

**MEETING OF THE**

**Clutha District Council**

**3 April 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 3 April 2025, commencing at 1.30pm.

David Ward  
**ACTING 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 3 April 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

Item	Page #	Title
1	6	<b>Local Water Done Well – Otago Southland Joint Water Services Proposal</b> <i>(For Council's Decision)</i> Report provides details of progress regarding a Joint CCO with Central Otago, Clutha, Gore and Waitaki District Councils to deliver water services across their regions.
2	7	<b>Clutha Health Incorporated – Request to Change Status</b> <i>(For Council's Decision)</i> Report presents a request from Clutha Health Inc. for Council approval to change from an Incorporated Society to a Charitable Trust.
3	9	<b>Kaitangata Promotions CCTV Funding Request</b> <i>(For Council's Decision)</i> Report presents a request from Kaitangata Promotions for Council to provide 50% of the funding for security cameras in Kaitangata.
4	24	<b>Reimbursement of Community Facility Hire, Rents and Costs Policy 2025</b> <i>(For Council's Decision)</i> Report seeks a decision by Council on the Reimbursement of Community Facility Hire, Rents and Expenses Policy 2025.
5	34	<b>Nuclear Weapons Free Zone Policy Review</b> <i>(For Council's Decision)</i> Report seeks a decision from Council concerning its Nuclear Weapons Free Zone Policy.
6	39	<b>Dunkeld Cemetery Trustees</b> <i>(For Council's Decision)</i>

		Report advises Council of the new Trustees for the Dunkeld (Beaumont) Cemetery.
<b>7</b>	<b>41</b>	<b>Confirmation of Council Minutes</b> <i>(For Council's Confirmation)</i> Minutes of the Council Meetings held on 20 February and 20 March 2025.
<b>8</b>	<b>62</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 20 March 2025.
<b>9</b>	<b>67</b>	<b>Regulatory &amp; Community Committee Minutes</b> <i>(For Council's Confirmation)</i> Minutes of the Regulatory & Community Committee meeting held on 20 March 2025.
<b>10</b>	<b>71</b>	<b>Corporate &amp; Policy Committee Minutes</b> <i>(For Council's Confirmation)</i> Minutes of the Corporate & Policy Committee meeting held on 20 March 2025.
<b>11</b>	<b>77</b>	<b>Corporate &amp; Policy Committee Recommendations – Heritage Toolkit</b> <i>(For Council's Decision)</i> Recommendations made by the Corporate & Policy Committee to Council at a meeting held on 20 March 2025.
<b>12</b>	<b>78</b>	<b>Risk and Assurance Committee Minutes</b> <i>(For Council's Information)</i> Unconfirmed minutes of the Risk and Assurance Committee meeting held on 20 March 2025.
<b>13</b>	<b>88</b>	<b>West Otago Community Board Minutes</b> <i>(For Council's Information)</i> Unconfirmed minutes of the West Otago Community Board meeting held on 5 March 2025.
<b>14</b>	<b>94</b>	<b>Lawrence/Tuapeka Community Board Minutes</b> <i>(For Council's Information)</i> Unconfirmed minutes of the Lawrence/Tuapeka Community Board meeting held on 5 March 2025.
<b>15</b>	<b>100</b>	<b>Mayoral Report</b> <i>(For Council's Information)</i>
<b>16</b>	<b>103</b>	<b>Chief Executive's Report</b>

		<i>(For Council's Information)</i>
<b>17</b>	<b>107</b>	<b>Documents for Consent and Seal</b> <i>(For Council's Confirmation)</i> This report presents the Documents for consent and seal.
<b>18</b>	<b>108</b>	<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>	Local Water Done Well – Otago Southland Joint Water Services CCO Proposal
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	1
<b>Prepared By</b>	David Ward – Acting Chief Executive
<b>File Reference</b>	937145

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### REPORT SUMMARY

The Central Otago, Clutha, Gore and Waitaki District Councils (Group of Councils) are working to assess the merits of forming a Joint Council Controlled Organisation to deliver water services across their regions. Work is underway to define what a Joint CCO would look like and how it compares against Clutha District Council continuing to deliver water services in house or setup of a Clutha District Council Controlled Organisation.

***NOTE: This report is a placeholder in the agenda as the final report was not available at the time of publishing the agenda and will be circulated under Separate Cover.***

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# Clutha District Council

## Item for DECISION

<b>Report</b>	Clutha Health Incorporated – Request to Change Status
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	2
<b>Prepared By</b>	Julie Gardner – EA/Governance Advisor
<b>File Reference</b>	936146

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### REPORT SUMMARY

A request has been received from Clutha Health Incorporated for Council approval to change from an Incorporated Society to a Charitable Trust.

### RECOMMENDATIONS

- 1 That Council receives the ‘Clutha Health Incorporated – Request to Change Status’ report.**
- 2 That Council approves/does not approve the request from Clutha Health Incorporated to change from an Incorporated Society to a Charitable Trust.**

The request from Clutha Health Incorporated is attached and the Chairman, Hamish Anderson will be in attendance to answer any questions.

## **Request from Clutha Health Incorporated**

Clutha Health Incorporated has been an incorporated society since December 1997. After this period of time (28 years) the trustees felt it was appropriate to review both its constitution and structure, especially as the requirements of the new act (Incorporated Societies Act 2022) are coming into force. The new act requires CHI to be re-registered on or before 5 April 2026.

CHI have engaged Anne McLeod of Anderson Lloyd lawyers to assist us with this process.

From the work we have done and taking into account the requirements of the new act we have reached the conclusion that Clutha Health Incorporated should become a charitable trust (Clutha Health Trust). This is a more flexible option and does not require CHI to have anyone else involved in the governance process other than the governing board (of Trustees) As a result, it is easier to operate from a practical perspective than the current incorporated society structure, which has additional membership requirements. This has been decided by a motion passed unanimously at a meeting in February.

Along with the change to a new structure we are also proposing alteration of the governance board appointment process and the number of trustees that will make up the board. At present the point in time our constitution requires that appointments are made from staff, CDC, Iwi and GPs. This is a now somewhat redundant structure and does not allow for the best governance process.

Our current constitution requires that any changes to our constitution needs the approval by the Clutha District Council and a resolution passed at general meeting by 75% of the CHI Board members.

We are seeking that Council passes a motion that allows us to make the required changes. We believe this would lead to better and easier governance and the continued delivery of the best possible health services to the people of the Clutha District.

Regards.  
Hamish Anderson.  
CHI Chairman.



# Clutha District Council

## Item for DECISION

<b>Report</b>	Kaitangata Promotions CCTV Funding Request
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	3
<b>Prepared By</b>	Mike Goldsmith – Project Manager - Community Plan Implementation
<b>File Reference</b>	934717

### REPORT SUMMARY

Kaitangata & District Promotions (Kaitangata Promotions) has requested a Council decision to provide 50% of the funding for security cameras in Kaitangata.

### RECOMMENDATIONS

1. That Council receives the 'Kaitangata Community Committee CCTV funding request' report.
2. That Council agrees/does not agree to fund 50% towards the purchase of CCTV cameras for Kaitangata, up to a maximum of \$5,622.50 (GST Excl).
3. That Council agrees/does not agree to fund the signage costs (up to \$500 GST Excl) and ongoing operating costs of the CCTV cameras for Kaitangata, being \$726 (GST Excl) in the first year, both to be funded from the Parks and Reserves Budget.

### REPORT

#### 1 Background

Relevant Council decisions relating to the installation of CCTV in the Clutha District are summarised below:

*May 2023:* Kaitangata Promotions requested financial support for security cameras at an approximate cost of \$25,000. Council decided:

- To not support this request, and
- To undertake a review of its role and policy with respect to CCTV, in preparation for the LTP 2024-34; and subsequently agreed to develop a policy in Year 1 of the LTP, including testing a draft policy with Kaitangata Promotions.

*December 2023:* Owaka Going Forward requested 50% of the funding for two security cameras. Council decided:

- To fund \$9,000 towards the purchase of surveillance cameras for Owaka from the General Reserve.

- The Owaka cameras have been installed and linked to equipment at the Balclutha Police Station which is owned by Council.
- To fund \$9,751 towards the purchase of cameras from the investment fund, and to fund \$947 for operational costs from the Parks and Reserves budget.
- The Clinton cameras have yet to be installed.

A draft policy and procedure have been developed setting out criteria in which the Clutha District Council (CDC) will consider applications from community organisations for the installation of Closed-Circuit Television (CCTV) on the established network in Clutha. A meeting with Kaitangata District and Promotions Inc on 12 March 2024 indicated the draft policy/procedure was substantially fit-for-purpose and suggestions raised were taken into account.

Finalisation of the draft policy and procedure for Council consideration is pending discussion with Balclutha Police to finalise their input. Discussions are expected to take place on the return to duty of key Police staff in early April subject to availability.

The funding request has been formulated in accordance with the draft policy and procedure.

## 2 Strategic Goals and Outcomes

The relevant items in the *Living and Working Strategy* and the *Our Place* community plans are listed below.

### 2.1 Community Outcomes

- Vibrant Rural Towns and Communities
- Connected and Collaborative

### 2.2 Key Priority Areas

- Healthy Safe Communities
- Invest in Infrastructure

## 3 Assessment of Options

Kaitangata Promotions has requested a 50% funding contribution towards two security cameras, as summarised in Table 1. The specific request and supporting information are provided as attachments below.

*Table 1 Summary of CCTV funding request details (all GST exclusive)*

Scope of work	Total cost GST Excl	Funding request GST Excl	Funding request GST Incl	Key issues / benefits / risks
Install two cameras with a secure radio link into the current network.	\$11,245	5,622.50	\$6,466.04	The request from Kaitangata Promotions (Attachment A) highlights CCTV would: <ul style="list-style-type: none"> <li>• Provide additional security for community assets.</li> <li>• Provide a deterrent and help resolve</li> </ul>

	Up to \$500	<b>Up to \$500</b>	Up to \$575	crimes. • Be an invaluable tool for Police when investigating a wide range of offending. • Help the community to feel safer.
Operating costs	\$725.88 p.a.	<b>\$725.88 p.a</b>	\$834.76p.a.	

The options available are:

1. To provide funding for the request.
2. To provide a different level of funding from that requested.
3. To not provide funding for the request.

Funding mechanisms include:

1. General Reserves
2. Investment surplus
3. Through the 2025/26 Annual Plan

#### 4 Consultation

No further consultation required, unless Council decides to fund these requests from Rates.

#### 5 Policy Considerations

As noted above, Council has developed a draft Community CCTV Installation Policy and associated Procedure, which is pending discussions and input from Balclutha Police.

This application from Kaitangata Promotions has been formulated in accordance with the draft policy and procedure.

#### 6 Legal Considerations

Relevant Considerations include

- Legislation: [Privacy Act 2020](#), [Search and Surveillance Act 2012](#), [Evidence Act 2006](#), [New Zealand Bill of Rights Act 2020](#)
- [Privacy Commissioner Guidance on CCTV and Public Spaces](#)
- [Policy of New Zealand Police: Crime Prevention Cameras \(CCTV\) in Public Places](#)

#### 7 References – Tabled/Agenda Attachments

- **Attachment A: CCTV community funding submission from Kaitangata Promotions**
- **Attachment B: Privacy Impact Assessment**
- **Attachment C: Unifone Quote for Kaitangata Main Street Cameras**
- **Attachment D: Letter of support, NZ Police**



Clutha District Council

## Community Funding Submission: CCTV

### Submission details:

#### 1. Project/Activity Title:

**Kaitangata CCTV funding:** Kaitangata and District Promotions Inc seeks to have CCTV erected at the Kaitangata Community Centre and seeks Council's contribution for a minimum of 50% of the funding for the cameras.

#### 2. How many people in the community do you think this project/activity will benefit:

The township of Kaitangata population is 800 approx. estimate (1200 for the Kaitangata-Matau Statistical 2 area).

#### 3. Expected outcomes e.g., benefits to the community, group etc:

*Community safety and wellbeing:* The cameras will focus on the Memorial Gardens, BMX track and Skate Park, as well as the main intersection coming into Kaitangata. As many children and families use these areas, the cameras will be beneficial for their safety, should any incidents occur. The Council administers and maintains the land on which these activities occur, so it is also in their interest to have them protected and monitored.

*Living and working:* With the additional houses we have built in Kaitangata for young families, there are more young people and children moving to the area, so the cameras will also add to their safety and wellbeing.

*Deterrent:* The presence of the cameras and associated signs will act as a deterrent for a range of anti-social behaviour, including vandalism of community assets, traffic violations, bullying and other poor behaviour.

*Privacy:* Land which is privately owned will be blanked out, with no observations made of these areas (as shown in the attached image).

#### 4. When will the project/activity be completed:

As soon as possible following approval by Clutha District Council and receipt of funding.

We understand that Council staff would lead the process of installing the cameras, and linking them into the existing system monitored by the NZ Police.

### Applicant details:

1. Is the application from: (a) Organisation ☒ (b) Individual ☐ (c) A group of individuals ☐

2. Name of applicant: Kaitangata and District Promotions Inc

3. Contact person: Joyce Beck

4. Is the submitter incorporated?: YES

(a) Type of organisation: Charity - ☐ Company - ☐ Other (please state): Incorporated Society

(b) Relevant Charities register number: 1750953



(c) GST registration: Y ☐ N ☒ GST number (if applicable):

(d) if not incorporated, what is the name of the sponsoring organisation that is receiving the funds?:

5. Postal address:

6. Post code:

7. Phone number:

8. Email (for submission communication purposes):

### What category are you applying for?

Category 1 - "Living and Working in Clutha Funding": ☒

To assist with the development or maintenance of community facilities, especially those identified as relevant in the *Our Place Community Plan*.

Category 2 - "Operational Funding Grants":

Operational funding for community-owned facilities such as halls and swimming pools.

Category 3 - "Contestable Funds":

Council-administered funds with specific criteria e.g., fees reimbursement scheme, youth development fund.

### Reason(s) for selecting this category (short statement is sufficient):

This project will promote living and working in Clutha by increasing community safety and wellbeing. In September 2024, Kaitangata Promotions requested that the provision of CCTV is also included as a priority project within the *Our Place Kaitangata Community Plan*.

### Finances:

1. Project/activity funds (including GST): Total install cost: \$12,932.04. Annual operating cost: \$725.88

(a) Funds being sought in this submission: Installation: \$6,466.02. Operating costs: \$725.88 p.a.

