

MEETING OF THE

Clutha District Council

15 October 2026

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 15 October 2026, commencing at 1.30pm.

Steve Hill
CHIEF EXECUTIVE OFFICER

Committee Members

Mayor: Jock Martin

Councillor Dane Catherwood
Councillor Roger Cotton
Councillor Larry Frost
Councillor Bruce Graham
Councillor Rachel Harrison

Councillor Michele Kennedy
Councillor Simon McAtamney
Councillor Dean McCrostie
Councillor Brendon Smith

CLUTHA DISTRICT COUNCIL

Thursday 15 October 2026

APOLOGIES

None advised at the time of printing this agenda.

DECLARATIONS OF INTEREST

None advised at the time of printing this agenda.

PRESENTATIONS

- Clutha Stars Silver Star Awards
- Miles O'Connor - Bancorp

PUBLIC FORUM

Item	Page #	Title
1	5	Knarston Park Seawall <i>(For Council's Decision)</i> Report asks Council to approve additional funding to replace the seawall at Knarston Park and accept the closed tender process.
2	9	Stock Underpass Exemption – Toko Mouth Road <i>(For Council's Decision)</i> Report seeks Council approval for a stock underpass exemption on Toko Mouth Road.
3	16	Road Closure Delegation – Transport Act 1965 <i>(For Council's Decision)</i> Report seeks Council approval to add a delegation relating to vehicular road closures under the Transport Act 1965 to the Council Delegations Manual.
4	26	Temporary Road Closure – Lake to Sea Trail Ride <i>(For Council's Decision)</i> Report seeks approval of temporary road closures to facilitate the running of the annual Lake to Sea Trail Ride Fundraiser for Tokomairiro School.
5	32	Temporary Road Closure – Coastal Classic 2026 <i>(For Council's Decision)</i> Report seeks approval of temporary road closures to facilitate the running of the Coastal Classic 2026.
6	35	Confirmation of Council Minutes <i>(For Council's Confirmation)</i> Minutes of the Council Meeting held on 17 September 2026.

7	47	Lawrence/Tuapeka Community Board Minutes (For Council's Information) Minutes of the Lawrence/Tuapeka Community Board Meeting held on 30 September 2026.
8	55	Mayoral Report (For Council's Information)
9	57	Chief Executive's Report (For Council's Information)
10	60	Community Services Department Update (For Council's Information) Report provides an overview of activities within the Department.
11	86	Finance & Policy Department Update (For Council's Information) Report provides an overview of activities within the Department.
12	93	Regulatory Department Update (For Council's Information) Report provides an overview of activities within the Department.
13	99	Reasons to move into Public Excluded (For Council's Decision) 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.

Clutha District Council

Item for DECISION

Report	Knarston Park Seawall Upgrade Project
Meeting Date	15 October 2026
Item Number	1
Prepared By	John Eteuati – Project Management Team Leader – 3 Waters
File Reference	1062689

REPORT SUMMARY

Contract 927 – Knarston Park Seawall Upgrade project was classified as an extremely urgent project due to the vulnerable condition of the coastline at Knarston Park and ongoing exposure to strong currents and tidal waves, increasing the risk of undermining the Council facilities near the coastline at the park. A closed tender approach was therefore sought under the CDC Approved Delegations Manual 2025-2028 table 1b, Row D5 Level 1 authority for projects ≤\$400,000, due to reasons mentioned above.

A request for tender (RFQ) document was issued on the 8 September 2026, to 3 chosen contractors for quotations. Quotations were based on the concept design report prepared by Environmental Associates Limited on 20 August 2025, which was primarily used for the purpose of securing permits or consents from Otago Regional Council granted for physical works required along the seawall at Knarston Park.

The received quotes ranges from \$225,542 to \$287,500 including 15% Contingency and excluding GST. The received quotation submissions were evaluated using the Lowest Price Conforming (LPC) method. The lowest conforming quotation received is greater than 15% of the approved allocated budget of \$150,000 for the project.

The purpose of this report is to seek Council approval of the following items:

- i. Additional \$100,000 to cover costs of the full extent of 245m seawall construction at Knarston Park, as granted by Otago Regional Council on the 27 August 2026 through its resource consent application process submitted November 2025. Plus costs for any additional consents required and Iwi consultation.
- ii. Accept results of the closed tender process and/or the process itself, which was adopted via a request for quotation (RFQ) issued to 3 specifically selected contractors, based on their relevant experience, for this type of work. This approach is compliant under the rules of the Delegation Manual Table 1b, Row D5. By obtaining these quotes, the team has been able to present this case to the Council as in item (i).

RECOMMENDATIONS

- 1 That Council receives the 'Knarston Park Seawall Upgrade Project' report.
- 2 That Council approves an additional \$100,000 to cover costs for full length of seawall construction (245m) at Knarston Park, as consented by Otago Regional Council on 27 August 2026.
- 3 That Council accepts the results of the closed tender process and/or the process itself, which was adopted via a request for quotation (RFQ) issued to 3 specifically selected contractors, based on their relevant experience, for this type of work.

REPORT

1 Background

The purpose of this project is to replace/upgrade the 245m of existing seawall at Knarston Park including the heavily impacted section shown in Figure 1 below, which has been significantly eroded and continues to deteriorate due to ongoing coastal and tidal action. The continued deterioration of the seawall is threatening Council infrastructure, including a public toilet and pump station.



Figure 1: Knarston Park Seawall Heavily Impacted Section

Replacement of the seawall is required to provide a long-term, resilient form of coastal protection, prevent further erosion, and safeguard Council assets. The project objectives are to:

- Protect the nearby pump station and public toilet
- Prevent or significantly reduce further loss of the foreshore, ground supporting Council infrastructure, and surrounding park area
- Maintain the continued operation of public facilities

- Reduce the likelihood of reactive emergency works resulting from ongoing erosion or ground failure
- Provide a cost-effective, fit-for-purpose seawall solution designed to withstand expected coastal and tidal conditions while maintaining an appropriate level of service for the local community

2 Strategic Goals and Outcomes

2.1 Community Outcomes

- Vibrant Rural Towns and Communities
- Healthy Sustainable Environment

2.2 Key Priority Areas

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

3 Assessment of Options

3.1 Do Nothing

Protection of existing pump station located along the coast of Knarston Park and public facility building nearby will be at extreme risk of collapsing.

If we prefer not to proceed with the proposed upgrade work or even delay the start of the proposed works for another month, the existing pump station may be at risk of being washed out and being destroyed completely or maybe at risk of sustaining major damages beyond repairs. The existing building facility will also be at risk of major damages beyond repairs.

The mitigation solution is to immediately start the proposed works required to provide reinforcement and stability for the coastline, by engaging the recommended contractor to undertake the works. The contractor cannot be engaged without securing the full budget required to complete the works.

3.2 Proceed with additional funding approved.

The contractor can be engaged to start with the execution of physical scope of works. The risk of losing the facilities mentioned will be significantly reduced to zero.

4 Consultation

This matter has been raised by the community and multiple consultations have taken place ever since between the community and the CDC Parks and Reserves team.

5 Iwi Consultation

Clutha District Council is committed to meaningful, respectful, and consistent engagement with mana whenua, supporting good governance, better decision-making, and responsible Te Tiriti partnership.

There are specific iwi considerations regarding consultation that need to be considered prior to the start of the works. This will be confirmed with CDC Planning team.

6 Policy Considerations

Financial delegations under the Approved Delegations Manual 2025-2028, table 1a, Row D3, requires the Council's authorisation of over expenditure of activity budget $\geq 15\%$.

7 Legal Considerations

Resource consent (RM26.277) had been granted by Otago Regional Council (ORC) on 27 August 2026 to implement the proposed remedial works at Knarston Park coastline.

8 Financial Impact

Financial impact of \$100k additional loan would be annual interest + principal repayments of \$6,469.03, based on 25-year loan term and current internal borrowing rate of 4.1%.

Knarston Park Seawall Project

						Total Budget	\$150,000.00
Project/Work Code	Project Description	Contract	Award Value	Actuals to Date	Forecast	Variance	
WO.256.3082	Knarston Park Seawall Upgrade Project	Physical Works Scope	-	-	196,124.00	196,124.00	
		Contingency 15%			29,418.60	29,418.60	
		Professional Services (incl all other costs outside of contract award value)					
		TBA (CDC Panel Consultant), Iwi consultations & CDC consents	-	-		24,457.00	
	Totals		0		250,000	250,000.00	
	Total Forecast Costs						249,999.60
	Total Budget Available						-99,999.60

9 References

Council Meeting 19 May 2026 – Staff Submission report ID 1022822 V24.

Clutha District Council

Item for DECISION

Report	Stock Underpass Exemption – Redford Easton (R Easton Trustee Ltd) – Toko Mouth Road
Meeting Date	15 October 2026
Item Number	2
Prepared By	Craig Jessop – Transportation Network Control Officer
File Reference	1062733

REPORT SUMMARY

The report advises of a request received for a stock crossing permit on Toko Mouth Road and seeks the granting of a new stock underpass exemption.

RECOMMENDATIONS

- 1 That Council receives the ‘Stock Underpass Exemption – Redford Easton – Toko Mouth Road’ Report.**
- 2 That Council grants/does not grant a Stock Underpass Exemption for Redford Easton’s farming operation on Toko Mouth Road which expire on 1 December 2030.**

REPORT

1 Background

Council’s Roding Bylaw and Policy on Stock Crossing, Races on Road Reserve and Stock Underpasses were adopted in 2008. Since then, new dairy conversions and expansions operating on opposite sides of a road, have been required to install stock underpasses. Council can grant exemptions from this requirement on roads where the Annual Average Daily Traffic (AADT) is less than 500 vehicles.

Re-assessment of exemptions are done on a five-yearly basis, however if the stock crossings continue to be operated in accordance with the permit conditions this could be extended to a five-yearly basis so that good operators have more security. Where there are repeat complaints or breaches of the permit conditions these permits will be reviewed as soon as practicable through the Council and exemptions may be revoked within the exemption period.

2 New Stock Underpass Exemption – Toko Mouth Road

A request has been received from Redford Easton applying for a stock crossing on Toko Mouth Road. Toko Mouth Road is a local sealed road and has an average daily traffic count of 265.

Mr Easton has recently purchased the property on the opposite side of the road to his dairy farm and is applying for a stock underpass exemption to allow the recently purchased land to be used to increase his available milking platform. Mr Easton intends to install a stock underpass within the term of this exemption, and as such is only seeking an exemption until the December 2030 review date.

Mr Easton would like to establish a stock crossing in accordance with councils Policy on Stock Crossings 02-01-013 Rooding Bylaw 2008 Part 2 Stock Movement. If this application is approved R Easton Trustee Ltd will be required to install a stock crossing to the required level of specifications in the above bylaw and during the term of this exemption, apply for and install a stock underpass.

In view of the commitment to install a stock underpass as soon as finances allow and taking Council policies into consideration, the Rooding Operations team support a Stock Underpass Exemption being granted to R Easton Trustee Limited, expiring on 1 December 2030, and that a Stock Crossing permit be issued for the same period.

3 Strategic Goals and Outcomes

This report contributes towards the following Community Outcome: Rooding infrastructure that sustainably supports the community and economy.

4 Assessment of Options

Options for Council to consider include:

- Approval of a Stock Underpass Exemption expiring on 1 December 2030 in line with all other stock underpass exemptions; or
- Refusal of the request for exemption

If a crossing site is not operated appropriately then it can come back to Council for review at any stage.

5 Consultation

This matter has a low level of significance other than to those who use Toko Mouth Road on a daily basis. Council already has a sound understanding of the views and preferences of those likely to be affected or interested in the matter.

6 Policy Considerations

Rooding Bylaw 2008 Part 2 "Stock Movement", 02-01-013 "Policy on Stock Crossings, Races on Road Reserve and Stock Underpasses.

7 Legal Considerations

Not applicable.

8 Financial Impact

If the exemption is not approved, then a stock underpass should be installed immediately, resulting in significant costs to the landowner. In that case, Council may contribute towards the underpass structure only, with any funding drawn from existing roading budgets. Potential council funding would be based on the Land Transport NZ formula under Section 3 in 02-01-013 Policy on Stock Crossings.

9 References – Tabled/Agenda Attachments

Appendix A – Request Letter

Appendix B – Plan of Stock Crossing

Appendix C – Site Photos

Appendix D – Application for Stock Crossing

Appendix A – Request Letter

25 August 2026

Clutha District Council

1 Rosebank Terrace, Balclutha
9230

Dear Council

Request for Council consent to cross stock over Toko Mouth Road

I am writing to request consent to cross dairy cattle across Toko Mouth Road between 166 and 213, approximately 2km from the intersection with Toko Mouth Road and Elliotvale Road.

The crossing will be done in bulk and used once per day, between two adjoining properties that I own on either side of the road. The crossing will be supervised by myself or staff and in accordance with the Council's requirements for crossing stock over a road reserve. The crossing will be supervised by either myself or a staff member at all times, and I will ensure it is operated in accordance with all Council requirements and any conditions attached to the consent.

I have recently purchased the boundary farm, which now forms part of my original farm. While I intend to install an underpass between the properties, given that I have just purchased that farm, my finances do not currently allow for this. My aim is to have the underpass constructed within, at most, five years' time, and I am committed to this timeframe.

I understand the importance of road safety and will ensure that all the appropriate safety measures are followed. I have already organised the required signage and will place them at least 150 metres away from the crossing. Toko Mouth Road is largely straight and unobstructed, and the crossing is in a visible area far away from any intersections, meaning there is sufficient space and visibility to cross the stock safely. The location enables ample warning to be provided to any oncoming drivers.

I will also ensure that mats are placed on the road and that the road is kept clean and free from any dirt and waste.

Being granted the consent would be greatly beneficial to me and my current situation, it would enable me to farm my land in a profitable way, allowing me to improve my financial position and in turn giving me the ability to install the underpass. Should the consent not be considered it will effectively render that lot I purchased ineffective and fruitless. To recover from that purchase, would be next to unachievable and cause my family and I a great deal of hardship.

