waste services.

Table 13: Service delivery options

Service delivery option	Commentary	Assessment
<b>By council alone, using in-house resources</b>	Council has limited in-house capability or capacity to delivery solid waste services.	Not recommended
<b>By council alone, via outsourced contract or multiple contracts (status quo)</b>	Most common approach to solid waste service delivery and Council's status quo. Continues to be a viable option for ensuring council has the technical and commercial resources available to deliver effective services.	Preferred (Contract bundling and procurement options discussed in Section 9.3)
<b>Shared services arrangements with neighbouring councils</b>	Potential for efficiencies from economies of scale, however requires alignment of neighbouring council contracts. Collaboration for specific waste infrastructure remains possible.	Possible – particularly for regional waste facilities (landfills, MRF, composting facilities)
<b>Council-controlled organisations, either alone or with neighbouring councils</b>	Solid waste services not sufficiently large at this time to warrant complexity and cost associated with establishing CCO.	Not recommended
<b>Joint venture with a private waste company or the community sector</b>	Solid waste services not sufficiently large to warrant private sector joint venture. Local community groups have not expressed interest in delivering services, but community group involvement could be assessed via procurement.	Not recommended

### 8.2 Implementation timeframes

Under the Government's mandatory service requirements, Council is required to introduce kerbside glass collection by 1 January 2027 and kerbside organics collection by 1 January 2030. Typically councils introduce new services at the beginning of a financial year, and therefore it is more likely that new glass collections will commence 1 July 2026. There is the option to commence organics collection services at the same time or delay these to 1 July 2029.

There are no mandated dates associated with the change to refuse collection services, however it is recommended that a reduction in refuse bin size is introduced at the same time as the organics collection service is introduced, encouraging residents to use divert organics from their refuse bins and ensuring they have sufficient space in their refuse bins for non-recyclable material.

Council's existing solid waste contract has been rolled over on an annual basis since 2020, however Council are currently negotiating a contract extension to July 2026, to enable sufficient time for Council to complete procurement for its new contracts (typically 12 months for procurement and 12-18 months mobilisation).

Implementation timeframe options for council's collection services are:

- Go early: introduce glass, organics and refuse changes 1 July 2026
- Split and go late: introduce glass collection 1 July 2026 and organics and refuse changes 1 July 2029

Changes to transfer station options are best introduced when a new contract is awarded, so that the new contractor can provide the resources needed to support the service changes from day 1.

The go early option means only changing services once, at the start of the new contract, a better approach for council, the community and the contractor. However, split and go late would defer the costs associated with the organics service introduction and also provide additional time to ensure regional organics processing facilities are consented, constructed and operational.

On balance, the recommended option is to go early, to simplify the service changes, but allow the option for organics and refuse service changes to be introduced later if the regional processing facilities are not available to receive organics.

### 8.3 Funding options

Council's current kerbside collection services are funded through targeted rates, applied to those households within the collection area that receive kerbside collection services. It is anticipated that this continue for the new services.

There are central government grants available through the Waste Minimisation Fund, administered by the Ministry for the Environment, that have been specifically targeted at supporting councils introduce the mandatory kerbside collection services. Council can apply to MfE for funding for wheelie bins. The owners of regional organics processing facilities can apply for funding for the construction of these facilities, from which Clutha District Council should benefit through lower gate fees for processing of its material.

Funding for transfer stations is covered through a mixture of gate fees and general rates (the uniform annual general charge or UAGC). It is anticipated that council will continue to fund transfer station services in this way.

## 9 Environmental, Financial and Commercial Impacts

The changes to Council's waste services outlined in the previous sections are expected to have both positive and negative impacts for the environment and Council's financial position. For example, the disposal of waste to landfill has an environmental impact with carbon emissions being generated and the risk of environmental discharge from the landfill needs to be actively managed. However, this also generates revenue for Council through gate fees charged at Mt Cooe Landfill, that would reduce if waste were diverted from landfill. There are also costs to Council from introducing services that divert waste and these need to be procured, introducing financial and commercial impacts. These impacts are explored in this section.

### 9.1 Environmental impacts

Council's draft 2024 WMMP has set a waste reduction target of 30% by 2030, which aligns with the NZWS national waste reduction target. Through the WMMP, Council has also committed to meeting the mandatory kerbside diversion standard of 50% diversion of material collected kerbside, by 2030. Refer to Section 3.1 for further information on the WMMP and NZWS.

Meeting these waste diversion targets will require contribution from all corners of the community, including residents, businesses and visitors. The introduction of kerbside glass and organics collection are anticipated to significantly reduce household waste to landfill and the associated greenhouse gas emissions. In addition to kerbside changes, Council has plans to upgrade the transfer station at Mt Cooe, introducing more resource recovery opportunities for customers. This will in turn further reduce waste to landfill. The expected waste diversion and carbon emission reductions are quantified in this section.

The following table provides details of the current and future tonnes of waste to landfill and tonnes of material diverted, due to the introduction of kerbside services. Overall, the introduction of the preferred kerbside services reduces waste to landfill by 50% and increases the proportion of material diverted at kerbside from 10% to 60%.

**Table 14: Kerbside waste diversion**

Kerbside service	Current (tonnes per annum)	Future (tonnes per annum)
Refuse collection	3,420	1,660
Mixed recycling collection	370	480
Glass collection	0	480
FOGO collection:	0	1,900
<i>Food waste diverted from refuse</i>		360
<i>Green waste diverted from refuse</i>		810
<i>Additional green waste collected</i>		730
<b>Total collected</b>	<b>3,790</b>	<b>4,520</b>
<b>Total diversion (and percentage)</b>	<b>370 (10%)</b>	<b>2,860 (60%)</b>
<b>Reduction in waste to landfill (and percentage)</b>		<b>1,760 (50%)</b>

The reduction in waste to landfill results in a significant reduction in greenhouse gas emissions. The table below provides a summary of the greenhouse gas emissions from current and future kerbside services. Greenhouse gas emissions are produced when organic waste is composted, however the emissions are 10% of those generated when the material is disposed in a landfill that does not have gas capture (like Mt Cooee). Although transport emissions increase as a result of the additional collection services, this increase is offset by the significant reduction in landfill-related emissions. Overall, the introduction of the preferred kerbside service changes results in a 40% reduction in greenhouse gas emissions.

**Table 15: Greenhouse gas emissions from kerbside services**

Kerbside service	Current (tonnes CO <sub>2</sub> -e per annum)	Future (tonnes CO <sub>2</sub> -e per annum)
Emissions from collections	80	130
Emissions from processing and disposal	3,500	2,020
<b>Total emissions</b>	<b>3,580</b>	<b>2,150</b>
Emissions reduction (and percentage)		<b>1,430 (40%)</b>

In addition to the increased diversion at kerbside, upgrades to Mt Cooee transfer station and the pressure of increased waste disposal costs (from waste levy and ETS increases) are anticipated to reduce the volume of waste to Mt Cooee Landfill. In order to meet Council's 2030 target of 30% reduction in waste to landfill, a further 15% of waste currently disposed is expected to be diverted. This will have an impact on landfill revenue, which is discussed in Section 9.3.

## 9.2 Financial impacts of kerbside service changes

The cost of the preferred future collection services, including organics and glass collection to all current collection areas and a reduction in refuse bin size, is \$500 (incl. GST) per household per year. The following table provides a 10-year budget forecast for operating and capital costs, based on these estimates. The glass and organics collection services are assumed to be introduced in July 2026 in this forecast.

It is anticipated that when retendered, the current collection service costs for refuse and recycling collection are expected to be higher than they currently are, increasing from \$215 (incl. GST) per household per year to \$350 (incl. GST) per household per year. Council's contractor has also signalled higher costs for the current level of service for the remaining contract term. The contractor's cost increases have not been confirmed and therefore we have included our estimate of future refuse and mixed recycling costs in the table, starting in the 2024/25 financial year.

Note, this table only includes the costs associated with the collection services. Other costs, such as operation of transfer stations and Mt Cooee Landfill, waste minimisation education, litter and policy and planning, are excluded. The contract administration costs for these services have been included, but as a separate line item.

Table 16: 10-year forecast of kerbside collection costs

Service Costs (\$000s)	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28 onwards
<b>Operating costs</b>					
Refuse collection	\$750	\$950	\$950	\$1,000	\$1,000
Recycling collection	\$400	\$500	\$500	\$500	\$500
Glass collection				\$300	\$300
Organics collection				\$700	\$700
Contract admin	\$50	\$50	\$50	\$100	\$100
<b>Total collection cost (excl. GST and bins)</b>	<b>\$1,200</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$2,600</b>	<b>\$2,600</b>
<b>Capital costs</b>					
Wheelie bins			\$1,000		

Council currently funds solid waste services through a combination of:

- Rates (uniform annual general charge (UAGC) and targeted rates)
- Fees and charges at Council's solid waste facilities
- Subsidies and grants, such as Council's allocation from the Waste Disposal Levy

In the 2023/24 Annual Plan, Council's rate for solid waste services was set at \$252.10 (incl. GST) per rating unit. There is an additional \$37.10 (incl. GST) per rating unit for waste minimisation, applied to all households via the UAGC, regardless of whether they are included in the collection area or not. The total solid waste services rates revenue was \$1,602,000 (excl. GST) for the 2023/24 financial year. Assuming all other service costs remain similar to current, the introduction of new collection services is anticipated to add \$1,100,000 (excl. GST) to rates for solid waste services.

### 9.3 Financial impacts on Mt Cooee Landfill

As part of this feasibility assessment, a financial model for Mt Cooee Landfill has been developed to demonstrate the financial impacts of waste diversion initiatives on landfill revenue. The model includes three scenarios intended to cover the full range of anticipated scenarios:

- Scenario 1: base case (status quo)
- Scenario 2: achieve 2030 targets (50% reduction Council waste, 15% reduction commercial waste)
- Scenario 3: Council waste only (50% reduction Council waste, no commercial waste)

The detailed model was provided under separate cover. As with all financial forecast models, the model is reliant on a number of key assumptions, including assumptions regarding inflation, interest rates, population growth and waste diversion which have an inherent level of uncertainty.

Figure 6 (on the next page) presents the net surplus for the three scenarios over the 30-year modelling period (2024 to 2043). Overall, the modelling indicates that the landfill is breaking even (more or less) with the current gate rate. However, the landfill will run at a loss without a significant uplift in that gate rate. The landfill will not receive sufficient revenue to cover increased capital and operating expenditure, even if the landfill volumes remain at current levels. By 2029, the difference in net surplus between Scenario 1, status quo, and Scenario 3, Council waste only, is a loss of approximately \$700,000. This difference increases to a loss of \$1.9 million by 2043.

Figures 6 and 7 (on the next page) presents the net surplus for the three scenarios with the gate rate increased from \$226/tonne to \$275/tonne in 2024, a 20% increase in gate fee. At this rate, the landfill revenue is sufficient to achieve a “near zero” net cost across the modelling period under the base case. However, under Scenario 2, the gate rate would need to be an additional \$80/tonne higher again to break even. It would need to double to break even in Scenario 3.



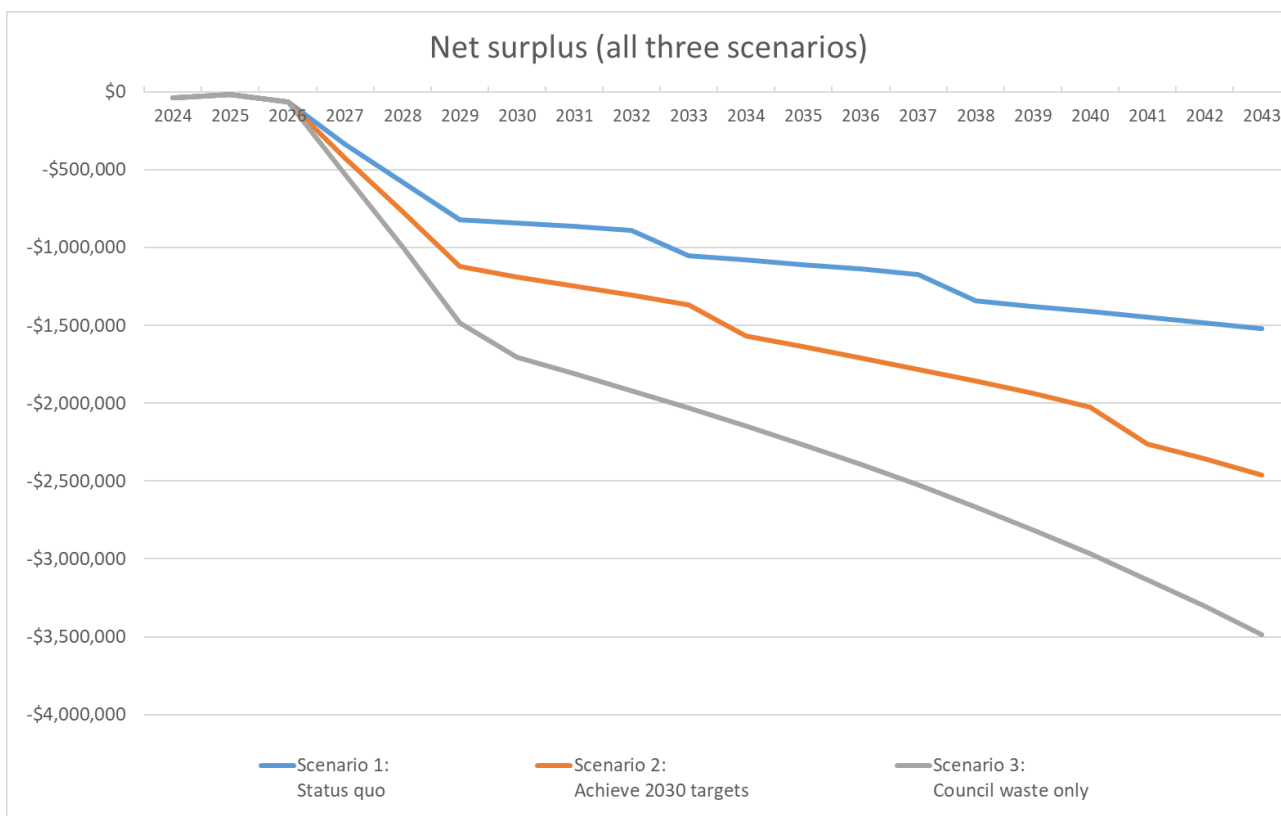


Figure 6: Mt Cooee net surplus, gate fee \$218/tonne (excl. GST)

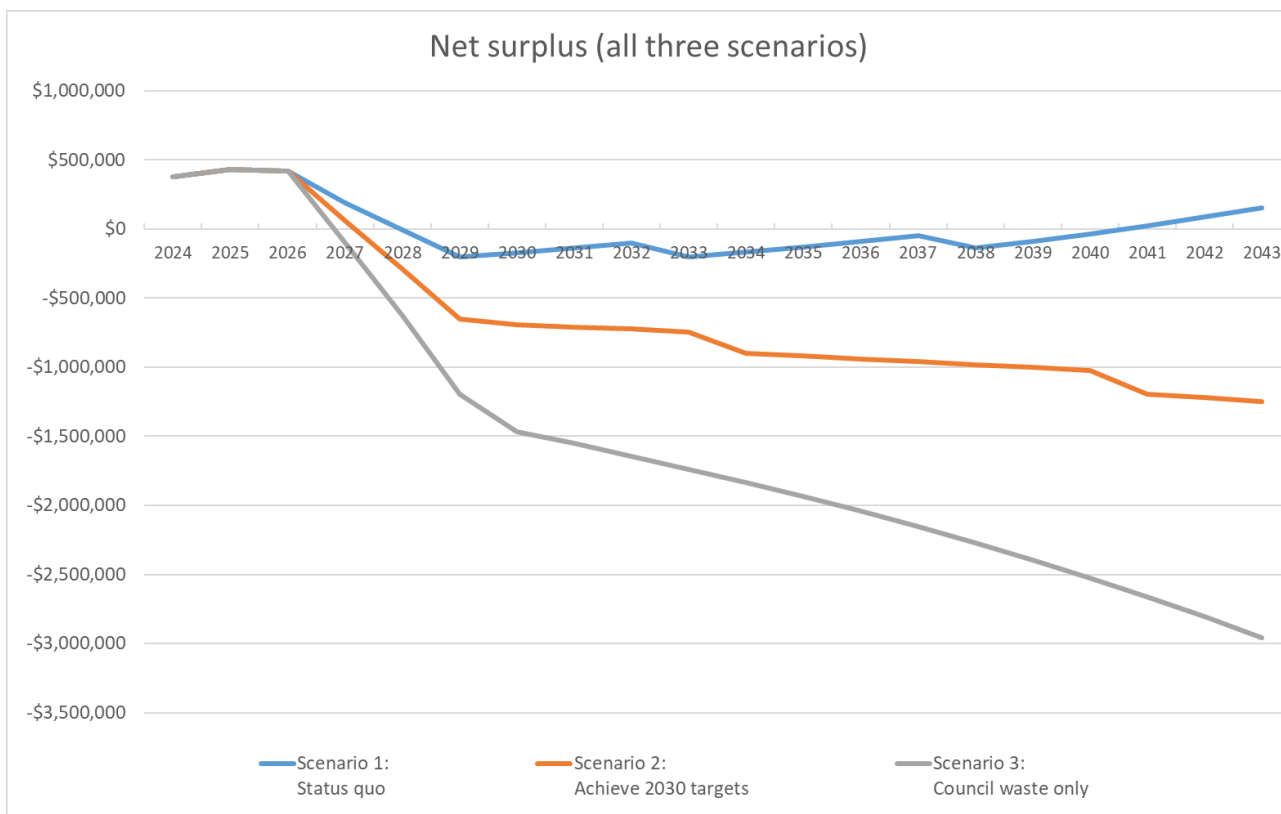


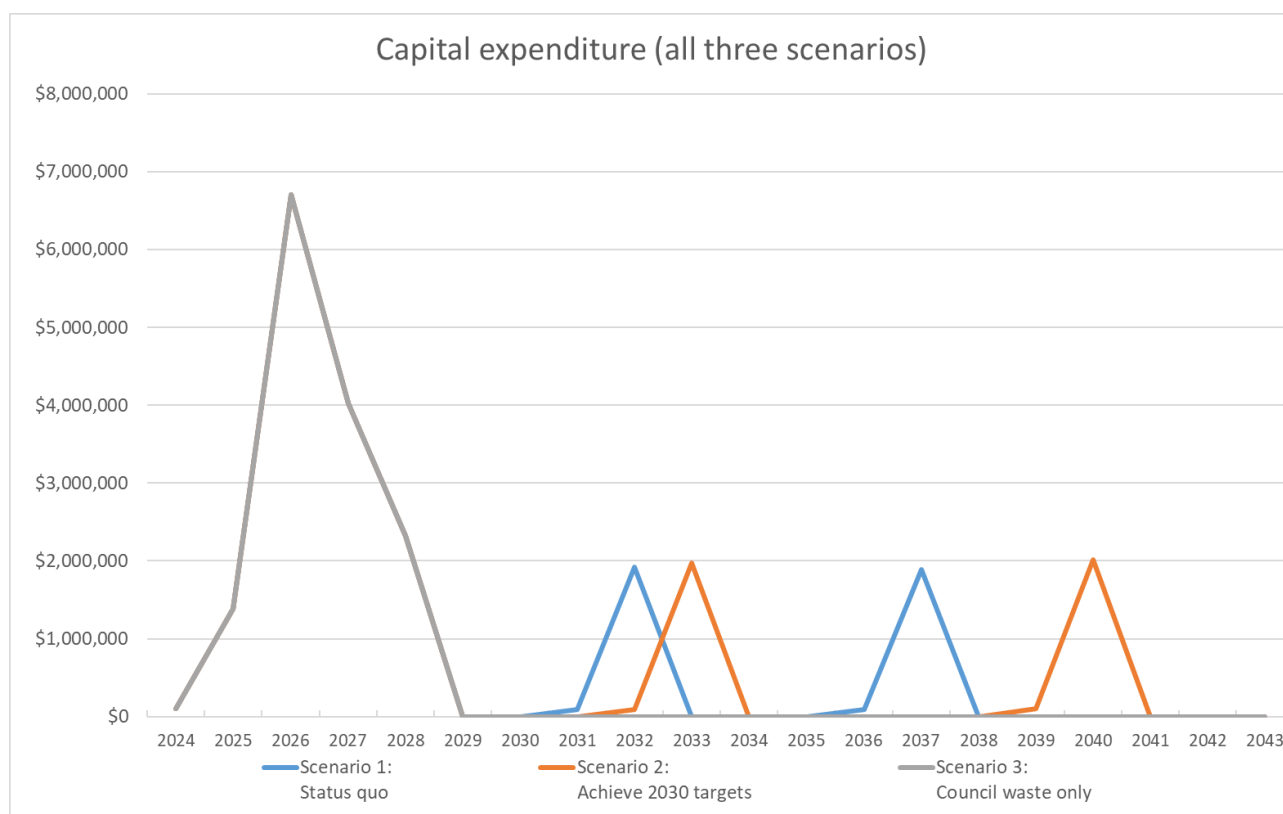
Figure 7: Mt Cooee net surplus, gate fee \$275/tonne (excl. GST)

The gate rate at Mt Cooe is consistent with landfills in neighbouring districts. For comparison, the advertised gate rate at Green Island and AB Lime's Southland Regional Landfill are listed in the table below, along with the travel distance to these facilities from Balclutha. Often customers with significant waste volumes, such as councils, are able to negotiate rates much lower than the advertised gate rates, but these are not publicly available. When Smooth Hill replaces Green Island as the Dunedin Landfill, it will be much closer to Balclutha than Green Island (53km versus 145km). Therefore, an increase in gate fee at Mt Cooe of 20% (or more) is likely to drive commercial customers to explore alternative disposal arrangements for their waste. This in turn makes Scenario 2 or 3 more likely.

**Table 17: Landfill gate rates (as at Dec-23) and travel distances from Balclutha**

Landfill (and location)	Gate fee (\$/tonne, excl. GST)	Distance from Balclutha
Mt Cooe (Balclutha)	\$226	n/a
Green Island (Dunedin)	\$226	145km
Southland Regional Landfill (Winton)	\$202	246km

The need for a step change in gate rate at Mt Cooe is largely driven by the capital works required in the 2025-2027 period, that would enable the landfill to be expanded beyond its current filling area. These works are required for all three scenarios, however future capital works phases are able to be delayed if Mt Cooe fills more slowly as a result of it receiving lower volumes. The capital works for the three scenarios is shown in Figure 8 below. It may be possible to reduce the scale of the initial capital works, but this would need to be reviewed against the requirements of the landfill's new resource consent when issued. There would also be benefit in comparing the costs and risks of landfill development with the option of landfill closure and disposal of Council's waste at an out-of-district landfill.



**Figure 8: Mt Cooe capital expenditure**

## 9.4 Commercial impacts (procurement approach)

This section outlines commercial considerations for the procurement of Council's solid waste services. High level considerations are highlighted here, with a more detailed procurement plan to be prepared as the first step in the procurement process.

Council's current solid waste services contract expired in October 2023, but Council is in the process of negotiating an extension to this contract until July 2026. The scope of the current contract includes:

- Kerbside collection of refuse and recyclables
- Operation of the network of transfer stations
- Operation of the Mt Cooe landfill and transfer station
- Environmental management (monitoring and reporting) for the landfill
- Minor capital works for the landfill
- Transport to and processing of recyclables at the OjifS MRF in Dunedin

The scope excludes engineering and planning professional services and capital works for the landfill. WSP provides professional services, while major capital works packages are tendered.

Future contractual arrangements will also need to be established for:

- Supply and distribution of new wheelie bins for refuse, recycling and FOGO
- Kerbside collection services for glass and FOGO
- Composting of organics
- Sorting and use of collected glass

As discussed in Section 8.1, the first step in deciding the future arrangements for processing of mixed recyclables, glass and organics should be to confirm with Dunedin City Council and Central Otago District Council whether direct service agreements could be made between the councils for access to Council-owned facilities or whether these arrangements should be competitively tendered. If direct service agreements are possible, then this would provide certainty of facility access and a level playing field for suppliers participating in the tendering process.

In general, the supplier market for collection services, transfer station operations and haulage to processing facilities is quite broad. It is anticipated that 4-8 suppliers would tender for these services. However, there are less suppliers that tender for landfill operation contracts, particularly for small landfills such as Mt Cooe. There may only be 1-3 interested suppliers. There would be benefit in separating the contract for the landfill from the remainder of the solid waste services, although they would be tendered at the same time.

New collection contracts require a mobilisation period of at least 12 months, due to the long lead times for supply of collection vehicles and wheelie bins. This means contract award at the latest in June 2025. We recommend councils allow 12 months for their procurement process for solid waste contracts, which means commencing the preparation of the procurement plan in July 2024 at the latest. Discussions with neighbouring councils could begin ahead of this time, to give certainty to the procurement process.

## 10 Summary and way forward

The recommendations from this feasibility assessment for Clutha District Council's future waste services are:

- Kerbside collection services (summarised in Table 18 below):
  - Introduce a fortnightly glass collection service to all households in the current collection area, using an 80L wheelie bin, commencing July 2026.
  - Introduce a fortnightly combined food and garden organic collection service (FOGO) to all households in the current collection area, using a 140L wheelie bin, commencing July 2026.
  - Reduce the size of the refuse collection bin from 240L to 140L, commencing July 2026.
- Transfer stations services:
  - Undertake safety and resource recovery upgrades at Mt Cooee transfer station.
  - Move all other sites to a consistent service offering, covering refuse and recyclables drop-off, with all sites staffed when open.
- Processing and disposal of collected material:
  - Utilise existing or planned regional facilities for the processing of mixed recyclables, glass and FOGO, with access agreed directly with the council owners as a first option.
  - Undertake further analysis to determine the financial impacts on Mt Cooee landfill of future capital expenditure and the anticipated increase in waste diversion, including comparing Mt Cooee with alternative, out-of-district disposal options for Council's waste.

**Table 18: Summary of preferred kerbside collection service**

Kerbside collection	Refuse Options	Recycling	Glass	Organics
Bin size and collection frequency	140L (fortnightly) 	240L (fortnightly) 	80L (fortnightly) 	140L (fortnightly) 

The next steps for Council are:

- Establish project team and develop project plan for service changes covering procurement, communications, and wider stakeholder engagement.
- Public consultation on the preferred option, alongside the WMMP and LTP.
- Plan for and commence procurement for new solid waste contracts from July 2024 at the latest.
- Consult with councils developing regional processing and disposal facilities to confirm expected operations date and potentially agree gate fees in advance of procurement.
- Submit Waste Minimisation Fund application for new kerbside collection bins.
- Alongside procurement, other next steps include review and update of the bylaw and wheelie bin policy to align with the service changes.