(b) Funds provided by applicant: \$6,466.04

(c) Other funds (e.g., Otago Community Trust): Nil

2. Project/activity expenditure (including GST):

(d) Salary: Nil

(e) Maintenance/other: \$725.88 pa. We propose that this is funded through Council's Parks and Reserves Budget, in accordance with Council's Policy and Procedures. Signage: \$500 (Council estimate)

(f) Equipment: \$12,932.04 incl. GST (see attached Unifone quote)

(g) Consultants/contracts:

### Submission Hearings:

Do you/your organisation wish to speak to Council in support of your submission **No**

#### Other Supporting Information:

- Last year's financial reports eg Balance Sheet/Profit and Loss (required for incorporated groups)
- Additional budget expenditure information (optional)
- Quotes - (Note has been PROVIDED)
- Invoices (required for reimbursement)
- Letters of support (recommended) - (Note - Previously PROVIDED)
- Plans (optional)
- Maps (optional)
- Result-based accountability report (required for returning application)
- SWAT Analysis (optional)
- Benefits and Risks (recommended) - (See Privacy Impact Assessment)
- Privacy impact assessment (required for CCTV related applications)

#### PRIVACY STATEMENT:

We collect personal information from you, including your name, address, contact details, and submission information to assess your submission for a Long Term Plan or Annual Plan Community Funding Grant.

This information will be accessible to Council staff.

We keep your information safe by securely storing in our archives which have restricted access.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [help.desk@cluthadc.govt.nz](mailto:help.desk@cluthadc.govt.nz) or 0800 801 350.

## Privacy Impact Assessment

### Kaitangata CCTV

#### Prepared for Kaitangata & District Promotions

Kaitangata & District Promotions has undertaken an impact assessment in consultation with Clutha District Council. Kaitangata Promotions has also worked with Balclutha Police to evaluate a range of matters as below:

- (a) *The need for CCTV, and support for the proposed cameras:* This is clearly laid out in the attached letter of support from Sergeant Chris Parsons of Balclutha Police. The letter notes that CCTV would provide material which would help investigate a range of offending, including burnouts, vehicle racing and dangerous driving.
- (b) *The characteristics of the CCTV cameras:* Two Aviglon cameras are proposed to be installed on the Kaitangata Community Centre, with a secure link into the existing network, with live and stored footage accessible at the Balclutha Police Station. The proposed area of view is shown in Figure 1 to Figure 3. More detail on the proposed cameras is included in the attached quote from Unifone. The cameras do not have Automatic Number Plate Recognition capabilities and do not record sound.
- (c) *The purpose of installing CCTV cameras:* To enhance community safety and wellbeing in and around Kaitangata through deterrence, and the ability to track offenders.
- (d) *Associated community benefits:*
  - i. *Community safety and wellbeing:* The cameras will focus on the Memorial Gardens, BMX track and Skate Park, as well as the main intersection coming into Kaitangata. As children and families use these areas, the cameras will be beneficial for their safety, should any incidents occur. The Council administers and maintains the land on which these activities occur, so it is also in their interest to have them protected and monitored.
  - ii. *Living and working:* With the additional houses we have built in Kaitangata for young families, there are more young people and children moving to the area, so the cameras will also add to their safety and wellbeing.
  - iii. *Deterrent:* The presence of the cameras and associated signs will act as a deterrent for a range of anti-social behaviour, including vandalism of community assets, traffic violations, bullying and other poor behaviour.
- (e) *The impact on privacy to ensure the proposed location does not breach individual privacy:* As shown in the images below, the cameras will be set up with privately-owned land permanently blanked out. The cameras do not record sound, so will not



record any nearby conversations. The footage from the cameras is not publicly available and is only accessed by Police in response to complaints, or to investigate criminal behaviour.

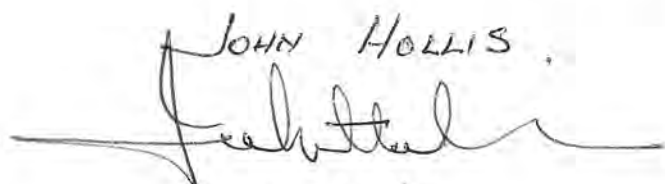
- (f) *What will be filmed:* As noted above.
- (g) *Whether the information is necessary for the organisation to carry out its work:*  
Balclutha Police note in their letter of support that CCTV cameras will be beneficial to the Kaitangata area "to negate a lot of the fears and assist Police with invaluable evidential material to investigate a range of offending".
- (h) *How the organisation will inform the public that they are being recorded:* As for other installations around the district, signage and other means of notifying the public about the presence of CCTV will be the responsibility of Council and Police.
- (i) *Security of recorded footage:* The server upon which the footage is stored is a Council asset which is located at the Balclutha Police Station. As noted above, the information is not publicly available, and Police can access the footage to assist in addressing various issues in and around Kaitangata.

#### **Concerns raised by the community:**

Two concerns were raised by community members during consultation on the proposed cameras:

1. Sound: There was a concern that conversations in and around the Kaitangata Community Centre would be recorded by the CCTV cameras. This is not the case, and the cameras do not record sound.
2. Privately-owned land: All privately owned land visible from the cameras will be blanked out by Unifone, so that any activity on these properties will not be recorded.

The proposal to install CCTV is supported by the Kaitangata & District Promotions Committee. The community group has engaged with adjacent landowners, local businesses, and other stakeholders in the preparation of this proposal.

JOHN HOLLIS  
  
 20/3/2025





**Figure 1** Plan view of CCTV coverage



**Figure 2** View from the left CCTV camera, with areas to be blanked out due to privacy concerns marked.



Kaitangata Promotions

Attn: John Hollis

### **Kaitangata Main Street Cameras**

Hi John,

As discussed, please find below our quote for installation of cameras on Eddystone Street, Kaitangata.

#### **Scope Of Quote**

This quote is to install two new Avigilon cameras at the Kaitangata Community Centre, with a secure link into the current main street camera network via the Unifone network, with live and stored footage accessible at the Balclutha police station.

This camera system would be powered by the Kaitangata Community Centre.

The cameras would provide a general view of the road, as indicated in the attached photos and map.

#### **Site Access**

This is subject to Building Owner approval. Unifone has not approached building owner.

#### **Camera One: Zoom View of Main Intersection Eddystone & Exmouth Streets**

- Location: On the roof as shown in the attached photo, with a new pole. A new small data cabinet with network equipment would be installed inside. It would require a 230v power supply and include a backup UPS to keep the camera running during a power outage for up to approximately 4 hours.

#### **Camera Two: Camera Looking Across at Gardens**

- Location: Same position as camera one.

#### **Quoted Cost**

- Total: \$11,245.25
  - Cameras and Materials: \$7,995.25
  - Labour: \$3,250
  - Monthly Cost: \$26.30 per camera (to be charged to CDC)

*All prices are exclusive of GST.*

*This quote is valid until 31 October 2024.*

Kind regards,

John Gillespie













Map





To whom it may concern.

I am writing this letter to support the formal application being submitted to the South Otago Council regarding the implementation of surveillance cameras in the Kaitangata township.

For a long period of time, Police have been subject to attending and investigating various motor vehicle related offending in the Kaitangata township.

The offending typically reported involves persons engaging in acts of burnouts and skids, vehicle racing and unlicensed youth driving dangerously on offroad vehicles.

Despite the views of a large proportion of Kaitangata residents this behaviour is often promoted and encouraged under the mentality of "Kai Rulz".

These incidents are often dangerous and poses a huge risk to the safety of the persons engaging in them and the wider public.

Police constantly respond and attempt to investigate the calls for service from concerned residents and regularly engage in prevention first tactics to deter the offending however the attempts generally have very little effect.

The barriers in which Police face are the fact Kaitangata is situated in an isolated rural location, and secondly the community is small and made up of tight knit residents who are often reluctant to provide Police with any physical evidence in fear of retribution.

The implementation of surveillance cameras would be hugely beneficial to the Kaitangata area to negate a lot of the fears and assist Police with invaluable evidential material to investigate a range of offending.

The Kaitangata area itself has an ideal geographical footprint which promotes maximum coverage with minimal input in surveillance devices.

To assist the decision makers in forming an opinion of the demand in which Police respond to I have pulled some data from the past four years period (Please find attached). ***This data is to be used for this purpose only and not to be disclosed any further.***

For your information and consideration.

**Christopher PARSONS**  
**Prevention Sergeant**  
**Balclutha**

# Clutha District Council

## Item for DECISION

<b>Report</b>	Reimbursement of Community Facility Hire and Rents Policy 2025
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	4
<b>Prepared By</b>	Sharon Jenkinson – Chief Financial Officer Ye Miao - Senior Policy Analyst 936842

### REPORT SUMMARY

The report seeks a decision by Council on the Reimbursement of Community Facility Hire, Rents and Expenses Policy 2025.

### RECOMMENDATIONS

1. That Council receives the 'Reimbursement of Community Facility Hire and Rents Policy 2025' report.
2. That Council adopts the Reimbursement of Community Facility Hire and Rents Policy 2025 (Attachment A), or as amended.
3. That Council retires the Policy on Reimbursement of Charges, Hire Fees, And Rents 2022 (Attachment B).
4. That Council delegates the approval of the necessary updates to the reimbursement application form as required to the Chief Executive.

### REPORT

#### 1 Background

Review of the current Policy on Reimbursement of Charges, Hire Fees, and Rents 2022 is part of the Council's current work program to systematically review all policies on a periodic basis. This review is a priority due to the need for clarity as to the criteria for reimbursement applications by non-profit organisations in the Clutha district.

The development of the Reimbursement of Community Facility Hire and Rents Policy 2025 has been informed by review of the previous policy, the guidelines on the Council website, review of legislation, and considerations of the needs of the community balanced against the financial impact to Council. We have sought to improve the readability and clarity of the policy so that it better assists organisations applying for reimbursement and better informs Council when assessing and making decisions as to the reimbursement application.



Additionally, the list of halls and community centres has been updated in the proposed new policy to include Te Pou Ō Mata-Au / Clutha District War Memorial & Community Centre and Cross Recreation Centre.

Subject to the decision of Council, staff will update the Reimbursement Application Form as appropriate for CE approval to reflect the new policy and improve useability.

## 2 Strategic Goals and Outcomes

The Living and Working in Clutha Strategy is intended to guide the activities of local government and the community, to create opportunities to make the Clutha District a great place to live, work, visit and invest.

### 2.1 Community Outcomes

- Vibrant Rural Towns and Communities
- Connected and Collaborative

### 2.2 Key Priority Areas

- Improving Our Communities Health, Safety & Well-Being
- Support Culture and Heritage

## 3 Assessment of Options

In assessing the options, Council may wish to take into account considerations such as:

- the facilities eligible for reimbursement of hire costs (see Appendix A of the proposed policy);
- the reimbursement limit for each applicant (currently \$2,000 excluding GST for each Council financial year);
- the maximum percentage of reimbursement for rental of Council property (currently 75% per application);
- whether the abovementioned percentage should also be applied to facility hire charges; and
- the annual budget available for reimbursements under the policy.

The available options to Council are:

- **Option 1:** To adopt the 'Reimbursement of Community Facility Hire and Rents Policy 2025' (Attachment A), or as amended, and retire the 'Policy on Reimbursement of Charges, Hire Fees, And Rents 2022' (Attachment B); or
- **Option 2:** Direct staff to make further substantive amendments to the 'Reimbursement of Community Facility Hire and Rents Policy 2025' (Attachment A) and bring back the revised policy to Council at a later date; or

- **Option 3:** To not adopt 'Reimbursement of Community Facility Hire Fees and Rents Policy 2025' (Attachment A) and retain 'Policy on Reimbursement of Charges, Hire Fees, And Rents 2022 (Attachment B) as it is fit for purpose.

#### 4 Consultation

There has been no consultation.

#### 5 Policy considerations

Other than the existing policy, there are no other relevant policies relating to this matter.

#### 6 Legal Considerations

Local Government Act 2002.

#### 7 Financial Impact

Council's decision on the adoption of the proposed new policy or retention of the existing policy will need to be complemented with internal budget management protocols to address risks of reimbursement approvals exceeding budgets.

Based on the Corporate Finance Team Report presented at the Corporate & Policy Committee Meeting of 20 March 2025, reimbursements processed under the criteria of this policy for the currently financial year to 28 February 2025 (including reimbursement for hall hire and for one-off community project costs) totalled \$14,097. Pro-rated to the full financial year, this would amount to \$21,145, against the full financial year budget of \$15,000.

Council's current position has been to accept this level of budget exceedance on the basis that the benefits of approving such reimbursements outweigh strict adherence to budget limits for this matter in view of the uncertain nature of community requests.

#### 8 References

- **Attachment A:** Reimbursement of Community Facility Hire and Rents Policy 2025
- **Attachment B:** Policy on Reimbursement of Charges, Hire Fees, And Rents 2022



## REIMBURSEMENT OF COMMUNITY FACILITY HIRE AND RENTS POLICY 2025

ACTIVITY  
GROUP:

FINANCE AND POLICY

<b>Policy Type:</b>	Council		
<b>Approved by:</b>	Council		
<b>Department:</b>	FINANCE AND POLICY		
<b>Date Approved:</b>	3 April 2025	<b>Next Review Date:</b>	3 April 2028
<b>Relevant Legislation:</b>	Local Government Act 2002		
<b>Clutha District Council Documents referenced:</b>	Application form for Reimbursement of Community Facility Hire and Rents		

### CONTEXT

To ensure that Clutha District Council complies appropriately with its obligations to ratepayers and the public as defined under the Local Government Act 2002.

Council recognises the need to support non-profit organisations seeking to benefit the communities of the Clutha District. As such, Council aims to support organisations by helping reduce the costs of one-off projects or events by reimbursing certain costs relating to the hire of Council facilities and/or rental of Council-owned properties incurred by non-profit organisations as set out in this Policy.

### PURPOSE

The purpose of this policy is to support eligible non-profit organisations in the Clutha District through the partial reimbursement of:

1. hire fees or rental costs for Council or community properties listed in Appendix A; and
2. rent in relation to periodic or fixed leasing of Council-owned properties.

### SCOPE

This policy applies to eligible non-profit organisations in the Clutha District.

### DEFINITIONS

*Non-profit organisation* is defined as a group organised for purposes other than generating profit and in which no part of the organisation's income is distributed to its members, directors, or officers.