And to that, I request kindly and in good faith the Council's approval, for the proposed stock crossing until an underpass can be installed. I am committed to operating the crossing safely and responsibly to minimise any inconvenience to other road users.

Please find attached my completed application form and confirmation of payment of the permit fee.

Thank you for considering my application. Please do not hesitate to get in touch if you have any questions.

Thank you and kind regards,

Redford Easton.

213 Toko Mouth Road, Milton

redfordeaston@gmail.com

027 733 3673

Appendix B – Plan of Stock Crossing

Appendix C – Site Photos



Photo looking west down road towards crossing



Photo looking east down road towards crossing

Appendix D – Application for Stock Crossing

Application for creation of a Stock Crossing on Road Reserve		Clutha District Council				
Date: 25/08/2026	Permit no:					
Applicant's Details: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Name: Redford Easton</td></tr> <tr><td>Address: 213 Toko Mouth Road</td></tr> <tr><td>Email: redfordeaston@gmail.com</td></tr> <tr><td>Phone: 0277333673</td></tr> </table>			Name: Redford Easton	Address: 213 Toko Mouth Road	Email: redfordeaston@gmail.com	Phone: 0277333673
Name: Redford Easton						
Address: 213 Toko Mouth Road						
Email: redfordeaston@gmail.com						
Phone: 0277333673						
Permit Fee attached (Refer to the Schedule of Fees & Charges on Website) Yes ☒ No ☐						
Stock Crossing to be located on 166-213 Toko Mouth Road						
2000 (more or less) metres from the intersection with Toko Mouth Road and Elliotvale						
Road connecting my property(s), described as Section 1-2 and Part Section 3 Block XXVIII -						
- Tokomairiro Survey District, Part Section 1S Tokoiti SETT and						
Lot 2 DP 421505						
Signature:		Date: 25/08/2026				
Definition: A Stock Crossing is a surface installation at a specific site approved by Council for the purpose of moving stock across a road or road reserve. It is not a Stock Underpass.						
Note: The applicant must complete and return with the permit the attached indemnity form, a site plan showing the location of the crossing and signs with dimensions. Conditions for cleaning of the stock crossing may be imposed upon the applicant under this permit. Council may give permission for the crossing to be constructed of concrete to allow cleaning or allow the use of a removable cover to keep the roadway clean.						
Attached: Map / Plan / Photos (These must be attached for the permit to be considered)						
Office use only						
Application	APPROVED	NOT APPROVED				
Date						
Signed						

Clutha District Council, 1 Rosebank Terrace, PO Box 25, Balclutha 9240
 P: 03 419 0200; F: 03 418 3185; E: help_desk@cluthadc.govt.nz
www.cluthadc.govt.nz

Updated July 2019

Form - 231833

Form of Indemnity



The Chief Executive
Clutha District Council
PO Box 25,
BALCLUTHA 9240

In consideration of you permitting me to create a stock crossing on			
166-213 Toko Mouth		road joining my property(s), described as	
Section 1-2 and Part Section 3 Block XXVIII Tokomairio Survey District, Part section 1S- and			
- Tokoitī SETT and Lot 4 DP 421505			
I AGREE AS FOLLOWS:			
1. THAT the stock crossing be constructed as per Council specification.			
2. THAT unless approved by Council, any deviation in construction from the specifications referred to in Clause 1 hereof, however slight the deviation, will make inoperative any Permit granted to me until referred back to Council for confirmation.			
3. THAT I will indemnify and keep indemnified the Council against any liability for all or any claims arising through or related in any way to the crossing for so long as the stock crossing shall be on the road reserve adjoining my property and that this indemnity is to bind my executors.			
4. THAT I will clean and keep clear all detritus deposited on or about the stock crossing in the road reserve.			
5. THAT the stock crossing will remain in position until		25/08/2031 (at the latest)	* or the sale of the property.
6. I undertake that on any sale or disposition of my property I shall give Council one month's prior notice and advise details of any new owner.			
7. THAT I shall completely remove the said stock crossing without any claim on the Council, if at any time not withstanding the provisions of Clause 5 hereof, the Council so requests and including Council's not approving any new owner or a new owner not requiring the crossing.			
Signature:		Date:	25/08/2026
Applicant's Address:		213 Toko Mouth Road	

* to be inspected by Northern/Southern Roading Supervisor

Clutha District Council, 1 Rosebank Terrace, PO Box 25, Balclutha 9240
P: 03 419 0200; F: 03 418 3185; E: help.desk@cluthadc.govt.nz
www.cluthadc.govt.nz

Updated 13 October 2010

Clutha District Council

Item for DECISION

Report	Road Closure Delegation – Transport Act 1965
Meeting Date	15 October 2026
Item Number	3
Prepared By	Craig Jessop – Transportation Network Control Officer Julie Gardner – Executive Assistant/Governance Advisor
File Reference	1060486

REPORT SUMMARY

Report seeks Council approval to add a delegation relating to vehicular road closures under the Transport Act 1965 to the Council Delegations Manual.

RECOMMENDATIONS

- 1 That Council receives the 'Road Closure Delegation – Transport Act 1965' report.
- 2 That Council delegates to the Chief Executive all powers, duties and functions of Council under the Transport Act 1965 relating to the temporary closure of roads to vehicular traffic.
- 3 That Council approves the inclusion of this delegation in Appendix C – Delegations Register of the Council Delegations Manual 2025-2028 and notes that the amendment will be recorded in Appendix D – Amendments Register of the Delegations Manual.

REPORT

1 Background

Council maintains a Delegations Manual to provide clarity regarding the powers, responsibilities, and duties delegated by Council to committees, community boards, the Chief Executive, and Council staff. The Delegations Manual supports the efficient and effective conduct of Council business and provides a transparent framework for decision-making.

The Delegations Register contained within Appendix C records delegations made by Council and assists elected members and staff in determining whether decision-making authority has been delegated. The Delegations Manual notes that where a matter does not fall within an existing delegation, the decision remains with the full Council.

An assessment of the current Delegations Register has identified that Council's powers relating to vehicular road closures under the Transport Act 1965 are not expressly delegated.

Temporary road closure applications are generally operational matters that may arise throughout the year to support community events, sporting events, festivals, charitable activities, public celebrations, construction works, infrastructure projects, and other activities requiring temporary restrictions on vehicular access.

The absence of an express delegation creates uncertainty regarding decision-making authority and may result in unnecessary delays in processing applications.

The proposed delegation will ensure appropriate authority exists for these operational decisions while maintaining Council oversight through its approved delegation's framework.

Note: Closures under Schedule 10 of the Local Government Act are still required to come to Council for approval. The key difference between the two different types of closure is that under the Transport Act 1965, vehicles must be registered and drivers / riders must have a driver's licence. This is an issue for community trail rides and motorsport events where vehicle and driver licencing is not necessarily a requirement for participation.

2 Strategic Goals and Outcomes

2.1 Community Outcomes

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

2.2 Key Priority Areas

- Healthy Safe Communities

3 Assessment of Options

3.1 Option 1 – Approve the Delegation (Recommended)

Advantages

- Clarifies authority for decision-making.
- Improves efficiency.
- Supports timely administration of applications.
- Aligns with existing delegation practices.

Disadvantages

- None identified.

3.2 Option 2 – Retain the Status Quo

Advantages

- No amendments required.

Disadvantages

- Continued uncertainty regarding delegation authority.
- Potential delays in processing applications.
- Operational matters may require referral to Council unnecessarily.

4 Consultation

This matter is considered to be of low significance under Council's Significance and Engagement Policy.

The recommendation relates to Council's internal governance and administrative arrangements and does not alter levels of service, strategic direction, or existing community outcomes.

No public consultation is required.

5 Iwi Consultation

Clutha District Council is committed to meaningful, respectful, and consistent engagement with mana whenua, supporting good governance, better decision-making, and responsible Te Tiriti partnership. Consultation on this matter is not considered required.

6 Policy Considerations

The recommendation supports effective governance and efficient organisational decision-making by ensuring Council's Delegations Manual remains current and reflects operational requirements.

7 Legal Considerations

The Council Delegations Manual 2025-2028 - Terms of Reference notes that local authorities may delegate responsibilities, duties, and powers pursuant to Schedule 7, Clause 32 of the Local Government Act 2002, except for specific powers that legislation expressly prohibits from being delegated.

The proposed delegation relating to vehicular road closures under the Transport Act 1965 is not one of the powers specifically excluded from delegation under Schedule 7, Clause 32 of the Local Government Act 2002.

The Delegations Manual further notes that no delegation relieves the local authority of its legal responsibility for the performance of any function or duty. Council therefore retains ultimate accountability for the exercise of delegated powers.

8 Financial Impact

There are no direct financial implications arising from the proposed delegation.

Any activities involving temporary road closures will continue to be managed within existing operational budgets and subject to applicable Council policies and procedures.

9 References – Tabled/Agenda Attachments

- Transport Act 1965

Proposed Delegation Wording for Appendix C

Ref	Delegated Power	Delegated To
R46	Exercise the powers of Council under the Transport Act 1965 to temporarily close roads to vehicular traffic.	Chief Executive (with power to sub-delegate)



New Zealand Legislation

Transport (Vehicular Traffic Road Closure) Regulations 1965

- See [Versions and amendments](#)
- with search matches not highlighted

Reprint
as at 10 May 2011



Transport (Vehicular Traffic Road Closure) Regulations 1965

(SR 1965/63)

Bernard Fergusson, Governor-General

Order in Council

At the Government Buildings at Wellington this 26th day of April 1965

Present:

The Right Hon Keith Holyoake, CH, presiding in Council

Notes

Changes authorised by [section 17C](#) of the Acts and Regulations Publication Act 1989 have been made in this reprint.

A general outline of these changes is set out in the notes at the end of this reprint, together with other explanatory material about this reprint. These regulations are administered by the Ministry of Transport.

Pursuant to the [Transport Act 1962](#), His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby makes the following regulations.

<http://www.legislation.govt.nz/regulation/public/1965/0063/latest/whole.html?search=...> 18/01/2013

Contents

1	<u>Title</u>
2	<u>Interpretation</u>
3	<u>Controlling authority may close road</u>
4	<u>Notice of intention to close road to be advertised</u>
5	<u>Where no objections to closure received</u>
6	<u>Where objections to closure received</u>
7	<u>Promoter to provide adequate insurance</u>
8	<u>Permit to use closed road</u>
9	<u>Powers of Police and bylaws requiring permits not affected</u>
10	<u>Certain enactments suspended</u>
11	<u>Offences</u>
12	<u>Revocation</u>

Schedule 1Schedule 2Enactments and bylaws not applying on roads closed to ordinary vehicular traffic

Regulations

1 Title

These regulations may be cited as the Transport (Vehicular Traffic Road Closure) Regulations 1965.

2 Interpretation

In these regulations, unless the context otherwise requires—

accident compensation levy means a levy payable pursuant to section 98 of the Accident Compensation Act 1972

controlling authority, in relation to a road,—

- (a) means the authority, body, or person having control of the road; and
- (b) includes a person acting under and within the terms of a delegation or authorisation given by the controlling authority

period of closure, in any case where it is proposed to close a road for more than 1 period, means the first period of closure

road does not include any foreshore (as defined in section 2(1) of the Harbours Act 1950).

Regulation 2: amended, on 3 May 1999, by regulation 2(2) of the Transport (Vehicular Traffic Road Closure) Amendment Regulations 1999 (SR 1999/89).

Regulation 2 **accident compensation levy**: inserted, on 1 April 1974, by regulation 2 of the Transport (Vehicular Traffic Road Closure) Regulations 1965, Amendment No 2 (SR 1974/75).

Regulation 2 **controlling authority**: replaced, on 3 May 1999, by regulation 2(1) of the Transport (Vehicular Traffic Road Closure) Amendment Regulations 1999 (SR 1999/89).

Regulation 2 **indemnity surcharge**: revoked, on 10 May 2011, by section 100(3) of the Land Transport (Road Safety and Other Matters) Amendment Act 2011 (2011 No 13).

Regulation 2 **road**: inserted, on 28 November 1975, by regulation 2 of the Transport (Vehicular Traffic Road Closure) Regulations 1965, Amendment No 3 (SR 1975/280).

3 Controlling authority may close road

For the purpose of holding on any road any vehicle races or trials, or any processions, carnivals, celebrations, sporting events, or other special events, the controlling authority may, subject to the provisions of these regulations, close the road to ordinary vehicular traffic for a period or series of periods of not more than 12 hours each in any consecutive 24 hours.

4 Notice of intention to close road to be advertised

- (1) At least 42 days before the proposed period of closure of any road, the controlling authority shall give public notice (hereinafter called the **said notice**) in form A in Schedule 1 in at least 1 newspaper circulating in the locality in which the road is situated of its intention to close the road to ordinary vehicular traffic, with details of the purpose of the closure, the period or periods of closure, and the provision made for vehicular traffic which would otherwise be using the road, and shall therein call upon persons affected to lodge with the controlling authority any objections thereto.
- (2) Any person affected by the closure of any road may lodge an objection thereto not later than 28 clear days before the proposed period of closure of the road.

<http://www.legislation.govt.nz/regulation/public/1965/0063/latest/whole.html?search=...> 18/01/2013

5 Where no objections to closure received

If no objections are received within the prescribed time as a result of the said notice, the controlling authority may decide to close the road in accordance with the terms of the said notice, and, if it so decides, it shall, not later than 24 hours before the proposed period of closure, give further public notice in form B in Schedule 1 in at least 1 newspaper circulating in the locality in which the road is situated of the closure thereof to ordinary vehicular traffic, together with the other particulars specified in that form.

6 Where objections to closure received

If any objections are received within the prescribed time as a result of the said notice, the controlling authority—

- (a) shall consider the objections so received; and
- (b) if, after considering those objections, it decides to close the road in accordance with the terms of the said notice, shall, not later than 24 hours before the proposed period of closure, give further public notice in form B in Schedule 1 in at least 1 newspaper circulating in the locality in which the road is situated of the closure thereof to ordinary vehicular traffic, together with the other particulars specified in that form.