## Appendix A: Kerbside collection and transfer station longlist assessments

Options	Rubbish collection				Recycling collection			Organics collection system		
	1A	1B	1C	1D	2A	2B	2C	3A	3B	3C
<b>Description of Option:</b>	Status quo: 240L bin, fortnightly collection	140L bin, fortnightly collection	Bin size choice 80L/140L/240L, fortnightly collection	No council rubbish collection (private services only)	Status quo: 240L mixed recycling bin (no glass), fortnightly collection	Add separate glass collection (e.g. 80L bin, fortnightly or 140L bin, monthly)	Collect glass in existing mixed recycling bins (240L, fortnightly)	Status quo: No kerbside service, green waste drop off at Mt Cooee	23L food waste only bin, weekly collection	Combined food organics and green organics (FOGO) bin (140L), fortnightly collection
<b>Strategic Investment Objectives</b>										
Meet government's mandatory service requirements	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes
Meet waste minimisation and carbon reduction targets in NZWS and WMMP	Partial	Yes	Yes	Partial		Yes	Partial		Partial	Yes
Give customers services that can be tailored to their needs	Partial	Partial	Yes	Yes		Partial	Partial		Partial	Partial
Provide safe services	Yes	Yes	Yes	Yes		Yes	Yes		Partial	Yes
Collaborate regionally to drive circular economy (e.g. collection methodology)	Yes	Yes	Yes	Partial		Yes	No		Yes	Yes
<b>Critical Success Factors: As these CSFs are crucial (not just desirable) any options that score a 'no' are automatically discounted from further analysis:</b>										
<b>Strategic fit and business needs</b> - Alignment with LTP and other council and regional strategic plans	Yes	Yes	Yes	Yes	Not assessed. Does not meet strategic objectives	Yes	Not assessed. Does not meet strategic objectives	Not assessed. Does not meet strategic objectives	Yes	Yes
<b>Potential value for money</b> - right solution, right time at the right price	Yes	Yes	Yes	Partial		Partial			Partial	Partial
<b>Supplier capacity and capability</b> - is it a sustainable arrangement (external)	Yes	Yes	Yes	Yes		Yes			Partial	Yes
<b>Potential affordability</b> - are there no funding constraints	Yes	Yes	Yes	Yes		Partial			Partial	Partial
<b>Potential achievability</b> - ability and skills to deliver (internal)	Yes	Yes	Partial	Partial		Yes			Partial	Yes
<b>Overall Assessment:</b>										
<b>Overall Assessment:</b>	Possible	Preferred	Possible	Possible	Discard	Preferred	Discard	Discard	Possible	Preferred
<b>Taken forward to collections shortlist</b>	Yes	Yes	No	No	No	Yes	No	No	No	Yes

Options	Transfer Stations				
	4A	4B	4C	4D	4E
<b>Description of Option:</b>	Status quo: Collections on arterial routes, drop off at RTS outside collection routes	Provide collections to all households and rationalise existing RTS facilities	Introduce organics on existing collection routes and retain network RTS	Retain existing collections but extend network RTS	Stop Collections on high speed roads. Rationalise RTS sites and upgrade high use facilities to capture great range of materials
<b>Strategic Investment Objectives</b>					
Meet government's mandatory service requirements	Yes	Yes	Yes	Yes	Yes
Meet waste minimisation and carbon reduction targets in NZWS and WMMP	Partial	Yes	Partial	Yes	Yes
Give customers services that can be tailored to their needs	Partial	Yes	Yes	Yes	Partial
Provide safe services	Partial	No	Partial	Partial	Yes
Collaborate regionally to drive circular economy (e.g. collection methodology)	Yes	Yes	Yes	Yes	Yes
<b>Critical Success Factors: As these CSFs are crucial (not just desirable) any options that score a 'no' are automatically discounted from further analysis:</b>					
<b>Strategic fit and business needs - Alignment with LTP and other council and regional strategic plans</b>	Yes	Yes	Yes	Yes	Yes
<b>Potential value for money - right solution, right time at the right price</b>	Yes	No	Partial	Partial	Yes
<b>Supplier capacity and capability - is it a sustainable arrangement (external)</b>	Yes	Partial	Yes	Yes	Yes
<b>Potential affordability - are there no funding constraints</b>	Yes	No	Partial	Partial	Yes
<b>Potential achievability - ability and skills to deliver (internal)</b>	Yes	Yes	Yes	Yes	Yes
<b>Overall Assessment:</b>					
<b>Overall Assessment:</b>	Possible	Discard	Possible	Possible	Preferred

## Appendix B: Kerbside collection shortlist

Options	Option 1	Option 2	Option 3	Option 4
<b>Description of Option:</b>	<b>Status Quo: No glass or organics</b>	<b>Mandatory services, mandatory areas</b>	<b>Mandatory services, current areas</b>	<b>Best Practice: reduce refuse bin size</b>
<b>Service scope</b>	Current collection areas, refuse and recycling only	Current collection areas: Status quo refuse and recycling. New mandated services: Urban areas only.	All current collection areas	All current collection areas
<b>Council refuse service</b>	<b>1A:</b> 240L (fortnightly)	<b>1A:</b> 240L (fortnightly)	<b>1A:</b> 240L (fortnightly)	<b>1B:</b> 140L (fortnightly)
<b>Council recycling service</b>	<b>2A:</b> 240L recycling (fortnightly)	<b>2B:</b> 240L recycling (fortnightly) and 80L glass (fortnightly)	<b>2B:</b> 240L recycling (fortnightly) and 80L glass (fortnightly)	<b>2B:</b> 240L recycling (fortnightly) and 80L glass (fortnightly)
<b>Council organics service</b>	<b>3A:</b> no collection service	<b>3C:</b> 140L (fortnightly)	<b>3C:</b> 140L (fortnightly)	<b>3C:</b> 140L (fortnightly)
<b>Strategic Objectives: New Zealand Waste Strategy 2023, Otago Region Waste Assessment 2023 and Clutha District Council WMMP 2023</b>				
Meet government's mandatory service requirements	No	Yes	Yes	Yes
Meet waste minimisation and carbon reduction targets in NZWS and WMMP		Partial	Partial	Yes
Give customers services that can be tailored to their needs		Partial	Partial	Partial
Provide safe services		Yes	Yes	Yes
Collaborate regionally to drive circular economy (e.g. collection methodology)		Yes	Yes	Yes
<b>Critical Success Factors (as these CSFs are crucial (not just desirable) any options that score a 'no' are automatically discounted from further analysis:</b>				
<b>Strategic fit and business needs - Alignment with LTP and other council and regional strategic plans</b>		Yes	Yes	Yes
<b>Potential value for money - right solution, right time at the right price</b>		Partial	Partial	Partial
<b>Supplier capacity and capability - is it a sustainable arrangement (external)</b>		Yes	Yes	Yes
<b>Potential affordability - are there no funding constraints</b>		Partial	Partial	Partial
<b>Potential achievability - ability and skills to deliver (internal)</b>		Yes	Yes	Yes
<b>Ranking</b>				
<b>Overall Assessment:</b>		<b>Possible</b>	<b>Possible</b>	<b>Preferred</b>





## Tēnā koe,

In November 2022, the then Government agreed to five policies to improve household recycling:

- standardising the materials collected in household recycling
- introducing a council household recycling service to all urban areas
- introducing a council household food scraps service to all urban areas
- data reporting for private household recycling providers
- a performance standard for household recycling and food scraps diversion.

Of the five policies, only standard materials for household recycling has come into effect.

The Government has now agreed the other four policies will no longer go ahead. This is to reduce additional costs on councils, and to allow more choice around the timing for introducing any new services.

The Government will continue to support councils to introduce recycling and food scraps collections through the [Waste Minimisation Fund](#).

If your council is considering establishing new kerbside collection services, we encourage you to apply for a grant to invest in the infrastructure and technology needed to collect and sort this waste.

For information about funding, contact us at [wasteinvestments@mfe.govt.nz](mailto:wasteinvestments@mfe.govt.nz)

We are also working with the Recycling Leadership Forum to come up with solutions for some of the items that are no longer accepted in household recycling bins.

If you have any questions about these changes, contact us at [transformingrecycling@mfe.govt.nz](mailto:transformingrecycling@mfe.govt.nz).

Ngā mihi nui,

Ministry for the Environment | Waste Systems Policy Team

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# CLUTHA DISTRICT COUNCIL

Waste Management and Minimisation Plan 2024-  
2030

Final May 2024

## Ngā Ihirangi / Contents

Foreword	3
Part A – Strategy	4
1 He kupu whakataki / Introduction	4
2 He aha ōna pūtaketanga? / What informs the plan?	5
3 Te tirohanga, nga whainga, nga whaainga, nga kaupapa here me nga whaainga / Vision, goals, objective, policies, and targets	6
3.1 Vision for the future	6
3.2 Goals, objectives, policies and targets	6
3.2.1 Goals and objectives	6
3.2.2 Our targets	7
4 Ka ahatia ā atou paranga? / What happens with our waste?	8
4.1 Overview of existing waste management and minimisation infrastructure and services	8
4.1.1 Services provided by Council	8
4.1.2 Non-council provided services and facilities	10
4.1.3 Waste Volumes	11
4.2 Public health protection	11
4.3 Volume and composition of our waste	12
4.4 Cost of the current level of service	14
5 Me pēwhea e pai ake ai? / How much better could we do?	15
5.1 Council’s role	15
5.2 Identified district waste opportunities	15
Part B – Action Plan	17
1 Te tirohanga Whānui o te Mahere Rautaki / Action Plan Overview	17
1.1 Forecast future demand	21
2 Pūtea / Funding	23
2.1 Funding the plan	23
2.2 Waste minimisation levy funding expenditure	23
2.3 Waste Levy grants	23
3 Te aroturuki, Te arotake me ngā pūrongo o Te ngā ahunga whakamua / Monitoring, evaluating and reporting progress	24
3.1 Monitoring and evaluation	24
3.2 Reporting	24
Glossary	25

Figure 1	Circular management and waste management within the waste hierarchy .....	5
Figure 2	Planning framework for strategic documents .....	6
Figure 3	Current Refuse and Recycling bins and Mt Cooee Landfill.....	10
Figure 4	Clutha District waste volumes over the previous four years.....	11
Figure 5	Summary of kerbside waste in Clutha .....	12
Figure 6	Kerbside refuse composition from a waste audit in December 2022.....	13
Figure 7	Diversion potential in Clutha’s kerbside refuse.....	13
Figure 8	Clutha District Waste from all Sources.....	14
Figure 9	Opportunities aligned to the national waste strategy .....	17
Figure 10	Projected waste generation, disposal to landfill and diversion.....	21
Figure 11	Projected waste generation, Council-refuse disposal to landfill and kerbside recycling.....	22
Table 1	NZWS goals and Clutha objectives.....	6
Table 2	Clutha District’s waste minimisation targets .....	8
Table 3	Summary of current kerbside and transfer stations services.....	9
Table 4	Council services currently provided and their funding methods.....	15
Table 5	Action items for Council to address and implement during the 2024-2030 WMMP .....	18

## Foreword

I am pleased sign off this Waste Management and Minimisation Plan for the next six years.

Now that consultation is complete, and the plan has been adopted by Council we are ready to start implementing the agreed actions in the plan. The plan sets ambitious waste reduction targets for the district with almost 70% of kerbside waste and 50% landfilled waste being potentially divertible for Council to achieve our future diversion targets set by the New Zealand Waste Standards. The Clutha District will need to make substantial changes to how to manage and minimise waste.

Working together, we can achieve more effective and efficient waste management and minimisation in the Clutha District.

Our regional partnerships across Otago and Southland are also key to maximising waste minimisation facilities and funding.

The overarching strategic objectives for waste are to meet the governments mandatory service requirements, meet our waste minimisation and carbon reduction targets, give our customers services that can be tailored to their needs, provide safe services and collaborate regionally to drive a circular economy.

This plan is in three parts:

Part A: The Strategy: contains core elements vision, goals, objectives, and targets. It sets out what we are aiming to achieve and the broad framework for working towards the vision.

Part B: Action Plan: sets out the proposed actions to be taken to achieve the goals, objectives, and targets set out in Part A. Part B also shows how we will monitor and report on our actions and how they will be funded.

Part C: Supporting Information: contains the background information that has informed the development of our Waste Management and Minimisation Plan (WMMP). Most of this information is contained in the joint Waste Assessment (WA).



Bryan Cadogan  
Mayor

## Part A – Strategy

### 1 He kupu whakataki / Introduction

Clutha District Council (Council) has a statutory responsibility to promote effective and efficient waste management and minimisation within the Clutha District (Section 42, Waste Minimisation Act 2008 (WMA)). In order to do this, the Council is required to adopt a waste management and minimisation plan (WMMP) under Section 43 of the Act.

This WMMP is a guiding document which identifies Council’s vision, goals, objectives, targets and methods for achieving effective and efficient waste management and minimisation. It also provides information on how Council intends to fund the activities of the WMMP over the next six years.

In addition to the legislative framework in which this WMMP has been developed, it has also been developed in the context of the New Zealand Waste Strategy 2023 (NZWS). The NZWS sets out the long-term policy priorities for waste management and minimisation and has a vision for 2050:

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By 2050, New Zealand is a low-emissions, low-waste circular economy.  
We cherish our inseparable connection with the natural environment and look after the planet’s finite resources with care and responsibility.

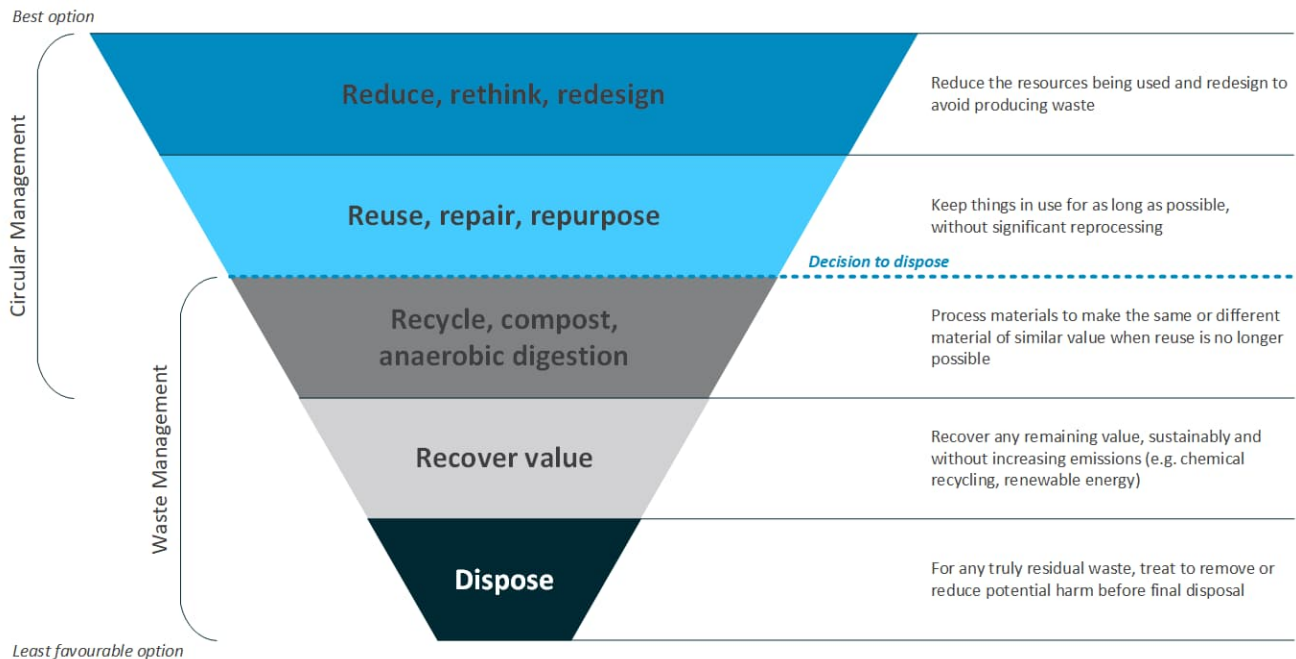
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The NZWS has the following eight goals:

- 1. Systems:**  
The strategic planning, regulatory, investment and engagement systems are in place and operating to drive and support change.
- 2. Infrastructure:**  
We have a comprehensive national network of facilities supporting the collection and circular management of products and materials.
- 3. Responsibility and accountability:**  
We all take responsibility for how we produce, manage and dispose of things, and are accountable for our actions and their consequences.
- 4. Using less:**  
We use fewer products and materials, and using them for longer, by making them more durable, and repairing, reusing, sharing and repurposing them.
- 5. Resource recovery systems:**  
Resource recovery systems are operating effectively for core materials and across all regions.
- 6. Recovering value:**  
We look for ways to recover any remaining value from residual waste, sustainably and without increasing emissions, before final disposal.
- 7. Emissions:**  
Emissions from waste are reducing in line with our domestic and international commitments.
- 8. Contaminated land:**  
Contaminated land is sustainably managed and remediated, to reduce waste and emissions and enhance the environment.

Council has also considered the waste minimisation hierarchy of reduce, reuse, recycle, recover, treatment and disposal in the development of this WMMP (Figure 1). This plan should be read in association with the

Waste Assessment (WA) attached as Part C to this WMMP.



**Figure 1 Circular management and waste management within the waste hierarchy**

## 2 He aha ōna pūtakekanga? / What informs the plan?

There is a clear legislative and policy framework within which the Council provides waste services and facilities within its District. A summary of the applicable legislation is detailed below.

Key legislation affecting waste is:

- Waste Minimisation Act 2008
- Local Government Act 2002
- Resource Management Act 1991
- Climate Change Response Act 2002 (Emissions Trading)
- Litter Act 1979
- Health Act 1956.

While the WMA sets out the legislative requirement for solid waste, the NZWS provides the government’s strategic direction for waste management and minimisation in New Zealand. The goals of this WMMP replicate those from the NZWS. Local, regional, and national plans and policies affect the Council’s provision of waste and diverted material services. Primarily, they are requirements under the WMA and the Local Government Act 2002.

Figure 2 shows the council’s planning and policy framework with alignment from legislative requirements to operational policies. There needs to be alignment between the council’s key planning documents this WMMP, bylaws and the operational policies.



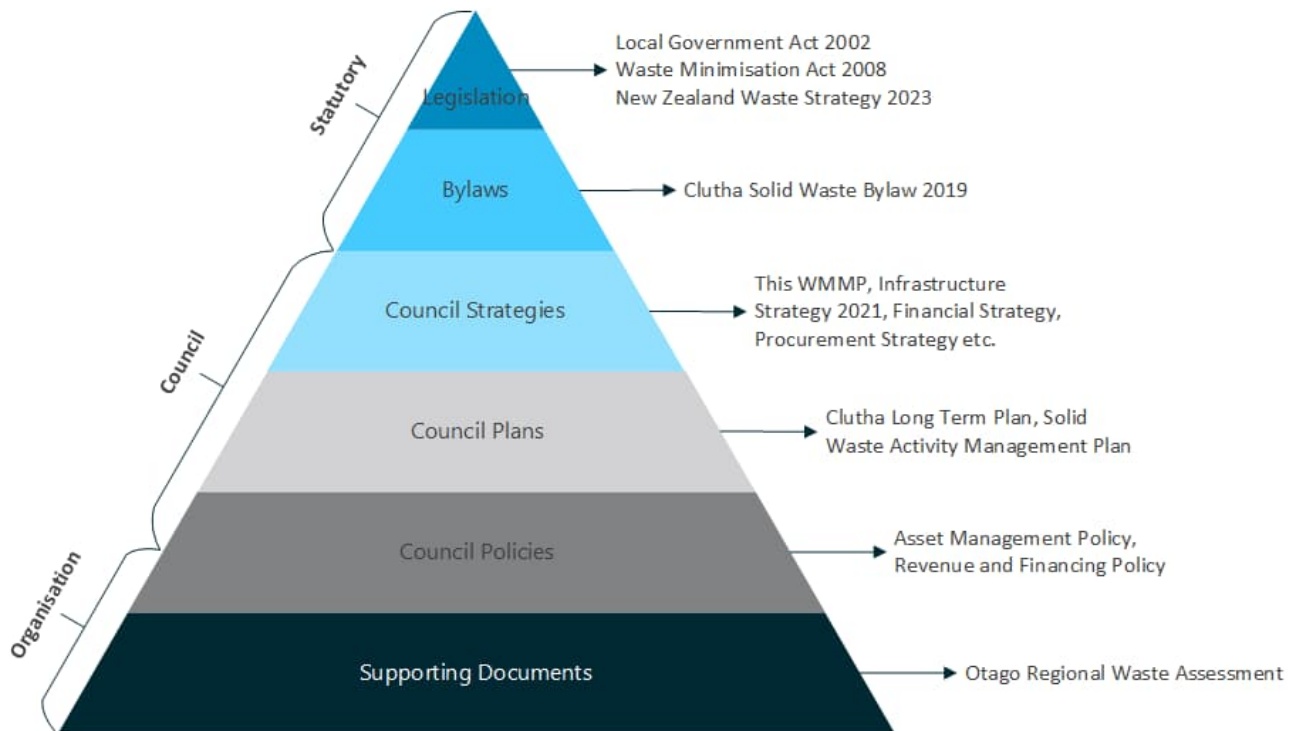


Figure 2 Planning framework for strategic documents

### 3 Te tirohanga, nga whaingā, nga whāinga, nga kaupapa here me nga whāinga / Vision, goals, objective, policies, and targets

Working together, Council and the community can achieve more effective and efficient waste management and minimisation in the District. Council is proposing the following vision, goals, objectives, and targets. Taken together these form the strategy for Council’s WMMP.

#### 3.1 Vision for the future

Our vision for the future is:

***“By 2050, Clutha District is a low-emissions, low-waste society built upon a circular economy”.***

#### 3.2 Goals, objectives, policies and targets

##### 3.2.1 Goals and objectives

Council have adopted the NZWS 2030 goals and developed our own objectives that support the achievement of these goals. The NZWS states that “By 2030, our enabling systems are working well, and behaviour is changing”.

The NZWS goals and Clutha objectives are shown in Table 1.

Table 1 NZWS goals and Clutha objectives

#	NZWS Goals	Council Objectives
1	<b>Systems</b> The strategic planning, regulatory, investment and engagement systems are in place and operating to drive and support change	<ul style="list-style-type: none"> <li>Provide long-term strategic planning and guidance on Waste Minimisation and Management through Clutha's LTP and WMMP.</li> <li>Align services to enable staged goals for 2030, 2040 and 2050.</li> <li>Support national and regional collaboration where required (e.g. Action Investment Plan).</li> </ul>
2	<b>Infrastructure</b> We have a comprehensive national network of facilities supporting the collection and circular management of products and materials	<ul style="list-style-type: none"> <li>Council and private facilities support collection and circular management of products and materials.</li> <li>Local planning provisions support the circular economy.</li> </ul>
3	<b>Responsibility and accountability</b> We all take responsibility for how we produce, manage and dispose of things, and are accountable for our actions and their consequences	<ul style="list-style-type: none"> <li>Deliver behaviour change programmes to increase awareness and accountability to better support waste minimisation.</li> </ul>
4	<b>Using less</b> We use fewer products and materials, and use them for longer, by making them more durable, and repairing, reusing, sharing and repurposing them	<ul style="list-style-type: none"> <li>Support local redesign, repair, reuse, sharing and repurposing initiatives.</li> <li>Education programs to raise awareness in the community.</li> </ul>
5	<b>Resource recovery systems</b> Resource recovery systems are operating effectively for core materials and across all regions	<ul style="list-style-type: none"> <li>Kerbside services are supported by resource recovery for use in region (e.g. organics) or consolidation (e.g. plastics) for out of region circular processing.</li> <li>Kerbside collections to include glass by 2027 and organics by 2030.</li> </ul>
6	<b>Recovering value</b> We look for ways to recover any remaining value from residual waste, sustainably and without increasing emissions, before final disposal	<ul style="list-style-type: none"> <li>Look to recover any remaining value from residual waste prior to disposal to landfill.</li> </ul>
7	<b>Emissions</b> Emissions from waste are reducing in line with our domestic and international commitments	<ul style="list-style-type: none"> <li>Reduce organic waste production and disposal from both residents and businesses.</li> </ul>
8	<b>Contaminated land</b> Contaminated land is sustainably managed and remediated, to reduce waste and emissions and enhance the environment	<ul style="list-style-type: none"> <li>Renew consents for Mt Cooee Landfill.</li> <li>Manage Council's closed landfills.</li> </ul>

### 3.2.2 Our targets

Council's waste minimisation targets are set out in Table 2. The current performance is assessed, and targets are set to align with the NZWS.

Table 2 Clutha District's waste minimisation targets <sup>1</sup>

NZWS target	Description	Clutha District Council	
		2022/23	2030 Target
<b>10% reduction in waste generation per person by 2030</b>	10% reduction in waste per person from all sources	578 kg/person/year <sup>2</sup> (10,210 tonnes)	520 kg/person/year <sup>1</sup> (9,189 tonnes)
<b>30% reduction in waste disposal per person by 2030</b>	30% reduction in refuse from all sources	505 kg/person/year <sup>3</sup> (8,278 tonnes)	354 kg/person/year (5,794 tonnes)
	30% reduction in Council-controlled refuse	209 kg/person/year <sup>4</sup> (3,771 tonnes)	146 kg/person/year (2,640 tonnes)
<b>30% reduction in biogenic methane emissions by 2030</b>	Putrescible content in kerbside refuse measured in regular SWAP	51% <sup>5</sup>	<20%
	Mt Cooe Landfill gas capture	No gas capture	Gas capture installed <sup>6</sup>
<b>% diversion kerbside collection</b>	Staged diversion: 30% by 2026, 40% by 2028 and 50% by 2030	10%	50%

## 4 Ka ahatia ā atou paranga? / What happens with our waste?

### 4.1 Overview of existing waste management and minimisation infrastructure and services

A summary of the current services provided by Council and non-council providers is outlined below. For a detailed description of Council and non-council solid waste services, refer to the Regional Waste Assessment in Part C.

#### 4.1.1 Services provided by Council

Council provides a range of services for waste management and minimisation across the district.

<sup>1</sup> Waste volume (tonnes) stated for comparison as at 2022/23. Targets are set on a per capita basis and will require calculation at 2030.

<sup>2</sup> Includes Council-controlled refuse, commercial refuse and all other streams disposed of at Mt Cooe Landfill, and diverted recyclables, greenwaste and scrap metal. Excludes cleanfill. Based on a district population of 17,667. 2030 target based on 10% reduction to the waste generated per person per year, which is not contingent upon population change, therefore no tonnage target listed.

<sup>3</sup> Waste Assessment Pg. 66.

<sup>4</sup> Waste Assessment Pg. 67.

<sup>5</sup> Waste Assessment Pg. 59-60.

<sup>6</sup> As required in the Emission Reduction Plan for all Class 1 Landfills to have gas capture by the end of 2026. Sites without a system could be banned from accepting organic waste in the future.

This includes kerbside collections for refuse and recycling, managing skip drop-off sites, transfer stations, and Mt Cooee Landfill (see summary in Table 3). Residential kerbside collections of refuse and recycling wheelie bins is provided to households in most townships. Some households outside of these townships are included in the collections when wheelie bins are brought to a suitable point along the route. Service entitled properties have a 240L wheelie bin for refuse and a 240L wheelie bin for recyclables (mixed paper, cardboard, and plastics 1,2 and 5). Collections occur fortnightly on alternating weeks, with a targeted rate applied per pair of bins to each household that receives the service to fund the collections. Businesses also have access to Council’s refuse and recycling collections as an optional service but are limited to one set of bins per rating unit.

Currently, there are no glass or organics (food or green waste) collection services. These materials are currently included in the refuse stream and disposed to landfill. To align with government mandates, Council will need to introduce collection services for these materials, with glass collection required to commence by January 2027 and organics collection by January 2030. This requirement is included in our objectives and will enable the district to achieve other goals and targets.

**Table 3 Summary of current kerbside and transfer stations services**

Townships	Kerbside Collections	Transfer station		
		Refuse	Recycling	Staffed
Balclutha	✓	✓	✓	✓
Beaumont	✗	✓	✗	✗ (Key access)
Benhar	✓	✗	✗	✗
Clinton	✓	✓	✓	✓
Clydevale	✗ (Trial in progress)	✗	✗	✗ (closed for trial)
Kaka Point	✓	✗	✗	✗
Heriot	✓	✗	✗	✗
Inch Clutha	✓	✗	✗	✗
Kaitangata	✓	✗	✗	✗
Lawrence	✓	✓	✓	✓
Maclennan	✗	✓	✓	✓
Milton	✓	✓	✓	✓
New Haven	✓	✗	✗	✗
Owaka	✓	✓	✓	✓
Pounawea	✓	✗	✗	✗
Stirling	✓	✗	✗	✗
Taieri Mouth	✗	✗	✓	✗
Tapanui	✓	✓	✓	✓
Tokoiti	✓	✓ <sup>7</sup>	✓ <sup>7</sup>	✓ <sup>7</sup>
Waihola	✓	✗	✗	✗
Waipahi	✓	✗	✗	✗
Waitahuna	✓	✗	✗	✗
Waiwera South	✓	✗	✗	✗
Warepa	✓	✗	✗	✗

<sup>7</sup> Milton Transfer Station

Refuse from kerbside collections is disposed at Mt Cooee Landfill.

Recyclables collected at the kerbside and dropped off at transfer stations in the district, are transported to the Green Island Materials Recovery Facility (MRF) in Dunedin for sorting and shipment to end markets.

A Resource Recovery Park (RRP) at Mt Cooee Landfill is available for further diversion of other waste streams, including green waste, scrap metal, e-waste, batteries, liquid paper board (tetrapaks), waste oil, paint, and LPG cylinders.