*Community Project* is a project undertaken by a non-profit organisation that seeks to benefit a community within the Clutha District

### POLICY

1. **Eligibility:** Council will only consider reimbursement applications where the following criteria are met:

- 1.1. the application is made by a non-profit organisation based in the Clutha District; and
  - 1.2. the non-profit organisation provides a service to, or is undertaking a project that benefits residents of Clutha District; and
  - 1.3. the reimbursements claimed relate to:
    - (a) Hire fees incurred in the one-off hiring of a hall or community centre listed in Appendix A for the purpose of a Community Project or a community event; and/or
    - (b) Rent in relation to periodic or fixed-term leasing of Council-owned properties.
2. **Limit:** Approved reimbursements shall be subject to the following limits:
- 2.1. **For each Financial Year:** a maximum of [\$2,000 excluding GST] in any Council financial year for any non-profit organisation. The Council's financial year starts on 1 July and ends on 30 June of the following year.
  - 2.2. **For applications for reimbursement under clause 1.3(b):** a maximum [75%] of the claimed costs submitted by a non-profit organisation in any application for reimbursement under clause 1.3(b) (being rental fees in relation to periodic or fixed-term leasing of Council-owned properties), subject to the financial year limitation set out in clause 2.1.
3. **Approval at Council's Discretion:** Approval for reimbursement shall be at the sole discretion of Council and Council may impose certain conditions (e.g. submission of reports in relation to Community Projects) prior to or subsequent of reimbursement decisions. Reimbursements will only be approved if Council deems the projects and expenditure claimed to be reasonable in the circumstances.
4. **Application for reimbursement:**
- 4.1. applications for reimbursement under this Policy must be made using the form Application for Reimbursement of Community Facilities Hire and Rents. This is available online on the Council website or can be requested by contacting Council at [help.desk@cluthadc.govt.nz](mailto:help.desk@cluthadc.govt.nz);
  - 4.2. applications must include the applicable invoice(s) for which reimbursement is claimed; and
  - 4.3. applications must be made within six months of the date of the applicable invoice. No late applications will be accepted.
5. **Exclusions:** This policy does not apply to any of the following:
- 5.1. reimbursement of any Council fees and charges;
 

general funding assistance for the operations of non-profit organisations. Such requests for funding should be made as a community funding submission during Annual Plan or Long-Term Plan processes; and
  - 5.3. in relation to hiring charges of a hall or community centre under clause 1.3(a), reimbursement is not available for any costs for the regular use of any hall or community centre by the non-profit organisation (e.g. weekly, monthly or quarterly room hire). Any assistance with these costs should be made as a general funding assistance request per clause 5.4.

6. **Delegation:** Applications for reimbursement under this policy shall be assessed by Council staff and approved by the Council's Chief Financial Officer or Chief Executive.

DRAFT

**APPENDIX A: LIST OF HALLS AND COMMUNITY CENTRES**

<b>LIST A: Council Owned</b>	<b>LIST B: Other</b>
Clutha Valley Community Centre	Beaumont Hall
Hillend Hall	Clinton Community Centre
Kaka Point Hall	Crookston Community Centre
Lovells Flat Hall	Cross Recreation Centre (Note 1)
Moneymore Community Centre	Heriot & Districts Community Centre
Owaka Memorial Community Centre	Kaitangata Community Centre
Paretai Hall	Leitch Memorial Hall
Waiholā Hall	Milton Coronation Hall
Waipahi Hall	Matau Hall
Waitahuna Hall	Popotunoa Hall
Waiwera South Hall	Pukeawa Hall
	Purekiriki Hall
	Romahapa Community Hall
	Simpson Park Hall
	Tahakopa Hall
	Te Pou Ō Mata-Au / Clutha District War Memorial & Community Centre (Note 1)
	Toko Mouth Hall
	Tuapeka Mouth Coronation Hall
	Tuapeka West Hall
	Waikoikoi Public Hall
	Waitapeka/Puerua Public Hall
	Warepa Hall
	West Otago Community Centre

Note 1: Added since last policy update.



<b>POLICY ON REIMBURSEMENT OF CHARGES, HIRE FEES, AND RENTS</b>		<b>ACTIVITY GROUP:</b>	<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>
<b>Policy Type:</b>	Council		
<b>Approved by:</b>	Council		
<b>Department:</b>	Community Development		
<b>Date Approved:</b>	23 June 2022	<b>Next Review Date:</b>	23 June 2024
<b>Relevant Legislation:</b>	Local Government Act 2002		
<b>Clutha District Council Documents referenced:</b>	Application for Council Reimbursement Form		

## CONTEXT

To ensure that Clutha District Council, as a territorial authority, complies appropriately with its obligations to rate payers and the public as defined under the Local Government Act 2002.

Council recognises that the hire or rental of Council property needs to be completed in a manner that is consistent with the principles of the legislation and the behaviours expected to prudently manage public property.

Council will generally charge market rates for the hire or rental of Council owned and managed property. Council also charges for a range of permits and licenses, as specified in its Schedule of Fees and Charges.

## PURPOSE

The purpose of this policy is to provide eligibility guidelines for the reimbursement of charges, and hire fees or rentals for Council property.

This policy is intended to support eligible organisations by reducing the cost of undertaking projects, and hiring or renting Council property (including, but not limited to the halls and community centres listed in Appendix A).

## SCOPE

This policy applies to eligible organisations wishing to undertake projects, or who hire or rent Council property.

The policy provides a Council standard that can only be exceeded in limited / exceptional circumstances and only with the prior approval of the Chief Executive.

The policy does not apply to:

- Reimbursement of alcohol licensing fees.

- General funding assistance from Council for organisations. Other requests for funding should be made as a submission to the Long Term Plan / Annual Plan.
- Reimbursement of costs for regular (e.g. weekly or monthly) use of property.
- Fees and charges that must be passed on to another agency e.g. BRANZ.

## DEFINITIONS

*Non-profit organisation* is defined as a group organised for purposes other than generating profit and in which no part of the organisation's income is distributed to its members, directors, or officers.

## POLICY

1. Council will consider applications for assistance from within the Clutha District, providing the following criteria are met:
  - a. The application is made by an organisation (not an individual or individuals).
  - b. The organisation making the application is a non-profit organisation.
  - c. The organisation provides a service to, or is undertaking a project that benefits residents of Clutha District.
2. Assistance from Council may include:
  - a. Reimbursement of fees and charges for one-off projects (i.e. not more than once in a financial year).
  - b. Reimbursement of hire charges for community centres and halls, including events which may last several days (e.g. a theatrical production).
  - c. Reimbursement of rent for periodic or fixed-term tenancies of Council property.
3. The reimbursement of rent shall be payable at 75% of the market rent.
4. The level of assistance to any organisation shall be limited to a maximum of \$2,000 in any given financial year.
5. Council will only consider applications made on the [application form](#).
6. Council will only consider applications which are received within six months of the activity.

## DELEGATIONS

7. Applications for reimbursement of charges, hire fees and rentals are to be authorised by the Corporate Services Administrator.
8. Applications for reimbursement should be referred to the Mayor or the Corporate and Property Committee in instances where it is unclear whether the application meets the policy criteria listed above, especially if granting it would set a precedent.



# **APPENDIX A: LIST OF HALLS AND COMMUNITY CENTRES**

<b>Council Owned Halls / Community Centres</b>	<b>Other Halls / Community Centres</b>
Clutha Valley Community Centre	Beaumont Hall
Hillend Hall	Clinton Community Centre
Kaka Point Hall	Crookston Community Centre
Lovells Flat Hall	Heriot & Districts Community Centre
Moneymore Community Centre	Kaitangata Community Centre
Owaka Memorial Community Centre	Leitch Memorial Hall
Paretai Hall	Milton Coronation Hall
Waiholā Hall	Matau Hall
Waipahi Hall	Popotunoa Hall
Waitahuna Hall	Pukeawa Hall
Waiwera South Hall	Purekiriki Hall
	Romahapa Community Hall
	Simpson Park Hall
	Stirling Athenaeum
	Tahakopa Hall
	Toko Mouth Hall
	Tuapeka Mouth Coronation Hall
	Tuapeka West Hall
	Waikoikoi Public Hall
	Waitepeka/Puerua Public Hall
	Warepa Hall
	West Otago Community Centre

# Clutha District Council

## Item for DECISION

<b>Report</b>	Nuclear Weapons Free Zone Policy Review
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	5
<b>Prepared By</b>	Ye Miao - Senior Policy Analyst
<b>File Reference</b>	931504

### REPORT SUMMARY

The report seeks a decision by Council concerning its Nuclear Weapons Free Zone Policy.

### RECOMMENDATIONS

1. That Council receives the ‘Nuclear Weapons Free Zone Policy Review’ report.
  2. That Council retire the Nuclear Weapons Free Zone Policy 2010 (Attachment A)
- OR
3. That Council retire the Nuclear Weapons Free Zone Policy 2010 (Attachment A) and adopt the Nuclear Free Zone Policy 2025 (Attachment B)
- OR
4. That Council retain the Nuclear Weapons Free Zone Policy 2010 (Attachment A), marking it as having been reviewed as of the date of this meeting.

### REPORT

#### 1 Background

The review of the Nuclear Weapons Free Zone Policy is part of the Council’s current work program to systematically review all policies on a periodic basis.

- The existing Nuclear Weapons Free Zone Policy 2010 (appended as **Attachment A**)
- New Zealand Nuclear Free Zone, Disarmament and Arms Control Act 1987
- International Treaties.

Since the 1960s, the New Zealand public, Government and Local Authorities have opposed proliferation and use of nuclear weapons. The New Zealand Nuclear Free Zone, Disarmament and Arms Control Act (the “1987 Act”) established the New Zealand Nuclear Free Zone. New Zealand is also party to international treaties and works with

international agencies (including the IAEA) and initiatives to work toward global disarmament.

Clutha District Council adopted its policy on Nuclear Weapons Free Zone on 16 September 2010, setting out the Council's stance on Nuclear Weapons.

## 2 Strategic Goals and Outcomes

Whilst the policy does not directly contribute to Council's Living and Working Strategic Framework, it established Council's position in support of a matter of significance to New Zealand.

## 3 Options

As a result of the review of this policy, we suggest Council has three options :

**Option 1:** To retire the Nuclear Weapons Free Zone Policy 2010 (Attachment A) on the basis that:

- the 1987 Act already declares the territories of New Zealand to be a Nuclear Free Zone; and
- there is no legal effect in the Council making a separate declaration.

**Option 2:** To retire the Nuclear Weapons Free Zone Policy 2010 (Attachment A) and adopt the Nuclear Free Zone Policy 2025 (Attachment B) on the basis that:

- the new policy affirms Council's support for the 1987 Act and preservation of the New Zealand Nuclear Free Zone.

**Option 3:** To retain the Nuclear Weapons Free Zone Policy 2010 (Attachment A) as is, marking it as having been reviewed as of the date of this meeting on the basis that:

- the existing policy is fit for purpose.

## 4 Consultation

There has been no consultation.

## 5 Policy considerations

Other than the existing policy, there are no other relevant policies relating to this matter.

## 6 Financial Impact

There are no financial implications.

## 7 References

- **Attachment A:** Nuclear Weapons Free Zone Policy 2010
- **Attachment B:** Nuclear Free Zone Policy 2025

**CLUTHA DISTRICT COUNCIL POLICY**

Policy Number	01 – 01 – 010	Nuclear Weapons Free Zone
Prepared by	Chief Executive	
Authorised by	Council	
Date Issued	16 September 2010	Page 1
Date to be reviewed	16 September 2013	No. Pages 1

**Policy on Nuclear Weapons Free Zone****Purpose**

The purpose of this policy is to set out Council's stance on Nuclear Weapons.

**Policy**

- That the Clutha District Council declares itself as a Nuclear Weapons Free Zone and supports the New Zealand 1987 Nuclear Free law and the further development of legally binding national and international Nuclear Weapons Free Zones throughout the world;

**Procedures****Definitions****Relevant Legislation****Legal Compliance****Related Policy and Documents****Key Words**

Nuclear weapons, nuclear free



# POLICY

<b>NUCLEAR FREE ZONE POLICY 2025</b>		<b>ACTIVITY GROUP:</b>	<b>CE DEPARTMENT</b>
<b>Policy Type:</b>	Council		
<b>Approved by:</b>	Council		
<b>Department:</b>	Chief Executive		
<b>Date Approved:</b>	3 April 2025	<b>Next Review Date:</b>	3 April 2028
<b>Relevant Legislation:</b>	New Zealand Nuclear Free Zone, Disarmament and Arms Control Act 1987.		
<b>Clutha District Council Related Documents:</b>	Nil		

## PURPOSE

The purpose of this policy is to affirm the Council's support for New Zealand's stance on nuclear weapons.

## BACKGROUND

Since the 1960s, New Zealand has opposed the proliferation and use of nuclear weapons. This has been reflected in the actions of the public, New Zealand government and local authorities in opposing nuclear testing in the South Pacific, refusing entry of nuclear warships into New Zealand territories, and support for international prohibition of nuclear weapons.

The New Zealand Nuclear Free Zone, Disarmament and Arms Control Act (the "1987 Act") was passed in 1987. Section 4 of the 1987 Act established the territory of New Zealand as the New Zealand Nuclear Free Zone. New Zealand is also signatory to the Comprehensive Nuclear-Test-Ban Treaty, which has yet to come into force. Clutha District Council first issued its policy on a nuclear free weapons zone in 2010, affirming its support for the 1987 Act and declaring the Clutha District as a Nuclear Weapons Free Zone.

### Developments since last Policy Review

In 2017 New Zealand became a signatory to the United Nations Treaty on the Prohibition of Nuclear Weapons (the "Treaty"). The Treaty aims to create a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination. The Treaty was adopted on 7 July 2017 and came into force on 22 January 2021.

## POLICY

**Clutha District Council affirms its support for the New Zealand Nuclear Free Zone, Disarmament and Arms Control Act 1987 and the preservation of the New Zealand Nuclear Free Zone.**

**Version Control**

<b>Version History</b>			
<b>Date:</b>	<b>Action:</b>	<b>Type:</b>	<b>Version:</b>
DD MmmmYYYY	Xxxxxxx Policy YYYY	Council	1 (ID XXXXXX)
DD MmmmYYYY	Xxxxxxx Policy YYYY	Council	(ID XXXXXX)

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# Clutha District Council

## Item for DECISION

<b>Report</b>	Dunkeld Cemetery Trustees
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	6
<b>Prepared By</b>	Hannah McLeary – Waste & Greenspace Administrator
<b>File Reference</b>	931397

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### REPORT SUMMARY

The report advises Council of the new Trustees for the Dunkeld (Beaumont) Cemetery.

### RECOMMENDATIONS

1. That Council receives the Dunkeld Cemetery Trustees Report.
2. That Council appoints the following as Trustees of the Dunkeld Cemetery under Section 23 of the Burial and Cremations Act 1964:
  - Neville John Hills
  - Adrian Nicholas (John) van Rossem
  - Vicki Marie Hills
  - Paul Eason
  - Leigh Morris

### REPORT

Council has received notification of changes to the trustees of the Dunkeld Cemetery.

Council is required to publicly notify the trustees of cemeteries.

Sun 01/09/2024 16:16

Hi

We have had changes in Trustees of the Dunkeld Cemetery Trust at our recent Annual General Meeting.

**Current Trustees**

Neville Hills

John van Rossem

Donald Pearson

Vicki Hills

Paul Eason

Leigh Morris

**Please remove**

Joseph Scholten

Kind regards

Vicki Hills



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## Clutha District Council

### Item for CONFIRMATION

<b>Report</b>	Confirmation of Council Minutes
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	7
<b>Prepared By</b>	Julie Gardner – EA/Governance Advisor
<b>File Reference</b>	935564

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#### REPORT SUMMARY

Attached for confirmation are the minutes of the meetings of the Clutha District Council held on 20 February 2025 and 20 March 2025.

#### RECOMMENDATION

1. That the minutes of the meeting of the Clutha District Council held on 20 February 2025 be approved as a true and correct record.
2. That the minutes of the meeting of the Clutha District Council held on 20 March 2025 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 20 February 2025 commencing 1.30pm.