7 Promoter to provide adequate insurance

A controlling authority shall not close any road under these regulations unless the authority is satisfied that the person or organisation promoting the vehicle races or trials, procession, carnival, celebration, sporting event, or other special event, as the case may be, has arranged adequate insurance against his or its liability to pay damages to any person in respect of any claim on account of the damage to property where the damage results from the holding of the vehicle races or trials, procession, carnival, celebration, sporting event, or other special event, as the case may be. In the case of any vehicle race or trial, the controlling authority must be satisfied that the only motor vehicles participating are vehicles in respect of which an accident compensation levy and an indemnity surcharge has been paid for the licensing year then current.

Regulation 7: replaced, on 1 April 1974, by regulation 3 of the Transport (Vehicular Traffic Road Closure) Regulations 1965, Amendment No 2 (SR 1974/75).

8 Permit to use closed road

As provision or part of the provision made for ordinary vehicular traffic that would otherwise use a road closed pursuant to these regulations, and also as provision for the holding of vehicular racing or other similar events on the road, the controlling authority may authorise the issue of a permit by any of its officers or by any constable or traffic officer which will authorise the person to whom the permit is issued to use a vehicle or vehicles on the road during the period or periods of closure, subject to any condition or conditions contained in the permit.

9 Powers of Police and bylaws requiring permits not affected

These regulations shall in no way restrict the power of the Police to maintain public order on roads, nor shall they authorise the holding on any road without the appropriate permit therefor of any vehicle race or trial or any procession, carnival, celebration, sporting event, or other special event for which a permit is required under any Act, regulation, or bylaw.

10 Certain enactments suspended

The provisions of the enactments and bylaws specified in Schedule 2 shall not apply to any motor vehicle while taking part in any vehicle races or trials, or any procession, carnival, celebration, sporting event, or other special event, as the case may be, on any road that is for the time being closed pursuant to these regulations.

11 Offences

- (1) Every person commits an offence who otherwise than in terms of a permit duly issued under regulation 8 uses a road that is for the time being closed pursuant to these regulations.
- (2) In a prosecution for any offence against these regulations, the production of copy of a newspaper containing the relevant notice in form B in Schedule 1 shall be sufficient evidence that the requirements precedent to the closure of the road have been duly complied with by the controlling authority.
- (3) A person who commits an offence against these regulations is liable on summary conviction to a fine not exceeding \$500.

Regulation 11(3): replaced, on 3 May 1999, by regulation 3 of the Transport (Vehicular Traffic Road Closure) Amendment Regulations 1999 (SR 1999/89).

<http://www.legislation.govt.nz/regulation/public/1965/0063/latest/whole.html?search=...> 18/01/2013

12 Revocation

The Transport (Vehicular Traffic Road Closure) Regulations 1963 (SR 1963/124) are hereby revoked.

Schedule 1**Form A**

L4

Proposal to close road(s)/street(s) to vehicular traffic

Pursuant to the Transport (Vehicular Traffic Road Closure) Regulations 1965, notice is hereby given that the [name of controlling authority], for the purpose of [state purpose], proposes to close the following road(s)/street(s) to ordinary vehicular traffic for the period(s) indicated hereunder.

During the proposed period(s) of closure the following provision will be made for ordinary vehicular traffic which would otherwise use the road(s)/street(s):

Any person objecting to the proposals is called upon to lodge notice of his objection and grounds thereof in writing, before [date] at the office of the Council (Board) [or, as the case may require] at [address]:

Road(s)/street(s) proposed to be closed to ordinary vehicular traffic:

Period or periods of proposed closure:

[Seal of controlling authority, or signature of person or persons authenticating the notice—Town Clerk, County Clerk, etc]

The date to be inserted here shall be 28 clear days prior to the date of the closure.

Form B

rr 5, 6

Closure of road(s)/street(s) to ordinary vehicular traffic

Pursuant to the Transport (Vehicular Traffic Road Closure) Regulations 1965, notice is hereby given that for the purpose of [state purpose], the following road(s)/street(s) will be closed to ordinary vehicular traffic for the period(s) indicated hereunder.

During the period(s) of closure the following provision will be made for ordinary vehicular traffic which would otherwise use the road(s)/street(s):

Period or periods of closure:

Alternative provision for ordinary vehicular traffic:

It will be an offence under the above regulations for any person otherwise than under authority of an authorised period to use the road(s)/street(s) for ordinary vehicular traffic during the period(s) of closure.

[Seal of controlling authority, or signature of person or persons authenticating the notice—Town Clerk, County Clerk, etc]

Schedule 2

r 10

Enactments and bylaws not applying on roads closed to ordinary vehicular traffic

Schedule 2, replaced, on 3 May 1999, by regulation 4 of the Transport (Vehicular Traffic Road Closure) Amendment Regulations 1999 (SR 1999/89).

Enactment or bylaw	Section or regulation	Subject matter of enactment or bylaw
<u>Transport Act 1962</u>	<u>52</u>	Speed limit of 50 kilometres an hour in districts of territorial authorities or parts thereof
Any bylaw under the <u>Transport Act 1962</u>		Speed limits for motor vehicles
<u>Traffic Regulations 1976</u>	<u>4</u>	Keeping to left of road
	<u>5</u>	

<http://www.legislation.govt.nz/regulation/public/1965/0063/latest/whole.html?search=...> 18/01/2013

Enactment or bylaw	Section or regulation	Subject matter of enactment or bylaw	Driving in lanes
	<u>6</u>	Route of driving at intersections marked in lanes	
	<u>7</u>	Changing direction	
	<u>8</u>	Overtaking	
	<u>9(1)</u>	Stopping at stop signs, and giving way at give-way signs	
	<u>10</u>	Approaching and entering intersections	
	<u>11</u>	Stopping at and entering railway crossings	
	<u>21(1)</u>	General speed limit	
	<u>21(3)</u>	70 kilometres an hour speed limit	
	<u>21(4)</u>	Limited speed zones	
	<u>22</u>	Stopping and following distances	
<u>Land Transport Act 1998</u>	242	Motor vehicles to be registered and licensed	
Land Transport Rule:	10.1(3)	Operation of motor vehicle that does not comply with certification requirements and that does not have required evidence of certification affixed to vehicle	
Vehicle Standards Compliance 1998			

Schedule 2: amended, on 1 May 2011, by [section 35\(1\)](#) of the Land Transport Amendment Act 2009 (2009 No 17).

T J Sherrard,
Clerk of the Executive Council.

Issued under the authority of the [Acts and Regulations Publication Act 1989](#).
Date of notification in *Gazette*: 29 April 1965.

Contents

- 1 General
- 2 Status of reprints
- 3 How reprints are prepared
- 4 Changes made under section 17C of the Acts and Regulations Publication Act 1989
- 5 List of amendments incorporated in this reprint (most recent first)

Notes

1 General

This is a reprint of the Transport (Vehicular Traffic Road Closure) Regulations 1965. The reprint incorporates all the amendments to the regulations as at 10 May 2011, as specified in the list of amendments at the end of these notes.

Relevant provisions of any amending enactments that contain transitional, savings, or application provisions that cannot be compiled in the reprint are also included, after the principal enactment, in chronological order. For more information, see <http://www.pco.parliament.govt.nz/reprints/>.

2 Status of reprints

Under [section 16D](#) of the Acts and Regulations Publication Act 1989, reprints are presumed to correctly state, as at the date of the reprint, the law enacted by the principal enactment and by the amendments to that enactment. This presumption applies even though editorial changes authorised by [section 17C](#) of the Acts and Regulations Publication Act 1989 have been made in the reprint.

This presumption may be rebutted by producing the official volumes of statutes or statutory regulations in which the principal enactment and its amendments are contained.

3 How reprints are prepared

<http://www.legislation.govt.nz/regulation/public/1965/0063/latest/whole.html?search=...> 18/01/2013

A number of editorial conventions are followed in the preparation of reprints. For example, the enacting words are not included in Acts, and provisions that are repealed or revoked are omitted. For a detailed list of the editorial conventions, see <http://www.pco.parliament.govt.nz/editorial-conventions/> or Part 8 of the *Tables of New Zealand Acts and Ordinances and Statutory Regulations and Deemed Regulations in Force*.

4 **Changes made under section 17C of the Acts and Regulations Publication Act 1989**

Section 17C of the Acts and Regulations Publication Act 1989 authorises the making of editorial changes in a reprint as set out in sections 17D and 17E of that Act so that, to the extent permitted, the format and style of the reprinted enactment is consistent with current legislative drafting practice. Changes that would alter the effect of the legislation are not permitted.

A new format of legislation was introduced on 1 January 2000. Changes to legislative drafting style have also been made since 1997, and are ongoing. To the extent permitted by section 17C of the Acts and Regulations Publication Act 1989, all legislation reprinted after 1 January 2000 is in the new format for legislation and reflects current drafting practice at the time of the reprint.

In outline, the editorial changes made in reprints under the authority of section 17C of the Acts and Regulations Publication Act 1989 are set out below, and they have been applied, where relevant, in the preparation of this reprint:

- omission of unnecessary referential words (such as "of this section" and "of this Act")
- typeface and type size (Times Roman, generally in 11.5 point)
- layout of provisions, including:
 - indentation
 - position of section headings (eg, the number and heading now appear above the section)
- format of definitions (eg, the defined term now appears in bold type, without quotation marks)
- format of dates (eg, a date formerly expressed as "the 1st day of January 1999" is now expressed as "1 January 1999")
- position of the date of assent (it now appears on the front page of each Act)
- punctuation (eg, colons are not used after definitions)
- Parts numbered with roman numerals are replaced with arabic numerals, and all cross-references are changed accordingly
- case and appearance of letters and words, including:
 - format of headings (eg, headings where each word formerly appeared with an initial capital letter followed by small capital letters are amended so that the heading appears in bold, with only the first word (and any proper nouns) appearing with an initial capital letter)
 - small capital letters in section and subsection references are now capital letters
- schedules are renumbered (eg, Schedule 1 replaces First Schedule), and all cross-references are changed accordingly
- running heads (the information that appears at the top of each page)
- format of two-column schedules of consequential amendments, and schedules of repeals (eg, they are rearranged into alphabetical order, rather than chronological).

5 **List of amendments incorporated in this reprint (most recent first)**

Land Transport (Road Safety and Other Matters) Amendment Act 2011 (2011 No 13): [section 10\(4\)\(b\)](#)
 Land Transport Amendment Act 2009 (2009 No 17): [section 3\(5\)\(c\)](#)
 Transport (Vehicular Traffic Road Closure) Amendment Regulations 1999 (SR 1999/89)
 Transport (Vehicular Traffic Road Closure) Regulations 1965, Amendment No 3 (SR 1975/280)
 Transport (Vehicular Traffic Road Closure) Regulations 1965, Amendment No 2 (SR 1974/75)

<http://www.legislation.govt.nz/regulation/public/1965/0063/latest/whole.html?search=...> 18/01/2013

Clutha District Council

Item for DECISION

Report	Temporary Road Closure – Lake to Sea Trail Ride Fundraiser
Meeting Date	15 October 2026
Item Number	4
Prepared By	Craig Jessop – Transportation Network Control Officer
File Reference	1060460

REPORT SUMMARY

The purpose of this report is to seek approval for temporary road closures to facilitate the running of the annual Lake to Sea Trail Ride Fundraiser for Tokomairiro School on Saturday 31 October 2026.

RECOMMENDATIONS

- 1 That Council receives the ‘Temporary Road Closure – Lake to Sea Trail Ride Fundraiser’ report.
- 2 That Council approves/does not approve the temporary closure of the following roads on Saturday, 31 October 2026 from 10am to 4.30pm:
 - a.) Quoin Point Road (at Akatore Road end)
 - b.) Irishmans Road (last 200 metres at beach end)
 - c.) Akatore Road (at Easons Road, also at Quoin Point Road)
 - d.) Bull Creek Road (beyond Rapid 114)
 - e.) Eason Road (at intersection with Akatore Road)

REPORT

1 Background

This closure has been requested under Schedule 10. Clause 11 (e) of the Local Government Act 1974.

The Tokomairiro School have run the annual Lake to Sea Trail Ride successfully for approximately 24 years. Hundreds of people enter the event which spans over farmland with several road crossings. While every road crossing has 1-2 marshals and appropriate signage to control traffic, there are some crossing points that require the riders to travel more than 20 metres down the road to continue the trail. There are stop/stop restrictions in place for all these crossings and for the longer sections listed in this report a full closure under the 10th Schedule of the LGA is required for legal reasons.

Letter drops will be made to properties affected by the closures, noting that most landowners provide use of their paddocks for the ride.

The road closure is managed by an approved Traffic Management Plan.

2 Strategic Goals and Outcomes

2.1 Community Outcomes

- Vibrant Rural Towns and Communities

2.2 Key Priority Areas

- Healthy Safe Communities
- Support Culture & Heritage

3 Assessment of Options

If the road closure is not approved, the event will not be able to be held.

4 Consultation

The event was advertised in the Genisis Community Newspaper on 9 September 2026 as well as being published on CDC's website. Anyone objecting to the closure was invited to submit their objections in writing to Council by 30 September 2026. No submissions were received during the submission period.

5 Policy Considerations

No policy on this.

6 Legal Considerations

The closure has been requested under Schedule 10 of the Local Government Act 1974, Clause 11. (e), road closures under this schedule protect Council from prosecution under the Health and Safety at Work Act 2015, as for the period of closure the road within the closure is under the sole responsibility of the organisation or persons to which the closure has been granted.

Closures requested under Schedule 10. 11 (e) of the Local Government Act 1974 can only be approved by resolution of a full Council meeting.

7 Financial Impact

This event will have no financial impact on Council.

This is an established event run at the same time each year, with this in mind we programme our maintenance cycles to minimise the risk of road damage, however, should damage be caused by the event beyond what can be fixed with a routine grade, then the event organiser will be charged for the repairs.