Green waste received at Mt Cooee Landfill is stockpiled, shredded and accessed by the community at no charge. Green waste received at Mt Cooee is reported as landfilled until such time as the shredded material is removed.

Transfer stations in Clinton, Lawrence, Maclennan, Milton, Owaka, and Tapanui accept household waste and recyclables (mixed paper, cardboard, and plastics 1,2 and 5) from residents. The sites are open one to three days per week for up to two hours. Recyclables are accepted free of charge, whereas waste attracts a user fee. A drop off point for recyclables (mixed paper, cardboard, and plastics 1,2 and 5) is provided in Taieri Mouth free of charge. A locked refuse skip is provided in Beaumont, the targeted wheelie bin rate is applied to households who wish to have a key for access.



**Figure 3** Current Refuse and Recycling bins and Mt Cooee Landfill

#### 4.1.2 Non-council provided services and facilities

Private refuse collection services are also available for residents and businesses. Private collections are available for residential greenwaste collections. Commercial paper and cardboard collections represent a large part of non-residential recyclable volumes. Currently, businesses do not have access to plastic or other recycling (such as glass, tins and cans, polystyrene, plastic film, or E-waste), unless they are receiving the council collection service or transport materials to Mt Cooee landfill.

As shown in Figure 4, the current volumes of commercial refuse are higher than Council-controlled volumes from residential sources. In order to achieve the 30% waste reduction target changes in service will need to include the private sector alongside residents.

Construction and demolition waste makes up a large proportion of the non-Council collected waste and the volumes have been increasing over time.

### 4.1.3 Waste Volumes

The Otago Region Waste Assessment includes assessments of waste diversion and disposal, often aggregated across the region. The figure below shows the waste streams from Clutha District over the previous four years.

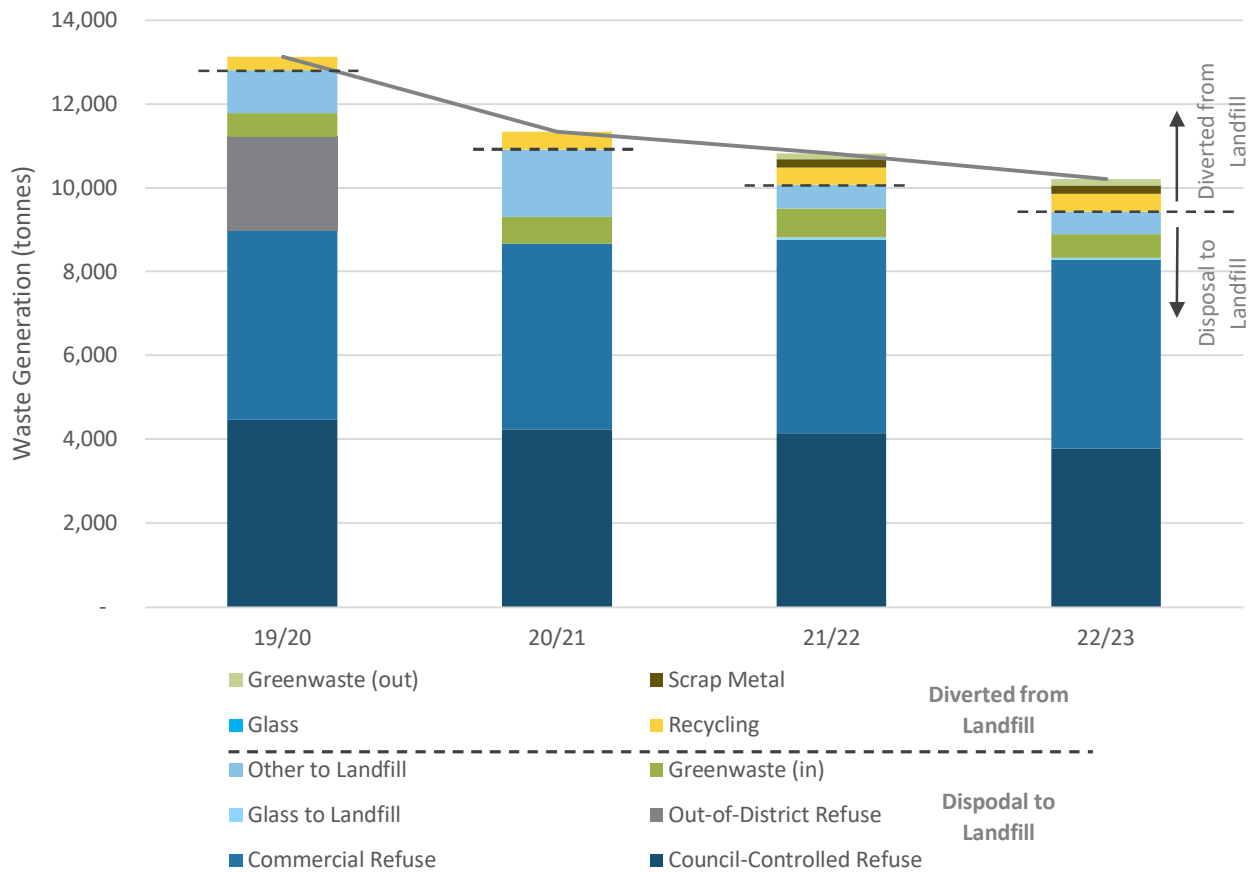


Figure 4 Clutha District waste volumes over the previous four years.

## 4.2 Public health protection

The range of public and private waste services in the Clutha District ensures public health will be adequately protected in the future. Council own, operate or otherwise manage the transfer stations, resource recovery park and Mt Cooee landfill together meet its needs. The community currently has adequate access to council or privately-owned drop-off and collection services for refuse, recycling, food, greenwaste, hazardous waste and litter, but further waste minimisation is achievable as outlined in this plan. This plan proposes initiatives for continued waste minimisation.

In its feedback on the Otago Region Waste Assessment, Te Whatu Ora – Southern Te Waipounamu stated their support of the collaborative approach while allowing for Territorial Authority’s to develop specific requirements based on local circumstances. The response highlights the importance of sanitary refuse collection and disposal and associate this to human health and environmental risks, wider sustainability and climate outcomes and equity considerations including access to services and cost to ratepayers. The Medical Officer of Health’s review acknowledges the degree of change expected in the solid waste services and that the WMMP would need to show clear direction/change in practice that demonstrates a more efficient use of resources and waste diversion. This feedback has been considered in the development of this plan.

### 4.3 Volume and composition of our waste

Current kerbside collection volumes are shown in Figure 5. Our district currently diverts approximately 10% of our kerbside collections from landfill. Compared to similar districts across the country, this is considered low diversion.

## Your Kerbside Waste in Numbers

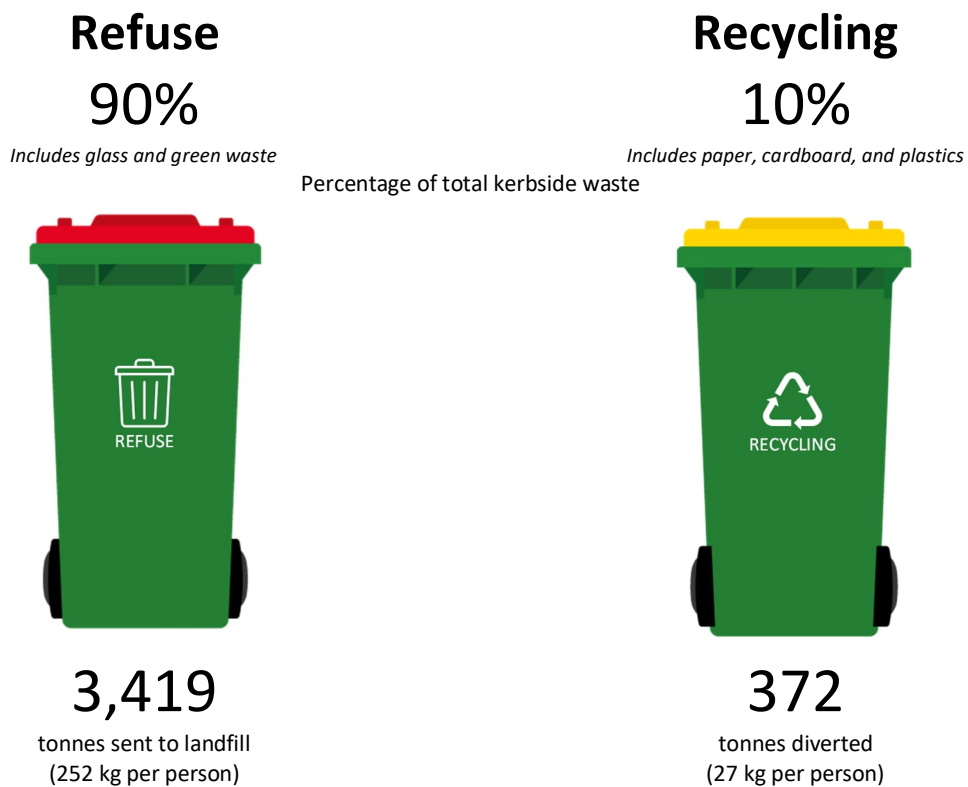


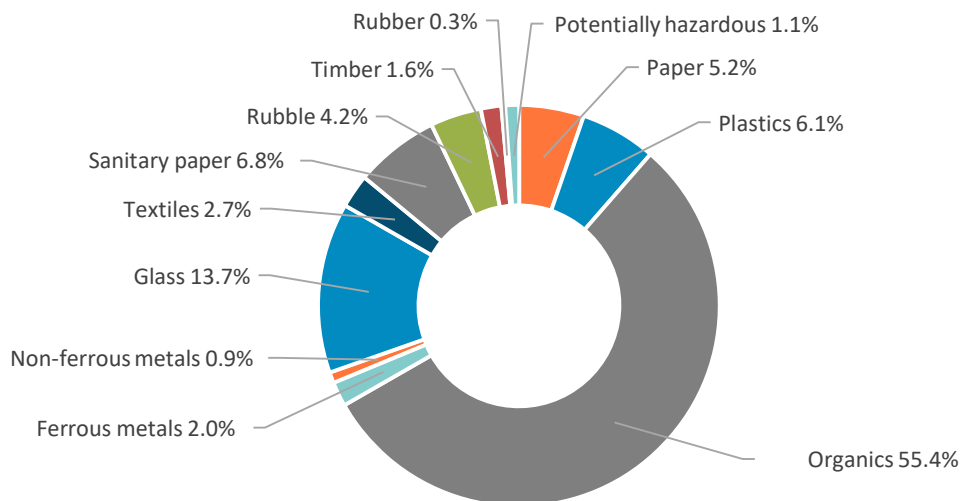
Figure 5 Summary of kerbside waste in Clutha <sup>8</sup>

As a district we will need to change what materials we discard to landfill and what we divert to recover the value of the embodied resources. In our kerbside services, we will need to increase diversion from 10% currently, to 30% by mid-2026 to meet nationally mandated targets. We will need to introduce separate collection services for glass and organic materials, while continuing to increase our diversion of paper, cardboard and plastics.

Council regularly assesses the composition of our kerbside refuse through waste audits. The most recent audit was conducted in late 2022, with the breakdown of materials illustrated in the figure below.

<sup>8</sup> For the period 2022/23, based on an estimated 6,640 service entitled households representing a kerbside service entitled population of 13,582.

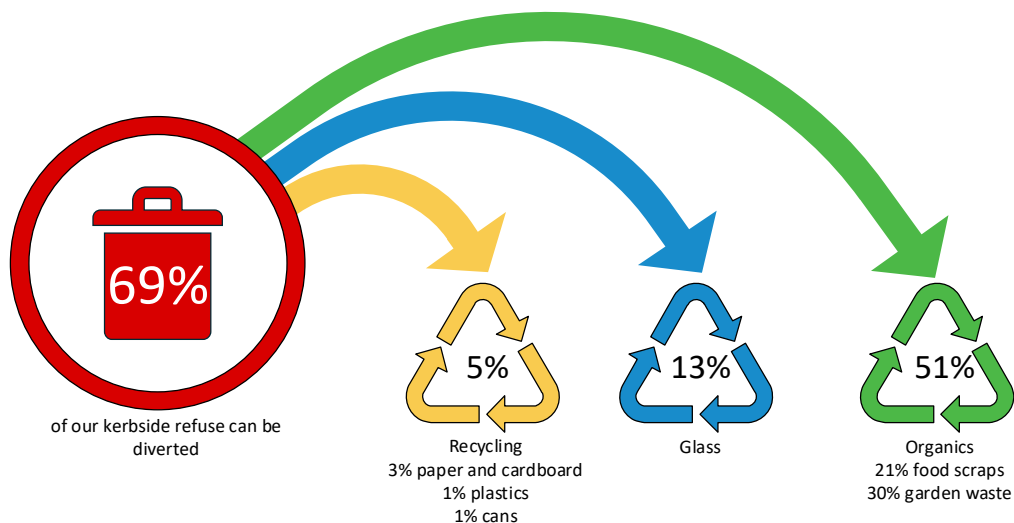




**Figure 6 Kerbside refuse composition from a waste audit in December 2022**

From the waste audit information, we are able to determine how much of the material we throw into our red rubbish bins could potentially be diverted to other, more sustainable uses. The current diversion rate of 10% could be much higher – because more than two-thirds of our rubbish could go into mixed recycling (5%), glass recycling (13%) and organics (51%) as illustrated in the figure below.

## Kerbside Diversion Potential



**Figure 7 Diversion potential in Clutha’s kerbside refuse**



## Clutha District Waste in Numbers


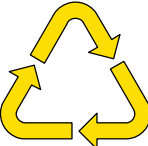

Waste Streams	Diverted from Landfill	Disposed at Mt Cooe Landfill
<b>Refuse</b> 	-	<b>3,771</b> Tonnes from council-controlled sources <b>4,506</b> Tonnes from commercial sources
<b>Recyclables</b> 	<b>424</b> Tonnes paper, cardboard, plastics and cans diverted	<b>54</b> Tonnes separated glass disposed to landfill <sup>9</sup>
<b>Organics</b> 	<del>566</del> <b>157</b> Tonnes greenwaste diverted from landfill	<del>566</del> <b>566</b> Tonnes greenwaste disposed to landfill

Figure 8 Clutha District Waste from all Sources<sup>10</sup>

Additional to the three waste streams in Figure 8 above, scrap metal is also diverted from disposal to Mt Cooe Landfill, in the previous year 196 tonnes of scrap metal was recovered.

### 4.4 Cost of the current level of service

Council provides its waste services and facilities at an annual cost of \$2.5m (FY2022/23). Funding for our collection services and education programmes is predominantly provided through general and targeted rates. Subsidies, grants and universal average general rates are also sources of revenue used to fund waste minimisation activities. Funding for Mt Cooe Landfill and the transfer stations is predominantly provided through fees and charges. (Table 4). Solid waste currently accounts for 4.9% of Council's total operating costs and 4.1% of Council's rates funding.

<sup>9</sup> Note this represents the current waste streams. It does not represent the volume of glass in the district. Separated glass received at Mt Cooe is recorded when disposal to landfill, however most residential and commercial glass is currently in the refuse stream and therefore is not differentiated in landfill records. The same is true for food organic waste volumes in refuse.

<sup>10</sup> For the year 2022/23.

Table 4 Council services currently provided and their funding methods

Council Service	Funding Methods
Waste minimisation education, enforcement, communication, monitoring and policy development	Waste levy funds, subsidies, central government funds/ grants, universal average general rates.
Solid Waste Collection & Disposal (refuse and recyclables)	General rates, targeted rates, fees and charges.
Resource Recovery Park	General rates, fees and charges.
Provision of public litter bins	General rates.
Mt Cooee Landfill, Transfer Stations and Skip Site Operations	Fees and charges.

## 5 Me pēwhea e pai ake ai? / How much better could we do?

### 5.1 Council's role

In order for Council to achieve our future diversion targets set by the NZWS, the District needs to make substantial changes to how it manages and minimises waste. Council's role in supporting the community to make this change includes a broad range of actions using the following approaches:

- **Strategic:** Simply identify the need at a strategic level, with other sectors able to respond to the need as they wish
- **Facilitation/Leadership:** Take a facilitation and leadership role in addressing the need, such as by creating working groups focusing on a particular material e.g. construction waste
- **Regulator:** Use regulatory tools available to councils to create an environment that encourages solutions, such as requiring construction site waste management plans, banning certain materials from landfill, etc.
- **Funder:** Influence the way gaps addressed by others by making funding available for specific initiatives that address the need in some way
- **Provider:** Take direct action by providing services or facilities that address the need.

### 5.2 Identified district waste opportunities

Based on the waste issues identified above, six areas of opportunity were identified for Clutha to help the district meet its waste generation and waste disposal reduction targets by 2030:

1. Promote upstream waste hierarchy, minimisation, and local circular economy principles through collaboration:
  - Opportunities include raising awareness in the community, showcasing local initiatives, supporting national product stewardship schemes at the local level.
  - Targeted and direct engagement where recycling or future organics services have low participation and/or high contamination rates.

2. Divert more from kerbside collection services:
  - Kerbside collection of recyclables to include glass by 2027, and organics collections by 2030.
  - For existing and introduced services, further reduction through greater communication with residents to promote the use of existing services.
3. Improve access to appropriate waste services for townships and the rural communities they support:
  - Opportunities include promotion of appropriate waste disposal practices, making drop-off facilities available closer to townships and rural communities.
4. Using Council facilities to divert more from the overall waste stream:
  - Opportunities include upgrading transfer stations and the Mt Cooee RRP enable more materials to be separated, particularly C&D waste.
5. Ensure regulations and collaboration enables Clutha District’s objectives, targets, and resilience:
  - Review and update the Solid Waste Bylaw as required to enable changes to kerbside and other waste services.
  - Where regional and/or national collaboration is entered, ensure there are clear benefits for Clutha District in terms of resilience improvements.
6. Investigate and provide effective environmental and economic disposal solutions:
  - Effective operation and management of Mt Cooee Landfill.
  - Ensure compliance with resource consents and renewals.
  - Manage landfill infrastructure to reduce landfill gas emission.

## Part B – Action Plan

### 1 Te tirohanga Whānui o te Mahere Rautaki / Action Plan Overview

Through the regional assessment of waste and options available for Clutha District Council, together with neighbouring Council's, we have identified six opportunities to address issues in our waste (Figure 9).

The Otago Region Waste Assessment also identified six work areas or categories that are referenced in our list of actions, these include:

- Regulate (R) through our District bylaws.
- Measuring and Monitoring (MM).
- Education and Engagement (EE).
- Collection and Services (CS).
- Infrastructure (IN).
- Leadership and Management (LM).

Each of the six opportunities can be aligned with the NZWS goals, as shown in the figure below. Each of the six opportunities has actions associated, which are linked to the categories listed above and cross-reference to the regional opportunities identified in Section 8.2 of the Waste Assessment using the acronyms in brackets. Table 5 lists the actions that Council propose towards address waste management and minimisation over the next six years.

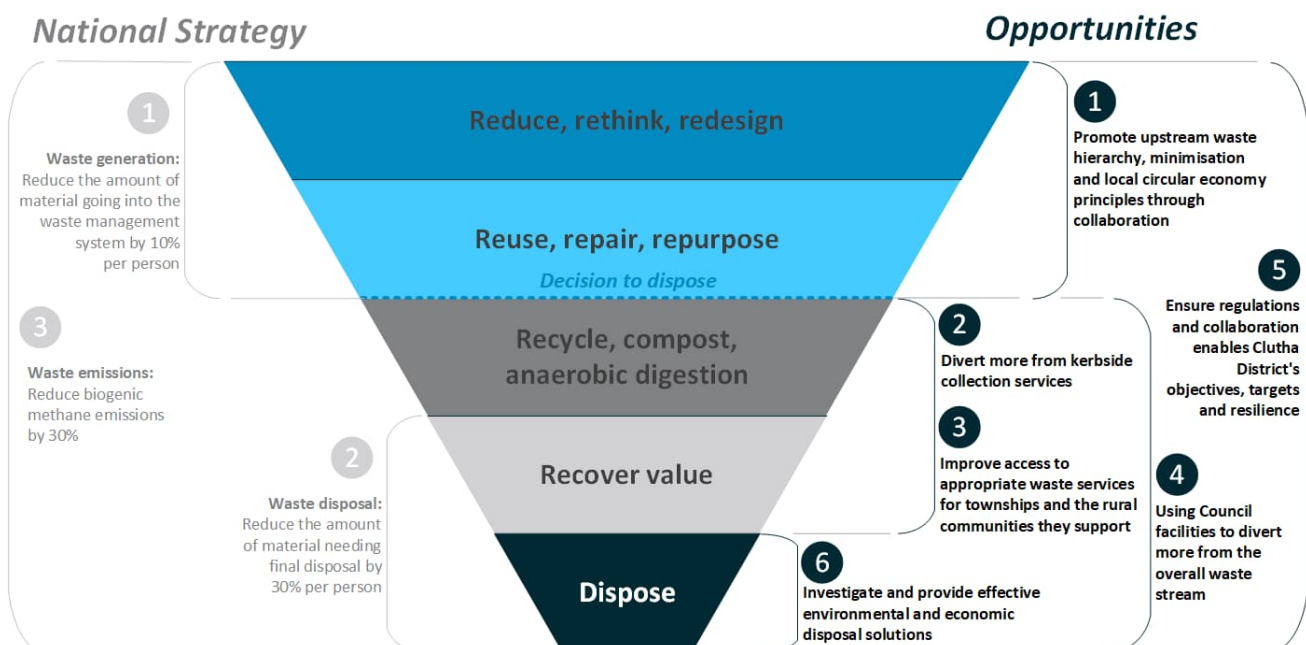


Figure 9 Opportunities aligned to the national waste strategy

**Table 5 Action items for Council to address and implement during the 2024-2030 WMMP**

Actions		Work Areas	New or Existing	Funding	Implementation timeframe
<b>1. Promote upstream waste hierarchy, minimisation and local circular economy principles through collaboration</b>					
1.1.	Encourage local circular initiatives by iwi/hapū, community groups and businesses by providing a community grant scheme.	Facilitation / Leadership, Funder, Provider (EE3, LM3)	New	Levy Funding UAGC rate	FY2025/26 onwards
1.2.	Continue to work with neighbouring Council's through regional waste action groups on initiatives to further reduce waste to landfill and provide regional facilities.	Facilitation / Leadership, Funder, Provider (EE2, LM2, LM4, LM5, LM6)	Existing	Levy Funding UAGC rate	Ongoing
1.3	Support a regional waste officer position	Facilitation / Leadership (EE1, LM4)	New	Levy Funding UAGC rate	FY2023/24 onwards
1.4.	Actively promote and participate in national product stewardship schemes as they are introduced, including use of transfer station network.	Facilitate / leadership, Provider (IN7, LM5, LM7)	Existing	Levy Funding	Ongoing
1.5.	Advocate for national regulation and legislation that supports waste reduction and a move up the waste hierarchy, such as the container return scheme.	Facilitate / leadership, Provider (IN8, LM1, LM2, LM5, LM7)	Existing	Levy Funding	Ongoing
1.6.	Targeted and direct engagement where recycling or organics services have low participation and/or high contamination.	Provider (EE1)	Existing	Targeted rates for collections, Fees and Charges, Levy Funding	Ongoing
1.7.	Continue to provide education programmes to community groups, schools etc.	Provider, Funder, Education and Engagement	Existing	Levy Funding UAGC rate Fees and Charges	Ongoing
<b>2. Divert more from kerbside collection services</b>					
2.1.	Continue to provide kerbside refuse and recycling collection services to residents in urban areas and drop-offs at transfer stations and RRP's for rural residents. Continue to provide free recycling to schools and non-profit early childcare facilities that are on existing collection routes	Provider (CS1, CS2)	Existing	Targeted rates for collections, Fees and Charges, General Rates for TS/RRP, Levy funding	Ongoing
2.2.	Introduce separate glass collection by January 2027 and organics by January 2030, with KPI's for monitoring.	Provider (CS1, CS2, M1)	New	Targeted rates, Waste Levy Funding	Procurement from 2024/25 onwards
2.3	Investigate introducing a user-pays garden waste collection if the organics collection above only covers food organics.	Provider (CS3)	New	General rates, Fees and Charges and Levy Funding	Investigate FY24/25, implement preferred option by FY26/27

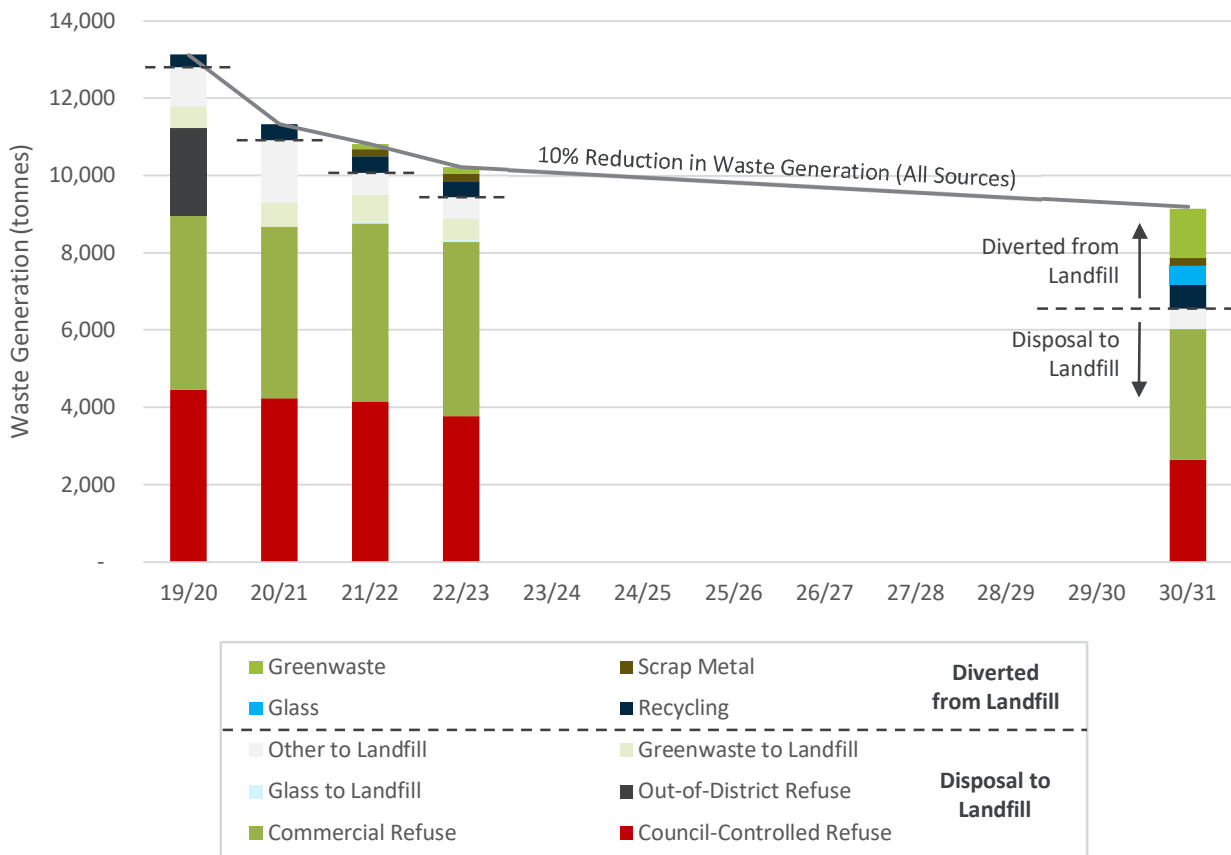
Actions		Work Areas	New or Existing	Funding	Implementation timeframe
2.4.	Determine impacts for extending the same level of kerbside collection services to businesses and which funding mechanisms are best suited.	Provider (CS5)	New	Fees and Charges, Targeted rates	From FY25/26 onwards
2.5.	Continue to provide relevant and updated information to residents via website and other communication channels.	Education and Engagement	Existing	Levy Funding UAGC rate	Ongoing
2.6.	Continue to conduct SWAP surveys of kerbside materials to monitor diversion.	Measuring and Monitoring	Existing	Levy Funding UAGC rate	FY28/29 (Once per WMMP cycle)
<b>3. Improve access to appropriate waste services for townships and the rural communities they support</b>					
3.1.	Continue to provide information to rural residents on existing disposal and diversion services available.	Education and Engagement	Existing	Levy Funding UAGC rate	Ongoing
3.2.	Assess options to improve access to services in townships for the rural communities they support (e.g. extended kerbside collections, additional drop-off points, satellite transfer stations, pop-up services, increased diversion options).	Provider	New	May include General Rates, Targeted Rates, Levy Funding or Grants	Assess options in 2024/25 and implement preferred option(s) thereafter
3.3.	Continue to operate the drop-off sites and transfer stations with a focus on diversion. Assess their effectiveness and cost to align with LTP budgets.	Provider, Measuring and Monitoring	Existing	Fees and Charges General Rates Levy Funding	Assess ongoing financial viability in 2025/26
<b>4. Improve our waste network to increase diversion</b>					
4.1.	Expand the Resource Recovery Park (RRP) at Mt Cooee to increase diversion of materials and provide a reuse shop and education centre. Investigate a regional hub for consolidation used to facilitate other waste diversion and minimisation activities.	Facilitate / leadership, Provider (IN5, IN9, IN16, IN17, LM4)	New	General rates Fees and Charges Levy Funding Grants	Assess RRP from FY24/25 and implement preferred option by FY28/29
4.2.	Review drop-off sites and transfer stations operating model to increase customer interaction and diversion. Standardising containers and logistics across the network, ensuring adequate resources and training is provided, and interaction between customers and staff is encouraged to promote diversion.	Facilitate / leadership, Provider (IN12)	Existing	General rates Fees and Charges Levy Grants	Assess options in 2024/25 and implement preferred option(s) thereafter
4.3.	Undertake SWAP at drop-off sites, transfer stations and RRP to target high contamination to increase diversion.	Measuring and Monitoring	New	Levy Funding UAGC rate	FY28/29 (Once per WMMP cycle)
4.4.	Work with the local construction sector to investigate and implement initiatives to increase C&D diversion.	Strategic, facilitation / leadership, funder, and/or provider (IN1, LM4)	New	Levy Funding UAGC rate	Assess FY24/25, implement preferred option 2025/26
<b>5. Ensure regulations and collaboration enables Clutha District's objectives, targets and resilience</b>					

Actions		Work Areas	New or Existing	Funding	Implementation timeframe
5.1.	Review the Solid Waste Bylaw to ensure it remains current and aligns to this WMMP	Regulator (R1)	Existing	General rates	FY2024/25
5.2.	Improve waste service resilience through collaboration with regional and national entities on Emergency Preparedness.	Facilitate / leadership (LM6)	New	General rates	Start with solid waste AMP and progress from there.
5.4	Review new and existing Council Policies to ensure the creation, diversion and disposal of waste is considered. Develop an internal Waste Minimisation policy for Clutha District Council.	Regulator, Facilitate / leadership	New	General Rates	Ongoing
<b>6. Investigate and provide effective environmental and economic disposal solutions</b>					
6.1.	Ensure compliance with resource consents and renewal of Mt Cooe Landfill consents.	Provider (IN4)	Existing	General Rates, Capital Funds	Consent application submitted FY22/23.
6.2.	Effective operation and management of Mt Cooe Landfill.	Provider (IN4)	Existing	Fees and Charges, General Rates.	Pending outcome of action 6.1 above, Ongoing, with contract renewal by October 2026
6.3.	Manage landfill infrastructure to reduce landfill gas emission.	Provider (IN4)	New	Capital Funds, General Rates, Fees and Charges.	Pending outcome of action 6.1 above, assess landfill gas capture requirements FY25/26.
6.4.	Investigate landfill disposal options (i.e. alternatives to Mt Cooe).	Provider (IN4)	New	General rates, Levy Funding	Assess from FY25/26, implement in conjunction with action 6.1 above.