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**Present** His Worship the Mayor Bryan Cadogan, Councillors 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), Linda Till (HoD 3 Waters), Donna McArthur (HoD Infrastructure Strategy & Delivery), Jason Foster (HoD Infrastructure Operations), Diane Byars (Communications Manager) and Julie Gardner (EA/Governance Advisor)

**Apologies** There were no apologies.

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His Worship the Mayor Bryan Cadogan welcomed Councillors, staff, members of the public and the media to the first meeting for 2025 and advised that this meeting was being livestreamed.

Mayor Cadogan said a Whakatauki to start the meeting.

## PRESENTATION

### Anna Robinson – Regional Waste Officer, Waste and Environmental Solutions, DCC

- Overview of role and what it entails and where it fits in the region.
- Highlighted the role objectives, which include providing regular progress updates to the Otago CEs Forum and Otago Mayoral Forum.
- Regional collaboration.
- Goals – reduce, reuse, recycle recover, dispose.

***Moved Mayor Cadogan/Councillor Herbert and Resolved:***

***“That Item 8 – ‘Vehicles on Beaches – consideration of schedule review’ be moved to Item 4.***

***That the ‘Request to Accept a Late Item to the Council Meeting Agenda’ report be received.***

***That Council accepts the following item as a Late Item:***

- ***PUBLIC EXCLUDED – Appointment of Acting Chief Executive***

***That Council excludes the public from this 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>
Appointment of Acting Chief Executive	The information included in the report contains financial details relating to a council employee.	A2(a) Protect the privacy of natural persons, including that of deceased natural persons.

**Unanimous.**

## **1 RESIGNATION OF BALCLUTHA WARD COUNCILLOR**

The Chief Executive presented a report which provides options for Council to consider following the resignation of Balclutha ward Councillor Kevin Barron on 10 December 2024.

Councillors discussed the pros and cons of filling the role, highlighting that a benefit of filling the role would be giving the potential candidate a taste of what is involved with being on council, however they also acknowledged that this could also put a good person off from standing again.

As there is only 7 months until the election where there will also be a reduction in the number of councillors, it was agreed that it was not necessary to reappoint someone at this time.

***“That Council receives the ‘Resignation of Balclutha Ward Councillor’ report.”***

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

***“That Council resolves not to fill the extraordinary vacancy created by the resignation of Councillor Kevin Barron.”***

**Vote:**

**For (12)**

**Mayor Cadogan, Councillors Catherwood, Martin, Ludemann, Mackie, Herbert, Payne, McCrostie, Finch, McAtamney, Felts, Kennedy**

**Against (2)**

**Councillors Vollweiler, Graham**

**The motion was carried.**

## **2 REQUEST FOR REVIEW OF USAGE – CENTENNIAL PARK**

The Deputy Chief Executive presented a request from the South Otago Athletics Club for a review of the usage of Centennial Park, following the public forum at the Council meeting held on 5 December 2024.

Members of the Clutha Parks Trust (CPT), South Otago Athletics Club (SOAC) and Sport Otago were in attendance to answer questions from the elected members.

Additional information was circulated to the Elected Members after publication of the agenda.

Mayor Cadogan highlighted the reasons the additional information was circulated ahead of the meeting and stated that Council could be subject to a judicial review if it was challenged.

The Deputy Chief Executive stated that he had received a response from the South Otago A&P Society confirming that they were reluctant at this stage for the 400m track to be on the main show grounds due to the timing of the athletics season.

He further confirmed that he had contacted SOHS asking if there was room for any negotiation or flexibility on the points raised in the SOAC letter. While there is room for movement, under the current request SOHS were reluctant to agree to that.

Following a query regarding the voting rights of the Balclutha Councillors who are on the CPT committee, Mayor Cadogan advised that as they have been delegated to be on the CPT as part of their role there is no conflict. No appointments could be made to any community groups if the Councillors involved were unable to take part in any vote.

Councillors then had the opportunity to ask questions of the SOAC and CPT.

When questioned about the possibility of relocating athletics outside of Balclutha, the SOAC president stated that Balclutha is a central location for athletes coming from the surrounding areas.

Councillor Ludemann queried Craig Gordon – Sport Clutha stating that she remembers both Sport Otago and Sport Clutha strongly in favour of the grounds by the Cross Recreation Centre to be used as a sporting hub. He responded saying that as the grounds are busy with other sporting codes it is now impossible to fit it all in.

When asked about compromising on other locations, Craig commented that the compromise should be finding a way for athletics to stay at Centennial Park.

The CPT were then questioned about the possibility of SOAC remaining at Centennial Park, however the Chairman Jared McPhee stated that sports like discus, javelin, shotput posed a huge risk to the community and the park would need to be closed while those sports were taking place as it would become a health and safety issue.

He further highlighted that when the group started as a result of 'Our Place Balclutha' in 2016 they have always had council backing and it would be disappointing for it to be pulled now.

When the group started, SOAC was in recess and had been for a few years, and at the time it was agreed that if they restarted then they could be relocated elsewhere.

After questioning the two groups' Councillors debated the issue at length, acknowledging the history of athletics in South Otago but also noting that the original intent was to have the sporting hub by the Cross Recreation Centre.

An MOU has been signed between CDC and CPT to develop this area as a destination playground for the whole district and this needs to be recognised.

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

***"That Council receives the 'Request for Review of Usage – Centennial Park' report."***

***Moved Councillors Ludemann/Felts and Resolved:***

***"That Council does not agree to review the approved Masterplan for Centennial Park as approved in May 2019."***

***Vote:***

***For (9)***

**Mayor Cadogan, Martin, Ludemann, Herbert, Payne, Finch, McAtamney, Felts, Kennedy**

***Against (5)***

**Councillors Catherwood, Vollweiler, Mackie, Graham, McCrostie**

**The motion was carried.**

***Moved Councillors Finch/Mayor Cadogan and Resolved:***

***“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.”***

**Unanimous.**

### **3 REQUEST FOR BYLAW EXEMPTION – CLUTHA BOOT MARKET**

The Planning Officer and Planning Manager presented a request from Brodie Dodds – Clutha Boot Market for a bylaw exemption for the Clutha Boot Market to be held on the grassed area at TPŌMA, 6 Clyde Street Balclutha.

Olivia Dickson, Olivia Restieaux and Brodie Dodds were in attendance for this item.

Councillors congratulated Brodie on the market’s success before taking the opportunity to ask her questions which primarily focussed on the potential safety issues at the TPŌMA site. Brodie advised that temporary orange safety fencing would be erected and removed on market days to ensure that the area was as safe as possible for those attending.

The current site at PGG is closer to SH1 and while there had been no issues, the Boot Market had outgrown that site.

She advised that she had looked at other options but at TPŌMA the market would be more likely to capture the travelling public as they currently do at the PGG site.

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

***“That Council receives the ‘Request for Bylaw Exemption – Clutha Boot Market’ report.”***

***Moved Councillors Catherwood/McCrostie and Resolved:***

***“That Council confirms the following option:***

***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.”***

**Unanimous.**

### **4 VEHICLES ON BEACHES – CONSIDERATION OF SCHEDULE REVIEW (item 8 in agenda running order)**

The Deputy Chief Executive submitted a report providing 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.

Roy Johnson (Forest & Bird) was in attendance for this item.

Councillors were concerned that there appears to be no traction from NZTA regarding safe speeds on beaches and they expressed concern about the length of time this was taking.

The Hod Infrastructure Strategy & Delivery explained that Council is still waiting on the toolbox from NZTA that will enable the calculations and determinations to be done. A report will be brought back to Council once they have been completed.

The Chief Executive advised that it is not the entire Bylaw that is being changed, just Schedule 1 by adding Safe Zone Beaches and that will need to be consulted on.

The Bylaw already has exemptions for Safe Zones for emergency vehicles, launching boats and crib users so these will be unaffected by any changes.

***Moved Councillors Catherwood/Herbert and Resolved:***

***“That Council receives the ‘Vehicles on Beaches – consideration of schedule review’ report.”***

Councillors questioned Roy on whether the bans on beaches in Dunedin/Southland had been effective, and he advised that they have been although he did acknowledge that the numbers of people on those beaches also helps to police this.

The policy itself is not a bad policy it is just inadequately enforced and its always the 5% that ruin it for everyone else. The policy isn't to keep people off the beaches, it's to have them behaving on the beaches.

The speed limit toolbox is needed ASAP so that communities can be educated, stand up for our wildlife and report the idiots. We all need to stop accepting the bad behaviour.

While Councillors would like to have the review done before next summer, they acknowledged that with Local Body Elections in October it was unlikely to happen.

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

***“That Council 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.”***

**Vote:**

**For (8)**

**Mayor Cadogan, Councillors Vollweiler, Ludeman, Herbert, Payne, McCrostie, McAtamney, Felts**

**Against (6)**

**Councillors Catherwood, Martin, Mackie, Graham, Finch, Kennedy**

**The motion was carried.**

The meeting was adjourned at 3.42pm.

The meeting was reconvened at 4.00pm.

## **5 LOCAL WATER DONE WELL – OTAGO SOUTHLAND JOINT CCO (item 4 in agenda running order)**

The Deputy Chief Executive presented a report which provides a summary of progress to develop a Joint Water Services Organisation by the Central Otago, Clutha, Gore and Waitaki District Councils as an option to consider alongside other practicable delivery model options.

The report summarises the overall approach and plan to develop the options, consult with the community, and prepare a Council Approved Water Services Delivery Plan to the Minister of Local Government by 3 September 2025.

The report also requests Council approval to authorise the Chief Executive to enter into the Commitment Agreement.

Alice Balme (Wynn Williams Lawyers) and Andrew Strahan (Transition Manager – 3 Waters Reform) were in attendance via Teams to answer questions.

Mayor Ben Bell from Gore District Council was also in attendance for this item at the invitation of Mayor Bryan Cadogan.

At the start of the discussion the Chief Executive and Deputy Chief Executive outlined the options and consultation that will be considered further through the process. The focus for this meeting is on the resolutions.

Mayor Ben Bell was invited to give his perspective from the wider group and noted that Gore DC had gone through this process at their meeting on Tuesday.

He acknowledged the unease around the council table but commented that this is just putting a legal position around the decision. It is still ultimately up to the public to decide which way Council should go.

Ben also commented that he is disappointed the cities are not being involved and going it alone as it feels like they are leaving the rural councils out to dry.

Communication will play a big role in determining how the public vote goes as some in the community may feel that the assets are being given away, however they will still remain in council ownership.

All options are being prepared for community consultation and comment was made that we are lucky to have 3 other councils that want to work with us. This is the only option we have for our communities.



It was also noted that there have now been approaches from at least 3 other councils to engage in discussions, but this has not been progressed at this stage.

Iwi involvement will be decided once the Commitment Agreement has been signed by all 4 councils.

***Moved Councillors Herbert/Catherwood and Resolved:***

***“That Council receives the ‘Local Water Done Well – Otago Southland Joint CCO’ report.”***

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

***“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.”***

**Unanimous.**

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

***“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).”***

## **6 MOUNT COOEE LANDFILL CAPACITY ISSUES (item 5 in agenda running order)**

The HoD Infrastructure Operations submitted a report advising of capacity issues at Mt Cooee landfill due to the lengthy consent process for the new consent application.

Council is requested to expedite part of the Mt Cooee upgrades, specifically the concrete pad component of the transfer station.

Jason Foster was in attendance for this item.

As Mt Cooee will be full by August 2025 there is a need to think laterally about the best ways to deal with this issue.

Concerns were raised about the length of time it is taking to get a consent and Jules advised that the current consent is going through a limited notification process, however there is frustration that this is taking so long.

Background work has been underway since late last year with all items identified for the new cell construction preparation. The consent for this will be for 25 years.

***Moved Councillors Herbert/Kennedy and Resolved:***

***“That Council receives the ‘Mount Cooee Landfill Capacity Issues report.’”***

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

***“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.”***

## **7 CHANGES TO KERBSIDE RECYCLING POLICY (item 6 in agenda running order)**

The Senior Asset Manager Facilities & Waste submitted a report to update Council on the latest changes to national kerbside recycling policy and seeks guidance on the kerbside collection strategy going forward.

Cosmus Makuvise was in attendance for this item.

Councillors discussed the timing of the policy roll out and whether this was a good time to be doing this based on the Mt Cooee issues.

With the government changes that were rolled out pre-Christmas it makes sense now to review and update the WMMP, then consult with the community as the landscape has now changed. For the 4-bin system not to happen, the WMMP needs reviewed.

Glass recycling is required by 2027 and that has not been impacted by these changes.

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

***“That Council receives the ‘Changes to Kerbside Recycling Policy report.’”***

***Moved Councillors Ludemann/Catherwood and Resolved:***

***“That Council approves 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 2008 and includes a consultation stage that is guided by the Local Government Act’s special consultative process.”***

**Unanimous.**

## **8 FUNDING OF CCTV SERVER RENEWAL (item 7 in agenda running order)**

The Deputy Chief Executive submitted a report asking Council to consider funding the replacement of the main Clutha CCTV server that has been identified as approaching imminent failure by our service provider.

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

***“That Council receives the ‘Funding of CCTV Server Renewal’ report.***

***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.”***

## **9 2025 TRIENNIAL ELECTIONS**

The Deputy Chief Executive and the EA/Governance Advisor submitted a report requesting a decision on the order of candidate names to appear on the voting documents.

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

***“That Council receives the ‘2025 Triennial Elections’ report.***

***That Council resolves for the 2025 triennial election, to adopt:***

***a. The alphabetical order of candidate names***

***as permitted under regulation 31 of the Local Electoral Regulations 2001.”***

## **10 RISK & ASSURANCE COMMITTEE RECOMMENDATION – AMENDED TERMS OF REFERENCE REPORT**

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

*Councillor Martin left the room at 5.22pm and returned at 5.27pm.*

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

***“That Council receives the ‘Risk & Assurance Committee Recommendation – Amended Terms of Reference’ report.***

***That Council adopts the amended Terms of Reference for the remainder of the current electoral term.”***

## **11 CONFIRMATION OF COUNCIL MINUTES**

The minutes of the meetings of the Clutha District Council held on 5 December 2024 were submitted for confirmation.

***Moved Mayor Cadogan/Councillor Herbert and Resolved:***

***“That the minutes of the meeting of the Clutha District Council held on 5 December 2024 be approved as a true and correct record.”***

## **12 CORPORATE & POLICY COMMITTEE MINUTES**

The minutes of the meeting of the Corporate & Policy Committee held on 5 February 2025 were submitted for confirmation.

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

***“That the minutes of the meeting of the Corporate & Policy Committee held on 5 February 2025 be approved as a true and correct record.”***

## **13 INFRASTRUCTURE STRATEGY & OPERATIONS COMMITTEE MINUTES**

The minutes of the meeting of the Infrastructure Strategy & Operations Committee held on 5 February 2025 were submitted for confirmation.

***Moved Councillor Graham/Mayor Cadogan and Resolved:***

***“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.”***

## **14 REGULATORY & COMMUNITY COMMITTEE MINUTES**

The minutes of the meeting of the Regulatory & Community Committee held on 5 February 2025 were submitted for confirmation.