8 References – Tabled/Agenda Attachments

Appendix A – Bull Creek Road TMP

Appendix B – Akatore Road/Quoin Point Road TMP

Appendix C – Akatore Road/Eason Road TMP

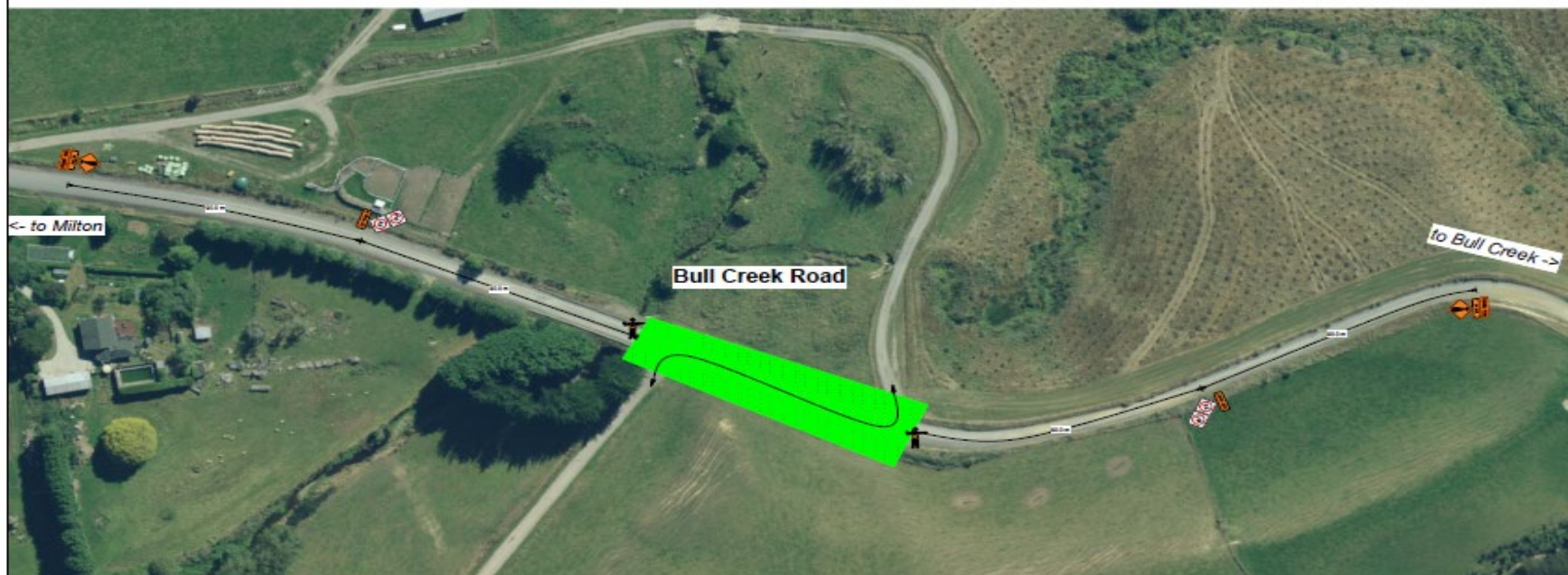
Appendix D – Irishman's Road TMP

Appendix A – Bull Creek Road TMP

www.invarion.com

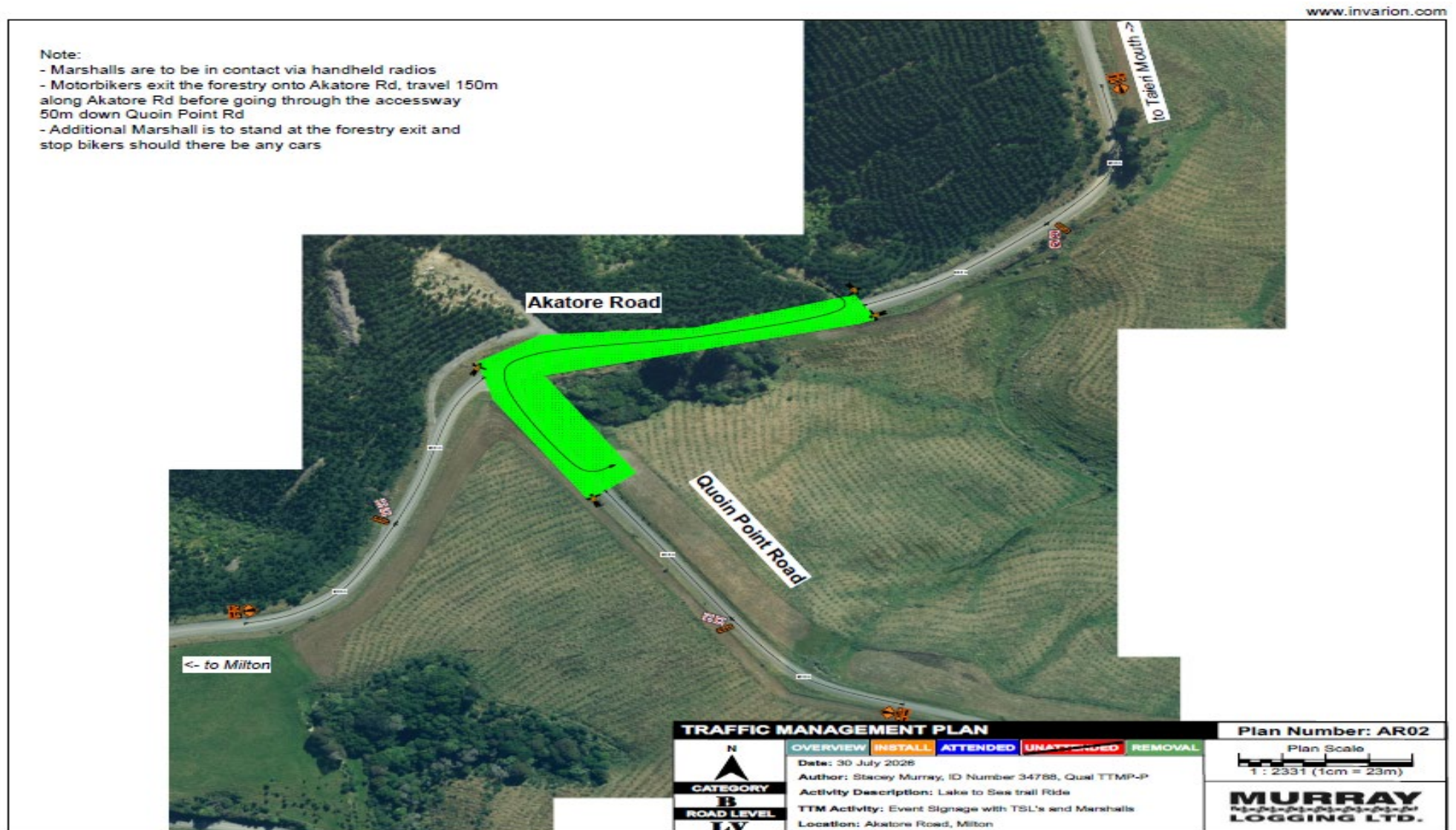
Note:

- Marshalls are to be in contact via handheld radios
- Motor bikers exit the farm track onto Bull Creek Rd, travel 50m along Bull Creek Rd before going through the accessway beside the bridge
- Marshall is to stand at the accessway and stop bikers should there be any cars

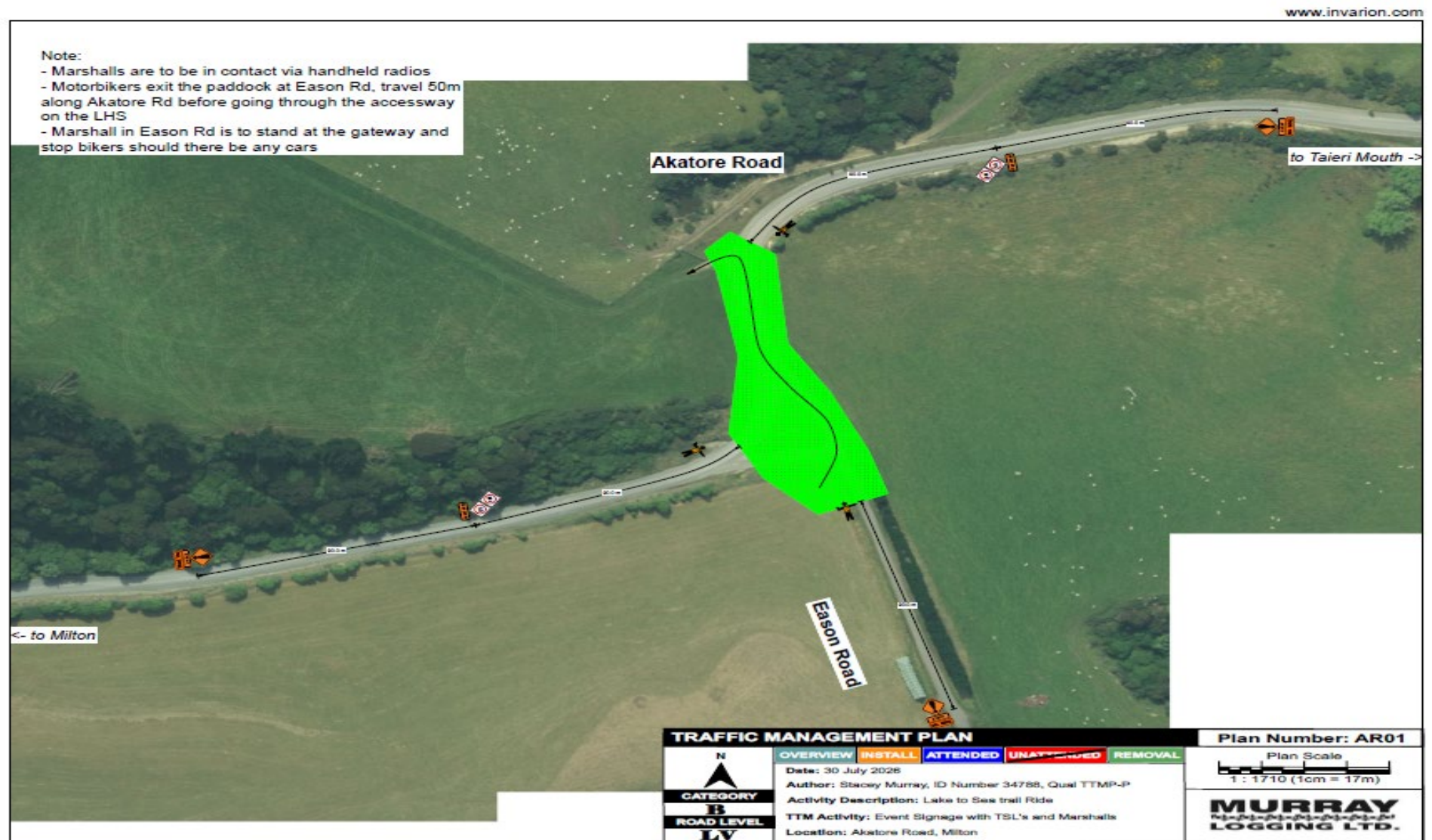


TRAFFIC MANAGEMENT PLAN					Plan Number: BC01
N CATEGORY 1 ROAD LEVEL TV	OVERVIEW	INSTALL	ATTENDED	UNATTENDED	REMOVAL
	Date: 30 July 2025 Author: Stacey Murray, ID Number 34788, Qual TTMP-P Activity Description: Lake to Sea trail Ride TTM Activity: Event Signage with TSL's and Marshalls Location: Bull Creek Road, Milton				
	Plan Scale 1 : 1803 (1cm = 18m)				
	MURRAY LOGGING LTD.				

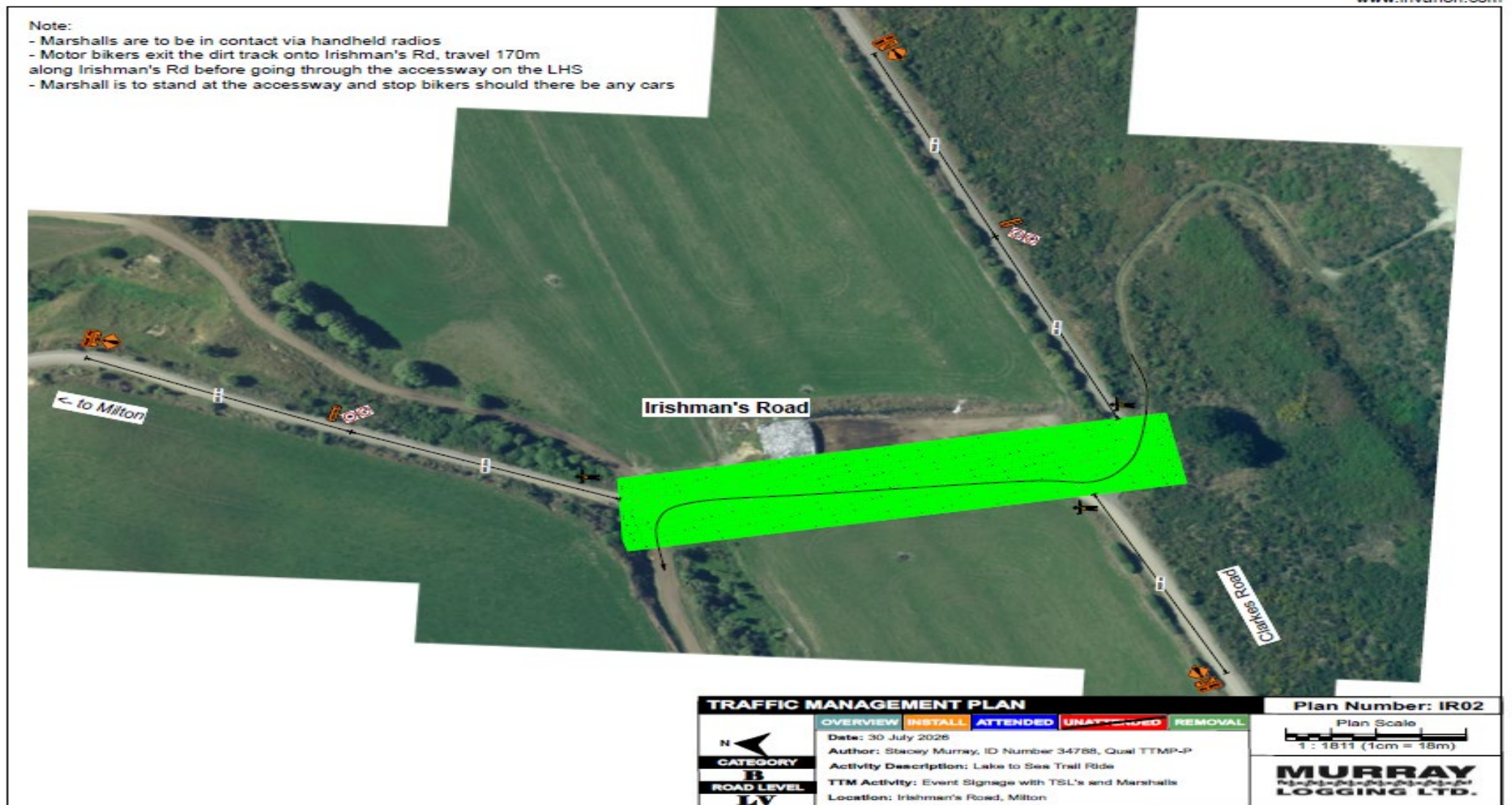
Appendix B – Akatore Road/Quoin Point Road TMP