## 1.1 Forecast future demand

Demand on waste services and facilities is linked to economic activity and population growth. The District’s population is predicted to increase by around 0.4% per annum over the next 25 years. Economic activity is expected to increase by 0.4%.

Figure 10 illustrates waste generation in recent years, with the target of 10% reduction by 2030. Waste generation has decreased over the previous four years, primarily from out-of-district refuse to Mt Cooe landfill ceasing from 2019/20 onwards, which accounted for 20% of the total refuse disposal to landfill that year. Council-controlled refuse volumes have also decreased by 15% over this period.

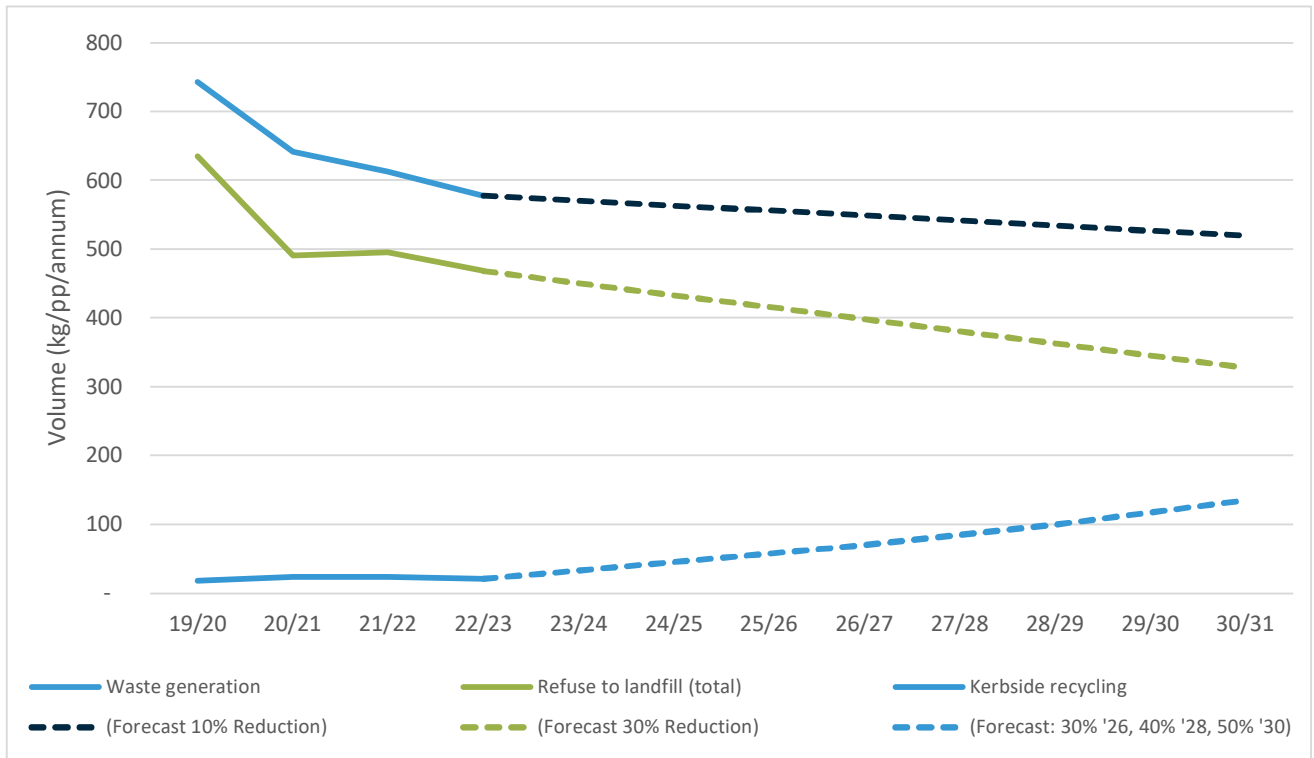


**Figure 10 Projected waste generation, disposal to landfill and diversion**

In order to achieve waste generation reduction and diversion targets, a future scenario of the various waste streams is presented for mid-2030. To achieve these targets, diversion rates will need to increase, while coordinated effort is made to decrease both Council-controlled and commercial refuse by at least 30% and 25% for the respective sources. This represents a reduction of 2,250 tonne of waste to landfill by 2030.

To illustrate the three main targets set in the NZWS, Figure 11 shows current and projected waste generation from all sources, refuse disposal to landfill from all sources and diversion at the kerbside on a per capita per annum basis. Including waste streams such as commercial and out-of-district refuse and dividing by the population for that period creates variability in the waste generation and refuse data.





**Figure 11 Projected waste generation, Council-refuse disposal to landfill and kerbside recycling**

## 2 Pūtea / Funding

### 2.1 Funding the plan

The action plan will be funded using the suite of tools available to Council in the delivery of solid waste services. The activities will be funded by:

- General rates,
- Targeted rates,
- Fees and charges (including gate fees and user charges),
- Subsidies and grants, including the Waste Levy Fund and other MfE grants,
- Debt (if required for capital works).

### 2.2 Waste minimisation levy funding expenditure

Council will continue to use the Waste Minimisation Levy funding income to fund waste education, communication and awareness campaigns, investigations and trials, operating costs for minor diversion projects (batteries, e-waste, tetrapak etc.), and to fund capital expenditure for diversion infrastructure and facilities.

### 2.3 Waste Levy grants

Section 47 of the WMA gives councils the ability to make grants to a person, organisation, or group to promote or achieve waste management and minimisation. Under this WMMP the Council will continue to give grants at its discretion and on any terms or condition it deems appropriate provided there is an allocated and approved budget for that activity. Specific grants (e.g., for local circular economy initiatives) will also be explored.

## 3 Te aroturuki, Te arotake me ngā pūrongo o Te ngā ahunga whakamua / Monitoring, evaluating and reporting progress

### 3.1 Monitoring and evaluation

Council intends to continue to monitor and report on progress regarding the WMMP and will develop and implement a clear, transparent monitoring and reporting system. Accurate information on how services provided by council are performing is essential for monitoring the effectiveness of the Plan's vision, objectives, goals, and targets, and planning for future demand.

Council's current level of service and performance measures are aligned with the 2021-2031 LTP and are focussed on reducing the residential waste to landfill. Council will review its performance measures as part of the 2024-2034 LTP to align with this WMMP.

Measures that provide a broader picture of the waste situation and how to minimise the amount of waste going to landfill will assist Council in identifying more targeted actions in the future. Data will be gathered through:

- Annual resident and ratepayer surveys
- Contractor reporting against key performance indicators
- Solid Waste Analysis Protocol Audits (SWAPs)
- Waste Assessments
- Consent compliance systems

### 3.2 Reporting

The Council will report progress of the implementation and effectiveness of this WMMP through:

- Annual Reports
- Quarterly performance reports
- Council's website

The Council will also provide progress reports of expenditure of its waste levy funds to the Ministry for the Environment and provide data in accordance with the national reporting systems.

## Glossary

Term	Definitions and abbreviations
<b>Clean fill/clean fill material</b>	Inert materials disposed of, into or onto land, at a consented cleanfill. Materials typically include construction and demolition waste such as concrete, uncontaminated soil and rock.
<b>Commercial waste</b>	Waste from premises used wholly or mainly for the purposes of trade or business, recreation or entertainment, excluding, mines, quarries and agricultural waste. May also include some household waste collected by commercial operators.
<b>Diverted material</b>	Anything no longer required for its original purpose and, but for commercial or other waste minimisation activities, would be disposed of or discarded, and includes any materials that are recyclables, compostable, or can be recovered and/or re-used, as determined by the Council by resolution.
<b>Hazardous waste</b>	Waste that is potentially harmful to human and/or environmental health. It typically has one or more of the following hazard properties: explosive, flammable, oxidising, corrosive, radioactive, toxic or ecotoxic, or it may react with air or water to have one of these properties.
<b>Household waste</b>	Solid waste generated by households. Household waste does not include divertible waste, hazardous waste, commercial waste, prohibited waste, trade waste or liquid waste of any nature.
<b>Organic waste</b>	Compostable materials that are organic in origin and appropriate to be used as feedstock for composting and includes greenwaste and food waste.
<b>Recycling</b>	The reprocessing of waste or diverted material to produce new materials.
<b>Resource Recovery Park (RRP)</b>	A facility where solid waste materials such as residual waste, construction and demolition waste, recyclables, organic wastes and household hazardous wastes are delivered for sorting or before being taken away for treatment, processing, recycling or disposal, and which may also include a retail outlet for the re- sale of used goods and materials deposited at the site.
<b>Reuse shops</b>	Items that are salvaged or diverted from the waste stream undergo little or no modification and are sold at shops run by the community or territorial authorities.
<b>Solid Waste Analysis Protocol (SWAP)</b>	A study to determine the composition of waste as described by Ministry for the Environment.
<b>Transfer Station (TS)</b>	A facility where solid waste materials such as residual waste, construction and demolition waste, recyclables, organics waste and household hazardous wastes are delivered for consolidation before being taken away for treatment, processing, recycling or disposal.
<b>Waste</b>	Anything disposed of, or discarded, and: <ul style="list-style-type: none"> <li>• includes a type of waste that is defined by its composition or source (for example, organic waste, electronic waste, or construction and demolition waste), and</li> <li>• to avoid doubt, includes any component or element of diverted material, if the component or element is disposed of or discarded.</li> </ul>
<b>Waste disposal levy</b>	A levy imposed under the Waste Minimisation Act 2008 on waste.
<b>Waste minimisation</b>	The reduction of waste and the reuse, recycling and recovery of waste and diverted material.

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# Clutha District Council

## Item for DECISION

<b>Report</b>	Funding of CCTV Server Renewal
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	7
<b>Prepared By</b>	Jules Witt – Deputy Chief Executive
<b>File Reference</b>	931842

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### REPORT SUMMARY

This report asks Council to consider funding the replacement main Clutha CCTV server that has been identified as approaching imminent failure by our service provider.

### RECOMMENDATIONS

- 1 That Council receives the ‘Funding of CCTV Server Renewal’ report.**
- 2 That Council confirm their preferred option of:**
  - 2.1 That Council do not replace the CCTV Server now and consider funding as part of the 2025/26 Annual plan process noting that the earliest it could be renewed is July 2025.**
  - 2.2 That Council approve a budget of \$15,000+GST for renewal of the CCTV Server immediately noting that this will be deficit funded this year.**
  - 2.3 That Council approve a budget of \$15,000+GST for renewal of the CCTV Server immediately and that this is funded from the remaining Investment surplus.**
  - 2.4 That Council move an alternative option to the above.**

### REPORT

#### **1 Background**

Council initially installed a CCTV system in Balclutha as part of the Streetscape Project. This was primarily to reduce vandalism on Council provided infrastructure. However, due to several requests from Police and more recently community groups, there are CCTV cameras in a number of townships across the district. These cameras all feed back into the Balclutha Police Station into a central server.

The CCTV camera network is regularly used by Police to identify perpetrators and to protect public and private infrastructure.

The existing server is approximately 8 years old, and we have been advised by our CCTV service provider that it is on its last legs and needs immediate replacement. They have advised that a couple of the hard drives have failed already but they are nursing it along.

The recent addition of extra cameras and the upcoming Milton Streetscape project will require more storage on the server and this renewal will include this extra capacity.

## **2 Strategic Goals and Outcomes**

### **2.1 Community Outcomes**

- Vibrant Rural Towns and Communities

### **2.2 Key Priority Areas**

- Healthy Safe Communities

## **3 Assessment of Options**

Several server options have been provided and assessed by Council IT staff. These range from in the order of \$15K to \$30K including installation and a small contingency. The \$15K option is expected to provide the capacity and meet the needs for the next few years.

The options for either deferral or renewing the server now are listed below:

- 3.1 That Council do not replace the CCTV Server now and consider funding as part of the 2025/26 Annual plan process noting that the earliest it could be renewed is July 2025.
- 3.2 That Council approve a budget of \$15,000+GST for renewal of the CCTV Server immediately noting that this will be deficit funded this year.
- 3.3 That Council approve a budget of \$15,000+GST for renewal of the CCTV Server immediately and that this is funded from the remaining Investment surplus.
- 3.4 That Council move an alternative option to the above.

It will be important to budget for this renewal in the future, so it is planned and undertaken before components start to fail.

## **4 Financial Impact**

This replacement is not currently budgeted and as such it is proposed to either be deferred to the next financial year or funded from the remaining investment surplus. An update on the previously unallocated investment surplus funds from last year will be provided at the meeting.

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# Clutha District Council

## Item for DECISION

<b>Report</b>	Vehicles on Beaches – consideration of schedule review
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	8
<b>Prepared By</b>	Jules Witt – Deputy Chief Executive
<b>File Reference</b>	931841

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### REPORT SUMMARY

This report provides options for Council to consider whether and when they might initiate a review of Schedule 1: Safe Zones of the Vehicles on Beaches Bylaw 2023 (the “Bylaw”) (Attachment C). This schedule of the Bylaw identifies beaches reserved for pedestrian use only. There are currently no beaches identified in Schedule 1.

### RECOMMENDATIONS

- 1 That Council receives the ‘Vehicles on Beaches – consideration of schedule review’ report.**
- 2 That Council (choose one below):**
  - 2.1 agree to include a review of the Vehicles on Beaches Bylaw 2023 – Schedule 1: Safe Zones in the work programme and**
    - a) using a Special Consultative Procedure in accordance with the Local Government Act;**
    - b) note the Bylaw Special Consultative Procedure will commence at the same time as (but separate to) the Annual Plan 2025-26 consultation; and**
    - c) noting that deficit funding a budget of up to \$17,000 will be required for this process); OR**
  - 2.2 agree to include a review of the Vehicles on Beaches Bylaw 2023 – Schedule 1: Safe Zones in the work programme but that it is deferred until after the 2025 Local Body Elections; OR**
  - 2.3 do not agree to review the Vehicles on Beaches Bylaw 2023 – Schedule 1: Safe Zones at this time.**

## REPORT

### 1 Background

The Vehicles on Beaches Bylaw was approved in 2023 after an extensive and sometimes controversial consultation and decision-making process. As part of that process, a number of beaches were proposed to be included in Schedule 1: Safe Zones but none were included in the final Bylaw approval. In Safe Zones all vehicles are prohibited – other than emergency vehicles, specific situations (launching/retrieving a boat or where a property is only accessible via the beach), and those granted exemptions by the Chief Executive.

Since the Bylaw was adopted, there have been submitters to the Long-Term Plan 2024/34 and other representations where members of the public have highlighted concerns from vehicles on beaches in terms of personal safety and impact on wildlife with requests for Council review the Schedule or Bylaw in its entirety. This has been discussed by Council but not included in the work programme.

More recently, after a well-publicised issue, we have received a number of emails and a letter from Department of Conservation (Attachment A) requesting Council look to implement stronger measures for vehicles on beaches.

Monitoring of beach environments has generally been undertaken by CDC's Ranger, but their capacity is limited. From November 2024 to January 2025, there were 14 vehicles on beaches issues identified as part of this monitoring (a list of these incidents are attached as Attachment B).

The Bylaw also includes the following advisory note that makes clear that the Bylaw is only one component of the enforcement and management tools available for controlling behaviour in beach environments.

9.6 *“Advisory Note: This Bylaw is one tool Council will use to manage vehicles on beaches. Other tools which may be used in conjunction with the Bylaw include education, signage, monitoring and reporting and collaboration with other agencies and groups such as iwi, DOC, conservation groups, the NZ Police and community groups.”*

### 2 Strategic Goals and Outcomes

#### 2.1 Community Outcomes

- Vibrant Rural Towns and Communities
- Healthy Sustainable Environment

#### 2.2 Key Priority Areas

- Healthy Safe Communities
- Improved Environmental Footprint



### 3 Assessment of Options

Council has three main options.

1. Agree to a review of the Vehicles on Beaches Bylaw 2023 – Schedule 1: Safe Zones and schedule it to occur in conjunction with the 2025/26 Annual plan Process.
2. Agree to a review of the Vehicles on Beaches Bylaw 2023 – Schedule 1: Safe Zones and schedule it for after the 2025 Local Body Elections.
3. Do not review the Vehicles on Beaches Bylaw 2023 – Schedule 1: Safe Zones at this time.

Council will need to consider the timing of any consultation during 2025 carefully. The pre-election period commences in early July 2025 so the process needs to be completed before this. There is also the Local Water Done Well consultation that is scheduled in the next few months and, given the importance of this issue, we would advise against consulting on the Bylaw Schedule simultaneously.

Therefore, if Council want to consult on this before the election, it is recommended that it occurs in conjunction with (but separate to) the Annual Plan 2025/26 consultation process. This is not ideal as it will require information to be prepared quickly but is the recommended option unless this is deferred until after the 2025 Local Body Election.

As we do not have a full contingent of Transportation Strategy staff at present, we will need to engage the assistance of a consultant if we want to meet the early March timeframe, and this has been estimated to require a budget of \$17,000. This also includes the process to assess and review changes to Schedule 1.

### 4 Legal Considerations

Legislation governs Bylaws include the Bylaws Act 1910, the Local Government Act 2002 in particular Part 8, and in this case, the Land Transport Act 1998. Specially, under the Land Transport Act 1998, bylaws may prohibit or restrict vehicles on beaches and unformed roads.

### 5 Consultation

The Bylaw specifically provides for Council to amend Safe Zones by resolution of Council. However, it is quite clear that an appropriate consultation process would need to be followed. Given the high level of interest in the creation of Safe Zones it is recommended that a formal consultation process is carried out.

- 6.2 *Advisory Note: Safe Zones may be created, deleted or amended by Council resolution following appropriate monitoring and consultation.*

*Monitoring may include:*

- 6.2.1 *Effectiveness of existing bylaw provisions*  
 6.2.2 *Impacts of vehicles on human safety, wildlife and ecosystems.*

*Consultation would need to align with:*

- 6.2.3 *Councils Consultation and Engagement Policy*  
 6.2.4 *Sections 82 & 83 of the Local Government Act 2002.*

Staff consider that amending Schedule 1: Safe Zones is effectively an amendment to the Vehicles on Beaches Bylaw 2023. As this bylaw is made under section 22AB of the Land Transport Act 1998, it is specifically provided in the Land Transport Act that section 156 of the Local Government Act 2002 applies.

Section 156(1)(a) of the Local Government Act 2002 requires the use of a special consultative procedure when making, amending or revoking a bylaw if the bylaw concerns a matter identified in the local authority's policy under section 76AA (Significance and Engagement Policy) as being of significant interest to the public; or the local authority considers that there is, or is likely to be, a significant impact on the public. The requirements of the special consultative procedure are set out in section 86 of the Act.

Staff consider on balance that Section 156(1)(a) applies to any proposed amendment to Schedule 1 of the Bylaw and a Special Consultative Procedure will be required. A minimum consultation period of 1 calendar month is required for a Special Consultative Procedure.

## **6 Financial Impact**

If Council wants to proceed with the Schedule 1 review urgently, we have obtained an estimate for this work and a budget of \$17,000 will be required to prepare the background information. This is limited to 3 or 4 beaches at this stage, and it is recommended that we consider a number of critical beaches initially rather than all of the beaches that were considered initially through the previous Bylaw process.

## **7 References – Tabled/Agenda Attachments**

Attachment A: Department of Conservation Letter – requesting CDC implement stronger measures for vehicles on beaches

Attachment B: CDC Ranger Monitoring Notes – November 2024 to January 2025

Attachment C: Vehicles on Beaches Bylaw 2023

## ATTACHMENT A

DOC Invercargill  
33 Don Street,  
Invercargill, 9810  
doc.govt.nz

29 January 2025

Mayor Cadogan  
via email:  
bryan.cadogan@cluthadc.gov  
t.nz

DOC-7866354

Tēnā koe Mayor Cadogan,

I am writing to express the Department's shared concern and sadness regarding the recent death of a sea lion on Tautuku Beach.

The harassment of this taonga species was appalling.

This incident and others highlight the urgent need for stronger measures to protect our precious wildlife. While the Clutha District Council's Vehicles on Beaches Bylaw 2023 was a step in the right direction, it is clear that more robust and enforceable regulations are necessary to prevent such tragic events from occurring in the future.

The Department is encouraged by your willingness to revisit and strengthen the bylaw, and we will be supportive of any efforts to ensure the safety and preservation of the district's taonga.

As part of the initial consultation for the bylaw, the Council proposed the following methods to manage the impacts of vehicles and dogs on beaches within the Clutha district, these included;

1. *Additional resources to ensure compliance with current rules.*
2. *Additional bylaw provisions (either through the Regulatory Bylaw, or a separate 'Beaches' bylaw).*
3. *Non-regulatory options such as education, signage and physical works to prevent access.*

The Department is supportive of all of these methods being strengthened. The Department's preference however is for a blanket ban on vehicles with exceptions for landowner access, emergency services and limited access for boat launching.

The Department would also like to see an approach that would provide consistency for beach users along our south-eastern coastline.

- The Dunedin City Council implemented their [Reserves and Beaches Bylaw](#) in 2017 and this has been successful in reducing the interactions between vehicles and coastal wildlife.
- Similarly the Invercargill City Council [Roading and Traffic Bylaw 2021](#) provides an approach that is similar.

Consistency across bylaws will also help to advocate for increased protection from Southland District Council and Waitaki District Council to provide protection across our southern coastlines.



Te Kāwanatanga  
o Aotearoa  
New Zealand Government

In addition to stricter regulations, education and advocacy play crucial roles in addressing these issues. By raising awareness about the importance of protecting our wildlife and the consequences of irresponsible behaviour, we can foster a culture of respect and responsibility within our community.

The Department is committed to working with the Council to implement a stronger bylaw, strengthen compliance efforts and educate our communities. DOC Operations Manager Murihiku, John McCarroll will be in contact with the Council for a meeting to discuss potential ways to lead on this issue together.

Nāku noa, nā



**Aaron Fleming MNZM**  
Director Regional Operations, Southern South Island  
Department of Conservation  
*Te Papa Atawhai*



**Te Kāwanatanga  
o Aotearoa**  
New Zealand Government

## ATTACHMENT B

## CDC Ranger Monitoring Notes – November 2024 to January 2025

Vehicles on Beaches <b>14</b>	<ul style="list-style-type: none"> <li>A vehicle was spotted bogged-down and stuck in the dunes at the north end of Kaka Point. Vehicle occupants were waiting for</li> </ul>
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	<p>a family member to assist with its recovery. Stern words of advice were given.</p> <ul style="list-style-type: none"> <li>Whilst rechecking a recent site of illegal dumping on a track leading to the beach from Summerhill Road near Wangaloa, I heard and then saw a side-by-side ATV racing at great speed on the beach and driving in &amp; out of the dunes. The vehicle was some way off but spotted me walking towards them and took off without returning.</li> <li>Evidence of inappropriate motorcycle use on Jacks Bay beach. Tracks and circular donut type impressions in the sand. Some tracks led into the dunes.</li> <li>Deep vehicle tracks above the high-water mark and into the dunes at Molyneux bay beach.</li> <li>Evidence of extensive multiple inappropriate vehicle use on Tautuku Bay Beach in and around both Penguin nesting areas and elsewhere. Photographs taken and reports sent to DOC &amp; Forest and Bird.</li> <li>Two days of harassment of a large adult Sealion on Tautuku Bay Beach leading to the animal's death. Witnesses saw multiple vehicles from the same group on both days driving a Ute directly at the animal. This also included driving at it and using the clutch and brakes to make the vehicle repeatedly lunge at the animal in order to get the Sealion to defend itself. At the same time motorcycles were harassing the animal by driving around it in circles and also driving at speed through flocks of resting Seagulls.</li> </ul> <p>Witnesses had initially contacted DOC as it had been felt that it was an animal issue, however other witnesses on the second day of this behaviour did notify us. Sadly when we attended the offenders had gone and the Sealion was discovered to now be deceased. Photographic and video evidence, together with details of the witnesses and the offending vehicles, were collected by us and given to DOC and Police for investigation.</p>
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	<ul style="list-style-type: none"> <li>• At Cannibal Bay fresh vehicle tracks were found to be very close to a number of resting Sealions. The tracks seemed to stop at one animal and clear multiple footprints led from the vehicle right up to the animal.</li> <li>• At Cannibal Bay clear evidence of a 4x4 having been honing on the beach from one end to the other, with donut type impressions also present.</li> <li>• At Cannibal Bay a Blue Ute which past me on Cannibal Bay Road appears to have been the culprit for fresh vehicle tracks on the beach which are evident throughout the Sealion resting area and high up towards the dunes. Sealions were present at the time.</li> <li>• On Tautuku Beach a vehicle has driven over a Seagull. The tracks go right across the bird. This may be an accident but if so, could have been avoided at a slower speed.</li> <li>• Two dirtbikes spotted riding through the dunes at Cannibal Bay. The dunes at that location are a Sealion nesting area. I drove to the southern end of the beach where they now were but on seeing the CDC vehicle the two bikes took off along the track that leads to Surat Bay. Neither bike had a registration plate.</li> <li>• Despite the death of the Sealion on Tautuku Beach 10.01.25 now on 25.01.25 there is clear evidence of repeated and serious honing having taken place again on the same section of beach where the animal's carcass still lays.</li> </ul>
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	<p>Multiple deep donut type circles are present. As before there are vehicle tracks accompanied by motorcycle tracks, which lead me to believe that these are the work of the same offenders as on the previous occasion. Council, Police, and Doc notified with a report and photographs.</p> <ul style="list-style-type: none"> <li>• Quadbike rider spoken to on Kaka Point Beach. Told to reduce speed and no longer ride along the edge of the dunes, (which is also above the high-water mark). Advised to also leave the beach if Sealions become present. Rider complied and reduced speed significantly.</li> <li>• Ute Driver and Quad drivers spoken to about the manner and speed of their driving.</li> <li>• Complaint from Papatowai residents of a vehicle inconsiderately driving on the Beach. Offender gone on officer's arrival.</li> </ul>
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**Clutha District Council**  
**Vehicles on Beaches Bylaw**  
**2023**

1 INTRODUCTION..... 2

2 TITLE..... 2

3 COMMENCEMENT, AND REVIEW ..... 2

4 DEFINITIONS AND INTERPRETATIONS..... 2

5 VEHICLES ON BEACHES ..... 3

6 PROHIBITIONS..... 3

7 EXEMPTIONS ..... 4

8 OTHER RESTRICTIONS ..... 4

9 OFFENCES, ENFORCEMENT AND PENALTIES ..... 4

SCHEDULE 1: SAFE ZONES..... 6

APPENDIX A1.0 ADDITIONAL INFORMATION ..... 7

## 1 INTRODUCTION

- 1.1 This Vehicles on Beaches Bylaw has been created to ensure public health and safety, protect the public from nuisance, and protect vulnerable wildlife and ecosystems, by regulating the use of vehicles on beaches in the Clutha District.