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

***“That the minutes of the meeting of the Regulatory & Community Committee held on 5 February 2025 be approved as a true and correct record.”***

## **15 RISK & ASSURANCE COMMITTEE**

The unconfirmed minutes of the Risk & Assurance Committee meeting held on 5 February 2025 were submitted.

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

***“That the unconfirmed minutes of the Risk & Assurance Committee meeting held on 5 February 2025 be noted.”***

## **16 WEST OTAGO COMMUNITY BOARD MINUTES**

The unconfirmed minutes of the meeting of the West Otago Community Board held on 29 January 2025 were submitted.

***Moved Councillors Kennedy/Herbert and Resolved:***

***“That the unconfirmed minutes of the West Otago Community Board meeting held on 29 January 2025 be noted.”***

## **17 LAWRENCE/TUAPEKA COMMUNITY BOARD MINUTES**

The unconfirmed minutes of the Lawrence/Tuapeka Community Board meeting held on 29 January 2025 were submitted.

***Moved Mayor Cadogan/Councillor Kennedy and Resolved:***

***“That the unconfirmed minutes of the Lawrence/Tuapeka Community Board meeting held on 29 January 2025 be noted.”***

## **18 MAYORAL REPORT**

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

Mayor Cadogan acknowledged the passing of the late Chris Bopp and offered condolences to his family.

***Moved Mayor Cadogan/Councillor Herbert and Resolved:***

***“That the ‘Mayoral Report’ dated 20 February 2025 be received.”***

## **19 CHIEF EXECUTIVE’S REPORT**

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

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

***“That the ‘Chief Executive’s Report’ dated 20 February 2025 be received.”***

## 20 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>	<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>	<p>Kevin Booth and Kirsten Collier Road Occupation Licence Agreement for Milton Lot 9 Deposited Plan 1865</p> <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>

## 21 REASONS TO MOVE TO PUBLIC EXCLUDED SESSION

***Moved councillors Felts/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:***

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.	<p>A2(i)</p> <p>Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>A2(j)</p> <p>Prevent the disclosure or use of official information for improper gain or improper advantage.</p>
<p>Public Excluded Council Minutes – 5 December 2024</p> <p>Matters dealt with in these minutes:</p> <ul style="list-style-type: none"> <li>• Bruce Community Facility – Procurement Process</li> <li>• Our Place Projects Funding Update</li> </ul>	<p>The information contained in the report contains commercially sensitive financial information about specific commercial businesses.</p> <p>The information contained in the report contains sensitive financial information about a council contractor.</p>	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.
<p>Public Excluded Risk &amp; Assurance Committee Minutes – 5 February 2025</p> <p>Matters dealt with in these minutes:</p> <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.”

The meeting moved into public excluded session at 5.36pm.

The meeting moved out of public excluded session and closed at 5.56pm.

**Read and Confirmed**

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**B A Cadogan  
MAYOR**



# 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 20 March 2025 commencing 4.16pm.

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**Present** His Worship the Mayor Bryan Cadogan, Councillors Wayne Felts, Gaynor Finch, Bruce Graham, John Herbert, Michele Kennedy, Alison Ludemann, Simon McAtamney, Dean McCrostie, Brent Mackie, Jock Martin and Bruce Vollweiler

**In Attendance** Jules Witt (Acting Chief Executive), Linda Till (HoD 3 Waters), Donna McArthur (HoD Infrastructure Strategy & Delivery), Sharon Jenkinson (Chief Financial Officer), David Ward (Risk & Assurance Chair), Diane Byars (Communications Manager), Beki McCabe (Communications Advisor) and Julie Gardner (EA/Governance Advisor)

**Apologies** Councillors Dane Catherwood, Ken Payne

***Moved Mayor Cadogan/Councillor Felts and Resolved:***

***“That the apology be sustained.”***

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

Mayor Cadogan said a Whakatauki to start the meeting.

## **1 ANNUAL PLAN 2025/26 UPDATE**

The Strategic Planning Manager and the Senior Policy Analyst presented the consultation document for the 2025/26 Annual Plan for Council’s decision.

Peter Stafford was in attendance for this item.

He provided further commentary on the Annual Plan and highlighted that it was a 'Draft'. It was further noted that while the Annual Plan consultation is for 2 weeks, there needs to be a special consultation for the Fees and Charges and this is for 4 weeks.

Discussion was had on elected members holding meetings specifically for the Annual Plan, with the Mayor advising that as the Annual Plan process is collectively owned by the elected members, it would need to go to a vote. There was no interest in pursuing this further.

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

***"That Council receives the 'Draft Annual Plan 2025/26 Update' report."***

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

***"That Council adopts the Draft Annual Plan 2025/26 Update Consultation Document, with minor amendments as identified."***

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

***"That Council adopts the Draft Financial Information 2025/26 and Draft Rates Information 2025/26, as supporting information for the Annual Plan 2025/26 Update, or as amended."***

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

***"That Council endorses, in accordance with the principles and requirements set out in the Local Government Act 2002 and with the Significance & Engagement Policy 2024 the following engagement plan:***

***Public notices in Clutha Leader, Otago Daily Times, Genesis, Tuapeka Times, Blue Mountain Express, Taieri Herald (Star), Ensign.***

***Information available on Council's website through the use of Council's Social Pinpoint site Clutha Connect.***

***Facebook posts, Antenno.***

***Distribution of information to Council offices including community libraries.***

***Opportunity to provide written and verbal feedback."***

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

***"That Council approves the following timetable relating to the Annual Plan 2025/26:***

***30 April – Meeting for verbal feedback to Council***

***15 May – Meeting to decide changes for final Annual Plan 2025/26***

***26 June – Council meeting to adopt Annual Plan 2025/26 and set rates.***

***That Council delegates to the Acting Chief Executive the authority to approve any edits required to finalise the Annual Plan 2025/26 Update Consultation Document, and Draft Rates Information 2025/26 and Draft Financial Information 2025/26 as supporting documents for public release."***

## **2 PROPOSED SCHEDULE OF FEES & CHARGES 2025/26**

The Financial Support Accountant and the Strategic Planning Manager presented the Statement of Proposal for the Schedule of Fees & Charges 2025/26 for adoption.

Peter Stafford was in attendance for this item and noted changes that have been made since the last meeting.

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

***“That Council receives the ‘Proposed Schedule of Fees & Charges 2025/26’ report.”***

***Moved Councillors Ludemann/Felts and Resolved:***

***“That Council carries out a special consultative procedure in accordance with section 83 of the Local Government Act 2002 prior to confirming the Schedule of Fees & Charges 2025/26.”***

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

***“That Council adopts the following dates and process for the Schedule of Fees & Charges 2025/26:***

- a. 21 March to 23 April – Period for feedback***
- b. 30 April – Meeting for verbal feedback to Council***
- d. 1 July – Schedule of Fees & Charges 2025/26 takes effect.”***

***Moved Councillors Ludemann/Felts and Resolved:***

***“That Council adopts the Statement of Proposal for the Proposed Schedule of Fees & Charges 2025/26 for submissions from 21 March to 23 April 2025.***

***That Council approves the communication and engagement methods for the Proposed Schedule of Fees & Charges 2025/26, in accordance with the principles and requirements set out in section 82 of the Local Government Act 2002 as follows:***

- a. Public notices in Clutha Leader, Otago Daily Times, Genesis, Tuapeka Times, Blue Mountain Express, Taieri Herald (Star), Ensign.***
- b. Information available on Council’s website through the use of Council’s Social Pinpoint site Clutha Connect.***
- c. Facebook posts, Antenno.***
- d. Distribution of information to Council offices including community libraries.***
- e. Opportunity to provide written and verbal feedback.***

***That Council delegates to the Acting Chief Executive approval of final edits, if required, to finalise the ‘Statement of Proposal for the Schedule of Fees & Charges 2025/26’ document for distribution.”***

### **3 REASONS TO MOVE TO PUBLIC EXCLUDED SESSION**

***Moved Mayor Cadogan/Councillor Kennedy 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>
Potential Property Purchases.	To enable Council to consider options regarding strategic property purchases.	<p>A2(a) Protect the privacy of natural persons, including that of deceased natural persons.</p> <p>A2(i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>A2(j) Prevent the disclosure or use of official information for improper gain or improper advantage.</p>

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 4.39pm.

The meeting moved out of public excluded session at 5.29pm.

Before the meeting closed Elected Members discussed holding a workshop regarding LWDW prior to the Council meeting on 3 April 2025 where a decision report will be included on preferred options for consultation.

It was agreed that the workshop would be held on Tuesday 25 March 2025 ahead of the Joint CCO meeting which is at 4pm that same day.

An additional Council meeting will be held on 5 May 2025 at 4pm to approve a decision paper prior to consultation materials being distributed.

The meeting closed at 5.32pm.

**Read and Confirmed**

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**B A Cadogan  
MAYOR**

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## Clutha District Council

### Item for CONFIRMATION

<b>Report</b>	Infrastructure Strategy & Operations Committee Minutes
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	8
<b>Prepared By</b>	Angela Ferguson – Transportation Administrator
<b>File Reference</b>	935566

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#### REPORT SUMMARY

Attached are the minutes of the meeting of the Infrastructure Strategy & Operations Committee held on 20 March 2025.

#### RECOMMENDATIONS

# Infrastructure Strategy & Operations Committee

Minutes of the meeting of the Infrastructure Strategy & Operations Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday, 20 March 2025, commencing at 1.30pm.

<b>Present</b>	Councillor Bruce Graham (Chairman), Mayor Bryan Cadogan, Councillors Wayne Felts, Gaynor Finch, Bruce Graham, John Herbert, Michele Kennedy, Alison Ludemann, Simon McAtamney, Dean McCrostie, Brent Mackie, Jock Martin, Bruce Vollweiler
<b>In Attendance</b>	Jules Witt (Acting Chief Executive) Linda Till (HoD Three Waters), Donna McArthur (HoD Infrastructure Strategy and Delivery) and Angela Ferguson (Transportation Administrator)
<b>Apologies</b>	Councillor Dane Catherwood Councillor McCrostie for lateness (arrived 1.46pm)

***“That the apologies be sustained.”***

## PRESENTATION

Donna McArthur (HoD Infrastructure Strategy & Delivery) and Cosmus Makuise (Senior Asset Manager Facilities & Waste) presented the Projects Dashboard for feedback from the Elected Members.

### 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.

- Routine trucks were praised for the level of work getting done, it was reported that a 3<sup>rd</sup> truck will be deployed for bridge maintenance.
- Recent thunderstorm in the Lawrence area will be covered by routine maintenance.

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

***“That the Infrastructure Strategy & Operations Committee receives the ‘Operations Update – Transportation’ report dated 20 March 2025.”***

## **2. OPERATIONS UPDATE – GREENSPACE & WASTE**

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

James Allison was in attendance for this item.

There was discussion on the following –

- Signage required at dump stations and toilets regarding what can be flushed and what can not.
- Skips that are supplied to local townships at Christmas breaks, and whether these were required. This will be considered when they review transfer stations.

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

***“That the Infrastructure Strategy & Operations Committee receives the ‘Operations Update – Greenspace & Waste’ report dated 20 March 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.

Updates were provided on

- Boil water notice has been lifted at Stirling - Thursday 13 March 2025.
- Boil water notice has been lifted for Richardson South - Friday 14 March 2025.

**Report update Page 19:** The Compliance and Reporting team successfully completed the annual reports, required for each drinking water supply, ahead of the required deadline at the end of February.

With sixteen supplies this is a significant piece of work to be completed and this year, working with the vendor, the Water Outlook data recording system was used to shorten the required effort. In previous years we have used casual and contract labour to assist to meet the reporting deadline.



There was discussion on the following –

- Staffing replacements and how these are being addressed at present, this was reported as an ongoing review process.
- Moa Flat trial and when are the results due. These are expected to be shared when they are available.
- Heriot Wastewater sample results were discussed and there seems to be an anomaly in the results so these will be retested.
- Inflow and infiltration will be the focus on each town going forward to progress and improve compliance.
- Are there any plans to extend the drug testing to other towns? Other towns will probably not be tested as the plants and populations are too small.

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

***“That the Infrastructure Strategy & Operations Committee receives the ‘Operations Update – Water’ report dated 20 March 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.

Linda Till was in attendance for this item.

- No longer providing weekly updates to Taumata Arowai about aluminium levels as we are now compliant.
- Clarification sought on the change in the North Bruce water treatment plant results from 17 February 2025.

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

***That the Infrastructure Strategy & Operations Committee receives the ‘Compliance Update’ report dated 20 March 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.

Speed limit setting is being challenged by a new group, speed signs are ordered and awaiting installation, but this is on hold.

Mount Cooe still waiting on consent but the timeframe of when the landfill will be full has been extended by 12 months.

There was discussion on the following –

- Principal expectations are completed every 6 years, these require a structural engineer.
- Displeasure was expressed about the issues happening with the Moa Flat Reservoir considering that this project has been in progress for the past 20 months.
- Milton water treatment plant and the removal of manganese and whether we could look at other options for the water treatment plant.
- It was reported that the cost of new streetlights at Te Pou Ō Mata Au are included in the pump station budget.
- Lawrence stormwater project has been awarded.
- CDC has purchased 95 tanks.
- Milton to Waiholā Chlorine booster pump is having to be moved and Council will have to pay for this as it was not part of the initial scope of the project.
- North Bruce additional pipeline increase was questioned, this will be clarified.
- Every year water done well will ask for a statement of intent from local communities, this input is from local communities based on their priorities, the CCO board will take these into account and feed them into their business plans for the year.
- Pedestrian crossings in Milton and why they were then deemed as urgent, NZTA changed their schedule on these.

***Moved Mayor Cadogan / Councillor Felts and Resolved:***

***“That the Infrastructure Strategy & Operations Committee receives the ‘Infrastructure Strategy & Delivery Update’ report dated 20 March 2025.”***

The meeting closed at 2.36pm

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>	3 April 2025
<b>Item Number</b>	9
<b>Prepared By</b>	Wendy Copeland – Building & Regulatory Administrator
<b>File Reference</b>	936451

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### REPORT SUMMARY

Attached are the minutes of the meeting of the Regulatory & Community Committee held on 20 March 2025.

### RECOMMENDATIONS

1. That the minutes of the meeting of the Regulatory & Community Committee held on 20 March 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 Thursday 20 March 2025, commencing 2.40pm

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**Present:** Councillor Gaynor Finch (Chair), His Worship the Mayor Bryan Cadogan, Councillors Wayne Felts, Bruce Graham, John Herbert, Michele Kennedy, Alison Ludemann, Simon McAtamney, Dean McCrostie, Brent Mackie, Jock Martin, Ken Payne and Bruce Vollweiler

**In Attendance:** Jules Witt (Acting Chief Executive), Mike Goldsmith (Project Manager – Community Plan Implementation), Debbie Duncan (Head of Libraries and Visitor Information), Olivia Restieaux (Planning Manager), Malcolm Sinclair (Head of Building & Regulatory), Wendy Copeland (Building & Regulatory Administrator)

**Apologies:** Councillor Dane Catherwood

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

***‘That the apologies be sustained.’***

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### DECLARATIONS OF INTEREST

### URGENT BUSINESS

There was no urgent business.