Appendix C – Akatore Road/Eason Road TMP



Appendix D – Irishman's Road TMP



Clutha District Council

Item for DECISION

Report	Temporary Road Closure – Coastal Classic 2026 (MTB, Run & Walk Event)
Meeting Date	15 October 2026
Item Number	5
Prepared By	Craig Jessop – Transportation Network Control Officer
File Reference	1060459

REPORT SUMMARY

The purpose of this report is to seek approval for temporary road closures to facilitate the running of the Coastal Classic Event on Sunday 8 November 2026.

RECOMMENDATIONS

- 1 That Council receives the ‘Temporary Road Closure – Coastal Classic 2026’ report.
- 2 That Council approves / does not approve the temporary closure of the following roads on Sunday 8 November 2026 from 8:30am to 4:30pm:
 - a.) Kingston Terrace – Full length
 - b.) Moturata Road – Full length
 - c.) Coutts Gully Road – Full length
 - d.) Burma Road – Full length
 - e.) Taieri Beach Road – Full length
 - f.) Akatore Road – From Moturata Road to Pleasant Road
 - g.) Big Creek Road to Glenledi Road

REPORT

1 Background

This closure has been requested under Schedule 10. Clause 11 (e) of the Local Government Act 1974.

The Taieri Mouth Events Group have run the Coastal Classic in Taieri Mouth successfully for many years. The club has been proactive in working with residents and landowners to build a positive relationship and to minimise disruption to their lives.

These events attract both local entrants as well as entries from outside the district, money raised through the event is donated to various community projects.

The road closure is managed by an approved Traffic Management Plan.

2 Strategic Goals and Outcomes

2.1 Community Outcomes

- Vibrant Rural Towns and Communities

2.2 Key Priority Areas

- Healthy Safe Communities
- Support Culture & Heritage

3 Assessment of Options

If the road closure is not approved, event safety will be compromised, and it is possible that the event will not go ahead.

4 Consultation

The event was advertised in the Otago Daily Times on September 15 2026, anyone objecting to the closure was invited to submit their objections in writing to Council by October 9 2026. At the time of writing this report there have been no objections received.

5 Policy Considerations

No policy on this.

6 Legal Considerations

The closure has been requested under Schedule 10 of the Local Government Act 1974, Clause 11. (e), road closures under this schedule protect Council from prosecution under the Health and Safety at Work Act 2015, as for the period of closure the road within the closure is under the sole responsibility of the organisation or persons to which the closure has been granted.

Closures requested under Schedule 10. 11 (e) of the Local Government Act 1974 can only be approved by resolution of a full Council meeting.

7 Financial Impact

This event will have no financial impact on Council.

8 References – Tabled/Agenda Attachments

Appendix A – Course Map

Appendix A – Course Map



Clutha District Council

Item for CONFIRMATION

Report	Confirmation of Council Minutes
Meeting Date	15 October 2026
Item Number	6
Prepared By	Julie Gardner – Executive Assistant/Governance Advisor
File Reference	1059969

REPORT SUMMARY

Attached for confirmation are the minutes of the meeting of the Clutha District Council held on 17 September 2026.

RECOMMENDATION

1. That the minutes of the meeting of the Clutha District Council held on 17 September 2026 be approved as a true and correct record.

Clutha District Council

Minutes of the meeting of Clutha District Council held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday 17 September 2026 commencing 1.30pm.

Present His Worship the Mayor Jock Martin, Councillors Dane Catherwood, Roger Cotton, Larry Frost, Bruce Graham, Rachel Harrison, Michele Kennedy, Simon McAtamney, Councillor Dean McCrostie and Brendon Smith

In Attendance Steve Hill (Chief Executive), Jules Witt (Deputy Chief Executive), Linda Till (Three Waters Group Manager), Donna McArthur (Infrastructure Strategy & Delivery Group Manager), Greta Campbell (Network Operations Manager), Reymar Tiburcio (Manager Project Management), Natasha Holland (Communications Manager), Beki McCabe (Senior Communications Advisor), Julie Gardner (Executive Assistant/Governance Advisor)

Apologies There were no apologies.

Mayor Jock Martin welcomed Councillors, staff and the media to the meeting.

Emma Hutton (Urban Supervisor – Three Waters) said a Karakia to start the meeting.

LATE ITEM

Moved Councillors Graham/McCrostie and Resolved:

“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:

- ***Extension of Roading Network Maintenance and Greenspace Maintenance Contracts.”***

DECLARATIONS OF INTEREST

None.

INTRODUCTION

Jess Craik (Emergency Management Advisor – Clutha) introduced herself to the Elected Members and explained her new role with Otago CDEM.

PRESENTATION

Deputy Chief Executive Jules Witt and Mayor Jock Martin congratulated the Communications Team on achieving their Silver Star Award and presented them with a certificate in recognition of their achievement.

Linda Till (Three Waters Group Manager) presented Sankar Ganesh with his NZ Certificate in Drinking Water Treatment Level 4, highlighting that this had been completed in 12 months.

She also noted that her entire water treatment team was now qualified.

1 WAITAHUNA BOOSTER STATION BUDGET APPROVAL

The Manager Project Management submitted a report seeking Council approval for a budget of \$370,000 and approval to directly engage Cowley Dairy and Pump to deliver the proposed Waitahuna Booster Station project.

Reymar Tiburcio was in attendance for this item and provided additional information since the agenda publication.

He advised that the pumps are currently due to arrive on site on 11 December but he will provide updates as they come to hand.

Moved Councillors Graham/Harrison and Resolved:

“That Council receives the ‘Waitahuna Booster Station Budget Approval report.

That Council approves the \$370,000 budget for the Waitahuna Booster Station project.

That Council approves to directly engage with Cowley Dairy and Pump to deliver the Waitahuna Booster Station project.”

Unanimous.

2 WAITAHUNA WAR MEMORIAL HALL FUNDING REQUEST

The Community Facilities Team Leader submitted a request from the Waitahuna War Memorial Hall Committee for funding from depreciation reserves to install a new kitchen, with an additional contingency amount to cover unexpected expenses.

Delwyn Burrow was in attendance for this item and highlighted items from the report including the borer issue which is mostly contained within the old portion of the kitchen.

Moved Councillors Cotton/Kennedy and Resolved:

“That Council receives the ‘Waitahuna War Memorial Hall Funding Request’ report.

That Council agrees to release depreciation funds of \$15,064.35 plus GST to the Waitahuna War Memorial Hall Committee with an additional contingency amount of up to \$10,000 plus GST if required.”

Unanimous.

3 ROAD STOPPING REQUEST – UNFORMED LEGAL ROAD 1609 WAIPAHI STATION ROAD, CLINTON

The Development Engineer submitted a report seeking Council approval to stop a section of unformed legal road at 1609 Waipahi Station Road, Clinton, enabling improved farming operations on the adjoining property.

Ramya Viswanathan was in attendance for this item.

Moved Councillors Graham/Cotton and Resolved:

“That Council receives the ‘Road Stopping Request – Unformed Legal Road 1609 Waipahi Station Road, Clinton’ report.

That Council agrees to:

In principle, the proposed road stopping of the Unformed Legal Road amounting to approximately 22,250 m² as per Attachment 9.1.

Obtaining the approval of the Minister of Land Information for the proposed road stopping, where relevant.

Initiating the consultation process under the Local Government Act 1974, Schedule 10 procedures for the proposed road stopping of the Unformed Legal Road as in

That on the successful completion of the Local Government Act 1974, Schedule 10 procedures, the land sale (stopped road) in paragraph 2.1 be undertaken, with the purchase price to be negotiated based on an independent valuation.”

Unanimous.

4 STOCK UNDERPASS EXEMPTIONS REVIEW

The Network Control Officer submitted a report requesting Council extends the current Stock Underpass Exemptions for a further 5 years subject to on-going review and continued good management of these sites.

Craig Jessop was in attendance for this item to answer questions.

Council discussed the Gorge and Sims Road crossing, including annual review, enforcement options and requiring an underpass if complaints continued. Craig advised that exemptions could be revoked and outlined the compliance process. The property owner would be notified that further complaints may result in an underpass being required.

Moved Councillors McCrostie/Frost and Resolved:

“That Council receives the ‘Stock Underpass Exemptions Review’ report.

That Council approves the extension of existing Stock Underpass Exemptions to 1 December 2030 for the below existing sites subject to on-going review and continued good management of these sites with the proviso that Waitago Farms Ltd are put on notice that their extension may be reviewed if further complaints are received:

- a) 133 Blackburn Road - JM & RH Hamilton***
- b) Waipahi Station Road - G & A Vallely***
- c) 251 Adams Flat Road – Moneymore Dairies Ltd (Scott Johnstone)***
- d) 1012 Clydevale Road – Wairuna Downs Ltd (S Keenan)***
- e) Watt Road, Waipahi – Chris Lawlor***
- f) Moa Flat Road – FarmRight Ltd***
- g) Katea Road – Oasis Farm Ltd (Michael Magiera)***
- h) Finch Road – Nakitago Farming Ltd (Chris Wills)***
- i) Bruce Road – Tablelands Dairy Ltd***
- j) Abram Road – Toropuke Ltd***
- k) Doherty Road – Toropuke Ltd***
- l) Crichton Road – S L Holdings (2014) Ltd***
- m) Gorge Road – Waitago Farms Ltd (Harry van Woerden)***

Unanimous.

5 TEMPORARY ROAD CLOSURE – BLUE SPUR RALLY SPRINT

The Transportation Network Control Officer submitted a request for the temporary closure of Blue Spur Road and Munro Road to facilitate the running of the Blue Spur Rally Sprint event on Saturday 17 October 2026 from 8am to 5pm.

Craig Jessop was in attendance for this item.

Moved Councillors Cotton/Graham and Resolved:

“That Council receives the ‘Temporary Road Closure – Blue Spur Rally Sprint’ report.

That Council approves the temporary closure of Blue Spur Road and Munro Road on Saturday 17 October 2026 from 8am to 5pm.”

Unanimous.

6 ROAD NAMING – RIGHT OF WAY OFF AWAMANGU ROAD

The Regulatory Department Group Manager submitted a report requesting a Council decision on road naming for a Right of Way located off Awamangu Road.

Olivia Restieaux was in attendance for this item and provided further context around this item.

She advised that Easons Lane was now excluded from the options as it is similar to a road name in the Milton area.

Moved Councillors McAtamney/Catherwood and Resolved:

“That Council receives the ‘Road Naming – Right of Way off Awamangu Road’ report.

That Council considers the road name options for the Right of Way off Awamangu Road between Clydevale and Balclutha and agrees that the final Right of Way name is Wash Creek Lane.”

Unanimous.

7 RISK & ASSURANCE COMMITTEE RECOMMENDATIONS

Recommendations made by the Risk & Assurance Committee to Council at a meeting held on 3 September 2026 were presented for consideration.

Moved Councillors Harrison/Frost and Resolved:

Risk Register Status Report:

“That Council includes the following risks for reporting to the Risk & Assurance Committee for the 2026/27 Financial year:

- ***Consequences of legislative reform***
- ***Failure of waters infrastructure***
- ***Failure to comply with legislation***
- ***Lack of effective business continuity plan***
- ***Failure to engage appropriate resources***
- ***Inability to recover from natural disaster***
- ***Reputational risk and effective communication***

- ***Failure to deliver major project – on time***
- ***Financial pressures / making rates unaffordable***
- ***Technology failure***
- ***Te Tiriti and Iwi/Mana Whenua partnerships***

Unanimous.

LATE ITEM: EXTENSION OF ROADING NETWORK MAINTENANCE & GREENSPACE MAINTENANCE CONTRACTS

The Operations Manager submitted a report requesting Council approve extending Contract 821 – Roothing Network Maintenance and Contract 831 – Greenspace Maintenance for an additional five years to 30 June 2032 as per the terms of the contract, Council's procurement settings and the Transport Procurement Strategy 2026-2029.

Sean Braid was in attendance for this item.

The Chief Executive noted that, although the contracts could have been approved under delegated authority, Council should be made aware of them because they are among its largest contracts. Mayor Martin confirmed that he was comfortable with the contract terms and scope. Donna McArthur advised that the maintenance programme would remain within NZTA-approved budgets, with the scope of work adjusted as required.

Moved Councillors Graham/McCrostie and Resolved:

“That Council receives the ‘Extension of Roothing Network Maintenance & Greenspace Maintenance Contracts’ report.