## 2 TITLE

- 2.1 This Bylaw is the Clutha District Council Vehicles on Beaches Bylaw 2023.

## 3 COMMENCEMENT, AND REVIEW

- 3.1 This Bylaw comes into force on 1 January 2023 and shall apply to the whole of the Clutha District.
- 3.2 This Bylaw is required to be reviewed no later than 5 years after the Bylaw was made and no more than 10 years after the Bylaw was last reviewed.

## 4 DEFINITIONS AND INTERPRETATIONS

In this Bylaw, unless the context requires otherwise, the following definitions apply:

- 4.1 **Act** means the Land Transport Act 1998.
- 4.2 **Beach** means the foreshore being any area covered and uncovered by the ebb and flow of the tide, and any adjacent area which can reasonably be considered part of the beach environment including areas of sand, pebbles, shingle, dunes or coastal vegetation, but does not include any private property or land administered by the Department of Conservation.
- 4.3 **Council** means Clutha District Council or any Committee of the Council or officer delegated to exercise the authority of Council.
- 4.4 **Dune** means any natural hill, mound or ridge of sediment, or any series of such, landward of a coastal beach that is deposited by wind action or storm over wash or sediment deposited by artificial means, and serving the purpose of storm damage prevention or flood control, but does not include any private property or any land administered by the Department of Conservation.
- 4.5 **Enforcement Officer** means
- 4.5.1 any person appointed by Council under section 177 of the Local Government Act 2002 as an enforcement officer.
- 4.5.2 any person defined as an enforcement officer under section 2(1) of the Land Transport Act 1998.
- 4.6 **Safe Zone** means the areas described in Schedule 1 of this Bylaw.
- 4.7 **Vehicle** means any form of transport whatsoever which is equipped with wheels or revolving runners or tracks regardless of its means of motive power, and is not limited to cars, trucks, and motorbikes, but does not include:
- a) Bicycles



- b) Wind powered vehicles
- c) Prams
- d) Wheelbarrows
- e) Wheelchairs
- f) Mobility scooters used by persons with a physical or neurological condition.

- 4.8 Every Schedule to this Bylaw shall be deemed to form part of the Bylaw.
- 4.9 Any explanatory notes and attachments are for information purposes, do not form part of this Bylaw, and may be made, amended and revoked without formality.

## **5 VEHICLES ON BEACHES**

- 5.1 Any person operating any vehicle, on any part of the beach must show due consideration for other users of the beach and vulnerable wildlife.
- 5.2 Any person operating any vehicle on the beach, shall operate that vehicle in a courteous, appropriate, safe, and responsible manner, giving due consideration to other vehicle operators and to other users of the beach at all times.
- 5.3 Any person operating any vehicle on the beach shall not operate that vehicle in such a manner as to present a real or implied danger or threat to the wellbeing and safety of any other user of the beach at all times.
- 5.4 No person may use a vehicle to cause any damage to any part of a beach, including structures or fixtures.
- 5.5 No person may use a vehicle in a manner which has adverse effects on plants or native animals or their habitats.
- 5.6 *Advisory Note: The provisions of other Council bylaws also apply to all vehicles on beaches. This includes, but is not limited to, the Roading Bylaw 2018, the Freedom Camping Bylaw 2021, and the Regulatory Bylaw 2018.*
- 5.7 *Advisory Note: The Act defines a beach as a road and therefore all relevant traffic rules and regulations apply to any vehicles on beaches.*
- 5.8 *Advisory Note: The Marine Mammals Protection Regulations 1992 also apply to all vehicles on beaches.*
- 5.9 *Advisory Note: Speed limits on beaches in the Clutha District will be determined and included in Council's Speed Management Plan, which will be subject to a further public consultation process*

## **6 PROHIBITIONS**

- 6.1 Subject to lawful exemptions provided for elsewhere in this Bylaw:
- 6.1.1 All vehicles are prohibited on dunes at all times, except to access the beach via the most direct route possible, and only via existing, defined tracks.

- 6.1.2 No vehicle should be driven along a beach above the high-water mark except in the case of an emergency.
- 6.1.3 All vehicles are prohibited from any Safe Zone shown in Schedule 1.
- 6.1.4 Any Safe Zone is reserved for pedestrian beach users only.
- 6.2 *Advisory Note: Safe Zones may be created, deleted or amended by Council resolution following appropriate monitoring and consultation.*  
*Monitoring may include:*
  - 6.2.1 *Effectiveness of existing bylaw provisions*
  - 6.2.2 *Impacts of vehicles on human safety, wildlife and ecosystems.**Consultation would need to align with:*
  - 6.2.3 *Councils Consultation and Engagement Policy*
  - 6.2.4 *Sections 82 & 83 of the Local Government Act 2002.*

## **7 EXEMPTIONS**

- 7.1 Vehicles may access any beach located within a Safe Zone in the following situations:
  - 7.1.1 In the case of an emergency.
  - 7.1.2 Emergency vehicles, police vehicles, central government vehicles and Council vehicles.
  - 7.1.3 To launch or retrieve a boat, provided the vehicle follows the most direct route from the beach access point to a safe launching site.
  - 7.1.4 Where a property can only be accessed via the beach.
- 7.2 The Chief Executive Officer may issue an exemption from clause 6.1.3 of this Bylaw to any person who shall be subject to any conditions as deemed necessary or advisable. In granting any permission under this Bylaw, the Chief Executive Officer may impose such conditions as is deemed necessary or advisable on matters including, but not limited to the activities permitted, times, locations, erection of warnings or any other matter whatsoever.

## **8 OTHER RESTRICTIONS**

- 8.1 No person shall displace, or otherwise interfere with any fence, barrier, notice or other temporary or permanent structure or warning device provided by Council or by any Surf Life Saving Club without permission from Council.

## **9 OFFENCES, ENFORCEMENT AND PENALTIES**

- 9.1 Every person commits an offence against the Bylaw who:
  - 9.1.3 Commits a breach of this Bylaw.
  - 9.1.4 Omits, fails, or refuses to do anything required by this Bylaw.
- 9.2 Where an enforcement officer has reasonable grounds to believe a person has failed to comply with any provision of this Bylaw the person shall, on demand by

an enforcement officer, give his or her full name and full address.

- 9.3 Where an enforcement officer has reasonable grounds to believe a person has failed to comply with any provision of this Bylaw, the enforcement officer may direct the person to immediately leave the beach, and the person may be further prohibited by that officer from re-entering the beach for a period of 24 hours.
- 9.4 Where a person fails to comply with this Bylaw, the following penalties apply:
- 9.4.3 Breach of Bylaw made under LTA (infringement offence): \$150.
- 9.4.4 Breach of Bylaw made under LTA (ordinary offence): fine not exceeding \$1000.
- 9.5 Under section 242(4) of the Local Government Act 2002, a person who is convicted of an offence against a Bylaw is liable to a fine not exceeding \$20,000.
- 9.6 *Advisory Note: This Bylaw is one tool Council will use to manage vehicles on beaches. Other tools which may be used in conjunction with the Bylaw include education, signage, monitoring and reporting and collaboration with other agencies and groups such as iwi, DOC, conservation groups, the NZ Police and community groups.*

**SCHEDULE 1: SAFE ZONES**

No Safe Zones are included in this version of the Bylaw.

## APPENDIX A1.0 ADDITIONAL INFORMATION

This section is for information purposes only and does not form part of this Bylaw. It contains information to help users to understand, use and maintain this Bylaw. The information may be updated at any time.

### A1.1 History of Bylaw

Action	Description	Date of decision	Commencement
Make	Vehicles on Beaches Bylaw 2023	15 September 2022	1 January 2023

### A1.2 Related documents

Document	Description	Location
<i>Council Documents</i>		
Our Place Catlins Feedback Report	Feedback relates to issues associated with vehicles on beaches.	CDC website – Our Place Community Plans, May 2019 <a href="#">[link]</a>
Long Term Plan Decisions	Includes submissions to manage impact of vehicles on beaches, through Council’s 2021/31 LTP.	CDC website - Agendas and minutes, 20/5/2021 <a href="#">[link]</a>
Consultation and engagement strategy	Seeks approval to implement activities listed in the consultation and engagement strategy for sections of the Regulatory Bylaw, relating to vehicles on beaches.	CDC website - Agendas and minutes, 13/10/2021 <a href="#">[link]</a>
Issues and Options Report	Examines issues associated with vehicles on beaches and assesses options to manage any negative effects.	CDC website - Agendas and minutes, 12/5/2022 <a href="#">[link]</a>
Statement of Proposal	Statement of Proposal including draft Bylaw adoption for public consultation	CDC website - Agendas and minutes, 12/5/2022 <a href="#">[link]</a>
Hearings	Three verbal hearings for the 47 submitters who wished to be heard.	1. 23 June 2022 <a href="#">[link]</a> 2. 28 June 2022 <a href="#">[link]</a> 3. 29 June 2022 <a href="#">[link]</a>
Written and verbal submissions	Provides all written and verbal submissions.	CDC website – Agendas and minutes, 20 July 2022 <a href="#">[link]</a>
Vehicles on Beaches Bylaw – Feedback Report	Feedback Report summarising all submissions received.	CDC website – Agendas and minutes, 4/08/2022 <a href="#">[link]</a>
Making of Bylaw	Deliberations and decision to make final bylaw	CDC website - Agendas and minutes <a href="#">[link]</a>
<i>Legislation</i>		
Local Government Act 2002	Provides certain functions, duties, powers and penalties to make and enforce this bylaw.	www.legislation.govt.nz
Land Transport Act 1998	Provides certain functions, duties, powers and penalties to make and enforce this bylaw.	www.legislation.govt.nz
Bylaws Act 1910	Provides for certain matters related to the validity of bylaws.	www.legislation.govt.nz
Interpretations Act 1999	Provides for certain matters related to the interpretation of bylaws.	www.legislation.govt.nz

### A1.3 Enforcement powers

Legislative provision	Description
Local Government Act 2002	<p><i>Section 239 Offences in respect of breaches of bylaws (other than alcohol bans)</i></p> <p>Every person commits an offence and is liable on conviction to the penalty set out in section 242(4) or (5) (as the case may be), who breaches a bylaw made under Part 8 (other than a bylaw made under section 147).</p> <p><i>Section 242 Penalties for offences</i></p> <p>(4) A person who is convicted of an offence against a bylaw made under Part 8 (other than a bylaw made under Part 8 referred to in subsection (5)) is liable to a fine not exceeding \$20,000.</p>
Land Transport Act 1998	<p><i>Part 9</i></p> <p>Allows enforcement officers, including members of Police, to enforce the provisions of the Local Government Act 1974, the Local Government Act 2002, the Road User Charges Act 2012, the Government Roothing Powers Act 1989, the Railways Act 2005, the Land Transport Management Act 2003, and the Land Transport Act 1998, and any regulations and rules and bylaws in force under any of those Acts.</p> <p><i>Section 128E</i></p> <p>Allows parking wardens to enforce any stationary vehicle offence or special vehicle lane; may remove or direct the driver to remove any vehicle if it is obstructing the road, or it is desirable to remove the vehicle in the interests of road safety or for the convenience or interests of the public.</p> <p><i>Section 139</i></p> <p>Allows enforcement officers and parking wardens to issue an infringement notice or proceed with a prosecution under the Criminal Procedures Act 2011.</p>

### A1.4 Offences and penalties

Bylaw Provision	Legislative provision	Description of offence	Maximum fine upon conviction	Infringement fee
Clause 9.4	Land Transport (Offences and Penalties) Regulations 1999	Failure to comply with the relevant provisions of a bylaw made under section 22AB	\$1,000	\$150
Clause 9.5	Local Government Act 2002	Breach of Bylaw	\$20,000	NA

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# Clutha District Council

## Item for DECISION

<b>Report</b>	2025 Triennial Elections
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	9
<b>Prepared By</b>	Jules Witt – Deputy Chief Executive Julie Gardner – EA/Governance Advisor
<b>File Reference</b>	931218

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### REPORT SUMMARY

The 2025 triennial local government elections will occur on Saturday 11 October 2025. An update on preliminary matters relating to the election is provided to Council, including consideration of the order of candidate names to appear on the voting documents.

### RECOMMENDATIONS

1. That Council receives the ‘Triennial Elections’ report.
2. That Council resolves for the 2025 triennial election, to adopt *either*:
  - a. the alphabetical order of candidate names; or
  - b. the pseudo-random order of candidate names; or
  - c. the random order of candidate namesas permitted under regulation 31 of the Local Electoral Regulations 2001

### REPORT

#### 1. Outline

The 2025 triennial local government elections will occur on Saturday 11 October 2022. An update on preliminary matters relating to the election is provided to Council, including consideration of the order of candidate names to appear on the voting document.

## 2. Background

The 2025 triennial elections for local authorities are due to occur on Saturday 11 October 2025 and are required to be undertaken according to the Local Electoral Act 2001, the Local Electoral Regulations 2001 and, to a limited extent, the Local Government Act 2002.

Certain pre-election information and tasks are outlined in this report for Council's information and attention.

The Local Electoral Regulations 2001 provides for Council to resolve the order of candidate names to appear on the voting documents [alphabetical, pseudo-random or random order]. If no decision is made, the order of names defaults to alphabetical.

## 3. 2025 Elections - Elections will be required for the following positions:

- Mayor (elected 'at large')
- Councillors (9)
- Balclutha Ward (2)
- Bruce-Waihola Ward (1)
- Catlins Ward (1)
- Clinton-Clydevale Ward (1)
- Kaitangata-Matau Ward (1)
- Lawrence-Tuapeka Ward (1)
- Milton Ward (1)
- West Otago Ward (1)
- Community board members (12)
  - Lawrence-Tuapeka Community (6)
  - West Otago Community (6)
- Otago Regional Council members (2) from Molyneux Constituency
- Clutha Licensing Trust members (5)
- Mataura Licensing Trust members (3 elected partly from the Clutha District Council area)
- Gore and District Health Inc members (1)
- Clutha Health Inc members (5).



## **2025 Election Timetable – see Appendix 1 for the more detailed timetable**

With an election date of **Saturday 11 October 2025**, the following key functions and dates will apply:

- Nominations open/roll open Friday 4 July 2025
- Nominations close/roll closes Noon Friday 1 August 2025
- Delivery of voting mailers Tuesday 9 to Monday 22 September 2025
- Close of voting Noon Saturday 11 October 2025

## **2025 Election FactSheet – See Appendix 2 for the detailed 2025 Fact Sheet**

### **Compilation of non-resident Ratepayer Roll**

The compilation of the 2025 non-resident Ratepayer Roll is required to commence in early-mid 2025. This will include:

- an insert detailing the qualifications and procedures for enrolment as a non-resident ratepayer elector to be included with a 2025 rates instalment notice by the end of August 2025
- a confirmation letter issued to all current non-resident ratepayer electors in March/April 2025
- a national advertising campaign on the qualifications and procedures for enrolment as a non-resident ratepayer elector during May 2025.

Council can undertake additional promotion of the ratepayer roll if it wishes - such as contacting all current or potential non-resident ratepayer electors encouraging their enrolment and participation in the electoral process.

### **Order of Candidate Names**

Regulation 31 of the Local Electoral Regulations 2001 provides the opportunity for Council to choose the order of candidate names appearing on the voting documents from three options - alphabetical, pseudo-random [names drawn randomly with all voting documents printed in this order] or random order [names randomly drawn by computer with each voting document different].

Council may determine which order the names of candidates are to appear on the voting documents, but if no decision is made, the order of names defaults to alphabetical.

Council had resolved to adopt the alphabetical order for the 2022 triennial elections.

For Council's information, following a recent analysis undertaken by Auckland Council, research showed no observable effect of candidate order on actual election outcomes.

In light of the reduction in Councillor numbers and the probable 'retirement' of some of the longer-serving representatives, Council may wish to reconsider their preferred option of 'alphabetical' in preference to one of the other two options outlined below.

### **Alphabetical Order**

Alphabetical order is simply listing candidate surnames alphabetically and is the order traditionally used in local and Parliamentary elections.

Comments regarding alphabetical order are:

- voters are easily able to find names of candidates for whom they wish to vote. Some candidates and voters over the years have argued that alphabetical order may tend to favour candidates with names in the first part of the alphabet, but in practice this is generally not the case - most voters tend to look for name recognition, regardless of where in the alphabet the surname lies.
- the order of candidate names on the voting document matches the order listed in the candidate directory [candidate profile statements].

### **Pseudo-Random Order**

Pseudo-random order is where candidate surnames are randomly selected, and the same order is used on all voting documents for that position. The names are randomly selected by a method such as drawing names out of a container.

Comments regarding pseudo-random order are:

- the candidate names appear in mixed (not alphabetical) on the voting document.
- possible voter criticism/confusion as specific candidate names are not easily found, particularly where there may be many candidates.
- the order of candidate names on the voting document does not match the order listed in the candidate directory (candidate profile statements).

### **Random Order**

Random order is where all candidate surnames are randomly selected and are listed in a different order on every voting document. The names are randomly selected by computer so that the order is different.

Random order enables names to be listed in a completely unique order on each voting document.

Comments regarding random order are:

- the candidate names appear in mixed order [not alphabetical] on the voting document.
- possible voter criticism/confusion as specific candidate names are not easily order listed in the candidate directory [candidate profile statements].

There is no price differential in printing costs between the three orders of candidate names.

**Number of Electors**

The number of electors for the 2025 triennial elections is expected to be approximately 13,000 [as at 31 December 2024 there were 12,886 electors]. This compares to 12,487 electors for the 2022 triennial election and reflects a + 4.1% growth.

**Pre-Election Report**

Section 99A of the Local Government Act 2002 requires each local authority to prepare a pre-election report, whose purpose is to provide information to promote public discussion about the issues facing the local authority. The pre-election report is prepared by the Chief Executive, must contain financial and major project information, and should be completed by the end of June 2022 [two weeks before the opening of nominations].

## APPENDIX ONE



CLUTHA DISTRICT COUNCIL



## TIMETABLE | WĀTAKA

2025 LOCAL GOVERNMENT ELECTIONS  
11 OCTOBER 2025

May 2025	National ratepayer roll qualifications and procedures campaign [Sec 39, LEA]
Monday 9 June 2025	Electoral Commission's enrolment update campaign commences
Wednesday 2 July 2025	Public notice of election, calling for nominations, roll open for inspection [Sec 42, 52, 53, LEA]
Friday 4 July 2025	Nominations open / roll open for inspection
Friday 1 August 2025	Nominations close (12 noon) / roll closes [Sec 5, 42, 55 LEA, Reg 21, LER]
Wednesday 6 August 2025	Public notice of day of election, candidates' names [Sec 65, LEA]
Friday 5 September 2025	Electoral officer certifies final electoral roll [Sec 51, LEA, Reg 22, LER]
Tuesday 9 September – Monday 22 September 2025	Delivery of voting documents [Reg 51, LER]
Tuesday 9 September – Saturday 11 October 2025	Progressive roll scrutiny [Sec 83, LEA] Special voting period (12 noon) [Sec 5 LEA, Reg 35, LER] Early processing period (12 noon) [Sec 80, LEA]
by Friday 10 October 2025	Appointment of scrutineers (12 noon) [Sec 68, LEA]
Saturday 11 October 2025	Election day [Sec 10, LEA] Close of voting (12 noon) [Sec 84, LEA] Progress and preliminary results available as soon as practicable after close of voting [Sec 85, LEA]
Monday 14 October – Friday 17 October 2025	Official count [Sec 84, LEA]
Friday 17 October – Saturday 18 October 2025	Declaration of result/public notice of declaration [Sec 86, LEA]
mid/late December 2025	Return of electoral donations & expenses form [Sec 112A, LEA]

LEA = Local Electoral Act 2001 LER = Local Electoral Regulations 2001 (incorporating 30 July 2024 changes)

Dale Ofsoske | Electoral Officer | Election Services | January 2025

// bringing change

## APPENDIX TWO



CLUTHA DISTRICT COUNCIL



## FACT SHEET | WHĀRANGI MEKA

2025 LOCAL GOVERNMENT ELECTIONS  
11 OCTOBER 2025



### → WHAT DOES COUNCIL DO?

The Clutha District Council meets regularly to make many decisions that impact the day-to-day lives of people in the Clutha area. The Council governs a wide range of local services including roads, water systems, rubbish collection, libraries, parks, community centres, dog registration, community and economic development and district planning.

### → BACKGROUND

Triennial elections for elected members of most local authorities throughout New Zealand are to be conducted by postal vote, on Saturday 11 October 2025.

The elections will be conducted under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001 and will be undertaken by Election Services, under contract to Clutha District Council.

The first past the post (FPP) electoral system will be used for Clutha District Council, Clutha Licensing Trust, Clutha Health Incorporated, Gore and Districts Health Incorporated and Maitua Licensing Trust elections. The single transferable voting (STV) electoral system will be used for the Otago Regional Council.

### → 2025 KEY DATES

Nominations open	Friday 4 July
Nominations close	Noon, Friday 1 August
Delivery of voting packs	from Tuesday 9 September
Close of voting	Noon, Saturday 11 October
Official results announced	Friday 17 October

### → WHO IS BEING ELECTED?

Elections will be required for the following positions:

- Mayor (elected 'at large')
- Councillors (9)
  - Balclutha Ward (2)
  - Bruce-Waihola Ward (1)
  - Catlins Ward (1)
  - Clinton-Clydevale Ward (1)
  - Kaitangata-Matau Ward (1)
  - Lawrence-Tuapeka Ward (1)

- Milton Ward (1)
- West Otago Ward (1)

- Community Board Members (12)
  - Lawrence-Tuapeka Community Board (6)
  - West Otago Community Board (6)
- Otago Regional Council Members
  - Molyneux Constituency (2)
- Clutha Licensing Trust Members (5)
- Maitua Licensing Trust Members (3 members, elected partly from Clutha District Council)
  - Ward 1 (Tapanui) (1)
  - Ward 6 (Wyndham) - part (1)
  - Ward 7 (Tokanui) - part (1)
- Gore and Districts Health Incorporated Members (1)
- Clutha Health Incorporated Members (5)

### → HOW CAN I BE NOMINATED?

Nominations for these positions open on Friday 4 July 2025 and close at noon on Friday 1 August 2025.

For online nominations go to: [www.esp.electionservices.co.nz](http://www.esp.electionservices.co.nz)

Printed nomination papers will also be available during this period from:

- Clutha District Council, 1 Rosebank Terrace, Balclutha;
- Balclutha Community Library, 23 John Street, Balclutha;
- Lawrence Community Library, 5 Peel Street, Lawrence;
- Milton Community Library, 124-126 Union Street, Milton;
- Owaka Community Library, 10 Campbell Street, Owaka;
- Tapanui Community Library, 1 Suffolk Street, Tapanui;
- by accessing [www.cluthadc.govt.nz](http://www.cluthadc.govt.nz);
- telephoning the electoral office on 0800 922 822.

To be eligible to stand for election, a candidate **must** be:

- a New Zealand citizen (by birth or naturalisation ceremony); **and**
- enrolled as a Parliamentary elector (anywhere in New Zealand); **and**
- nominated by two electors whose names appear on the electoral roll within the respective area that a candidate is standing for.

A candidate information handbook will be available in May 2025.

## ➔ WHO CAN VOTE?

Those eligible to vote are all resident electors and non-resident ratepayer electors whose names appear on the electoral roll when it closes on Friday 1 August 2025. The Preliminary Electoral Roll will be available for public inspection between Friday 4 July 2025 and Friday 1 August 2025 at the locations listed on the previous page.

**Resident Roll:** All parliamentary electors, including those on the Māori Electoral Roll, are automatically enrolled on the Resident Roll, at the address where they live.

Any alterations to the Resident Roll (e.g. change of address details, including new postal addresses) should be made by:

- ➔ phoning 0800 36 76 56
- ➔ accessing the Electoral Commission website on [www.vote.nz](http://www.vote.nz)

**Ratepayer Roll:** If a person is on the parliamentary roll in one area and pays rates on a property in another area, this person may be eligible to be enrolled on the non-resident ratepayer roll. A firm, company, corporation or society paying rates on a property may nominate one of its members or officers as a ratepayer elector (provided the nominated person resides outside the area). To check if you may be eligible or to obtain an enrolment form, go to [www.ratepayer.co.nz](http://www.ratepayer.co.nz). Ratepayer Roll enrolment forms are also available at [www.clutha.govt.nz](http://www.clutha.govt.nz).

## ➔ HOW TO VOTE?

Voting packs will be posted to all those who have enrolled from Tuesday 9 September 2025.

The voting period is just over four weeks (Tuesday 9 September 2025 to noon Saturday 11 October 2025.)

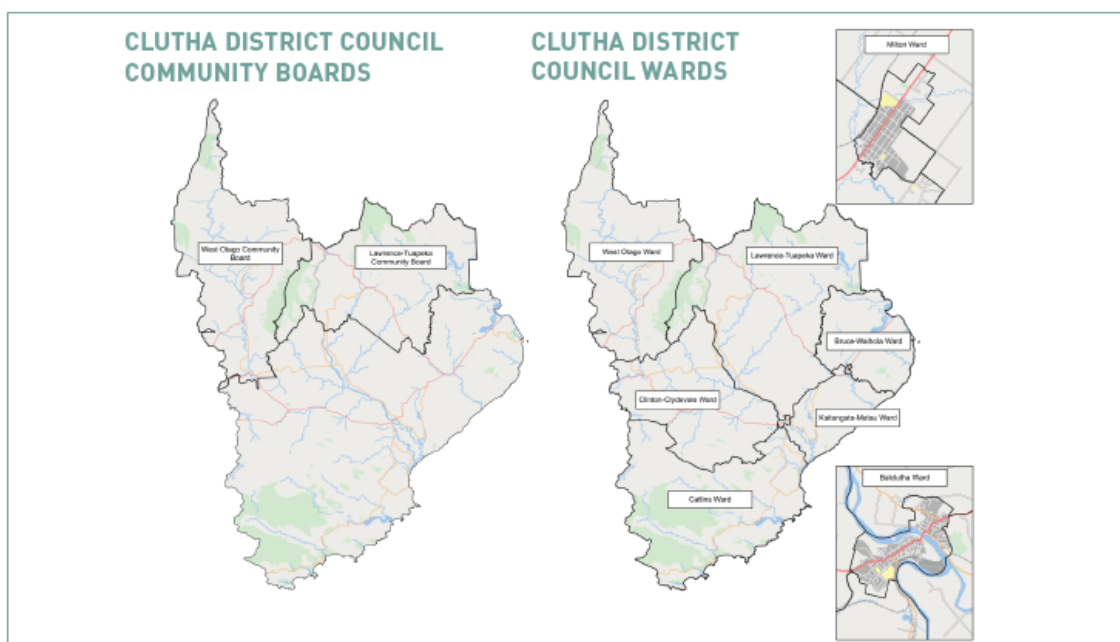
Electors may post their completed voting documents back to the electoral officer using the orange ReplyPaid envelope sent with their voting document.