### PUBLIC FORUM

There was no public forum.

### **Clutha Stars Presentations**

- Bronze award accepted on behalf of her team by Angela Anderson - iSite Team Leader
- Bronze award accepted on behalf of her team by Vicki Woodrow - Clutha Library Team Leader

### **1. CLUTHA RECREATION CENTRE INC 2024-2025 ACCOUNTABILITY**

Report presenting Clutha Recreation Centre Incorporated's 2024-2025 Accountability Report.

Amy Morrison – Vice Chair of Clutha Recreation Centre and Noeline Scott – Manager of Clutha Recreation Centre were in attendance.

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

***'That the Regulatory & Community Committee receives the Clutha Recreation Centre Incorporated 2024-2025 Accountability Report', dated 20 March 2025.'***

### **2. COMMUNITY & FACILITIES UPDATE**

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

***'That the Regulatory and Community Committee receives the report titled 'Community & Facilities Update', dated 20 March 2025.'***

### **3. COMMUNITY PROJECTS UPDATE**

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

Mike Goldsmith – Project Manager, Community Plan Implementation.

***Moved Councillors Graham / Herbert and Resolved:***

***'That the Regulatory & Community Committee receives the 'Community Projects Update' report, dated 20 March 2025***

#### 4. 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 Vollweiler / McCrostie and Resolved:***

***'That the Regulatory & Community Committee receives the 'Community Libraries and Visitor Information Update' report, dated 20 March 2025.'***

#### 5. PLANNING UPDATE

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

Olivia Restieaux – Planning Manager was in attendance.

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

***'That the Regulatory and Community Committee receives the report titled 'Planning Update Report', dated 20 March 2025.'***

#### 6. 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 Herbert / Graham and Resolved:***

***'That the Regulatory and Community Committee receives the report titled 'Building & Regulatory Update Report', dated 20 March 2025.'***

The meeting closed at 3.21pm

Read and Confirmed

Gaynor Finch  
**CHAIR**

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# Clutha District Council

## Item for CONFIRMATION

<b>Report</b>	Corporate & Policy Committee Minutes
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	10
<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 20 March 2025.

### RECOMMENDATIONS

1. That the minutes of the meeting of the Corporate & Policy Committee held on 20 March 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 Thursday 20 March 2025, commencing at 3.34pm

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**Present** Councillor Alison Ludemann (Chair), His Worship the Mayor Bryan Cadogan, Councillors Wayne Felts, Gaynor Finch, Bruce Graham, John Herbert, Michele Kennedy, Brent Mackie, Jock Martin, Dean McCrostie, Simon McAtamney, Ken Payne, Bruce Vollweiler.

**In Attendance** Jules Witt (Acting Chief Executive), Sharon Jenkinson (Chief Financial Officer) Mike Goldsmith (Project Manager Community Plan Implementation), Peter Stafford (Strategic Planning Manager), Ye Miao (Senior Policy Advisor), David Ward (Risk & Assurance Chair), Diane Byars (Communications Manager) and Sonia Farquharson (Finance & Policy Administrator).

**Apologies** Councillor Dane Catherwood.

*"That the apology be sustained."*

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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.

### PRESENTATION

There were no Kai housing videos presented due to a technical issue.



## 1 CLUTHA DISTRICT HERITAGE TOOLBOX

This report requests that the Corporate & Policy Committee approve material produced by GHC Consulting for the Development of a Heritage Toolbox. The toolbox will be made available through Council's website.

Ye Miao (Senior Policy Advisor) and Mike Goldsmith (Project Manager Community Plan Implementation), were in attendance to speak to this report and answer any questions.

Key points are as followings:

- This Toolbox primarily focuses on buildings and sites. It was advised that when the district plan is reviewed, trees can be added or removed from the District Plan schedule.
- The purpose of this document is to be a live document, it can be added or changed at any time.
- Anyone can apply to put a building on the heritage list, it will then be assessed by Heritage NZ.

***Moved Mayor Cadogan / Councillor Finch and Resolved:***

***"That the Corporate & Policy Committee receives the Clutha District Heritage Toolbox report dated 20 March 2025".***

Following discussion, the Chair requested that the decision on the Heritage toolbox be recommended to Council for a decision.

***Moved Mayor Cadogan / Councillor Finch and Resolved:***

***"That the Corporate and Policy Committee recommends to Council to endorse the material produced by GHC Consulting (attachment A) to be used as the basis for development of a web-based Heritage Toolbox, dated 20 March 2025".***

Unanimous.

## 2 STRATEGIC PLANNING AND POLICY REPORT

This report provides updates on activities within the Policy Team since the last meeting on 5 February 2025.

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

- It was noted that an update on the Policy for Reimbursement of Fees & Charges will be brought to the Council meeting on the 3 April for further discussion.

***Moved Mayor Cadogan / Councillor Herbert and Resolved:***

***"That the Corporate & Policy Committee receives the report titled 'Strategic Planning and Policy Report', dated 20 March 2025.***

### 3 REVIEW OF COUNCIL POLICIES

This report focuses on the review of Council Policies and updates on various matters in the Strategic Planning and Policy area.

Peter Stafford (Strategic Planning Manager) and Ye Miao (Senior Policy Analyst) were in attendance to speak to this report and answer any questions.

- This is an ongoing process and will also include Organisational Policies and Bylaws going forward.
- There are several overdue policies, it was suggested a rolling review would be appropriate, and it is proposed that a list and program of policies coming to Council for review along with due dates will be maintained.
- There was discussion on the timing included in the draft for each Policy, it was requested that the Policy & Dangerous and Insanitary be brought forward.

***Moved Mayor Cadogan / Councillor Felts and Resolved:***

***“That the Corporate & Policy Committee receives the report titled ‘Council Policy Review Report’, dated 20 March 2025.”***

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

Unanimous.

### 4 MANAGEMENT ACCOUNTS REPORT

Sharon Jenkinson (Chief Financial Officer) verbally updated the Management Accounts for the period 1 July 2024 to 31 January 2025.

As this report contains some duplicate information that was discussed at the Risk and Assurance Meeting this morning the Chief Financial Officer outlined the comments made at that meeting.

Key discussion points from Risk & Assurance were:

- The timing of the rates and when they are struck as opposed to a budget equally split by month.
- There was a dramatic increase in depreciation this year mainly due to a revaluation of our roading network at the end of the 2023/24 Financial Year.
- The budgets have been increased to better reflect what needs to be spent, staff are really conscious of spending, we are predicting our budget and actuals will be very close this year.

***Moved Mayor Cadogan / Councillor Vollweiler and Resolved:***

***“That the Corporate & Policy Committee receives the Management Accounts Report, dated 20 March 2025”.***

## **5 INVESTMENT PORTFOLIO UPDATE REPORT**

This report shows the movement in our investment portfolio for the months of April 2024 to February 2025. We had an unrealised loss in February resulting in a year-to-date cumulative return of 4.87%.

Sharon Jenkinson (Chief Financial Officer) verbally updated the movement in Council's investment portfolio for the month of April to February 2025 and also reminded Councillors that \$800k of any return is committed to reduce rates.

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

***“That the Corporate & Policy Committee receives the Investment Portfolio Update Report, dated 20 March 2025.”***

## **6 DEVELOPMENT PROPERTIES UPDATE REPORT**

This report provides an update on our Development properties.

Sharon Jenkinson (Chief Financial Officer) verbally spoke and updated the Committee on Council Development Properties.

- Titles are now through for the Rosebank Terrace sections, the settlement of the 4 sections we have signed up can now proceed.
- There are currently two Kaitangata Houses and Land Packages underway, one almost complete and one just started. Council also has two remaining empty sections.

***Moved Councillors Kennedy / Felts and Resolved:***

***“That the Corporate & Policy Committee receives the Development Properties Update Report, dated 20 March 2025.”***

## **7 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.

- We have changed how we are reporting the Fees reimbursement scheme, Community Centre, Halls and Pool Funding to show the budgets, the amount paid and who received it for the year to date.

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

***“That the Corporate & Policy Committee receives the Corporate Finance Team Report, dated 20 March 2025.”***

The meeting closed at 4.13 pm

Read and Confirmed

Alison Ludemann

**CHAIRPERSON**

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# Clutha District Council

## Item for DECISION

<b>Report</b>	Corporate & Policy Committee Recommendations – Heritage Toolkit
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	11
<b>Prepared By</b>	Ye Miao – Senior Policy Analyst Sonia Farquharson – Finance & Policy Administrator
<b>File Reference</b>	936563

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### REPORT SUMMARY

Recommendations made by the Corporate & Policy Committee to Council at a meeting held on 20 March 2025.

As the Committee is a full Committee of Council it is not intended to replicate the original Committee report.

### RECOMMENDATIONS

**That the following recommendations made by the Corporate & Policy Committee to Council at the meeting on 20 March 2025 be adopted:**

#### 1. CLUTHA DISTRICT HERITAGE TOOLBOX

**That Council endorses / does not endorse the material produced by GHC Consulting (Attachment A), or as amended, to be used as the basis for development of a web-based Heritage Toolbox.**

**That Council delegates the approval of the final text of the web-based Heritage Toolbox and any future updates to the Chief Executive.**

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# Clutha District Council

## Item for INFORMATION

<b>Report</b>	Risk & Assurance Minutes
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	12
<b>Prepared By</b>	Sonia Farquharson – Finance & Policy Administrator
<b>File Reference</b>	935103

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### REPORT SUMMARY

Attached are the unconfirmed minutes of the meeting of the Risk & Assurance Committee held on 20 March 2025.

### RECOMMENDATIONS

1. That the unconfirmed minutes of the Risk & Assurance Committee held 20 March 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 Thursday 20 March 2025, commencing at 9.36am.

<b>Present</b>	David Ward (Chairperson), His Worship the Mayor Bryan Cadogan, Councillors Gaynor Finch, Bruce Graham, John Herbert, Michele Kennedy, Alison Ludemann, Ken Payne, Bruce Vollweiller.
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<b>In Attendance</b>	Jules Witt (Acting Chief Executive), Sharon Jenkinson (Chief Financial Officer) Greg Bowie (Financial Accounting Team Leader), Linda Till (Manager Three Waters), Trey Willis Croft (Financial Support Accountant), Beki McCabe (Communications Advisor), Donna McArthur (Head of Infrastructure Strategy and Delivery), Dambar Yadav (Senior Project Manager), Kuben Govender (Project Manager Infrastructure Strategy and Delivery), Cosmus Makuvise (Senior Asset Manager), Ahmed Azzazy (Project Manager), John Eteuati (Senior Project Manager), Olivia Restieaux (Manager Planning), Diane Byars (Communications Manager) and Sonia Farquharson (Finance & Policy Administrator).
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<b>Apologies</b>	None
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The Chair David Ward welcomed Councillors, staff, members of the public and those watching on livestream to the meeting. A Karakia was done.

### PUBLIC FORUM

There was 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.

## PRESENTATION

Infrastructure Strategy and Delivery Team – presented the Projects Dashboard and requested feedback from the Elected Members.

### 1. CONFIRMATION OF MINUTES

The minutes of the meeting of the Risk & Assurance Committee held on 5 February 2025 were submitted for confirmation.

It was confirmed that a meeting with the new Audit Director will be arranged.

***Moved Councillor Herbert / Graham and Resolved:***

***“That the Risk & Assurance Committee confirms as a true and correct record the minutes of the Risk & Assurance Committee held 5 February 2025.”***

### 2. RISK & ASSURANCE CHAIR REPORT

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

The focus of today’s meeting will be on report variations agreed at our previous meeting asking ourselves, is the report content adequate is it providing the information we want and are there any gaps.

***Moved Chair Ward / Councillor Finch and Resolved:***

***“That the Risk & Assurance Committee receives the Risk & Assurance Chair Report’, dated 20 March 2025.”***



### 3. RISK & ASSURANCE WORKPLAN REPORT

The report presents the workplan for this calendar year (through to elections) workplan incorporates matters requested by the committee members and focuses on key areas.

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

- A discussion was raised regarding the risk that lies with the meeting for Local Water Done Well, which is to be filed by 3 September. As our next scheduled meeting is for September, an August date may need to be rescheduled for the Risk and Assurance Committee.

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

***“That the Risk & Assurance Committee receives the Risk & Assurance Workplan Report’, dated 20 March 2025.”***

### 4. RISK STATUS PROGRESS REPORT – WATER SERVICES ASSETS / OPERATIONS FAILURE

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

This paper’s focus is on the Risk # 3: “Water services assets and or operations failure.”

The risk was identified previously when water operations were under a contracted-out model. Significant improvements have been made in a number of areas with the move to in-house treatment operations and a dedicated compliance team, but this is still considered a critical risk. Capital upgrades are also underway and these need to be completed and operational to reduce some of the risks such as the ongoing boil water notices.

Jules Witt (Deputy Chief Executive) and Linda Till (HoD Three Waters) were in attendance to speak to the report and answer any questions

***Moved Councillors Graham / Ludemann and Resolved:***

### 5. CONFLICTS OF INTEREST REGISTER FOR ELECTED MEMBERS AND EXECUTIVE MANAGEMENT.

This report reflects the current Conflicts of Interest Declaration Register (Members Interest register) for elected members (council and community boards), the Chief Executive and Deputy Chief Executive. New declarations are required to be completed on a six-monthly basis.

- Councillor Kennedy - remove Mercer Trust.
- Mayor Cadogan – remove Happy You Theatre Company.
- A question was raised regarding the Council appointments for the Consent Liaison Working Party.

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

***“That the Risk & Assurance Committee receives the ‘Conflicts of Interest Register for Elected Members and Executive Management’ dated 20 March 2025.”***

## **6. CAPITAL PROJECT REPORT**

This report provides an update of Category A projects including those previously reported to the Project Control Group.

At the Council meeting on 12 September 2024, Council approved the following projects to be categorised as Category A projects for reporting and monitoring for the 2024/25 financial year:

- A) Balmoral/Tuapeka Rural Water Scheme & Lawrence New Supply
- B) Milton Main Street Group of projects
- C) Mt Cooe Landfill Group of Projects
- D) Milton Community Pool/Library Hub Project
- E) ERP Upgrade (IT)
- F) Wastewater Compliance Group of Projects
- G) Water Compliance Group of Projects
- H) Rural/Urban Water Scheme Funding Policy

**Projects A-D – Risk & Assurance Group of Projects:**

These are covered in separate reports in attachments A-E following the same format as previous reports to the Project control Group.

Donna McArthur (Head of Infrastructure Strategy and Delivery) was in attendance to speak to these reports and answer questions.

- Request for a Table of Abbreviations e.g. CAR (Corridor Access Request).