That Council approves that SouthRoads Limited is awarded a five-year extension to Contract 821 – Roothing Network Maintenance, to 30 June 2032.”

Unanimous.

Sean Braid confirmed that the Greenspace work programme would be prioritised within the budgets set through the Long Term Plan. While base contract rates would remain unchanged, standard cost fluctuations would apply under NZS3910, reflecting factors such as labour and industry indices, with BERL forecasts used to guide projected annual increases. Council and the contractor supported realigning the contract with NZS3917.

Moved Councillors Cotton/McAtamney and Resolved:

“That Council approves that SouthRoads Limited is awarded a five-year extension to Contract 831 – Greenspace Maintenance, to 30 June 2032.

That Council approves permanently applying the standard NZS3917 cost fluctuation calculation and timing to Contract 821 for the extended contract term.”

Unanimous.

8 CONFIRMATION OF COUNCIL MINUTES – was Item 9 in the agenda running order

The minutes of the meeting of the Clutha District Council held on 20 August 2026 were submitted for confirmation.

Moved Councillors Harrison/McAtamney and Resolved:

“That the minutes of the meeting of the Clutha District Council held on 20 August 2026 be approved as a true and correct record.”

Unanimous.

9 RISK & ASSURANCE COMMITTEE MINUTES – was Item 10 in the agenda running order

The unconfirmed minutes of the meeting of the Risk & Assurance Committee held on 3 September 2026 were submitted.

Moved Councillors Graham/Kennedy and Resolved:

“That the unconfirmed minutes of the meeting of the Risk & Assurance Committee held on 3 September 2026 be noted.”

10 WEST OTAGO COMMUNITY BOARD MINUTES – was Item 11 in the agenda running order

The unconfirmed minutes of the meeting of the West Otago Community Board held on 5 August 2026 were submitted.

Moved Councillors Kennedy/Cotton and Resolved:

“That the unconfirmed minutes of the meeting of the West Otago Community Board held on 5 August 2026 be noted.”

11 LAWRENCE/TUAPEKA COMMUNITY BOARD MINUTES – was Item 12 in the agenda running order

The unconfirmed minutes of the meeting of the Lawrence/Tuapeka Community Board held on 5 August 2026 were submitted.

Moved Councillors Cotton/Kennedy and Resolved:

“That the unconfirmed minutes of the meeting of the Lawrence/Tuapeka Community Board held on 5 August 2026 be noted.”

12 YOUTH COUNCIL MINUTES – was Item 13 in the agenda running order

The unconfirmed minutes of the meeting of the Clutha District Youth Council held 7 September 2026 were submitted.

Moved Councillors Harrison/Smith and Resolved:

“That the unconfirmed minutes of the Youth Council meeting held on 7 September 2026 be noted.”

13 MAYORAL REPORT – was Item 14 in the agenda running order

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

Moved Mayor Martin/Councillor Graham and Resolved:

“That the ‘Mayoral Report and Councillors attendances’ dated 17 September 2026 be received.”

14 CHIEF EXECUTIVE’S REPORT – was Item 15 in the agenda running order

Reports on events attended, staffing and other matters in hand at present.

Moved Mayor Martin/Councillor Cotton and Resolved:

“That the ‘Chief Executive’s Report’ dated 17 September 2026 be received.”

15 INTERNAL SERVICES DEPARTMENT UPDATE – was Item 16 in the agenda running order

The Deputy Chief Executive submitted a report which provides an overview of the activities that make up the interests within the Department.

Jules highlighted items from the report noting that although Natasha was leaving she will be available on a casual basis and that he would be on leave for the next 4 weeks.

Linda Till provided an update on the Southern Waters workshop noting that they are all going well and everything is still on target for the operating model to be available before the end of the year.

Moved Councillors Graham/Kennedy and Resolved:

“That Council receives the ‘Internal Services Department Update’ report dated 17 September 2026.”

16 INFRASTRUCTURE STRATEGY & DELIVERY DEPARTMENT UPDATE – was Item 17 in the agenda running order

The Infrastructure Strategy & Delivery Group Manager submitted a report which provides an overview of the activities that make up the interests within the Department.

Donna McArthur was in attendance to talk to the report and answer questions.

Moved Councillors Graham/Harrison and Resolved:

“That Council receives the ‘Infrastructure Strategy & Delivery Department Update’ report dated 17 September 2026.”

17 TELFORD BURSARY 2026 REPORT – was Item 8 in the agenda running order

The report presents the 2026 Telford Bursary recipients – Zoey Marshall and Shaydon Hunter who were in attendance to receive their certificate and address Council.

Moved Councillors Cotton/McAtamney and Resolved:

“That Council receives the ‘Telford Bursary 2026’ report.

That Council notes the allocation of the 2026 Telford Bursary of \$2,000 to Zoey Marshall and \$1,000 to Shaydon Hunter.”

The meeting was adjourned at 3.14pm.

The meeting reconvened at 3.31pm.

18 THREE WATERS DEPARTMENT UPDATE

The Three Waters Group Manager submitted a report which provides an overview of the activities that make up the interests within the Department.

Linda Till was in attendance to talk to the report and answer questions.

Moved Councillors Cotton/McCrostie and Resolved:

“That Council receives the ‘Three Waters Department Update’ report dated 17 September 2026.”

19 THREE WATERS COMPLIANCE UPDATE

The Principal Compliance Engineer and Network Operations Manager submitted an update on all compliance-related issues across the Three Waters Operations department.

Greta Campbell was in attendance to talk to the report and answer questions.

Moved Councillors Cotton/Harrison and Resolved:

“That Council receives the ‘Three Waters Compliance Update’ report dated 17 September 2026.”

20 REASONS TO MOVE TO PUBLIC EXCLUDED SESSION

Moved Councillors Kennedy/McCrostie and Resolved:

“That Council receives the ‘Reasons to Move to Public Excluded Session’ report.

That 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
Budget Allocation Milton Pipeline Renewals	The information contained in the report is commercially sensitive.	A2(h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities. A2(i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
Strategic Procurement Case for Mt Cooe	The information contained in the report is commercially sensitive.	A2(h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities.
Wastewater Treatment Plant Prosecutions Update	The information contained in this report relates to a matter before the Court.	A2(g) To maintain legal professional privilege.
Public Excluded Council Minutes – 20 August 2026 Matters dealt with in these minutes: • LGFA Cash-Advance Facility	The information contained in the report is commercially sensitive.	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 August 2026.
Public Excluded Risk & Assurance Committee Minutes – 3 September 2026		The specific provisions of the Act that relate to these minutes can be found in the open minutes of the Risk & Assurance

Matters dealt with in these minutes: Milton Main Street Sewer and Stormwater Urgent Renewal	The information contained in the report is commercially sensitive.	Committee meeting held on 3 September 2026.
Public Excluded West Otago Community Board Minutes – 5 August 2026 Matters dealt with in these minutes: West Otago Health Trust Vacancies	To protect private individuals.	The specific provisions of the Act that relate to these minutes can be found in the open minutes of the West Otago Community Board meeting held on 5 August 2026.
Public Excluded Lawrence/Tuapeka Community Board Minutes – 5 August 2026		The specific provisions of the Act that relate to these minutes can be found in the open minutes of the Lawrence/Tuapeka Community Board meeting held on 5 August 2026.

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 3.55pm.

The meeting moved back into public session and closed at 5.02pm.

Read and Confirmed

**J K Martin
MAYOR**

Clutha District Council

Item for INFORMATION

Report	Lawrence/Tuapeka Community Board Minutes
Meeting Date	15 October 2026
Item Number	7
Prepared By	Rebecca Cook – Community Services Executive Assistant
File Reference	1060242

REPORT SUMMARY

Attached are the unconfirmed minutes of the meeting of the Lawrence/Tuapeka Community Board held on 30 September 2026.

RECOMMENDATIONS

1. That the unconfirmed minutes of the meeting of the Lawrence/Tuapeka Community Board held on 30 September 2026 be noted.

Lawrence/Tuapeka Community Board

Minutes of the meeting of the Lawrence/Tuapeka Community Board held at the Lawrence Service Centre, Peel Street, Lawrence on Wednesday 30 September 2026, commencing at 3.00 pm.

Present Geoff Davidson (Chairperson), Arna Smith, Ben Martin, Councillor Roger Cotton, Elizabeth Ritchie

In Attendance His Worship the Mayor Jock Martin, Mike Goldsmith (Community Services Group Manager), Rebecca Cook (Community Services Executive Assistant), Lilly Paterson (Community Development Team Leader), Clair Leith (Parks and Reserves Officer), Zavana Morgan (Community Development Officer), Helen van der Linden (Jobbortunities Programme Manager).

Apologies Tim Dickey

Moved E Ritchie / Councillor Cotton and Resolved:
“That the apology be sustained.”

The Chairperson welcomed everyone to the meeting

PUBLIC FORUM

- ***Lindy & Mark Chinnery presented landscaping options for the beautification of Lawrence Zig Zag track, the following were key discussion points:***
 - Low-cost, low-maintenance planting with strong visual appeal.
 - Indicative cost: \$3,600.00 for up to 200 hebes and 36 rhododendrons.
 - Free compost offered by G Davidson (Chair) and Councillor Cotton.
 - Site preparation: spray and clear the area and watering required for the first year.
 - Athenaeum Committee contribution proposed due to encroachment on Athenaeum land.

1. LAWRENCE/TUAPEKA COMMUNITY BOARD MINUTES

Minutes of the meeting of the Lawrence/Tuapeka Community Board held on Wednesday 5 August 2026.

Moved A Smith / B Martin 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 5 August 2026.”

2. LAWRENCE PLAYGROUND OPTIONS REPORT

The report presents options for mitigating an ongoing issue at the Whitehaven Street Playground in Lawrence. Direction is sought on a preferred option to address this issue, and a preferred funding option to cover the cost of any remedial work.

Moved E Ritchie / Councillor Cotton and Resolved:

“That the Lawrence-Tuapeka Community Board receives the ‘Lawrence Playground Options Report’ report dated 30 September 2026.

Moved B Martin / A Smith and Resolved:

That the Lawrence-Tuapeka Community Board agrees as a temporary measure to address issues with loose pea gravel at the Lawrence Playground, the Board directs staff to install temporary fencing around the apparatus whilst staff do further investigations of other options.”

Key discussion points included:

- Staff to investigate the cost feasibility of savings for lifetime & area mass costing to be provided. Measure the new area of playground.
- How much did the greenspace reduce by after all the matting has been laid.
- Indicated to staff that funding for future playground options would come from the four funding mechanisms available to the board.

Moved Councillor Cotton / B Martin and Resolved:

“That the Lawrence-Tuapeka Community Board identifies its preferred funding option to cover the cost of any remedial work at the Lawrence Playground as being to spread the cost across project funds, Kate Leslie Trust, TLCC, and Parks & Reserves Non-Routine budget.”

3. WORK IN PROGRESS REPORT:

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

3.1 Cemetery - Kiosk Panels

No additional information. – To remain on WIP

3.2 Cemetery – tree removal and maintenance

A contractor is arranged to do this but is concerned about how wet the area is. This will be actioned when it has dried out. A member of the community has raised issues about dangerous trees at the cemetery.

3.3 Cemetery – Chinese Memorial

A grant for \$25,000 towards a memorial at the cemetery was approved in the council meeting of 12 June 2024, as follows:

“That Council approve a budget of \$25,000 in the 2024/25 year to enable the Chinese Remembrance Memorial and maintenance works project to proceed and that this is funded from Cemetery reserves.” Unanimous.

The Board could request that Council engage a contractor to research, design, fabricate and install a memorial at the Lawrence Cemetery, using the funding confirmed by Council in June 2024. Clutha Development have previously noted the importance of consistency of design in terms of heritage features in Lawrence.

Request council engage a contractor to install a memorial at the cemetery with maximum budget of \$25,000.

Moved A Smith / Councillor Cotton and Resolved:

“That the Lawrence/Tuapeka Community Board requests Council engages a contractor to install a memorial at the cemetery with a maximum budget of \$25K.”

3.4 National Anthem Celebration

Planning is underway with Minister Mark Patterson to lead parade on Lawrence Heritage Day, and His Worship the Mayor Jock Martin also taking part.

3.5 Civil Defence

CRG meeting held on 30 September.

Agreed that an approved flyer be inserted into the Tuapeka Times (500 Flyers to be printed)

The Lawrence Golf Club will be established as an alternative site if Simpson Park is impacted by an ‘event’.

Looking at options for a generator on a trailer at the ICP.

3.6 Tuapeka Cemetery Digitisation Project

The cemeteries component is further down the priority list of issues to address within Datascape, and this project will remain on hold until other work has been completed. This project is currently on hold.

3.7 Sale of Ross Place Section

At the 10 June LTCB meeting, the following was moved & resolved:

“That the LTCB supports and would like to be informed and seeks direction from the CDC CEO, and to be included in any discussion and process going forward.”

“That the LTCB request that staff investigate the purchase of 30, 30A & 30B Ross Place, OR consider a land swap involving 30, 30A & 30B Ross Place with section at 2 Lismore Street, section 8 Ardrossan Street and section 29 Beaumont Highway.”

Finance Dept staff have been asked to undertake a marketing and sale process for 2 Lismore Street, 8 Ardrossan Street, and 29 Beaumont Highway. These sales would need to be completed before an offer was made to purchase the Ross Place property.

3.8 Storymapp - signs

Core-ten steel poles and signs to promote Storymapp have been proposed, to be funded by Clutha Development. The Community Board would be responsible for arranging installation of the poles. Potential locations include the cemetery, Chinese Camp, and the main street. Final placement options to be confirmed.

A Smith to follow up with Clutha Development.

3.9 Zig Zag Track

At the 5 August meeting, the Board requested information about potential savings if maintenance of the Zig Zag track was removed from the Greenspace Contract.

Council's Parks and Reserves Officer has confirmed that the savings would be \$206.29+GST per month.