The issuing of special voting documents and receiving of completed voting documents will be available from Tuesday 9 September 2025 to noon Saturday 11 October 2025 at the locations listed on the previous page.

To be counted, all completed voting documents must be in the hands of the electoral officer or an electoral official by noon, Saturday 11 October 2025.

## ➔ RESULTS

Progress results will be known early afternoon on election day, and preliminary results will be announced on Sunday, 12 October 2025. Final results will be announced by Friday 17 October 2025, and all results will be accessible on Council's website: [www.cluthadc.govt.nz](http://www.cluthadc.govt.nz)



Dale Ofsoske | Electoral Officer  
Independent Election Services Ltd  
Level 2, 198 Federal Street, Auckland  
PO Box 5135 Victoria Street West, Auckland 1142  
Email: [info@electionservices.co.nz](mailto:info@electionservices.co.nz)  
Phone: 0800 922 822

Jules Witt | Deputy Electoral Officer  
Clutha District Council  
1 Rosebank Terrace, Balclutha  
PO Box 25, Balclutha 9240  
Email: [jules.witt@cluthadc.govt.nz](mailto:jules.witt@cluthadc.govt.nz)  
Phone: 0800 801 350 or 03 419 0200

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# Clutha District Council

## Item for DECISION

<b>Report</b>	Risk & Assurance Committee Recommendation – Amended Terms of Reference Report
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	10
<b>Prepared By</b>	David Ward – Risk & Assurance Chair
<b>File Reference</b>	931562

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### REPORT SUMMARY

Recommendations made by the Risk & Assurance Committee to Council at a meeting held on 5 February 2025 regarding the Risk & Assurance Terms of Reference.

*Moved by Councillors Graham / Payne and Resolved:*

*“That the Risk & Assurance Committee receives the Risk & Assurance Terms of Reference Report dated 5 February 2025.*

*That the Risk & Assurance Committee recommends ‘that Council adopts the amended Terms of Reference for the remainder of the current electoral term’ dated 5 February 2025.”*

### RECOMMENDATIONS

- 1 That Council receives the ‘Risk & Assurance Committee Recommendation: Amended Terms of Reference’ report.**
- 2 That Council adopts the amended Terms of Reference for the remainder of the current electoral term.**

## Risk & Assurance Committee - Delegations

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<b>Constitution</b>	<p>Members of the Committee will be made up of an Independent Chair, Mayor, Deputy Mayor, Chair of the Corporate &amp; Policy, Infrastructure Strategy &amp; Operations and Regulatory and Community Committees and three other Councillors appointed by Council.</p> <p>Members will be appointed for an initial period not exceeding three years after which they will be eligible for extension or re-appointment, after a formal review of their performance. The Chief Executive and the Chief Financial Officer will not be members of the Committee but may attend meetings as observers as determined by the Chairperson. The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Council. At least one independent member of the Committee should have accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment.</p>
<b>Meeting Frequency</b>	<p>6 weekly, or as required.</p> <p>To oversee aspects relating to audit and risk management.</p> <p>The Risk &amp; Assurance Committee is an independent committee of Council.</p> <p>The purpose of the committee is to oversee:</p> <ul style="list-style-type: none"> <li>• risk management</li> <li>• internal control</li> <li>• external accountability</li> <li>• audit</li> <li>• compliance with legislation, policies, and procedures.</li> </ul>
<b>Objective</b>	<p>The Committee has no executive powers and will conduct itself in accordance with the values and ethics of the Council. The Committee is directly responsible and accountable to the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must always recognise that primary responsibility for management of the Council rests with the Chief Executive. The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the Clutha District Council from time to time.</p> <p>The Council, at its meeting on 27 October 2022, established the Risk and Assurance Committee for the 2022-25 triennium.</p> <p>The Council authorises the Committee, within the scope of its role and responsibilities, to:</p> <ul style="list-style-type: none"> <li>• obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information);</li> <li>• discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);</li> </ul>



- request the attendance of any employee, including the Chief Executive and the General Managers of Corporate Services, Service Delivery and Regulatory and
- obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the Council's expense

**Quorum**

5 members

**Additional Attendees**

The Committee may invite various parties to attend its meetings. These parties may include other members of senior management or line managers as appropriate. When the Committee is considering a report, the manager responsible for the area under review will be given the opportunity to discuss the report with the Committee. Other elected members may attend but have no voting rights.

**Areas of responsibility****1. Risk Management**

- Ensure that Council has in place a current and comprehensive risk management framework and associated procedures and review for effective identification and management of Council's financial and business risks including fraud.
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
- Review the effect of the Council's risk management framework on its control environment and insurance arrangements.
- Review annually whether a sound and effective approach has been followed in establishing the Council's business planning continuity arrangements, including whether disaster recovery plans have been tested periodically and
- Review the Council's internal controls in relation to preventing fraud and satisfy itself that the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information and to ensure appropriate action is taken against perpetrators of fraud.

**2. Internal Control**

Review whether management's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisers, is sound and effective.

Review whether management has in place relevant policies and procedures, and that these are periodically reviewed and updated.

Determine whether the appropriate processes are in place to assess, at least once a year, whether policies and procedures are complied with.

Review whether appropriate policies and procedures are in place for the management and exercise of delegations.

Consider how management identifies any required changes to design or implementation of internal controls and

Review whether management has taken steps to embed a culture that is committed to ethical and lawful behaviour.

**3. External Accountability**

The Committee's responsibilities are to:

Review the financial statements and provide advice to the Council, including whether appropriate action has been taken in response to audit recommendations and adjustments.

Satisfy itself that the financial statements are supported by appropriate management sign-off on the statements and on the adequacy of the systems of internal controls.

Review the processes in place designed to ensure that financial information included in the Council's annual report is consistent with the signed financial statements.

Review the processes and risk assessment that are in place for the development and adoption of the Council's Long-Term Plan.

Satisfy itself that the Council has appropriate mechanisms in place to review and implement, where appropriate, relevant external audit reports and recommendations; and

Satisfy itself that the Council has a performance management framework that is linked to organisational objectives and outcomes.

#### 4. Audit

The Committee's responsibilities are to:

Act as a forum for communication between the Chief Executive, senior management, and external auditors.

Provide input and feedback on the financial statements and the audit coverage proposed by the external auditor and provide feedback on the audit services provided.

Review all external plans and reports for planned or completed audits and monitor management's implementation of audit recommendations.

Oversee the co-ordination of audit programs conducted by the external auditors and other review functions

Review all audit reports and provide advice to the Council on significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of good practice.

#### 5. Compliance with legislation, standards, and good practice guidelines

The Committee's responsibilities are to:

Determine whether management has appropriately considered legal and compliance risks as part of the Council's risk assessment and management arrangements and

Review the effectiveness of the system for monitoring the Council's compliance with relevant laws regulations, and associated government policies.

### Financial Delegations

6. Financial delegations are identified in Appendix B – Financial Delegations.

### Power to resolve

7. In exercising the delegated powers, the committee will operate within policies, plans, standards, or guidelines that have been established and approved by Council, the overall priorities of Council, the needs of the local communities and the approved budgets for the activity.

### Power to recommend to Council

8. Strategic Finance

Financial Strategy.

Revenue and Financing Policy matters (excluding rates reviews).

Treasury Management and Borrowing and Investment Policies.

Adoption of Annual Report.

Investment strategy.

Borrowing.

Management policies (e.g. fraud, sensitive expenditure).

#### 9. Risk

Risk Management Policy (setting Council's appetite for risk).

Risk Management outside of budgets (e.g. insurance).

Risk Management outside of Risk Management Policy.

Delegations Policy to Chief Executive and direct to officers where required.

Insurance (including self-insurance) within policy and budgets.

### Power to monitor

#### 10. Strategic Finance

Investment Policy compliance.

Debt Policy compliance.

Financial Strategy compliance

i. risk and opportunities monitoring

ii. capital programme monitoring.

Financial Strategy monitoring.

Investment monitoring (including return on investment for cash and property).

Debt monitoring.

#### 11. Risk

Risk management framework.

Receive major project reports.

Debt risk management.

Audit.

Internal control framework

i. sensitive expenditure

ii. conflicts of interest.

Legal compliance.

Health and Safety culture and compliance.

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## Clutha District Council

### Item for CONFIRMATION

<b>Report</b>	Confirmation of Council Minutes
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	11
<b>Prepared By</b>	Julie Gardner – EA/Governance Advisor
<b>File Reference</b>	930012

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#### REPORT SUMMARY

Attached for confirmation are the minutes of the meeting of the Clutha District Council held on 5 December 2024.

#### RECOMMENDATION

1. That the minutes of the meeting of the Clutha District Council held on 5 December 2024 be approved as a true and correct record.

## Clutha District Council

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Minutes of the meeting of Clutha District Council held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday 5 December 2024 commencing 1.30pm.

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**Present** His Worship the Mayor Bryan Cadogan, Councillors Kevin Barron, Dane Catherwood, Wayne Felts, Gaynor Finch, 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), Sharon Jenkinson (Chief Financial Officer), Diane Byars (Communications Manager) and Julie Gardner (EA/Governance Advisor)

Linda Till (HoD Three Waters), Donna McArthur (HoD Infrastructure Strategy & Operations), Peter Stafford (Strategic Planning Manager), Greg Bowie (Financial Accounting Team Leader), Trey Willis-Croft (Financial Support Accountant)

**Apologies** There were no apologies.

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His Worship the Mayor Bryan Cadogan welcomed Councillors, staff and the media to the last meeting for 2024 and advised that this meeting was being livestreamed.

Mayor Cadogan said a Whakatauki to start the meeting.

### DECLARATIONS OF INTEREST

*Councillor Vollweiler: Item 2 – Bruce Community Facility 2024*

Board member of Project Bruce and Tokomairiro Community Recreation Centre who submitted as part of the consultation process.

Stated that he had taken no part in those submissions and is comfortable to state that he doesn't believe he has a conflict of interest in this item.

## PUBLIC FORUM

### ***Representatives from South Otago Athletics Club – President Veronica Paulin & Kate Stainton***

- Spoke re Clutha Parks Trust current plans for Centennial Park.
- Believes these plans could affect the athletics club use of these grounds.
- Club reestablished in 2021 – initially at SOHS but issues with transporting equipment, lack of toilet facilities.
- Club has grown immensely, affiliated to various NZ sporting organisations.
- Have adjusted their activities to fit around the current playground layout and bike park.
- Reached out to Clutha Parks Trust to address safety issues, meeting held and agreed that communication re future development would be maintained.
- However, there was no communication until Sport Clutha intervened.
- Want to continue to use track – season runs from October to March.
- Concerned that future developments (basketball court, pump track) would mean the 400m track would not be viable.
- Highlighted cultural and historical connections to the site.
- Respectfully ask CDC/Clutha Parks Trust to carefully consider placement of future developments.
- Goal is to work collaboratively with all parties to have a park that benefits the whole community.

### ***Craig Gordon – Sport Clutha***

- Promotes active recreation and play.
- Highlighted during AP 2020/21 that club would be reestablishing and starting again at SOHS until a decision could be made on future use of their old grounds.
- 2 years with no communication from Clutha Parks Trust.
- Believes there should have been some enquiries done as to where the club was at prior to allowing the project to go ahead at Centennial Park.
- SOHS – not possible for athletics club to be at their grounds, or at the Balclutha showgrounds area due to other clubs using these grounds.
- A lot of greenspaces there to use so why can't one of the new pieces be moved to accommodate the track.
- Acknowledged that the CPT have done a great job but would like a little give so that everyone can be accommodated in this space.
- If there's a way for the CPT to have a representative on the SOAC as well as a Sport Otago representative, then things could be progressed to the satisfaction of everyone.

## 1 LOCAL WATER DONE WELL – WATER SERVICE DELIVERY PLANNING

The Chief Executive presented a report informing Council on the outcomes of the Local Water Done Well Review and requests approval for Clutha District Council participation in the next stage of work required to consult with the public on the Water Services Delivery Plan (WDSP) options.

Councillors debated this item at length and questioned the Chief Executive on various aspects of the report, particularly around the 3 options that were presented.

The Chief Executive explained that the DIA have offered resources to help council to develop the plans and populate the status quo and single council options. The multi council option would involve cost sharing with other councils if any were interested.

The Morrison Low report had refined the options down to those that would give the best benefit and under legislation councils are required to choose a pathway.

Consideration also needs to be given to the impacts these decisions will have on the rural water schemes, with the Chief Executive stating that they would all be included.

Mayor Cadogan gave a brief rundown on progress with other councils. He highlighted that Invercargill are not interested and would rather stand alone, Dunedin also has a clear preference to stand alone, Southland while in a precarious position want time to look at the figures, however the water plan has to be sorted by mid-2025 so there is no time to waste. Waitaki is currently in discussion with Canterbury but may end up coming back south.

He further reinforced that council's duty is to do the very best for the ratepayers and there is a lot of commonalities with Gore, Central Otago, Waitaki and Southland, and there is a need to grab what we can if we're going to make it work.

Current gains will be carried forward when we do 'hold hands' with other councils, so there is no money being thrown away as those gains go with us when we move to another entity.

***Moved Councillors Finch/Herbert and Resolved:***

***"That Council receives the 'Local Water Done Well – Water Service Delivery Planning' report."***

***Moved Councillors Finch/Payne and Resolved:***

***"Notes that Clutha District Council must draft a Water Services Delivery Plan and include as a minimum two options with one being the status quo."***

***Moved Councillors Finch/Mackie and Resolved:***

***"That Council directs the CE to develop a Water Services Delivery Plan that includes the following options:***

- *Status Quo*
- *Single Council – Council Controlled Organisation, and*
- *Multi Council – Council Controlled Organisation”*

***Moved Councillors Finch/Kennedy and Resolved:***

***“That Council authorises the CE in partnership with participating Councils to further develop the detail required to support a multi council CCO Water Services Delivery Plan.”***

## **2 BRUCE COMMUNITY FACILITY 2024**

The HoD Infrastructure Strategy & Delivery and the Strategic Planning Manager submitted a report which summarises public feedback received about the options proposed in the Bruce Community Facility consultation process and asks Council to confirm which option it approves.

Donna McArthur and Peter Stafford were in attendance for this item, with Donna acknowledging the huge team effort from all staff involved in this project to-date.

Before the discussion started the Chief Executive highlighted the following:

- Refer to addendum as part of the decision process.
- Additional rate requirement still not being picked up correctly – original rates requirement is IN THE BUDGET. Only additional rate requirement is for the \$1.5M which is part of the consultation to proceed. Saying ‘No’ will create savings as will be taken out of budget.
- Issues arising from submissions – have tried to capture and answer these in the body of the report.
- Potential questions as to why there is a report with choices that are additional to what the consultation was. The whole process is to listen to submissions and look at what people are asking which may result in additional options for consideration.
- Request to deal with the merits of these options.

The Elected Members asked various questions which included:

- Projected population figures
- Projected patronage for the next 10 years
- Geotech testing – this has been done and the required piling is included in the current estimated conceptual design costs.
- Funding from external providers – this is a question for the Trust.

When questioned about the new draft Technical Specification for building foundation work, Donna advised that this was a voluntary inclusion as determined by Standards NZ, which our CDC Building Control team have confirmed. This has also been discussed with the potential contractor and they are comfortable with this stance.



She further highlighted that the project is currently only at the detailed design stage, and it is important to remember that.

Queries were raised about the Better Off Funding, and it was confirmed that this can be redirected to other projects but is not available for refurbishing the existing pool.

The number of submissions received was also queried as these only equate to 5% of the district and some Councillors believed that this was not a fair representation of the district. They also felt that the consultation document wasn't clear enough, however Mayor Cadogan stated that the number of submissions received was one of the highest in his memory.

***Moved Councillors Vollweiler/Payne and Resolved:***

***“That Council receives the ‘Bruce Community Facility 2024’ report.***

***That Council receives the ‘Bruce Community Facility 2024 – ADDENDUM’ report.”***

In discussions regarding the summary of submissions it was highlighted that in both the ‘For’ and ‘Against’ submissions a number of these had provided alternatives for Option 1 and the feeling was that these should also be considered.

***Moved Councillors Vollweiler/Graham and Resolved:***

***“That Council receives written and verbal submissions received within the submission period as listed in Attachment A: Part 1 (Pages 1-16), subject to where a submitter has lodged more than one submission Council accepts the most recent submission on the basis that it is assumed that this is a replacement submission.***

***That Council approves the receipt of the four late written submissions as listed in Attachment A: Part 2 (Page 16).”***

In his addendum to the original item, the Chief Executive had provided an alternative funding option which uses a fair base line that has already been applied to other projects across the district.

When queried about the 2- or 5-year period, the Chief Executive explained that these timeframes align to the next LTPs where consideration can then be given to looking at a future funding decision.

Councillor Finch thanked staff for presenting this option as it highlights that we are all even and equal.

***Moved Councillors Finch/Vollweiler and Resolved:***

***“That Council determines the method of funding the Community Library and Pool facility should it proceed as: Part funded by Investment Equity of \$2.5 million and thereafter Interest only funded by Rates for a period of 2 years.”***

Before the vote on this resolution there was discussion about the use of investment funds to part-fund the project with some Elected Members unhappy with this option.

The Chief Executive pointed out that a precedent had already been set as investment funds had previously been used for TPÖMA and there had been no hesitation using that fund then, so it was no different for this project.

**Vote:**

**For (11)**

**Mayor Cadogan, Councillors Vollweiler, Herbert, Graham, Payne, McCrostie, Finch, McAtamney, Felts, Kennedy, Barron.**

**Against (4)**

**Councillors Catherwood, Martin, Ludemann, Mackie.**

**The motion was carried.**

There was rigorous debate on whether to approve or not approve support for the Milton Pool/Community Library with Councillor Kennedy acknowledging the current financial situation. However, she also stated that towns need facilities to attract people, our district is a great place to live but we need to ensure that people want to stay and by having modern facilities this will encourage families to stay in our district.

Councillor Barron stated that he agrees with the submissions both 'For' and 'Against' so believes that *Option 7 – That Council approves support for another option, as specified*, is the best option.

The Chief Executive advised that he then needed to specify another option.

*Moved Councillors Barron/Mackie:*

*“That Council approves support for upgrading of the existing pool, roof and support structure, new floor, physio pool, spa pool, toddlers pool and solar heating for \$6M plus upgrading of existing library for \$1.5M.”*

The Elected Members then debated this motion with those against, stating that this option would mean going backwards instead of moving Milton forward. They requested Council to move with the times and move forward for the sake of the town.

Councillor Catherwood strongly believes that there are other options that should be considered and is concerned about the rising debt level, non-qualified engineers stating that there is no need to build to the new standards and the risk in escalation of pricing due to exclusions.

The Chief Executive explained again that the only increase in cost is \$1.5M as the balance of the project is already included in the LTP.

**Vote:****For (2)**

**Councillors Mackie, Barron**

**Against (11)**

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

**Abstained (2)**

**Councillors Catherwood, McCrostie**

**The motion was lost.**

The meeting was adjourned at 4.07pm.

The meeting was reconvened at 4.30pm

***Moved Councillors Kennedy/Felts and Resolved:***

***“That Council approves support for \$19.4M for a community library & pool facility with a 6-lane swimming pool (Consultation Option 1), funded by resolution 4 e.”***

Before this motion went to the vote there was considerable discussion about the impacts this decision would have on the community. All submitters, the financial impacts and the increasing council debt were acknowledged but all communities need facilities to attract and retain people or the community stagnates.

It was also pointed out that 63% of the locals want this new facility and as a district we are trying to promote growth. Good amenities attract people, and this is a wise and prudent investment in the future of Milton. Milton residents have significantly supported this project and want this facility for their town.

Mayor Cadogan stated that Milton is a town on the precipice and by backing the Milton community and the BCF Trust to get this across the line Council is showing its faith in the people of Milton.

**Vote:****For (10)**

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

**Against (5)**

**Councillors Catherwood, Martin, Mackie, McCrostie, Barron.**

The motion was carried.

***Moved Councillor Vollweiler/Mayor Cadogan and Resolved:***

***“That Council directs the Chief Executive to advise submitters of Council’s decisions concerning the Bruce Community Facility.”***

### **3 GENERAL RESERVE TRANSFER FOR 2023/24**

The Chief Financial Officer presented a report which requests a decision on funding options for surplus/deficits calculated for the UAGC and overhead components now that the Annual Report has been adopted.

Sharon Jenkinson was in attendance for this item.

The Chief Executive advised that he has sent a clear message to each department to understand and monitor their budgets and if there are likely to be overspends, find ways to reduce or eliminate these prior to year-end.

The Elected Members stated that they would be happy with level of service changes if it meant keeping within budget this year.

***Moved Mayor Cadogan/Councillor Felts and Resolved:***

***“That Council receives the ‘General Reserve Transfer for 2023/24’ report.”***

***Moved Councillors Vollweiler/Finch and Resolved:***

***“That Council approves the UAGC Deficit of \$801,311 be addressed as part of the Annual Plan 2025/26 process.***

***That Council approves the Overhead Deficit of \$1,748,574 be addressed as part of the Annual Plan 2025/26 process.”***

### **4 CLINTON COMMUNITY COMMITTEE CCTV FUNDING REQUEST**

The Project Manager – Community Plan Implementation submitted a request from the Clinton Community Committee for Council to provide 50% of the funding for security cameras in Clinton.

Mike Goldsmith was in attendance to answer questions.

The Elected Members were supportive of this report as it is very deflating for community groups who work hard for their areas and then have their work vandalised. CCTV cameras are a useful deterrent and not a cost but a saving.

***Moved Councillor Vollweiler/Mayor Cadogan and Resolved:***

***“That Council receives the ‘Clinton Community Committee CCTV funding request’ report.”***

***Moved Councillors Catherwood/Graham and Resolved:***

***“That Council agrees to fund \$9,751 from Investment fund and \$947 from Parks and Reserves towards the purchase of CCTV cameras for Clinton.”***

## **5 SOLID WASTE MANAGEMENT AND MINIMISATION BYLAW 2025**

The HoD Infrastructure Operations submitted a report requesting Council approval to initiate the statutory process for reviewing and implementing the draft updated Waste Management and Minimisation Bylaw 2025.

Jason Foster was in attendance for this item, and he highlighted the bylaw review and the additional bins that are currently not being funded, noting that some properties do have these, which prompted this to be included as part of the bylaw review.

***Moved Councillors Finch/McCrostie and Resolved:***

***“That Council receives the ‘Solid Waste Management and Minimisation Bylaw 2025’ report.”***

***Moved Councillors Vollweiler/Kennedy and Resolved:***

***“That Council endorses the proposal to initiate the statutory process under the Local Government Act 2002 for reviewing and implementing the Solid Waste Management and Minimisation Bylaw 2025, including public consultation and submission processes.”***

***Moved Councillors Vollweiler/Felts and Resolved:***

***“That Council provides direction on the management of additional bins by limiting second bins to properties that have completed a satisfactory waste audit. This would require an additional targeted rates payment based on fees and charges.”***

**Moved Councillors Finch/Graham and Resolved:**

***“That Council determines a transition approach for existing second bin users by implementing an immediate cessation of collection for unauthorised second bins.”***

**6 YOUTH COUNCIL REPRESENTATION REPORT**

The Community Support & Development Advisor submitted a report requesting approval to update the current Youth Council Terms of Reference to include representation for home-schooled or those undertaking alternative educational or vocational pursuits within the district.

Kelly Gay was in attendance for this item.

Councillor Finch highlighted the issues with filling positions on the Youth Council and agreed that flexibility about the appointments was crucial to getting the positions filled.

Mayor Cadogan supported increasing the number of members as he believes the more the merrier.

Councillor Payne supported the status quo but allow for more flexibility.

**Moved Councillors Ludemann/Finch and Resolved:**

***“That Council receives the ‘Youth Council Representation Report’.***

***That Council approves revising the current structure of youth council to maintain the 14 positions with more flexibility.”***

**7 REGULATORY AND COMMUNITY COMMITTEE RECOMMENDATION**

The Regulatory Services Administrator submitted a recommendation from the Regulatory and Community Committee for consideration.

**Moved Councillors Finch/Martin and Resolved:**

***“That Council receives the ‘Regulatory and Community Committee Recommendations’ report.***

***That Council approves funding of \$10,617 + GST from the investment surplus, for the completion of ground preparation work at the Whitehaven Street Playground.”***

**8 CONFIRMATION OF COUNCIL MINUTES**

The minutes of the meetings of the Clutha District Council held on 23 October 2024 and the minutes of the Bruce Community Facilities Submission Hearing held on 7 November 2024 were submitted for confirmation.

***Moved Mayor Cadogan/Councillor Felts and Resolved:***

***“That the minutes of the meeting of the Clutha District Council held on 23 October 2024 be approved as a true and correct record.***

***That the minutes of the Bruce Community Facilities Submission Hearing held on 7 November 2024 be approved as a true and correct record.”***

## **9 INFRASTRUCTURE STRATEGY & OPERATIONS COMMITTEE MINUTES**

The minutes of the meeting of the Infrastructure Strategy & Operations Committee held on 21 November 2024 were submitted for confirmation.

***Moved Councillors Graham/Payne and Resolved:***

***“That the minutes of the meeting of the Infrastructure Strategy & Operations Committee held on 21 November 2024 be approved as a true and correct record.”***

## **10 REGULATORY & COMMUNITY COMMITTEE MINUTES**

The minutes of the meeting of the Regulatory & Community Committee held on 21 November 2024 were submitted for confirmation.

***Moved Councillors Graham/Vollweiler and Resolved:***

***“That the minutes of the meeting of the Regulatory & Community Committee held on 21 November 2024 be approved as a true and correct record.”***

## **11 CORPORATE & POLICY COMMITTEE MINUTES**

The minutes of the meeting of the Corporate & Policy Committee held on 21 November 2024 were submitted for confirmation.

***Moved Councillors Ludemann/Finch and Resolved:***

***“That the minutes of the meeting of the Corporate & Policy Committee held on 21 November 2024 be approved as a true and correct record.”***

## **12 RISK & ASSURANCE COMMITTEE**

The unconfirmed minutes of the Risk & Assurance Committee meeting held on 21 November 2024 were submitted.

***Moved Councillors Ludemann/Vollweiler and Resolved:***

***“That the unconfirmed minutes of the Risk & Assurance Committee meeting held on 21 November 2024 be noted.”***

### **13 WEST OTAGO COMMUNITY BOARD MINUTES**

The unconfirmed minutes of the meeting of the West Otago Community Board held on 13 November 2024 were submitted.

***Moved Councillors Herbert/Kennedy and Resolved:***

***“That the unconfirmed minutes of the West Otago Community Board meeting held on 13 November 2024 be noted.”***

### **14 LAWRENCE/TUAPEKA COMMUNITY BOARD MINUTES**

The unconfirmed minutes of the Lawrence/Tuapeka Community Board meeting held on 13 November 2024 were submitted.

***Moved Councillors Martin/Kennedy and Resolved:***

***“That the unconfirmed minutes of the Lawrence/Tuapeka Community Board meeting held on 13 November 2024 be noted.”***

### **15 YOUTH COUNCIL MINUTES**

The unconfirmed minutes of the meeting of the Youth Council held on 4 November 2024 were submitted.