- On Page 34 – ERP Upgrade – Datascope. A question was raised are you confident that this will go live as this was originally postponed last year? At present staff are in the testing phase, to identify and fix but will be ready for 1 July 2025.
- On Page 35 – Project H Rural/Urban Water Scheme Funding Policy, pushed projects back being deferred, keep projects running and contractor is work, still to go out to tender, but commencing later in financial year so a strategic decision.
- On Page 36 - Dambar Yadav (Senior Project Manager) gave us an update on the Balmoral/Tuapeka Rural Water Scheme & Lawrence New Supply.
- On Page 40 - Kuben Govender (Project Manager) gave us an update on the Milton Main Street Group of projects. We have additional update regarding the tender process on the next stage of the project. The street Scape (Beautification). The tender process is now closed, and we are looking forward to making a decision as to what contractor and what options at the Council Meeting that will be held 3 April 2025.
- On Page 44 - Cosmus Makuvise – (Senior Asset Manager) gave us an update on the Mt Cooee Landfill Group of Projects. Olivia Restieaux (Manager Planning) supported the team from a planning perspective and is guiding them by the Resource Management Act and making aware of certain conditions and feeding back information to the ORC. There is a risk that the consent application can go to a hearing. This will lead to increased consenting costs and delays to the finalisation of the process. Kuben Govender (Project Manager) gave us an update on the Refuse Transfer Station.
- Various discussions were had regarding the negative comments circulating the local community. A media release should be done to inform the community.
- On Page 48 - Bruce Community Facility Project Donna McArthur (Head of Infrastructure Strategy & Delivery)
- Our Library team are actively looking for a temporary Library site, with the intention of vacating the current premises no later than 30 June 2025.
- A Steering Group has been formed, which includes members of the Bruce Community Trust along with the CEO and other members of Council staff.
- Detail Design work has now commenced, and we are working very closely with Calder Stewart on this stage. Fortnightly meetings with minutes are occurring to ensure early identification of any issues/risks.
- An assessment of the buildings at 47 Ajax Street has been conducted by Kings House Removals and the Project Manager on site, where it has been determined that the house and garage can be removed off site, the external cladding will be required to be removed for transportation and that the attached washhouse cannot be removed due to the concrete flooring. This is a positive outcome. With this knowledge a marketing campaign will commence in early April 2025, showcasing the property and advising that a tender campaign will commence from mid-April 2025. All proceeds

from the sale of the property will be credited back to the project. The house relocation costs will be the purchaser's responsibility.

- An issue has become apparent, after final discussions with Fire NZ, where they have now advised that the firewall requirements to meet code means that we either add a fire door into the entry of the library facility via the joint entrance, which has an estimated cost of \$80k, or, if we want to avoid this additional cost, then we would need to change the current design to accommodate two separate external entrances into the facilities, therefore eliminating the current joint entrance. A fire wall drop curtain could be used; this could potentially save a lot of money if this is considered.
- A New Risk that has come to light after the agenda was printed, the contractor Calder Stewart have advised from investigating the power transformer located on Ajax Street near the walkway it is not large enough to cope with project. So, they are currently investigating on what can be done, they are talking with the local electricity provider.
- Another risk is the IT requirements, this is a financial risk, this was never budgeted for, so are working in the background, we should have these costings back by our next Risk and Assurance Meeting.
- A question was asked if solar heating had been considered. It wasn't sure if it had been looked at, but for the Balclutha pool it was never an option.

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

***"That the Risk & Assurance Committee receives the 'Capital Project Report' dated 20 March 2025."***

The meeting adjourned at 11.23am and reconvened at 11.33am.

## **7. 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.

Linda Till (Head of Three Waters) was in attendance to speak to the report and answer questions.

The report aims to identify the cause of non-compliance, and the improvement works required to achieve compliance with the DWQARs. The supply is considered compliant if it meets the requirements of the relevant Bacterial and Protozoal rules for more than 95% of the reporting period at the treatment plant and in 85% of the samples collected from the distribution network.

The reporting period for January and February 2025 saw consistently high levels in Urban Water Bacterial and Protozoal compliance. However, bacterial compliance was lower than the levels achieved during the November and December 2024 reporting period.

The reporting period for January and February 2025 saw similar levels in compliance for Rural Water Bacterial and Protozoal compliance compared with the November and December 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 Vollweiler / Payne and Resolved:***

***“That the Risk & Assurance Committee receives the ‘Protozoal and Bacterial Compliance Report’, dated 20 March 2025”.***

## **8. 3 WATERS OPERATIONS 7 MONTH REPORT**

This report displays the financial results for the 3 Waters activity for the first seven 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.

Chair David Ward - staff are to provide more in-depth details of consultancy engagement and consultancy costs for next report.

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

***“That the Risk & Assurance Committee receives the 3 Waters Operations 6 Month Report’, dated 20 March 2025”.***

Jules Witt (Acting Chief Executive) left the meeting at 11.54am

## **9. TREASURY MANAGEMENT REPORT**

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

Please note that this is the first treasury management report using the new and updated format as discussed at the Risk & Assurance workshop on 28 January.

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

The following points were highlighted:

- Greg Bowie discussed that since these are new reports and are quite different from the reports we were getting, he discussed in detail how this is now read and pointed out where the new changes are.
- Internal Services – next report to include a breakdown of our operation costs for the cost centres e.g. Finance department or IT.

***Moved Councillors Herbert / Graham and Resolved:***

***“That the Risk & Assurance Committee receives the ‘Treasury Management Report’, dated 20 March 2025.”***

## **10. FINANCIAL MONITORING REPORT**

This report presents Predicted cashflow for the period 1 February to 30 June 2025 as well as the updated and re-forecasted Statement of Comprehensive Revenue and Expenditure.

These statements have been produced through a process of meeting with budget holders and predicting future spend and income. This prediction was based on a mixture of expected future results, current trajectories and what is needed to stay within budgets.

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

The following key points were highlighted:

- The cashflow has been done on a month-by-month basis and has the primary purpose of forecasting how much and when council will need to borrow for the remainder of the 2024/25 financial year.

Predictions have generally been done on a worst-case scenario basis. With expenditure estimated on the higher end and income estimated on the lower end.

- Noncash items including internal vehicles and overheads have been excluded from the SOCRE, while depreciation has been included based on the current 7-month average.

***Moved Councillors Graham / Mayor Cadogan and Resolved***

***“That the Risk & Assurance Committee receives the ‘Financial Monitoring Report’, dated 20 March 2025”.***

## **11. REASONS TO MOVE INTO PUBLIC EXCLUDED**

***Moved Mayor Cadogan / Councillor Vollweiler and Resolved:***

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

***That the Risk & Assurance Committee approves moving Public Excluded Risk & Assurance Committee Minutes held on 5 February 2025 into public, and***

***That the minutes of the public excluded section of the meeting of the Risk & Assurance Committee held on 5 February 2025 be approved as a true and correct record.”***

The meeting closed with a Karakia at 12.13pm.

Read and Confirmed

David Ward

**CHAIRPERSON**

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## Clutha District Council

### Item for INFORMATION

<b>Report</b>	West Otago Community Board Minutes
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	13
<b>Prepared By</b>	Angela Ferguson – Transportation Administrator
<b>File Reference</b>	935568

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#### REPORT SUMMARY

Attached are the unconfirmed minutes of the meetings of the West Otago Community Board held on 5 March 2025.

#### RECOMMENDATIONS

1. That the unconfirmed minutes of the meeting of the West Otago Community Board held on 5 March 2025 be noted.



## West Otago Community Board

Minutes of the meeting of the West Otago Community Board held in the West Otago RSA, 51 Northumberland Street, Tapanui on Wednesday 5 March 2025, commencing at 10.30am.

**Present** Barbara Hanna (Chairperson), Cecil Crawford, Mark Diamond, Councillor John Herbert, Councillor Michele Kennedy, Sonia Richardson and Linda Roulston.

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

**Apologies** Bruce Robertson

*Moved S Richardson/M Diamond and Resolved:*

*"That the apology be sustained."*

### PUBLIC FORUM

Aaron Sim spoke regarding local water and the boil water notice.

Mayor B Cadogan replied to the above, new filter has been put on bypass, good quality coming through via the filter. Informed 3 weeks should be the timeframe as of today.

Craig Lindow – how many plants are not up to standard and why? Wanted to know what the consequences of this are.

Rocko – New water regulations for testing E. coli – how is it tested? What is tested?

*Moved Councillor Herbert/L Roulston and Resolved:*

*"That the "Request to Accept a Late Item to the West Otago Community Board Meeting Agenda" report be received.*

*That Council accepts the following item as a Late Item:*

- a. That the West Otago Community Board receives the 'Bushyhill Street Playground – Stage 2 funding request' report dated 5 March 2025."*

## 1 WEST OTAGO COMMUNITY BOARD MINUTES

The minutes of the meeting of the West Otago Community Board held on 29 January 2025 were presented for the Board's confirmation.

***Moved Councillor Herbert/M Diamond and Resolved:***

***"That the West Otago Community Board confirms the minutes of the meeting held on 29 January 2025, 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

Bark/woodchips were laid by Cecil and Sophie Crawford.

### 2.2 Items to stay on WIP.

#### 2.2.1 Hancox Park

2 trees to be trimmed by community contractor due to safety reasons.

### 2.3 Aitchison Runs Road Grade Adjustment

No update.

### 2.4 Kelso Dairy Factory Building

No update.

### 2.5 Matariki

The Community Board has been approached regarding signage for the Matariki Project at Whiskey Gully. This is a 5–10-year project.

Poles are to be placed between the trees with QR codes which will provide information about the sister stars.

Each star will be represented by a different coloured seat and the reason as to why they were chosen.

Councillor Herbert has requested the plaque shows recognition to the Community Board.

***Moved Councillor Kennedy/L Roulston and Resolved:***

***“That the West Otago Community Board approves \$800.00 for plantings and a plaque for the Matariki Project from Project funds.”***

## **2.6 Blue Mountain Viewing Panel**

Bev Ludeman presented a final draft of the panel and requested funding for the signage. Quote for work to be done. QR codes discussed and a panoramic photo.

***Moved L Roulston/Councillor Herbert and Resolved:***

***“That the West Otago Community Board receives the ‘Work in Progress’ report dated 5 March 2025.”***

## **3 INFRASTRUCTURE STRATEGY & OPERATIONS UPDATE**

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

***Moved Councillor Kennedy/M Diamond and Resolved:***

***“That the West Otago Community Board receives the ‘Infrastructure Strategy & Operations Update’ report dated 5 March 2025.”***

## **4 CORRESPONDENCE**

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

A Thank You card from the West Otago Swimming Pool Committee was tabled at the start of this item.

***Moved Councillor Herbert/L Roulston and Resolved:***

***“That the West Otago Community Board receives the correspondence.***

***That the West Otago Community Board agrees to pay \$930.00 inclusive for posts for the Heriot Tennis Club to be paid from the Projects Fund.”***

## **5 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 Councillors Kennedy/Herbert and Resolved:***

***“That the West Otago Community Board receives the ‘Revenue and Expenditure’ report dated 5 March 2025.”***

## **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 L Roulston/S Richardson and Resolved:***

***“That the West Otago Community Board receives the ‘Community Funding and Grants Report’ dated 5 March 2025.”***

## **7 BUILDING CONSENTS STATISTICS FOR DECEMBER 2024 & JANUARY 2025**

The Regulatory Administrator submitted a report on building statistics for December 2024 & January 2025.

***Moved Councillor Herbert/M Diamond and Resolved:***

***“That the West Otago Community Board receives the ‘Building Consents Statistics for December 2024 & January 2025 report.”***

## **8 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.

***Moved Councillors Herbert/Kennedy and Resolved:***

***“That the West Otago Community Board receives the ‘Our Place Community Plan Projects Update’ report dated 5 March 2025.”***

## **LATE ITEM 1: BUSHYHILL STREET PLAYGROUND – STAGE 2 FUNDING**

***Moved Councillor Herbert/L Roulston, and Resolved:***

***“That the West Otago Community Board receives the ‘Bushyhill Street Playground – Stage 2 funding request’ report dated 5 March 2025.”***

***That the West Otago Community Board approve \$844.45 inclusive of Community Plan funding to be used for Stage 2 of the Bushyhill St Playground upgrade project.***

***That the West Otago Community Board direct staff to continue working with the community group to ensure the Bushyhill St Playground upgrade is completed in a professional and timely manner."***

## **9 MAYORAL UPDATE**

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

- Consultations starting for Annual Plans, as there are no significant changes, there will be no town hall meetings or soap boxes. Public will be consulted.
- Rate rises are ungodly
- Meeting with Janelle Evans the new Principal of Blue Mountain College.

## **10 COMMUNITY BOARD UPDATES**

Community Board members provided verbal updates as follows:

- John – LTP figures set last year; how valid are those figures now?
- Linda – Tidy up at Parkhill Recreation, looking good.
- Heriot Gardens – student to look after this as part of their Duke of Edinburgh Award. Concrete wall there is blank, would like to approach a local artist to paint a mural.
- Michelle – Blue Mountain viewing panel. Meeting with community on various projects.
- Barbara – Black Gully letter needs to be written by Council. Chris Hughes planting RSA.
- Lions – kiosk at cemetery, plans/costs asked for, to date had no reply, will continue to follow up.

The meeting closed at 12.30pm.

**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>	3 April 2025
<b>Item Number</b>	14
<b>Prepared By</b>	Angela Ferguson - Transportation Administrator
<b>File Reference</b>	935569

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#### REPORT SUMMARY

Attached are the unconfirmed minutes of the meetings of the Lawrence/Tuapeka Community Board held on 5 March 2025.

#### RECOMMENDATIONS

1. That the unconfirmed minutes of the meetings of the Lawrence/Tuapeka Community Board held on 5 March 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 5 March 2025, commencing at 3.00pm.

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<b>Present</b>	Geoff Davidson (Chairperson), Roger Cotton, Lindy Chinnery, Councillor Jock Martin, Tim Dickey, Suzanne Stephenson, Matt Little
<b>In Attendance</b>	His Worship the Mayor Bryan Cadogan, Kelly Gay (Head of Community & Facilities Operations) and Cheryl-Marie Moana (Community & Facilities Administrator)
<b>Apologies</b>	There were no apologies.

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The Chairperson welcomed everyone to the meeting.

### Public Forum

**Jude Gamble** – would like to place picnic tables in the area to support her food truck business. Will maintain the area herself. Approved by Board.

**Grolleau** – thanked the community and the school with the welcoming of their family. Good opportunity to meet people. Easy going experience. Having to go home for immigration reasons, however, would like to come back. Community Board, replied, his family are very welcome to come back.

**Edward Fitzgerald** – on behalf of the flood affected families, organising volunteers to help farmers out and support them with moving debris from fences. Rural township is only as good as the rural people in it. Give a little back to the farmers. Advertising a thank you to the local community. Money to be used for advertisements, vouchers and the like.

**Kelly – Museum – Story Map** – going very well with people being drawn to the configuration of the map, well received by the local children. Great gadget. Sold 110 at \$25 each. Posters/map \$15 each, sold up to 20 or more. Potential is huge as time goes on, big asset for the community.