Moved A Smith / Councillor Cotton and Resolved:

“That the Zig Zag Track be removed from the Greenspace Contract and the maintenance funds reallocated to the Project Fund account.”

Moved G Davidson / Councillor Cotton and Resolved:

“That \$1,500 from the Project Fund and up to \$1,500 from Kate Leslie Fund be allocated for the beautification of the Zig Zag Track.”

3.10 Steep Street Domain

Greenspace - contracted & removed hanging branches and cleaned up then to have signs installed.

Moved A Smith / B Martin and Resolved

“That the Lawrence/Tuapeka Community Board requests Council provides caution signs at the Steep Street Domain for public safety.”

4. INFRASTRUCTURE STRATEGY & DELIVERY REPORT

The report covers key activities by the Infrastructure Strategy & Delivery department.

- Asbestos pipe removal, request was made to check if all asbestos pipes were being replaced.
- Request made, Hospital creek causing flooding. Entrance way to cycle trail. Council will investigate of the existing budget in section 4.5 includes work to keep Hospital creek clean, to mitigate flooding & Complete scope of that project.

Moved Councillor Cotton / A Smith and Resolved:

“That the Lawrence/Tuapeka Community Board requests Council provides an update on the remaining asbestos pipes being replaced & investigates if Council budget includes maintenance to prevent flooding at Hospital Creek.”

5. COMMUNITY SERVICES REPORT

The report covers key activities by the Community Services department

- Lilly introduced Helen van der Linden from Jobbortunities, Helen explained her role within in the district. Helen will be in Lawrence every Tuesday for youth development, education & training. His Worship the Mayor Jock Martin – elaborated on the programme, fully funded through MSD. Annual contract with MSD and is a requirement for Jobbortunities to meet the targets provided by MSD.
- Zavana – our place projects. 2 months in role. Excited to start working with board.
- Community plan needs updating at request of Board & Zavana to meet informally in workshop – A Smith will organise.
- Councillor Cotton – museum economic development drafted plan that will be funding projects.

Moved B Martin / E Ritchie and Resolved:

“That the Lawrence/Tuapeka Community Board receives the ‘Community Services Report’ dated 30 September 2026.”

6. THREE WATERS REPORT

The report covers key activities by the Three Waters department.

Moved Councillor Cotton / B Martin and Resolved:

“That the Lawrence/Tuapeka Community Board receives the ‘Three Waters Report’ dated 30 September 2026.”

7. REVENUE & EXPENDITURE REPORT

The report provides a copy of the Revenue and Expenditure Statement for the period from 1 July 2025 to 31 May 2026.

Key Discussion Points:

- Finance to check financial statements to ensure the figures are accurate.

Moved A Smith / B Martin and Resolved:

“That the Lawrence/Tuapeka Community Board receives the ‘Revenue and Expenditure Report’ dated 30 September 2026.”

8. CORRESPONDENCE

The following correspondence has been received since the last meeting:

Inwards Correspondence – None.

Outwards Correspondence

Jan Harper letter from LTCB 13 August 2026.

No feedback received.

Moved E Ritchie / B Martin and Resolved:

“That the Lawrence/Tuapeka Community Board receives the ‘Correspondence’ report.”

9. CONFIRMED 2027 COUNCIL MEETING DATES

The confirmed 2027 meeting dates were presented.

Moved Councillor Cotton / E Ritchie and Resolved:

“That the Lawrence/Tuapeka Community Board notes the Confirmed 2027 Council Meeting Dates as attached.”

10. MAYORAL UPDATE

His Worship the Mayor Jock Martin confirmed it has been a busy period, LTP is a priority as message has been received from the district to make savings.

He advised that he had attended the opening of the community centre in Cromwell, noting that the RSA had a small meeting area. A small display in the Lawrence Council Chambers would be great.

11. COMMUNITY BOARD MEMBER UPDATES

The following was discussed:

- Discussions about wasps & request council to investigate
- Main street, flowers to be watered. Confirmed there is a water trailer to use to water the flowers.

Moved A Smith / Councillor Cotton and Resolved:

“That the Lawrence/Tuapeka Community Board receives the ‘Community Board Members Updates’ report dated 30 September 2026.

12. PUBLIC EXCLUDED

Moved A Smith / Councillor Cotton and Resolved:

“That the Lawrence/Tuapeka Community Board receives the ‘Reasons to Move to Public Excluded Session’ report.

That the Lawrence/Tuapeka Community Board approves moving Public Excluded Lawrence/Tuapeka Community Board Minutes – 5 August 2026 into public, and

That the minutes of the public excluded section of the meeting of the Lawrence/Tuapeka Community Board held on 5 August 2026 be approved as a true and correct record.”

The meeting closed at 5.02pm.

Confirmed

Geoff Davidson
CHAIRPERSON

Clutha District Council

Item for INFORMATION

Report	Mayoral Report
Meeting Date	15 October 2026
Item Number	8
Prepared By	Arna Smith - EA to the Mayor
File Reference	1060212

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 dated 17 September 2026 be received.

REPORT

1 Mayoral Attendances

Date	Activity
17 September 2026	Travelled to Cromwell
18 September 2026	Attended Otago Mayoral Forum Meeting in Cromwell
18 September 2026	Attended CDEM Joint Committee Meeting in Cromwell
21 September 2026	Attended meeting via Teams re; LGNZ Briefing Hon Matt Doocey
22 September 2026	Weekly catchup with Steve Hill
22 September 2026	Attended meeting via Teams re; LGNZ Briefing Hon Simon Watts
23 September 2026	Attended meeting via Teams re; LGNZ MTFJ Contract Q & A
24 September 2026	Attended award presentation at CDC for staff

24 September 2026	Attended meeting via Teams re; Lessons from the Mauao tragedy
28 September 2026	Attended Jobbortunities monthly team catchup
28 September 2026	Clutha Budget Advisory Service AGM
29 September 2026	Meeting with new Communications Manager Simon Wong
29 September 2026	Weekly catchup with Steve Hill
29 September 2026	Attended SRG meeting prep with Governance Advisor & EA to Mayor
30 September 2026	Attended Community Board Meetings
1 October 2026	Attended Southern Waters catchup with Steve Hill & Bruce Gemmell
1 October 2026	Attended Creative Communities Funding Panel Meeting
2 October 2026	Attended SRG Governance Only time Meeting
2 October 2026	Attended meeting via Team's re; Southern Waters SRG
6 October 2026	Weekly catchup with Steve Hill
7 October 2026	Attended meeting via Teams re; Otago Mayoral Forum
13 October 2026	Weekly catchup with Steve Hill
13 October 2026	Attended Fonterra and CDC catchup
14 October 2026	Attended Council Workshop
15 October 2026	Attended Risk & Assurance meeting
15 October 2026	Attended Council meeting

Clutha District Council

Item for INFORMATION

Report	Chief Executive's Report
Date	15 October 2026
Item Number	9
Prepared By	Steve Hill – Chief Executive
File Reference	1060213

REPORT SUMMARY

Reports on events attended, documents for consent and seal and other matters in hand at present.

RECOMMENDATIONS

1. That the Chief Executive's report dated 15 October 2026 be received.
2. That Council approves the fixing of its seal, under the hands of the Chief Executive to the documents as listed.

REPORT

1 Activities I have attended since the previous Council meeting.

Date	Activity
18 September 2026	Otago Mayoral Forum
	CDEM CEG Meeting
21 September 2026	Clutha Development Monthly Meeting
	Southern Waters - Project Steering Group
28 September 2026	Teams meeting with Datacom
29 September 2026	Senior Leadership Team Meeting
1 October 2026	Southern Waters catch up with Bruce Gemmell and Fiona Smith
	Sandy Graham Farewell in Dunedin
2 October 2026	Southern Waters SRG meeting
	CDEM Briefing and Direction Setting meeting

5 October 2026	Southern Waters – Project Steering Meeting
7 October 2026	Otago Mayoral Forum – catch up
08 October 2026	Otago CE's Team catch up
13 October 2026	CDC/Fonterra catch up
14 October 2026	Council Workshop
15 October 2026	Risk and Assurance meeting
	Council meeting

- Attended 2 x per week meetings regarding Three Waters Operations with the Water Incident Management Team.

2 Staffing

2.1 External Appointments

Simon Wong – Communications Manager as of 12 October 2026

Saeed Jouzdani – IT Manager as of 16 November 2026

Internal Appointments

Olivia Dickson – Acting Planning Team Leader as of 24 August 2026

Renee MacPherson – Collections Librarian as of 19 October 2026

2.2 Staff Resignations

Jocelyn Lindner – Health, Safety and Environment Partner as of 14 September 2026

3 Documents for Consent and Seal

Documents for consent and seal are scheduled hereunder:

1.	Agreement for Sale
	<i>Clutha District Council and West Otago Community Centre Society Incorporated.</i> The society agrees to sell to the Council and the Council to purchase from the Society Record of Title 77591, excluding the above ground improvements.
2.	Warrant of Appointment
	<i>Land Transport Act 1998</i> The responsibilities and powers, duties and functions of a Parking Warden as conferred by the Land Transport Act 1998, being those specified by: Section 128E Powers of Parking Warden

	The above has been added to the warrant of appointment for the following staff: • Karenne Walker • Brigitta Cropp • Olivia Restieaux • Michelle Tredwell
3.	Boatshed Licence
	<i>Licence from Clutha District Council to Waihola Looking Forward Incorporated</i> That piece of land being Part Section 1559R Waihola Town being more particularly shown and described on the plan attached hereto and thereon numbered 1 <i>Licence from Clutha District Council to James Marr</i> That piece of land being Part Section 1559R Waihola Town being more particularly shown and described on the plan attached hereto and thereon numbered 3 <i>Licence from Clutha District Council to John McIntee and Angela McIntee</i> That piece of land being Part Section 1559R Waihola Town being more particularly shown and described on the plan attached hereto and thereon numbered 4 <i>Licence from Clutha District Council to Waihola School Board of Trustees</i> That piece of land being Part Section 1559R Waihola Town being more particularly shown and described on the plan attached hereto and thereon numbered 5 <i>Licence from Clutha District Council to Waihola Yacht Club</i> That piece of land being Part Section 1559R Waihola Town being more particularly shown and described on the plan attached hereto and thereon numbered 6

Clutha District Council

Item for INFORMATION

Report	Community Services Department Update
Portfolio Heads	Councillor Bruce Graham, Councillor Brendon Smith
Meeting Date	15 October 2026
Item Number	10
Prepared By	Mike Goldsmith – Community Services Group Manager Various staff – Community Services Department
File Reference	1033931

REPORT SUMMARY

The report provides key performance data and updates from the various teams within the Community Services Department. It provides the most recent information, as an update from that provided in the previous report dated 20 August 2026. Where appropriate, longer-term data is used to show any trends.

RECOMMENDATIONS

- 1 That Council receives the 'Community Services Department Update' report.

REPORT

1 Background

The Community Services Department is responsible for a broad range of services, grouped within six activity areas, as shown in the following table.

Community Facilities	Community Development	Aquatic Services	Libraries	Visitor Information	Freedom Camping
Team Leader: Delwyn Burrow	Team Leader: Lilly Paterson	Team Leader: Holly Ramsay	Manager: Melissa Ellison	Team Leader: Angela Anderson	F. Camping Officer: Ian Royle
Council buildings	<i>Our Place</i> Community Plans	Balclutha Pool	Clutha District Libraries	Tourism NZ accredited isite	Freedom Camping
Council-owned halls	Community group support & community funding	Milton Pool	Five Community Libraries	Catlins Information Centre	Vehicles on beaches
Community housing units	Youth Development			Community Information	

In addition, the following services are provided under contract through Clutha Development, and these are also reported on below:

- Economic development
- Regional Tourism Organisation
- Community support services

2 Department Overview

2.1 Staffing update

Staff who started since 20 August 2026 include:

- Jackson Savage Part- Time Lifeguard
- Rebecca Cook Community Services Executive Assistant
- Tanya Ridings Rangatahi Pathways Manager
- Helen van der Linden Jobbortunities Manager
- Tiana Milford Jobbortunities Coordinator

Renee MacPherson will be move from her current role as a Customer Experience Officer at the Balclutha Library into the role of Collections Librarian, starting on 19th October.

Ian Royle has returned to his role as Freedom Camping Officer, after recovering from surgery. Pete Burtonwood filled this role in a part-time capacity over the winter months and finished in early October.

Ollie Morrison finished his contract role as the Jobbortunities Coordinator on 31st August.

The Promotions Team (led by Jordan Asplet) achieved Clutha Stars Bronze in August.

2.2 Performance overview

The following table lists key performance indicators for the activities which make up the Community Services Department. An assessment of whether the indicator has been achieved is provided, based on the most up to date data for that indicator. A more detailed description, along with any key updates for each activity, is provided in the main report.

Team	Type	Target	August 2026	September 2026
Community Libraries	Monthly visitor numbers	Stable/increasing	8,873	9155
	Monthly internet sessions	Stable/increasing	2,789	No data
	Monthly book issues	Stable/increasing	10,870	10,753
	Monthly programs completed	Stable/increasing	225	266
Isite	Monthly visitor numbers	Stable/increasing	1,952	1,825
	Accreditation	Annual assessment	Y	Y
Community Facilities ¹	CHU occupancy	90% occupancy	98%	98%
	CHU HHS compliance	95% compliant	100%	100%
	CHU CSR response	95% within 5 working days	100%	100%
Community Development	Community project implementation	Meet/exceed LTP target	51%	51%
	AP/LTP community grant funding	All grants provided and accountability reports completed	Yes	Yes
Aquatic Services	Monthly Balclutha Pool users	Stable/increasing	2,289	3,052
	Accreditation	Poolsafe achieved	Yes	Yes
	Water quality	WQ is excellent 90% of the time	97%	98%
Camping & Ranger	Monthly Taylor Park income	Stable/increasing	\$6,134	\$5,955
	Camper interactions	Stable	39	88

¹ CHU = Community Housing Units, HHS = Healthy Homes Standard, CSR = Customer Service Request

services				
Clutha Development	KPI's are reported separately			

Key	Achieved	Close to being achieved	Not achieved
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3 Community Promotions – Jordan Asplet

The following graphs show the impact of the Promotion's team. We have worked hard to spread awareness of Council and community activities using Facebook (our biggest social media platform). Leveraging Facebook, we can undertake specific campaigns and create a positive narrative for a range of events, programs and activities. The aim is to create hype, increase participation, support the community and keep people coming back for more.