***Moved Mayor Cadogan/Councillor Payne and Resolved:***

***“That the unconfirmed minutes of the Youth Council meeting held on 4 November 2024 be noted.”***

### **16 MAYORAL REPORT**

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

*Councillor Finch left the room at 5.45pm and returned at 5.47pm.*

***Moved Councillors Martin/Graham and Resolved:***

***“That the ‘Mayoral Report’ dated 5 December 2024 be received.***

***That Council receives the latest LGNZ four-monthly report July-October 2024.”***



**17 CHIEF EXECUTIVE'S REPORT**

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

**Moved Councillors Martin/Payne and Resolved:**

***“That the ‘Chief Executive’s Report’ dated 5 December 2024 be received.”***

**18 DOCUMENTS FOR CONSENT AND SEAL**

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

**Moved Mayor Cadogan/Councillor Ludemann and Resolved:**

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

<b>1</b>	<b>WARRANT OF APPOINTMENT</b>
<b>1.1</b>	Warranted under Local Government Act 2002 as an Enforcement Officer, Resource Management Act 1991 as Authorised Person/Officer <ul style="list-style-type: none"> <li>• Amber-Marie Marsh</li> </ul>

**19 REASONS TO MOVE TO PUBLIC EXCLUDED SESSION**

**Moved Mayor Cadogan/Councillor Ludemann and Resolved:**

***“That Council receives the ‘Reasons to Move to Public Excluded Session’ report.***

***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:***

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Bruce Community Facility Contractor – Procurement Process	The information contained in the report contains commercially sensitive financial information about specific commercial businesses.	A2 (bii)  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

		<p>withholding of the information is necessary to:</p> <p>Protect information where the making available of the information would:</p> <p>Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p>
Our Place Project Funding Update	The information contained in the report contains sensitive financial information about a council contractor.	<p>A2 (bii)</p> <p>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:</p> <p>Protect information where the making available of the information would:</p> <p>Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p>
<p>Public Excluded Council Minutes – 23 October 2024</p> <p>Matters dealt with in these minutes:</p> <ul style="list-style-type: none"> <li>• Road Safety Funding Decision</li> <li>• Risk &amp; Assurance Committee Minutes – 10 October 2024</li> </ul>	To protect the privacy of individuals.	The specific provisions of the Act that relate to these minutes can be found in the open minutes of the Council meeting held on 23 October 2024.
Lawrence/Tuapeka Community Board		The specific provisions of the Act that relate to these minutes can be found in the open minutes of the

<p>Minutes – 13 November 2024</p> <p>Matters dealt with in these minutes:</p> <ul style="list-style-type: none"> <li>• TLCC Community Fund</li> </ul>		<p>Lawrence/Tuapeka Community Board meeting held on 13 November 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."*

The meeting moved into public excluded session at 5.47pm.

The meeting moved out of public excluded session at 6.20pm.

Mayor Cadogan thanked all Councillors and staff for their attendance and wished everyone a restful Christmas break.

The meeting closed at 6.22pm.

**Read and Confirmed**

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**B A Cadogan  
MAYOR**

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# Clutha District Council

## Item for CONFIRMATION

<b>Report</b>	Corporate & Policy Committee Minutes
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	12
<b>Prepared By</b>	Sonia Farquharson – Finance & Policy Administrator
<b>File Reference</b>	97554

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### REPORT SUMMARY

Attached are the minutes of the meeting of the Corporate & Policy Committee held on 5 February 2025.

### RECOMMENDATIONS

1. That the minutes of the meeting of the Corporate & Policy Committee held on 5 February 2025 be approved as a true and correct record.

## Corporate & Policy Committee

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Minutes of the meeting of the Corporate & Policy Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha, on Wednesday 5 February 2025, commencing at 2.10pm

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**Present** Councillor Alison Ludemann (Chair), Councillors Wayne Felts, Gaynor Finch, Bruce Graham, John Herbert, Michele Kennedy, Jock Martin, Simon McAtamney, Ken Payne.

**In Attendance** Steve Hill (Chief Executive), Jules Witt (Deputy Chief Executive), Sharon Jenkinson (Chief Financial Officer) Linda Moore, Sarah Hayward (Clutha Development), Peter Stafford (Strategic Planning Manager), Ye Miao (Senior Policy Advisor), Diane Byars (Communications Manager) and Sonia Farquharson (Finance & Policy Administrator).

**Apologies** His Worship the Mayor Bryan Cadogan, Councillor Bruce Vollweiler, Dean McCrostie, Dane Catherwood.

***Moved Councillors Herbert / Graham and Resolved:***

***“That the apology be sustained.”***

**Non-Attendance** Councillor Brent Mackie

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### DECLARATIONS OF INTEREST

There were no declarations of interest.

### URGENT BUSINESS

There was no urgent business.

### PUBLIC FORUM

There was no public forum.

## 1 CLUTHA DEVELOPMENT QUARTERLY REPORT

This report presents Clutha Development's report for the period 1 July 2024 – 31 December 2024.

Linda Moore and Sarah Hayward from Clutha Development were as in attendance to speak to this report and answer any questions.

Linda highlighted the following:

- Community interest continuing in house and land packages, have met with representatives from Owaka and had preliminary discussions, they are now looking at availability of land.
- Completed some work around options for housing and growing the portfolio across the district, looking at a Community Housing Trust this is around assisted housing ownership programmes. Clutha Development to host an exploration session to inform interested stakeholders on different existing trust models and viability as an opportunity for the district. This will be an online session and will be held on 25 February 2025.
- Job listings – always goes quiet over the summer season but is picking up again now. There have been a few jobs that have been re-listed again.
- Regarding access to Tertiary education opportunities it was identified there was a barrier around transport. A survey was done to assess the community need very much a scoping exercise, will continue to see how this might work for our district.
- Growth summit around infrastructure fund rescheduled for the 18<sup>th</sup> March, looking at regional focus.
- 2024 Clutha District Training and Development Awards - A Training Provider who attended the event has agreed to come on as a sponsor.
- Speaker Event 2025 - Sir Ashley Bloomfield (resilience and leadership) - This is a ticketed event that will be held at TPŌMA on Wednesday 19 March 2025.

### ***Moved Councillors Felts / Finch and Resolved:***

***“That the Corporate & Policy Committee receives the Clutha Development Quarterly report dated 5 February 2025”.***

Linda Moore and Sarah Hayward (Clutha Development) left the meeting at 2.21pm.

## 2 STRATEGIC PLANNING AND POLICY REPORT

This report provides updates on activities within the Policy Team since the last meeting on 21 November 2024.

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

- Peter introduced Ye Miao our new Senior Policy Advisor.
- Reimbursement of Fees, Charges and Rents Policy 2025 is being reviewed and will be brought to Council prior to Annual Plan decisions due to the financial implications of the policy.
- CCTV External Funding Policy 2025 (New Policy) the draft policy to go out to consultation to the nominated groups. It is brought to this committee to gather any comments on the content. It is proposed the draft be tested with groups with an interest in CCTV at Kaitangata, Owaka and Clinton, provided Council agrees with this approach.

***Moved Councillors Herbert / Payne and Resolved:***

***“That the Corporate & Policy Committee receives the report titled ‘Strategic Planning and Policy Report’, dated 5 February 2025.***

***That the Corporate & Policy Committee notes and provide feedback on the draft CCTV External Funding Policy 2025 and proposed testing of the policy with community groups that have previously approached Council for CCTV funding, dated 5 February 2025.”***

Peter Stafford (Strategic Planning Manager) and Ye Miao (Senior Policy Advisor) left the meeting at 2.34pm.

## 3 MANAGEMENT ACCOUNTS REPORT

Sharon Jenkinson (Chief Financial Officer) verbally updated the Management Accounts for the period 1 July 2024 to 31 December 2024.

As this is a duplicate report and was discussed at the Risk and Assurance Meeting this morning the Chief Financial Officer will outline the comments made at that meeting.

Key points are as followings:

- In reply to a question from a previous meeting, the Receivables and Prepayments balance in the balance sheet is made up of, accounts we have billed but not yet received the payment and accounts we have paid but not yet allocated to the cost centre.
- There was a question as to why the rates were lower than budgeted for the year to date. That is the result of a Long-Term Plan decision relating to the Balmoral/Tuapeka Water Scheme and smoothing the rates increases over a period of years.
- At the next Risk & Assurance meeting we will be focusing on projecting financials to the end of the year and cashflow reporting, we will have more exception reporting and will

be splitting the expenses into broader categories. This current report will still come to this committee.

- There was discussion around Interest income and cash vs non-cash and how we report that and how much depreciation is funded.
- Staff were asked if they had any concerns, which at this point they do not, however they will comment more on this when they have done the half yearly reporting.

***Moved Councillors Kennedy /Payne Resolved:***

***“That the Corporate & Policy Committee receives the Management Accounts Report, dated 5 February 2025”.***

#### **4 INVESTMENT PORTFOLIO UPDATE REPORT**

Sharon Jenkinson (Chief Financial Officer) verbally updated the movement in Council’s investment portfolio for the month of April to December 2024. The reporting year starts from 1 April 2024.

This information is included in a report in the Risk & Assurance Committee this morning.

Key points are as followings:

- We had an unrealised gain on our portfolio November of \$588k, loss in December of \$356k but we did reinvest \$173k. January results have come in since this morning and we made a \$450k gain.
- Some points were outlined from the quarterly reports we get from our advisors for both borrowing and investing. One point both noted was that the US elections have an impact on both our borrowings and our investments rates and we more than likely have not seen the end of that impact yet.

***Moved Councillors Herbert / Kennedy and Resolved:***

***“That the Corporate & Policy Committee receives the Investment Portfolio Update Report, dated 5 February 2025.”***

#### **5 DEVELOPMENT PROPERTIES UPDATE REPORT**

Sharon Jenkinson (Chief Financial Officer) & Steve Hill (Chief Executive) verbally spoke and updated the Committee on Council Development Properties.

- Three sections at Rosebank Terrace have been signed up totalling \$516k , currently waiting on titles and hopefully they we be issued soon. The project is going well to date.
- Rosebank Industrial currently has 1 section left. The issues with the resource consent has now been resolved. The global consent is with the ORC.



***Moved Councillors Finch / Payne and Resolved:***

***“That the Corporate & Policy Committee receives the Development Properties Update Report, dated 5 February 2025.”***

## **6 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.

- At the next meeting we are going to add a section to this report, to report quarterly on rates arrears and credit balances.
- Fees reimbursement scheme reporting will include the budget and quantify the reimbursements granted for the house and land packages and Annual Plan decisions. There have been concerns how quickly the funding is going out.
- This is our first Clutha Stars report showing our targets and how we are progressing.

***Moved Councillors Herbert / Payne and Resolved:***

***“That the Corporate & Policy Committee receives the Corporate Finance Team Report, dated 5 February 2025.”***

The meeting closed at 2.46pm

Read and Confirmed

Alison Ludemann

**CHAIRPERSON**

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# Clutha District Council

## Item for CONFIRMATION

<b>Report</b>	Infrastructure Strategy & Operations Committee Minutes
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	13
<b>Prepared By</b>	Angela Ferguson – Transportation Administrator
<b>File Reference</b>	931903

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### REPORT SUMMARY

Attached are the minutes of the meeting of the Infrastructure Strategy & Operations Committee held on 5 February 2025.

### RECOMMENDATIONS

1. That the minutes of the meeting of the Infrastructure Strategy & Operations Committee held on 5 February 2025 be approved as a true and correct record.

## Infrastructure Strategy & Operations Committee

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Minutes of the meeting of the Infrastructure Strategy & Operations Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday, 5 February 2025, commencing at 2.50pm.

**Present** Councillor Bruce Graham (Chairman), Wayne Felts, Gaynor Finch, John Herbert, Michele Kennedy, Alison Ludemann, Simon McAtamney, Jock Martin and Ken Payne.

**In Attendance** Steve Hill (Chief Executive), 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, Councillors Bruce Vollweiler, Dane Catherwood and Dean McCrostie

***Moved Councillors Kennedy / Payne and Resolved:***

***“That the apologies be sustained.”***

**Non-Attendance** Councillor Brent Mackie

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Chairperson Bruce Graham welcomed everyone to the first meeting of 2025. A minute’s silence was observed for the late Chris Bopp (Senior Asset Manager Transportation) who passed away on February 2, 2025.

### DECLARATIONS OF INTEREST

There were no declarations of interest.

### 1. 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.

There was discussion on the following-

- Rongahere Trees and the safety of these was questioned.
- Question of where the server for CCTV was positioned.
- Intentional damage to signs in the district and the cost associated with this.

***Moved Councillors Finch / Felts and Resolved:***

***“That the Infrastructure Strategy & Operations Committee receives the ‘Operations Update – Transportation’ report dated 5 February 2025.”***

## **2. 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 –

- Muslim burial changes were discussed. This will be coming to Council for the final decision in future.
- Questions regarding waste and whether it was being reduced.
- Lawnmowing at Lawrence Playground questioned and whether there will be a reduction in cost due to the reduced area to maintain.
- Comms needed for Mount Cooe.
- Playground surface requirements were discussed.

***Moved Councillors Herbert / Payne and Resolved:***

***“That the Infrastructure Strategy & Operations Committee receives the ‘Operations Update – Greenspace & Waste’ report dated 5 February 2025.”***

## **3. 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.

There was discussion on the following –

- Update given on the repairs at the Stirling Plant.
- BWN will be issued for Richardson South this afternoon. Discussion was held on the process for this with the regulators.

***Moved Councillors Payne / Felts Resolved:***

***“That the Infrastructure Strategy & Operations Committee receives the ‘Operations Update – Water’ report dated 5 February 2025.”***

#### **4. 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-

- Discussion was held on the Ammoniacal Nitrogen (NH<sub>3</sub>-N) levels in the Heriot Plant.

***Moved Councillors Herbert/Martin and Resolved:***

***That the Infrastructure Strategy & Operations Committee receives the ‘Compliance Update’ report dated 5 February 2025.”***

#### **5. 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 –

- Discharge to land and the implications of this was discussed.
- Tayor Park cabins discussion.
- Vehicle Fleet and the disposal of them. CDC branding on vehicles.
- Clutha District Water Supply Schemes Strategy was discussed and what the outcomes of this could mean.
- Tokoitī Pipeline was discussed and why there was a need for this. Whether this be pipeline water or tank water.

***Moved Councillors Kennedy / McAtamney and Resolved:***

***“That the Infrastructure Strategy & Operations Committee receives the ‘Infrastructure Strategy & Delivery Update’ report dated 5 February 2025.”***

The meeting closed at 3.43pm.

Read and Confirmed

Bruce Graham  
**CHAIRPERSON**

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# Clutha District Council

## Item for CONFIRMATION

<b>Report</b>	Regulatory & Community Committee Minutes
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	14
<b>Prepared By</b>	Wendy Copeland – Building & Regulatory Administrator
<b>File Reference</b>	931442

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### REPORT SUMMARY

Attached are the minutes of the meeting of the Regulatory & Community Committee held on 5 February 2025.

### RECOMMENDATIONS

1. That the minutes of the meeting of the Regulatory & Community Committee held on 5 February 2025 be approved as a true and correct record.

## Regulatory and Community Committee

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Minutes of the meeting of Regulatory and Community Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha, on Wednesday 5 February 2025, commencing 1.30pm

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**Present:** Councillor Gaynor Finch (Chair), Councillors Wayne Felts, Bruce Graham, John Herbert, Michele Kennedy, Alison Ludemann, Simon McAtamney, Jock Martin and Ken Payne

**In Attendance:** Steve Hill (Chief Executive), Olivia Restieaux (Planning Manager), Kelly Gay, (Head of Community & Facilities Operations), Debbie Duncan (Head of Libraries and Visitor Information), Malcolm Sinclair (Head of Building & Regulatory), Wendy Copeland (Building & Regulatory Administrator)

**Apologies:** His Worship the Mayor Bryan Cadogan and Councillors Bruce Vollweiler, Dean McCrostie and Dane Catherwood

***Moved Councillors Graham / Kennedy and Resolved:***

***'That the apologies be sustained.'***

**Non-Attendance:** Councillor Brent Mackie

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### DECLARATIONS OF INTEREST

### URGENT BUSINESS

There was no urgent business.

### PUBLIC FORUM

There was no public forum.



Community & Facilities Operation team members were present to receive the Bronze Award for their participation in the Clutha Stars programme.

David Ward – Chair of the Risk and Assurance Committee was present to update the committee on notes from the R & A Workshop on 28 January 2025.

### **1. PLANNING UPDATE**

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

Olivia Restieaux – Planning Manager was in attendance.

***Moved Councillors Herbert / Payne and Resolved:***

***'That the Regulatory and Community Committee receives the report titled 'Planning Update Report', dated 5 February 2025.'***

***'That the Regulatory and Community Committee receives the 'Q2 – KPI reporting Planning'.***

***'That the Regulatory and Community Committee approves the appointment of Louise Taylor as hearing commissioner for RM2063 by Peter Barns for subdivision and land use consent at 2 Akatore Road, Taieri Beach.'***

### **2. COMMUNITY LIBRARIES AND VISITOR INFORMATION UPDATE**

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

Debbie Duncan was in attendance.

***Moved Councillors Graham / Felts and Resolved:***

***'That the Regulatory & Community Committee receives the 'Community Libraries and Visitor Information Update' report, dated 5 February 2025.'***

### **3. COMMUNITY & FACILITIES UPDATE**

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

Kelly Gay was in attendance.

***Moved Councillors Herbert / Ludemann and Resolved:***

***'That the Regulatory and Community Committee receives the report titled 'Community & Facilities Update', dated 5 February 2025.'***

#### **4. COMMUNITY PROJECTS UPDATE**

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

Kelly Gay was in attendance on behalf of Mike Goldsmith – Project Manager, Community Plan Implementation.

Kelly verbally updated the committee on the Moore Park Pump Tack.

***Moved Councillors Graham / Herbert and Resolved:***

***'That the Regulatory & Community Committee receives the 'Community Projects Update' report, dated 5 February 2025***

#### **5. BUILDING & REGULATORY UPDATE**

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

Malcolm Sinclair was in attendance.

***Moved Councillors Ludemann / Felts and Resolved:***

***'That the Regulatory and Community Committee receives the report titled 'Building & Regulatory Update Report', dated 5 February 2025.'***

The meeting closed at 2.08pm

Read and Confirmed

Gaynor Finch  
**CHAIR**

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## Clutha District Council

### Item for INFORMATION

<b>Report</b>	Risk & Assurance Minutes
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	15
<b>Prepared By</b>	Sonia Farquharson – Finance & Policy Administrator
<b>File Reference</b>	927986

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#### REPORT SUMMARY

Attached are the unconfirmed minutes of the meeting of the Risk & Assurance Committee held on 5 February 2025.

#### RECOMMENDATIONS

1. That the unconfirmed minutes of the Risk & Assurance Committee held 5 February 2025 be noted.

## Risk & Assurance Committee

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Minutes of the meeting of the Risk & Assurance Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha, on Wednesday 5 February 2025, commencing at 10.30am

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<b>Present</b>	David Ward (Chairperson), Councillors Gaynor Finch, Bruce Graham, John Herbert, Michele Kennedy, Alison Ludemann, Ken Payne.
<b>In Attendance</b>	Steve Hill (Chief Executive), Jules Witt (Deputy Chief Executive), Sharon Jenkinson (Chief Financial Officer) Christina Johnston (Manager Risk Management), Daniel Pickup (Team Leader Compliance), Greg Bowie (Financial Accounting Team Leader), Linda Till (Manager Three Waters), Trey Willis Croft (Financial Support Accountant), Beki McCabe (Communications Advisor), Reymar Tiburcio (Infrastructure Strategy and Delivery), Peter Stafford (Strategic Planning Manager), Councillors Simon McAtamney, Jock Martin, Diane Byars (Communications Manager) and Sonia Farquharson (Finance & Policy Administrator).
<b>Apologies</b>	His Worship the Mayor Bryan Cadogan, Councillor Bruce Vollweiller.  <b><i>Moved by Chair Ward / Councillor Payne and Resolved:</i></b>  <b><i>“That the apologies be sustained.”</i></b>

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The Chair David Ward welcomed Councillors, staff, members of the public and those watching on livestream to the meeting then said a Karakia.

### **PUBLIC FORUM**

There is no public forum

### **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 21 November 2024 were submitted for confirmation.

- Page 13, The 3 Waters Reticulation contract with Isaac Construction contract, is now signed and confirmed.
- Page 14, under do we have a date when to lift boil water notice for Waihola township, typo on the next line, did read Milton, should read Waihola.

***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 21 November 2024.”***

### 2. RISK & ASSURANCE CHAIR REPORT

The focus of today’s meeting will be the incorporation of matters discussed at the Committee workshop of 28 January 2025 into our committee work programme for the 2025 calendar year.

David Ward – (Risk & Assurance Chair) was in attendance to speak to the report and gave everyone a brief overview and was available to answer any questions.

- Duplication of reports, the Risk and Assurance reports the workshop requested that this process to continue to proceed but in the interim the reports will go to the other committees, but to avoid staff having to spend time unnecessarily will be for chairs or the chairs representative to be the one to speak at the various committees by providing an update on the reports discussed at the Risk and Assurance.
- Given the significance of nominated projects, particularly in respect to financial impact (debt and rates), The PCG meeting will cease the 9.00am meeting going forward and the Risk and Assurance will see these reports added to the Risk & Assurance agenda. The Risk and Assurance Meeting will start an hour earlier with the next meeting being 20 March 2025 being held at 9.30am. But will continue to review this process.

***Moved Chair Ward / Councillor Graham and Resolved:***

***“That the Risk & Assurance Committee receives the Risk & Assurance Chair Report’, dated 5 February 2025”.***

### 3. RISK & ASSURANCE WORKPLAN REPORT

This report presents the proposed workplan for this calendar year (through to elections) following discussion at the Risk & Assurance Committee workshop on the 28<sup>th</sup> January 2025.

The workplan incorporates matters requested by the committee members and focuses on key areas that will ensure the committee adheres to its terms of reference.

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

- Sharon advised that an extra line to include the KPI, this report will be reported every quarter (every second meeting) will be added.

**Moved Councillors Finch / Payne and Resolved:**

***“That the Risk & Assurance Committee receives the Risk & Assurance Workplan Report’, dated 5 February 2025.***

***That the Risk & Assurance Committee adopts the proposed Risk & Assurance Workplan Report’, dated 5 February 2025.”***

### 4. RISK STATUS PROGRESS REPORT - Failure to give effect to Te Tiriti and Build Successful Iwi/Mana Whenua Partnerships

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 focus is on the Risk: Failure to give effect to Te Tiriti and build successful Iwi/Mana Whenua partnerships.

All Councils, as per statutory obligations, must engage with Māori and acknowledge Te Tiriti o Waitangi. Key legislative frameworks influencing council activities include the Local Government Act 2002 (LGA) and the Resource Management Act 1991 (RMA). Compliance with legislation is essential, as is a genuine commitment.

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

The following points were highlighted:

- Staff have six weekly hui with Aukaha, and have meet twice with TAMI and Hokonui this financial year. Councillors have asked for more involvement; this could be a consideration once we progress further. Minutes are available.
- Staff are really happy with how the relationships are coming along.
- Discussed a deep dive report – There was a request that that councillors should know the boundaries of Aukaha and TAMI. Going forward we need to make sure any new

councillors elected have this understanding. Advised this can be added into their induction for the next elections.

***Moved Councillors Kennedy / Graham and Resolved:***

***“That the Risk & Assurance Committee receives the Risk Status Progress report, ‘Failure to give effect to Te Tiriti and Build Successful Iwi/Mana Whenua Partnerships’ dated 5 February 2025”.***

Christina Johnston (Manager Risk Management) left the meeting at 10.51am

**5. 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:

- The reporting period for November and December 2024 saw consistently high levels in Urban Water Bacterial and Protozoal compliance.
- The reporting period for November and December 2024 saw similar levels in compliance for Rural Water Bacterial and Protozoal compliance compared with the September and October 2024 reporting period. Rural WTPs supply several distribution networks subject to a Boil Water Notice (BWN), i.e., Moa Flat, North Bruce, Waitahuna, and Tuapeka West.
- Waitahuna and Tuapeka West supplies will not achieve full compliance without significant upgrades and will be replaced by the Balmoral/Tuapeka Rural Water Scheme & Lawrence New Supply.

***Moved Councillors Finch / Herbert and Resolved:***

***“That the Risk & Assurance Committee receives the ‘Protozoal and Bacterial Compliance Report’, dated 5 February 2025”.***

**6. 3 WATERS OPERATIONS 6 MONTH REPORT**

This report displays the financial results for the 3 Waters activity for the first six months of the 2024/25 financial year.

This report combines high level financial results for the Urban Water, Rural Water, Wastewater, Stormwater, Water Management and Water Operations business units.

Linda Till - Head of Three Waters was in attendance to speak to the report and answer any questions.

***Moved Chair Ward / Councillor Graham and Resolved:******“That the Risk & Assurance Committee receives the 3 Waters Operations 6 Month Report’, dated 5 February 2025”.*****7. 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:

- Question from last time re portfolio closing balances – The Treasury dashboard shows the closing balance at exit price (the price that a seller would receive in exchange for the sale of an asset or would pay to transfer a liability at measurement date). The summary of transactions since inception shows the closing balance at fair value (actual value of an asset agreed upon by both the seller and the buyer) in accordance with how we are required to show this in the annual report. Going forward with our condensed reporting agreed at the workshop we will just show the exit price value as in the treasury dashboard.
- Greg discussed the Bancorp & MJW Reports for November and December 2024.
- It was discussed when the January data will be released – The January 2025 data (comes in approximately on the 6<sup>th</sup> of the month, but due to the deadline when the agenda was put together this data was not available.
- US election results saw the US dollar strengthen. Interest rates are moving upwards in the US, where the incoming administration’s policies in areas such as immigration and tax were judged to be more inflationary.

***Moved Councillors Kennedy / Finch and Resolved:******“That the Risk & Assurance Committee receives the ‘Treasury Management Report’, dated 5 February 2025”.*****8. FINANCIAL MONITORING REPORT**

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

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

The following points were highlighted:



- There was discussion around why rates are lower than budgeted – this is mainly around the receivable and prepayments in the balance sheet and what made this up, (accounts we have billed money we have not yet received yet or accounts we have paid haven't allocated specifically to the cost centres yet)
- Question raised why the rates were lower than budgeted for the year to date and that's around a decision when we set the long-term plan budgets to set a rate in the water scheme then catch it up over time with the, so they didn't get massive increases and the lower increases.
- At the next meeting we will be focusing on projecting financials to the end of the year and including a cashflow agenda. In the Risk & Assurance. We will have more exception reporting and clarity around categories as you have to report this in Annual Report e.g. splitting out water, water expenses as a separate line.
- Discussion around Interest income and cash vs non-cash and how we report than and depreciation is funded. Question asked were staff concerned, currently they weren't as they haven't done the half year yet, and we will comment about this at the next meeting.
- It was requested that staff provide a breakdown of the receivables and prepayments for the next meeting - NZTA and reimbursement but what paid e.g. insurance and wages.

***Moved Councillors Payne / Herbert and Resolved***

***"That the Risk & Assurance Committee receives the 'Financial Monitoring Report', dated 5 February 2025".***

## **9. NON-FINANCIAL MONITORING REPORT**

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

- Please note the numbers are not audited but the trends do provide information on how the different activities are doing from a performance perspective.
- Some of the KPI data is only relevant once a year.
- Anomalies for November are as follows - Median resolution time for wastewater faults was 453 hours (19 days)
- Anomalies for December are as follows - Median resolution time for wastewater faults was 433.57 hours (18 days)
- Explanation for these anomalies was provided at the meeting

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

The following points were highlighted:

- There has been some work done for our internal 3 Waters Service request. There has been issues with not closing off these requests and not recording when the site was reached. As a result of Linda's team going back and adding in accurate timestamp the November wastewater resolution median went from 453 to 47.72. The December wastewater resolution median went from 433.6 to 009.53 and the YTD wastewater resolution median went from 92.9 to 76.08. In the coming months Linda's team will relook at the months prior to November to see if any other service requests need to be charged.

***Moved Councillors Finch / Ludemann and Resolved:***

***"That the Risk & Assurance Committee receives the 'Non-Financial Monitoring Report', dated 5 February 2025".***

## **10. AUDIT RECOMMENDATION MONITORING REPORT**

This report has been updated to reflect the recommendations arising from the Deloitte Final Report to Risk and Assurance Committee on the 30 June 2024 Annual Report Audit.