## 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*.

***Moved T Dickey/R Cotton and Resolved:***

***“That the Lawrence-Tuapeka Community Board receives the ‘Our Place Community Plan Projects Update’ report dated 5 March 2025.”***

## 2. LAWRENCE/TUAPEKA COMMUNITY BOARD MINUTES

Minutes of the meeting of the Lawrence/Tuapeka Community Board held on 29 January 2025.

***Moved Councillor Martin /T Dickey and Resolved:***

***“That the Lawrence/Tuapeka Community Board confirms as a true and correct record the minutes of the meeting of the Lawrence/Tuapeka Community Board, held on 29 January 2025.”***

## 3. WORK IN PROGRESS

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

### 3.1 Zig Zag Track Maintenance

- Engineers working on putting handrails on, these will be graspable.
- Panels 900x2.2 long will be placed between the posts
- Streetlamps are being sorted.

### 3.2 Cemetery Kiosk Panels

WIP.

### 3.3 Cemetery Maintenance

WIP.

### 3.4 Peace Garden

Paint has been ordered for Sam Chapman who will paint the gates this week.

Sam/Simone – organising a commemoration of a 100 years of the Cenotaph. Service Centre will display the blueprint. RSA representative to attend for 23 May 2025.

Request for the LTCB to fund a morning tea.



### 3.5 Market Reserve – Beautification

Maureen Cummings has funding for planting more daffodils. Loose arrangement or informal lease, not being grazed properly, Council needs a more formal arrangement.

Existing lamp posts from the Zig Zag track – could be used for the Market Reserve.

When is the trial over for the Freedom camping? This will be followed up by council staff.

Berm – council staff have had a look, and agreed, it was not in a fit state, contractor has been instructed to complete this work to standard.

Service Requests – key issue is timeframe from when requests are raised to being completed. This can be due in part to being sent to the wrong staff at council.

### 3.6 Colonsay Street

At the time of this meeting, tenders had closed and were in the process of being evaluated.

Once the contract has been awarded work is expected to start at the beginning of April.

***Moved Councillor Martin/R Cotton and Resolved:***

***“That the Lawrence/Tuapeka Community Board receives the Work in Progress Update report dated 5 March 2025.”***

## 4. INFRASTRUCTURE STRATEGY & OPERATIONS UPDATE

The report advises the Lawrence/Tuapeka Community Board of activities in relation to the Infrastructure Strategy & Operations Department.

Bike Racks – between Four Square and Museum. Lindy to approach them and collate costs.

***Moved R Cotton/M Little and Resolved:***

***“That the Lawrence/Tuapeka Community Board receives the Infrastructure Strategy & Operations Update report dated 5 March 2025.”***

## 5. REVENUE & EXPENDITURE REPORT

The report provides a copy of the Revenue and Expenditure Statement for the period from 1 July 2024 to 31 January 2025.

***Moved R Cotton/L Chinnery and Resolved:***

***“That the Lawrence/Tuapeka Community Board receives the Revenue and Expenditure Report dated 5 March 2025.”***

## **6. COMMUNITY FUNDING AND GRANTS REPORT**

The report covers funding schemes and general grant allocations.

**Action:** Councillor Martin raised, the Tuapeka Aquatic Centre was identified at the last LTP for fees and charges to be raised, when is it going to be brought to Council for support. Kelly responded to Board.

***Moved Councillor L Chinnery/ M Little and Resolved:***

***“That the Lawrence/Tuapeka Community Board receives the ‘Community Funding & Grants Report’ dated 5 March 2025***

## **7. BUILDING CONSENTS STATISTICS FOR DECEMBER 2024 & JANUARY 2025**

The report updates the Lawrence/Tuapeka Community Board on Building Consent activity for December 2024 & January 2025.

***Moved Councillor R Cotton/ M Little and Resolved:***

***“That the Lawrence/Tuapeka Community Board receives the report titled ‘Building Consents Statistics for December 2024 and January 2025”***

## **8. ELDERLY CITIZENS TRUST FUND REPORT**

The report advises of a request for funding from Tuapeka Health Incorporated.

Suzanne Stephenson declared a conflict of interest and abstained from the conversation.

***Moved R Cotton/L Chinnery and Resolved:***

***“That the Lawrence/Tuapeka Community Board notes the Elderly Citizens Trust Fund Report and the payment of \$4,500 to the Tuapeka Health Company.”***

## **9. MAYORAL UPDATE**

Mayor Cadogan provided the following updates:

- Annual Plan – ungodly rate rises, 3 Waters, there will be a 2-week consultation period.

- Water done well consultation – 4 councils still in collaboration with each other in the South Island.

## 10. COMMUNITY BOARD UPDATE

The following updates were provided by Community Board members:

- Pensioner flats have requested seating and may request funding.
- Edward Fitzgerald from the Public Forum, does the Board support the funding request? Not specific enough on what funding will be used for, need more detail.

### Lindy

- Jean Goodlet concerned Hospital creek is full of rubbish and weeds, CSR was submitted to Council.
- Cyclists on footpaths a concern.

### Roger

Archaeology project - Heritage NZ, CDC, DoC, Landcorp and Peter Peachy have put a lot of work into this.

The meeting closed at 4.57pm

**Confirmed**

**Geoff Davidson  
Chairperson**

# Clutha District Council

## Item for INFORMATION

<b>Report</b>	Mayoral Report
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	15
<b>Prepared By</b>	Arna Smith - EA to the Mayor
<b>File Reference</b>	935570

### 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

	Activity
19 February 2025	Attended Mayors catchup via TEAMS
19 February 2025	Attended Jobbortunities application session for F26
19 February 2025	Attended and travelled to Queenstown to meet with Minister Watts with other councils re; LWDW
20 February 2025	Attended Annual Plan workshop and Council meeting
24 February 2025	Diary coordination meeting with EA Arna Smith
24 February 2025	Attended meeting with NZF MP Andy Foster in Balclutha
25 February 2025	Meeting with Jobbortunities team in Milton
25 February 2025	Meeting with Ros Cole Department of Conservation Senior Ranger Biodiversity

25 February 2025	Weekly meeting with Steve Hill
26 February 2025	Travelled to Wellington to attend LGNZ meeting
27 February 2025	Attended LGNZ meeting in Wellington
28 February 2025	Attended Rural & Provincial Sector meeting in Wellington
28 February 2025	Travelled back from Wellington to Dunedin
3 March 2025	Attended meeting via TEAMS re Sir Ashley Bloomfield preparation for visit to Balclutha
3 March 2025	Attended final session for Jobbortunities application F26
3 March 2025	Attended Youth Council workshop and meeting
3 March 2025	Attended meeting via TEAMS re Southern Council Water Done Well
4 March 2025	Attended meeting via TEAMS Workshop re Southern Councils Local Water Done Well
5 March 2025	Attended Community Board Meetings
5 March 2025	Catchup with Blue Mountain College principal Janelle Eason
6 March 2025	Attended and conducted Citizenship ceremony at TPOMA
8 March 2025	Attended and spoke at Catlins 150 <sup>th</sup> School Jubilee in Owaka
10 March 2025	Attended Gore Women's Refuge Meeting in Gore
11 March 2025	Meeting with Jobbortunities team in Milton
11 March 2025	Performance review meeting with Jobbortunities Manager Eden Wilson
11 March 2025	Weekly meeting with Steve Hill
12 March 2025	Catchup with ODT- Richard Davidson
14 March 2025	Meeting via phone with Planning manager Olivia Restieaux
14 March 2025	Attended meeting via TEAMS re MTFJ Core Group catchup
17 March 2025	Attended Jobbortunities team building day in Dunedin
18 March 2025	Participated and conducted child cancer fundraiser at Heart n Soul

19 March 2025	Travelled to Dunedin airport to pick up Sir Ashley Bloomfield
19 March 2025	Attended Sir Ashley Bloomfield speaking engagement at TPŌMA
19 March 2025	Attended Rural Water Scheme Meeting

# Clutha District Council

## Item for INFORMATION

<b>Report</b>	Chief Executive's Report
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	16
<b>Prepared By</b>	Steve Hill – Chief Executive
<b>File Reference</b>	935571

### 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
21 February 2025	Joint CCO – Councils Executive Group
	Met with Ray White Real Estate – Pounawea Camping Ground
24 February 2025	LWDW Joint CCO – Weekly Steering Committee Meeting
25 February 2025	Teams meeting with ORC – Objection to Abatement Notice
26 February 2025	Monthly meeting with Clutha Development
27 February 2025	Met with PSA/AUWUNZ
	Met with Toko Training Centre
28 February 2025	Steering Group Meeting – Milton Pool and Library Project

## 2 Deputy Chief Executive

### Activities I have attended since the last Council meeting.

Date	Activity
21 February	Otago CE Forum
24 February	Civil Defence meeting
	LWDW Joint CCO – weekly Steering Group meeting
25 February	Hospital Creek, Balclutha – follow up flood event meeting
26 February	Southern Water Joint CCO – weekly meeting
27 February	Met with PSA/AUWUNZ
28 February	Bruce Community Facility Project – Steering Group meeting
3 March	LWDW Joint CCO – weekly Steering Group meeting
4 March	Met with lessee Pounaweia Camping Ground
5 March	Tuapeka Bursary meeting - Lawrence
6 March	Met with Facilitator – Human and Organisational Performance
	Citizenship Ceremony
7 March	Otago Southland Elections Catchup – Rosebank Office
8 March	LWDW Joint CCO – weekly Steering Group meeting
9 March	Bruce Community Facility Project – Steering Group meeting
12 March	CE Department meeting
13 March	Site visit to Puerua WTP
14 March	Mt Coote Transfer Station meeting
17 March	Weekly Balmoral/Tuapeka meeting
	LWDW Joint CCO – weekly Steering Group meeting
18 March	Bioshells discussion
	CDEM meeting
	Meet with John St/Renfrew St developer
19 March	CDC/SouthRoads Governance meeting



Date	Activity
	Reporting Officers meeting
	Combined RWS meeting re LWDW update
20 March	Risk & Assurance meeting
	Council meeting
21 March	Meet with David Ward – Acting CE

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

### 3 Contracts Awarded

No contracts have been awarded since the last Chief Executive's Report dated 20 February 2025.

### 4 Staffing

#### Staff Appointments

#### 4.1 External Appointments

**Jordan Trbuhovic** – Data and Integration Analyst as of 17 March 2025

#### Internal Appointments

**Chaleece Kenealy**– Customer Experience Officer (F/T) as of 10 February 2025

**Jot Kaur** – Data and Insights Analyst as of 3 March 2025

#### 4.2 Staff Resignations

**Cheryl-Marie Moana** – Community and Facilities Administrator as of 7 March 2025

**Rosanna Ottaway** – Promotions Officer (F/T) as of 7 March 2025

**Sue Wink** – Customer Experience Officer, Tapanui as of 14 March 2025

**Jessie Bawi** – Information Management Officer as of 11 April 2025

**Sam Anderson** - Supervisor Urban Reticulation as of 24 April 2025

### 5 Requests received under the Official Information Act

Name	Request
Member of the public	Waiholā helipad resource consent documents.
Stuff News	Questions on spending and building consents affected by Jonathan Hall's offending.
Ingrid Leary MP	Correspondence regarding property in Waipori Falls.

Member of the public	Data on petitions.
Environmental Law Initiative	How much debt Council repays a week.
Taxpayers Union	Information about average rates.
Stuff News	Query on the raised and standard pedestrian crossings in the district.

## 6 Health and Safety

162 (up from 129) Health and Safety events have been reported in this Financial Year from 1 July. 23 events are still open.

We are seeing an increase in psychosocial related reports in recent months and advise that the organisation becomes more aware of the legislative obligations in this space.

9 issues were reported in the Month of February.

2 were categorised as High = 22% of total

2 were categorised as Medium = 22% of total

5 were categorised as Low = 56% of total

The “High” events related to:

1. Mental health concern
2. Vehicle locking hazard – Car locks staff inside.

These have been managed and resolved.

# Clutha District Council

## Item for CONFIRMATION

<b>Report</b>	Documents for Consent and Seal
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	17
<b>Prepared By</b>	Melanie Scott – Executive Assistant
<b>File Reference</b>	935572

### 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>
	<p>Warranted under section 32 of the Freedom Camping Act 2011, Section 19 of the Clutha District Council Regulatory Bylaw 2018 and Section 41A and 42A of the Transport Act 1962 and Section 5 of the Litter Act 1979 as Authorised Person/Officer</p> <ul style="list-style-type: none"> <li>• Ian Royle</li> </ul>
<b>2</b>	<b>DEED OF ASSIGNMENT OF LEASE</b>
<b>2.1</b>	Change of Lease from Kent McElrea to Perry Family Trust for 39 Toko Mouth Domain Road, Toko Mouth, Clutha District.
<b>3</b>	<b>DEED OF ASSIGNMENT OF LICENCE</b>
<b>3.1</b>	Change of Licence from Georgina Dunstan to Cassandra Dunstan for Hut 35 Mahinerangi Village.

# Clutha District Council

## Item for DECISION

<b>Report</b>	Reasons to Move to Public Excluded Session
<b>Meeting Date</b>	3 April 2025
<b>Item Number</b>	18
<b>Prepared By</b>	David Ward - Acting Chief Executive
<b>File Reference</b>	935573

### 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
Balclutha Hub Carpark – Additional Funding Request	The information presented in the report contains commercially sensitive financial information regarding Council and its contractors.	A2(b)(ii) Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

		<p>A2(i)</p> <p>Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>
<p>Milton Streetscape Beautification Project – Design Options</p>	<p>The information presented in the report contains commercially sensitive financial information regarding Council and its contractors.</p>	<p>A2(b)(ii)</p> <p>Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>A2(i)</p> <p>Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>
<p>Public Excluded Council Minutes – 20 February 2025</p> <p>Matters dealt with in these minutes:</p> <ul style="list-style-type: none"> <li>• Appointment of Acting Chief Executive</li> <li>• Mt Cooe Landfill – Future Use Assessment</li> </ul>	<p>The information contained in the report contains financial details relating to a council employee.</p> <p>The information contained in the report contains sensitive financial information regarding Council and its contractors.</p>	<p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the Council meeting held on 20 February 2025.</p>
<p>Public Excluded Council Minutes – 20 March 2025</p> <p>Matters dealt with in these minutes:</p>	<p>To enable Council to consider options regarding strategic property purchases.</p>	<p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the Council meeting held on 20 March 2025.</p>

<ul style="list-style-type: none"> <li>• Potential Property Purchases</li> </ul>		
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This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown after each item.

### **Appendix 1: Grounds to exclude the public**

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

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
  - (b) To endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
  - (b) Protect information where the making available of the information would:
    - i. Disclose a trade secret; or
    - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
  - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
  - (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
    - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
    - ii. Be likely otherwise to damage the public interest.
  - (d) Avoid prejudice to measures protecting the health or safety of members of the public; or

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

*See s.7 LGOIMA 1987.*

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

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

*See s. 48 LGOIMA.*

#### **48 Right of local authorities to exclude public**

- (1) Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:
  - (a) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist,—

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

*See s. 48 LGOIMA.*