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 no changes since the last meeting held 21 November 2024.
- Improvements to Category A reporting this will be coming to the next meeting
- Talked about the KPI how they are and going forward.

***Moved Councillors Payne / Herbert and Resolved:***

***"That the Risk & Assurance Committee receives the 'Audit Recommendation Monitoring Report', dated 5 February 2025".***

## **11. TERMS OF REFERENCE REPORT**

This report provides an updated Terms of Reference for the Risk & Assurance Committee's consideration.

During the workshop we agreed on the following changes

- A change of meeting frequency from 6 times per year to 6 weekly
- Combining areas of responsibility for internal and external audit
- Combining external and internal external audit
- The power to receive capital projects reports that have until recently been received by the PCG (Project Control Group)

David Ward – (Risk & Assurance Chair) was in attendance to speak to the report and gave everyone a brief overview and was available to answer any questions.

***Moved by Councillors Graham / Payne and Resolved:***

***“That the Risk & Assurance Committee receives the Risk & Assurance Terms of Reference Report dated 5 February 2025.***

***That the Risk & Assurance Committee recommends “that Council adopts the amended Terms of reference for the remainder of the current electoral term” dated 5 February 2025.”***

## 12. REASONS TO MOVE INTO PUBLIC EXCLUDED

***Moved Councillors Kennedy / Finch 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
Cyber Security Update Report	To allow staff and councillors to have a discussion with the elected members.	A2 (j)  Prevent the disclosure or use of official information for improper gain or improper advantage.

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 2-minute break at 11.29am.

The meeting moved into Public Excluded session at 11.33 am.

The meeting moved back into public session at 11.49 pm.

The meeting closed with a Karakia at 11.51am.

Read and Confirmed

David Ward  
**CHAIRPERSON**

Unconfirmed

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# Clutha District Council

## Item for INFORMATION

<b>Report</b>	West Otago Community Board Minutes
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	16
<b>Prepared By</b>	Angela Ferguson – Transportation Administrator
<b>File Reference</b>	930013

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### REPORT SUMMARY

Attached are the unconfirmed minutes of the meetings of the West Otago Community Board held on 29 January 2025.

### RECOMMENDATIONS

- 1. That the unconfirmed minutes of the meeting of the West Otago Community Board held on 29 January 2025 be noted.**

## West Otago Community Board

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Minutes of the meeting of the West Otago Community Board held in the West Otago RSA, 51 Northumberland Street, Tapanui on Wednesday 29 January 2025, commencing at 10.30am.

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**Present** Barbara Hanna (Chairperson), Cecil Crawford, Mark Diamond, Councillor John Herbert, Councillor Michele Kennedy, Bruce Robertson and Linda Roulston.

**In Attendance** His Worship the Mayor Bryan Cadogan, Kelly Gay (Head of Community & Facilities Operations) and Angela Ferguson (Transportation Administrator)

**Apologies** Sonia Richardson

***Moved Linda Roulston/ Cecil Crawford and Resolved:***

***“That the apology be sustained.”***

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The Chairperson welcomed everyone to the first meeting of 2025.

### **PUBLIC FORUM**

A contingent of approximately 20 residents were in attendance to discuss the water issues in the Tapanui Area. They highlighted the water colour, and the boil water notices and questioned why these issues seemed to be more prevalent in the last 24 months.

Gloria McHutchon updated the Community Board on the progress at Bushyhill Playground, the swings have been installed, and new wooden edging and the next step is to progress a basketball court.

### **1 WEST OTAGO COMMUNITY BOARD MINUTES**

The minutes of the meeting of the West Otago Community Board held on 13 November 2024 were presented for the Board’s confirmation.

Noted correct spelling for McHutchon property.

***Moved Bruce Robertson/Cecil Crawford and Resolved:***

***“That the West Otago Community Board confirms the minutes of the meeting held on 13 November 2024, as a true and correct record.”***

## **2 WORK IN PROGRESS UPDATE**

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

### **2.1 Projects**

#### **2.1.1 Triangle Area Plantings**

Nearing completion, Timber surrounds have been installed.

### **2.2 Items to stay on WIP.**

#### **2.2.1 Hancox Park**

A tree that had been reported as dead, has sprung to life and will no longer need removed.

### **2.3 Aitchison Runs Road Grade Adjustment**

WIP

### **2.4 Kelso Dairy Factory Building**

This is expected to be completed in March or April.

***Moved Councillor Michele Kennedy /Linda Roulston and Resolved:***

***“That the West Otago Community Board receives the ‘Work in Progress Update’ report dated 29 January 2025.”***

## **3 INFRASTRUCTURE STRATEGY & OPERATIONS UPDATE**

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

Linda Till was in attendance for this item and spoke to the meeting about Tapanui Boil Water Notices and why they are being put on in the area.

Councillor John Herbert questioned the berm mowing report and asked for clarification from council on this.

***Moved Linda Roulston/Councillor John Herbert and Resolved:***

***“That the West Otago Community Board receives the ‘Infrastructure Strategy & Operations Update’ report dated 29 January 2025.”***

#### 4 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 2024 to 31 December 2024.

***Moved Councillor Michele Kennedy/Cecil Crawford and Resolved:***

***"That the West Otago Community Board receives the 'Revenue and Expenditure' report dated 29 January 2025."***

***Moved Councillor John Herbert/Cecil Crawford and Resolved:***

***"That the West Otago Community Board approves the payment of \$2,067.83 to Ant Wallace Building Ltd from the Our Place funds."***

#### 5 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 Linda Roulston/Mark Diamond and Resolved:***

***"That the West Otago Community Board receives the 'Community Funding and Grants Report' dated 29 January 2025."***

#### 6 BUILDING CONSENTS STATISTICS FOR OCTOBER & NOVEMBER 2024

The Regulatory Administrator submitted a report on building statistics for October & November 2024.

***Moved Councillors Michele Kennedy/John Herbert and Resolved:***

***"That the West Otago Community Board receives the 'Building Consents Statistics for October & November 2024' report."***

#### 7 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.

Tapanui tables are to be completed by the next meeting, self-imposed deadline set by Linda Roulston.

Community Board decided to write to Black Gully Reserve and ask them for confirmation of projects in the pipeline. Community Board to send letter with this questioning.



***Moved Councillor John Herbert/Linda Roulston and Resolved:***

***“That the West Otago Community Board receives the ‘Our Place Community Plan Projects Update’ report dated 29 January 2025.”***

## **8 MAYORAL UPDATE**

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

- Upcoming financial decisions need to be made by Clutha District Council.
- Vehicles on beaches by-law.
- Community consultation is due to start in April.

## **9 COMMUNITY BOARD UPDATES**

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

- Councillor Michele Kennedy has been at Risk & Assurance committee meetings.
- Linda Roulston reports she has had a break and is rearing to go
- Councillor John Herbert has been at Risk & Assurance committee meetings and at Moa Flat and the water is super clean, and he reports the carbon filter is doing a great job. Basketball in Heriot is looking very good.
- Mark Diamond - the pool is well utilised, and Black Gully is doing great as well.
- Cecil Crawford updated on the Waikoikoi Hall and reported that the Waikoikoi Cricket Club have done excellent work at the reserve.
- Bruce Robertson said the Heriot area was looking great.

The meeting closed at 12.17pm.

**Confirmed**

**Barbara Hanna  
Chairperson**

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## Clutha District Council

### Item for INFORMATION

<b>Report</b>	Lawrence/Tuapeka Community Board Minutes
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	17
<b>Prepared By</b>	Angela Ferguson - Transportation Administrator
<b>File Reference</b>	930014

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#### REPORT SUMMARY

Attached are the unconfirmed minutes of the meetings of the Lawrence/Tuapeka Community Board held on 29 January 2025.

#### RECOMMENDATIONS

- 1. That the unconfirmed minutes of the meetings of the Lawrence/Tuapeka Community Board held on 29 January 2025 be noted.**

## Lawrence/Tuapeka Community Board

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Minutes of the meeting of the Lawrence/Tuapeka Community Board held at the Lawrence Service Centre, Peel Street, Lawrence on Wednesday 29 January 2025, commencing at 3.00pm.

**Present** Geoff Davidson (Chairperson), Roger Cotton, Lindy Chinnery, Councillor Jock Martin, Tim Dickey, Suzanne Stephenson

**In Attendance** His Worship the Mayor Bryan Cadogan, Kelly Gay (Head of Community & Facilities Operations) and Angela Ferguson (Transportation Administrator)

**Apologies** Matt Little

*Moved Suzanne Stephenson/Tim Dickey and Resolved:*

*“That the apology be sustained.”*

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The Chairperson welcomed everyone to the first meeting for 2025.

### Public Forum

A member of the public provided feedback on the Community Board’s choice of location for the new public toilet at Market Reserve.

### 1. OUR PLACE COMMUNITY PLAN PROJECTS

This report provides an update on progress with community projects as outlined in the *Our Place Lawrence-Tuapeka Community Plan*.

Heritage toolbox update was given by Roger Cotton, he reported it was going well.

Kelly Gay gave an update on the bike stands and the progress on these. Discussion was held on how to progress this and the best way forward. Kelly Gay will progress and provide a report for the next meeting as to locations, options and design.

Discussion on advertising signage in the Market Reserve and how to fix this going forward.

*Moved Lindy Chinnery/Roger Cotton and Resolved:*

*“That the Lawrence/Tuapeka Community Board receives the ‘Our Place Community Plan Projects Update’ report dated 29 January 2025.”*

## 2. LAWRENCE/TUAPEKA COMMUNITY BOARD MINUTES

The minutes of the meeting of the Lawrence/Tuapeka Community Board held on 13 November 2024 were presented for the Board's confirmation.

***Moved Roger Cotton/Suzanne Stephenson and Resolved:***

***"That the minutes of the meeting of the Lawrence/Tuapeka Community Board held on 13 November 2024 be approved as a true and correct record."***

## 3. WORK IN PROGRESS

### 3.1 Zig Zag Track Maintenance

Progressing well and waiting on streetlight quotes, Jenkinson Electrical are working with NES Ltd on the streetlight.

Kowhai Tree is getting removed on 30 January 2025, discussion was held about the sycamore tree that causes wind drop issues. It was decided that the tree be removed while the kowhai was being removed.

***Moved Councillor Jock Martin/Lindy Chinnery and Resolved:***

***"That the Lawrence/Tuapeka Community Board approves the removal of the sycamore tree."***

### 3.2 Cemetery Kiosk Panels

These are on hold until the new Chinese section is completed so they can be up to date.

### 3.3 Cemetery Maintenance

Suzanne Stephenson will email the group and try and get some movement.

### 3.4 Peace Garden

Waiting on the sandblasting to get done, so this can be completed, this does need done before May 2025 when the cenotaph turns 100 years old, the community group need to start thinking of a way to commemorate this.

### 3.5 Lights in Lawrence

Nick Jenkinson has been looking at what was appropriate lighting for the arches, the power supply for this area is an issue, so this will be put on hold for now. Remove this from WIP, agreed by all.

### 3.6 Market Reserve – Beautification

200 daffodils will be planted next week.

### 3.7 Whitehaven Playground

Playground was reopened on 28 November 2024. Councillor Jock Martin reported that the playground is being very well received and being well utilised by travelling public and local community. Roger Cotton said there is signage to be added to the playground acknowledging the people involved in the project. There are some reported issues with the pea gravel migration; solutions for this are being investigated by council staff.

***Moved Roger Cotton/Tim Dickey and Resolved:***

***“That the Lawrence/Tuapeka Community Board receives the Work in Progress Update report dated 29 January 2025.”***

### 4. INFRASTRUCTURE STRATEGY & OPERATIONS UPDATE

The report advises the Lawrence/Tuapeka Community Board of activities in respect to the Infrastructure Strategy & Operations Department.

Tim Dickey asked for an update on firefighting valves that were to be installed.

Councillor Jock Martin asked for the berm to be tidied up on Whitehaven Street.

***Moved Roger Cotton/Tim Dickey and Resolved:***

***“That the Lawrence/Tuapeka Community Board receives the Infrastructure Strategy & Operations Update Report 29 January 2025.”***

### 5. 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 2024 to 31 December 2024.

Trey Willis-Croft was in attendance for this item.

Councillor Jock Martin updated the Community Board on progress at the pool.

***Moved Lindy Chinnery/Roger Cotton and Resolved:***

***“That the Lawrence/Tuapeka Community Board receives the Revenue and Expenditure report dated 29 January 2025.”***

***Moved Tim Dickey/Lindy Chinnery and Resolved:***

***“That the Lawrence/Tuapeka Community Board confirms the donation of \$5,000 excl. to the Tuapeka Aquatic Centre noting that this was paid in December 2024.”***

## 6. 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 Jock Martin/Roger Cotton and Resolved:***

***“That the Lawrence/Tuapeka Community Board receives the Community Funding and Grants report dated 29 January 2025.”***

## 7. CORRESPONDENCE

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

### **Inwards Correspondence**

- Connie Benington – Thank You Letter for Tuapeka Bursary
- Lawrence Creative Arts – query re TLCC funding. (Lindy and Geoff will respond to this letter)

### **Outwards Correspondence**

- No outwards correspondence.

***Moved Suzanne Stephenson/Tim Dickey and Resolved:***

***“That the Lawrence/Tuapeka Community Board receives the correspondence dated 29 January 2025.”***

## 8. BUILDING CONSENTS STATISTICS FOR OCTOBER & NOVEMBER 2024

The Regulatory Services Administrator submitted a report on Building Statistics for October & November 2024.

***Moved Tim Dickey/Lindy Chinnery and Resolved:***

***“That the Lawrence/Tuapeka Community Board receives the report titled Building Consents Statistics for October & November 2024.”***

## 9. MAYORAL UPDATE

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

- Upcoming financial decisions that need to be made by Clutha District Council.
- Vehicles on beaches by law.

**11. COMMUNITY BOARD UPDATE**

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

Roger Cotton gave an update on Waipori Fields Trust, they have moved to the next stage on this and there is progress being made.

**12. REASONS TO MOVE TO PUBLIC EXCLUDED SESSION**

The Lawrence/Tuapeka Community Board 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.

***Moved L Chinnery/R Cotton and Resolved:***

***"That the Lawrence/Tuapeka Community Board receives the 'Reasons to Move to Public Excluded Session' report.***

***That the Lawrence/Tuapeka Community Board approves moving Public Excluded Lawrence/Tuapeka Community Board Minutes – 13 November 2024 into public, and***

***That the minutes of the public excluded section of the meeting of the Lawrence/Tuapeka Community Board held on 13 November 2024 be approved as a true and correct record."***

The meeting closed at 4.25pm

**Confirmed**

**Geoff Davidson  
Chairperson**

# Clutha District Council

## Item for INFORMATION

<b>Report</b>	Mayoral Report
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	18
<b>Prepared By</b>	Arna Smith - EA to the Mayor
<b>File Reference</b>	930015

### 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
5 December 2024	Attended Council workshop & Council meeting
12 December 2024	Met with young person Maia & her family
12 December 2024	Attended meeting with Marlon Bridge, Chief Technical Adviser, and Bex Sullivan, Executive Director of the Water Services Programme at the Department of Internal Affairs
12 December 2024	Travelled through to Dunedin to attend Civil Defence Emergency Management meeting
12 December 2024	Attended Otago Mayoral Forum in Dunedin
13 December 2024	Attended day 2 of Otago Mayoral Forum in Dunedin
13 December 2024	Attended annual Councillors Christmas party at the Balclutha Bowling Club



16 December 2024	Visited Otago Corrections Facilities Probation team with Jobbortunities
16 December 2024	Judged the TPOMA offices Christmas decoration competition
16 December 2024	Met with Tuia Programme candidate Paige King
16 December 2024	Attended Gore Women's Refuge meeting in Gore
17 December 2024	Gave a radio media Interview
17 December 2024	Meeting with Jobbortunities team in Milton
17 December 2024	Attended Christmas morning tea at Rosebank Kindergarten
18 December 2024	Attended team building day with Jobbortunities team
19 December 2024	Attended Tokomairiro Community Hub Christmas afternoon tea
20 December 2024	Attended farewell for staff member Tui Holgate
20 December 2024	Weekly catchup with Steve Hill
20 December 2024	Attended annual Filipino Christmas event at TPOMA
23 December 2024	Meeting with Steve Hill
7 January 2025	2025 Diary coordination meeting with EA Arna Smith
14 January 2025	Attended Citizenship 2025 planning with team at TPOMA
15 January 2025	Met and gave a media interview with Richard Davidson from the ODT
15 January 2025	Attended Jobbortunities team funding application session
16 January 2025	Met with Invercargill councillor
16 January 2025	Meeting via phone with Steve Hill
17 January 2025	Travelled to Dunedin for Mayors catchup
23 January 2025	Attended Jobbortunities team funding application session
24 January 2025	Attended via TEAMS; Joint Councils Executive Group Meeting

24 January 2025	Attended via TEAMS; Mayor's catchup
27 January 2025	Meeting with Minister Mark Patterson in Balclutha
27 January 2025	Attended Taieri Mouth Amenities Society AGM
27 January 2025	Attended Kaitangata Skate Park meeting
28 January 2025	Met with Risk & Assurance Chair David Ward
28 January 2025	Attended Risk & Assurance Committee workshop
29 January 2025	Attended Community Board meetings
30 January 2025	Attended Jobbortunities meeting in Balclutha
30 January 2025	Travelled to Gore to meet with Rob Scott
31 January 2025	Meeting with Jobbortunities Program Manager Eden Wilson
31 January 2025	Attended via TEAMS; Mayor's catchup
31 January 2025	Attended via TEAMS; MTFJ F26 Q & A for Mayors & CE's
31 January 2025	Travelled to Milton to meet with rate payer
4 February 2025	Attended Hon Shane Jones event in Kerikeri
5 February 2025	Attended LGNZ dinner in Paihia
5 February 2025	Gave a media interview to RNZ
6 February 2025	Attended Waitangi celebrations in Waitangi
10 February 2025	Weekly catchup with Steve Hill
10 February 2025	Attended Gore Women's Refuge Meeting in Gore
11 February 2025	Attended via TEAMS; MTFJ Chair Alex Walker catchup
12 February 2025	Meeting with Jobbortunities Program Manager Eden Wilson
12 February 2025	Attended Jobbortunities team funding application session
14 February 2025	Attended via TEAMS; MTFJ Clutha specific meeting

18 February 2025	Attended meet and greet for visiting medical students at Clutha Health First
18 February 2025	Weekly catchup with Steve Hill
18 February 2025	Attended Waihola Looking Forward meeting

# Clutha District Council

## Item for INFORMATION

<b>Report</b>	Chief Executive's Report
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	19
<b>Prepared By</b>	Steve Hill – Chief Executive
<b>File Reference</b>	930017

### 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
6 December 2024	Steering Committee Meeting with Datacom
12 December 2024	DIA/CDC LWDW Engagement meeting
	Civil Defence Emergency Management Meeting
13 December 2024	Attended Otago Mayoral Forum in Dunedin
	Taumata Arowai and CDC meeting
16 December 2024	Clutha Development monthly meeting
18 December 2024	Joint Water Entity Workshop on Teams
	Joint Otago and Southland Te Ropu Taiao on Teams
	Webinar – Local Government (Water Services) Bill
19 December 2024	Bruce Community Facility Project meeting at Calder Stewart
20 December 2024	Met with Ratepayer regarding sewer connection in Benhar
13 January 2025	LWDW Joint CCO – Weekly Steering Committee Meeting
20 January 2025	Monthly meeting with Clutha Development

<b>Date</b>	<b>Activity</b>
	Met with Ray White Real Estate – Pounaweia Camping Ground
	LWDW Joint CCO – Weekly Steering Committee Meeting
21 January 2025	Meeting regarding West Otago Community Centre /Library
	Clutha Parks Trust Meeting
23 – 28 January	Annual Leave
30 January 2025	Meeting with David ward – Risk and Assurance Chair
3 February 2025	LWDW Joint CCO – Weekly Steering Committee Meeting
4 February 2025	Strategic Pay meeting
5 February 2025	Project Control Group Meeting
	Risk and Assurance Meeting
	Standing Committees
10 February 2025	LWDW Joint CCO – Weekly Steering Committee Meeting
14 February 2025	Kaitangata Build – 22 Christchurch Street
17 February 2025	Monthly meeting with Clutha Development
	LWDW Joint CCO – Weekly Steering Committee Meeting
20 February 2025	Annual Plan 2025/26 Workshop
	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.**

<b>Date</b>	<b>Activity</b>
11 December 2024	Moa Flat site visit
16 December 2024	HoDs 6-weekly catchup
19 December 2024	Bruce Community Facilities meeting
21 January 2025	West Otago Community Centre/Library discussion
24 January 2025	Clutha Valley Community Centre discussion
28 January 2025	Risk & Assurance Committee Workshop

<b>Date</b>	<b>Activity</b>
29 January 2025	Webinar – Comms in the Pre-Election period
	Joint CCO working group meeting
3 February 2025	Mt Coeee consent update
5 February 2025	Risk & Assurance meeting
	Standing Committees
10 February 2025	Aukaha Hui - Waihola Wastewater site visit
12 February 2025	Beca presentation – dam safety
	Joint CCO – Weekly Project Working Group
18 February 2025	CDEM meeting
20 February 2025	Annual Plan 2025/26 Workshop
	Council Meeting

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

### **3 Contracts Awarded**

#### **Contract 888 – Tank Farm Reservoir Tank Supply**

This contract was awarded to WaterForce for \$512,474.38 excl. GST.

This open tender was published on 24 October 2024 using the Government Electronic Tenders Service (GETS) and closed at 4 pm on 22 November 2024.

45 prospective tenderers downloaded the tender documents from the GETS website. Seven tenders were received from 6 tenderers, ranging from \$512,474 to \$887,135 excl. GST.

The estimated cost of \$701,000 to purchase 95 x 30m<sup>3</sup> was based on quotes from three suppliers.

The tenders were evaluated using the lowest price-conforming tender method and following this evaluation method, WaterForce was awarded the contract based on their alternative design with a 500mm lid.

## 4 Staffing

### Staff Appointments

#### 4.1 External Appointments

**Bligh Pringle** – Planning Officer (Fixed Term) as of 20 January 2025

**Nikesh Manilall** – Contract Manager Network Operations as of 8 January 2025

**Adele Scott** – Customer Experience Officer (Owaka) as of 28 January 2025

**Ye Miao** – Senior Policy Advisor as of 3 February 2025

#### Internal Appointments

**Kuben Govender** – Senior Project Manager as of 10 February 2025

**John Eteuati** – Project Management Team Leader – 3 Waters as of 10 February 2025

**Ahmed Azazy** – Project Management Team Leader – Roading and Structures as of 10 February 2025

**Ryan Foot** – IT Application and Data Analyst (Fixed term, part-time) as of 24 February 2025

#### 4.2 Staff Resignations

**Mel Burgess** – Customer Experience Officer Owaka as at 10 November 2024

**Gerard Griffiths** – Wastewater Treatment Operator as of 26 November 2024

**Tui Holgate** – Cleaner, Rosebank Office as of 13 December 2024

**Amy Ewald** – Lifeguard (casual) as of 5 January 2025

**Hebe Juan** – Senior Project Manager as of 17 January 2025

**Nicola Crossan** – Customer Experience Officer (Milton) – as of 4 February 2025

**Paula Richardson** – Customer Experience Officer (Balclutha Library) as of 7 February 2025

**Ryan Foot** – IT Application and Data Analyst as of 16 February 2025 (moving to a fixed term, part-time contract)

**Donna Ridings** – Health and Safety Advisor as of 21 February 2025

**Jason Foster** – Head of Infrastructure Operations as of 28 February 2025

**Mark Thomas** – Water Treatment Supervisor as of 7 March 2025

## 5 Requests received under the Official Information Act

Name	Request
Green Party of Aotearoa New Zealand	New Government speed setting rule
Member of the public	Councillor vote on Bruce Community Facility
Member of the public	Glenkenich Water Scheme funding information
Taxpayers Union	Committee Structure, memberships, unelected members, contact details, remuneration and interests register

Environmental Law Initiative	Indigenous biological diversity review
Member of the public	Resignation of Councillor Kevin Barron
Member of the public	Bruce Community Facility contractor query
Allan Campbell & Son Ltd	Costings to employ an external consultant regarding a resource consent
Mataura Licensing Trust	Information about McGills flour mill
Member of the public	Listing of premises within Clutha DC consented to discharge trade waste
Member of the public	Milton Community Facility correspondence regarding better off funding, pool demolition and procurement
Member of the public	Funding questions regarding Milton Community Facility
Member of the public	Impact of drinking water outages
Alcohol Health Watch	Request on off and on-licenses

## 6 Health and Safety -

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

12 issues were reported in the Month of January.

2 were categorised as High = 17% of total

6 were categorised as Medium = 50% of total

4 were categorised as Low = 33% of total

The “High” events related to:

1. Contractor behaviour – racist verbal abuse.
2. Contractor Notifiable Event – received an electric shock.

These have been managed and resolved.



# Clutha District Council

## Item for CONFIRMATION

<b>Report</b>	Documents for Consent and Seal
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	20
<b>Prepared By</b>	Melanie Scott – Executive Assistant
<b>File Reference</b>	930019

### 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.

<b>1</b>	<b>WARRANT OF APPOINTMENT</b>
<b>1.1</b>	<p>Warranted under section 197 of the <b>Sale and Supply of Alcohol Act 2012</b> as Authorised Person/Officer</p> <ul style="list-style-type: none"> <li>• Sarah Marie Nicol</li> </ul> <p>Warranted under the <b>Local Government Act 2002, Clutha District Council Water Services Bylaw 2019</b> and <b>General Bylaws of Council</b></p> <ul style="list-style-type: none"> <li>• Hannah Bardsley</li> <li>• Nikesh Manilall</li> </ul>
<b>2</b>	<b>DEED OF ASSIGNMENT OF LEASE</b>
<b>2.1</b>	<p>Change of Lease from Martin and Rachel Clark (Assignor) to Jennifer Paul and Robyn Parker (Assignee) for 23 Toko Mouth Domain Road Toko Mouth being Section 4 Toko Mouth Beach Resort</p> <p>Change of Lease from Ronald Pierce (Assignor) to Michelle Hamilton and Dayle Stephen (Assignee) for Toko Mouth Beach Resort known at Section 22 being 20 Riverview Road</p>
<b>3</b>	<b>ROAD OCCUPATION LICENCE</b>
<b>3.1</b>	Kevin Booth and Kirsten Collier Road Occupation Licence Agreement for Milton Lot 9 Deposited Plan 1865

	<p>Aaron and Sarah Lloyd Road Occupation Licence Agreement for Milton Part Lot 5 Deposited Plan 1865 and Part Lot 5-6, 6-7 Deposited Plan 1865</p> <p>Margaret Hinton Road Occupation Licence Agreement Lawrence Sec 86 Blk XIX Tuapeka East S D, OT57/142</p>
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# Clutha District Council

## Item for DECISION

<b>Report</b>	Reasons to Move to Public Excluded Session
<b>Meeting Date</b>	20 February 2025
<b>Item Number</b>	21
<b>Prepared By</b>	Steve Hill - Chief Executive
<b>File Reference</b>	930020

### 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
Mt Cooee Landfill – Future Use Assessment	The information contained in the report contains commercially sensitive financial information regarding Council and its contractors.	A2(i)  Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

		A2(j)  Prevent the disclosure or use of official information for improper gain or improper advantage.
Public Excluded Council Minutes – 5 December 2024  Matters dealt with in these minutes: <ul style="list-style-type: none"> <li>• Bruce Community Facility – Procurement Process</li> <li>• Our Place Projects Funding Update</li> </ul>	The information contained in the report contains commercially sensitive financial information about specific commercial businesses.  The information contained in the report contains sensitive financial information about a council contractor.	The specific provisions of the Act that relate to these minutes can be found in the open minutes of the Council meeting held on 5 December 2024.
Public Excluded Risk & Assurance Committee Minutes – 5 February 2025  Matters dealt with in these minutes: <ul style="list-style-type: none"> <li>• Cyber Security Update Report</li> </ul>	The information contained in the report contains information about Clutha District Council’s cyber security measures.	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 5 February 2025.

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.*