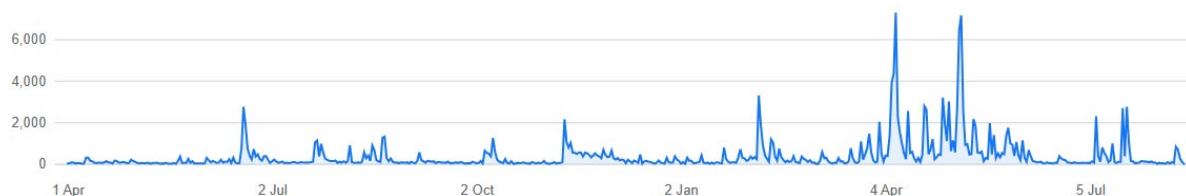
'What's on in Clutha' Facebook page interactions

From 1 July, the Clutha I-site Facebook page became *What's on in Clutha*. In keeping with its name, it has become an active page for promoting the district and delivering event content to locals. This name change has been positive, expanding the content on the page, increasing the number of views and interactions, as shown in the graph above.



Clutha District Libraries

The libraries page has become more active, using its tools effectively to promote programs and events. Special campaigns like *Te Wiki* brought extra meaning, while encouraging local participation for our valuable library service. Keeping the community informed online expands our reach.



Balclutha Centennial Pool

With an updated graphic logo and more regular posting, interactions with the pool page have increased this year, which also helps to get people through the doors, and use this great facility.

What's on guide: Now in its third edition, the latest Spring guide has just been released, alongside a resident's survey. Feedback so far is positive. The hard copy guide aligns closely

with the rebranded 'What's on' Facebook page and is also available through Council's website.

A new initiative as part of the 'What's on' program is a vlog (video blog – a short video available on the interweb). The most viewed vlog (21,000 views) was a video promoting the Hot Chocolate Winter Bucket list, which generated 100% positive reactions and comments. This publication grows with each iteration with more public input:

- The first edition in April had 94 downloads
- The second winter edition had 181 downloads
- The third Spring edition has been released and so far, has had more than 100 downloads.

Most viewed reels



4 Visitor Information – Angela Anderson

Council supports the provision of visitor Information in the Clutha District through:

1. The Clutha isite, based at TPOMA.
2. The Catlins Information Centre in Owaka.
3. Staff at the Tapanui Library also operate a small visitor information service.
4. Two community run information centres at the Lawrence and Milton Museums.

This section shows key indicators that illustrate the value of this network, along with some anecdotal information about recent activity at each site.

4.1 Visitor Numbers

The graphs below show visitor numbers at the Clutha isite and the Catlins Information Centre for the last four years, as well as for the current year. Visitor numbers at the Clutha isite from July 2026 – June 2026 are down compared to the previous two years.

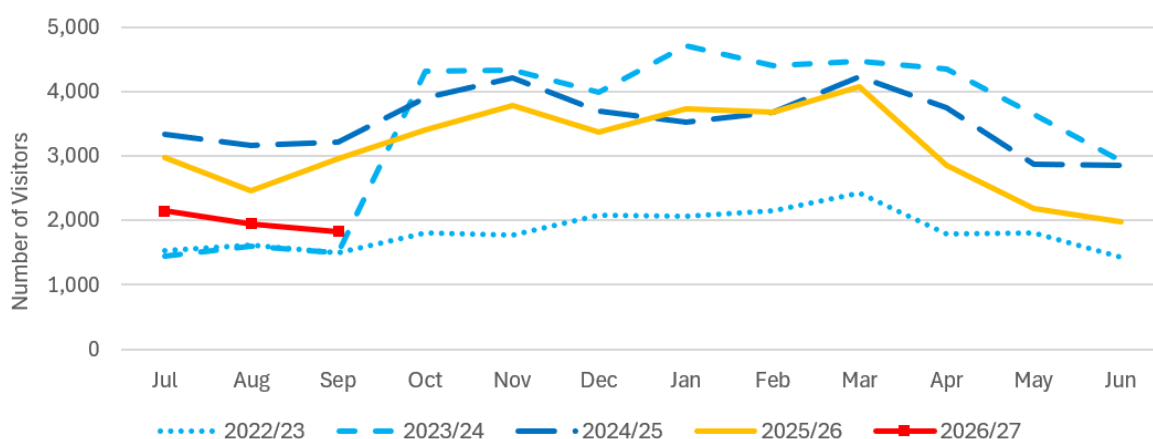


Figure 1 Monthly totals for visitors to the Clutha isite

The total count for the Catlins Visitor Information Centre from July 2026 - September was 3,175, similar to recent years numbers (Figure 2). The door count for Sept was 1,295 people.

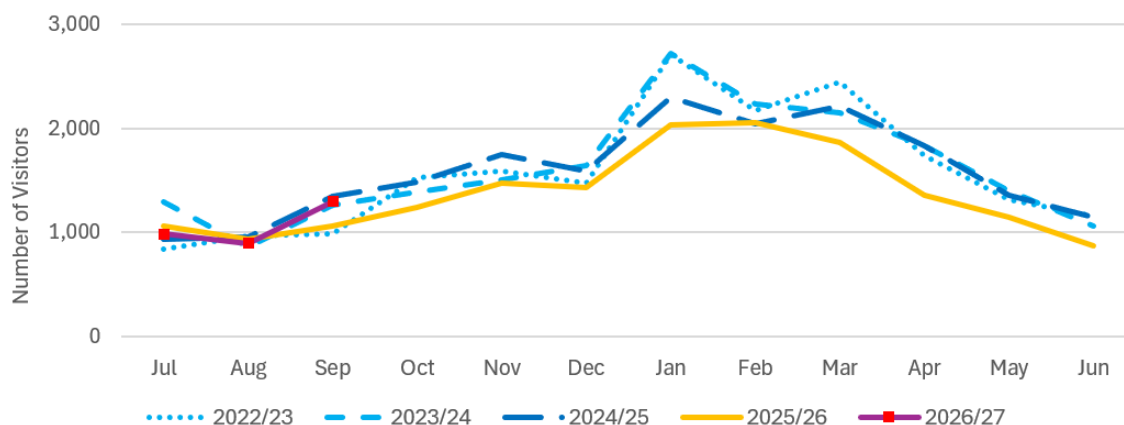


Figure 2 Monthly totals for visitors to the Catlins Information Centre door count²

International Visitors: The graph below shows total international visitor numbers across the district, combining data from all information centers.

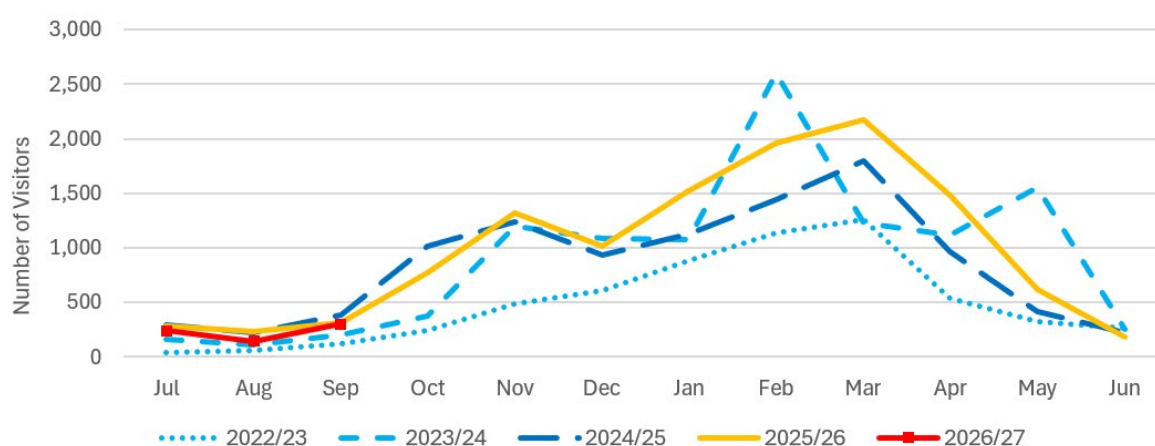


Figure 3 Monthly international visitor totals to the five Information Centres in the Clutha District

4.2 Recent Activity - Clutha isite

More than 500 Clutha locals visited the isite during August, and another 193 during September on Council business.

The Clutha isite team are proud to have received a 97% score in the recent Clutha District Resident Satisfaction Survey. This reflects the high level of service offered in a Service Centre capacity to locals, many of whom seek assistance applying for Rate Rebate applications, choose to pay their Rates and Dog Registrations there, along with other Council services. Locals also use the isite, which is open 7 days a week, to purchase Fishing Licences, Intercity Bus Tickets, Interisland & Bluebridge Ferry Tickets, book accommodation, or to bring their visitors who reside outside the Clutha District into the isite to explore options for places to visit i.e. Tuapeka Mouth Ferry, or find out what events are on etc.

The isite team also act as an unofficial reception for the Te Pou o Mata-au Clutha Community Centre.

² This counter captures all visitors to this facility, which also houses the Owaka Museum and the Owaka Library

Staff Training – isite NZ Annual Conference Te Anau

Clutha isite staff recently attended the annual isite Conference in Te Anau, connecting with the wider isite network from across New Zealand, and Tourism New Zealand staff. It was an inspiring few days of learning, sharing ideas, and celebrating the passion behind the service that isite teams provide every day to their local communities, and visitors to the district.

Key suppliers to the isite network presented to delegates re updates to their products for the coming season, and Great South GM Mark Frood and Southland District Mayor Rob Scott were in attendance to welcome attendees and promote their region.

Fiordland Tourism Operators took the opportunity to showcase their backyard, offering free tours to local attractions, before and after the Conference. Southern Discoveries hosted delegates on a Coach & Cruise to Milford Sound, and RealNZ offered a day trip to Doubtful Sound. This knowledge is invaluable to the isite team, as we regularly provide information, and sometimes make bookings for the Fiordland and Stewart Island areas, as visitors plan ahead when they are here. It was also a chance to make connections with isite/tourism staff from other regions, and share knowledge of the Clutha District.



Figure 4 Annual isite conference attendees

Staff Training - Southland MEGA Famil

The Clutha isite received an invite to send a staff member on a 3-day famil of Southland at the beginning of October. Once the staff member arrived in Invercargill, all costs were generously covered by several Southland Tourism Operators. The group visited various tourist operations in Invercargill, Bluff, Stewart Island, Hump Ridge Track, and the South Catlins, and included fixed wing and helicopter flights, farm tours, and hotel inspections. The famil provided an opportunity to network with Southland Tourism Operators and Tourism staff from other regions. This information is shared with the rest of the isite team by way of a written and verbal report.

As the Clutha isite is the most southern isite before Te Anau, visitors regularly seek information and sometimes want to make bookings for Stewart Island Ferries, Southland Accommodation and Tourist Activities.

Staff Training - Catlins Famil

Three members of the isite team spent a day in the North Catlins walking some of the shorter tracks, visiting accommodations and Tourism Operators to familiarise themselves with what is available as the new season is about to commence.

Overall, these training opportunities have allowed the whole isite team to learn and experience local and neighbouring region's offerings. When brought back to the team, it ensures the team is offering the best possible visitor experience for our customers, which in turn creates repeat custom, and provides value to the wider Clutha District.

Well trained and knowledgeable staff leads to added value for our customers, and a good name for Clutha. This is part of our contribution to Clutha being known as a great place to visit.

4.3 Recent Activity - Catlins Information Centre

The last month of winter and the beginning of spring has seen a few more people out and about, we are even getting some international visitors returning to The Catlins. Many of our international visitors have been from Europe and a few Australians.

Spring has brought about the change in hours for some businesses through The Catlins and Labour Weekend in October will see a multitude of markets across the Clutha District including the Ōwaka Museum market and the opening of the rest of the attractions through the area.

If you're looking for a destination not too far from home for a day out and haven't been for a while, come on down and see what's on offer. We are open 7 days a week, Monday to Friday 8:30am – 5:00pm, Weekends and Public Holidays 9:30am – 4:00pm. Beat the busy season and explore what The Catlins has to offer!

4.4 Recent Activity - Lawrence Information Centre

- A monthly meeting is now being held with Lawrence Visitor Centre staff, Museum Chairperson and Clutha Development, discussing Tourism in the Tuapeka area.
- Visitors from Wanaka commented they would like to come back and spend more time in Lawrence for a more extensive visit, as it has so much more to offer than they first thought.
- A group of 35 students and teachers visited from Mosgiel, after the teacher had been to Lawrence several times, and wanted to bring her class.
- Normally cyclists return in September, but they haven't yet, possibly due to the unsettled weather.
- Overall numbers are down considerably in 2025. International numbers are up slightly.

5 District Libraries – Melissa Ellison

Council's five community libraries use their facilities and resources to provide an enormous range of services to residents and visitors alike. Both singularly and in collaboration with other council teams, organisations and community groups, our libraries and visitor information teams continue to place people at the heart of all they do.

5.1 Highlight of the month – Lawrence Community Library

Lawrence Community Library staff designed and produced new te reo signage for the library in-house. They are being rolled out across the other branches and were the focus of Council's Te Wiki o Te Reo Māori celebrations from 14-18 September. Library staff worked with our Promotions Officer and Communications team to produce some fantastic videos which can be viewed on our Clutha District Libraries Facebook platform.



Figure 5 New signage at the Lawrence Community Library, designed and made in-house by the talented Lawrence team.

The libraries team are excited about a new software platform called *Library IQ* which was offered to us by one of our library supply companies, James Bennett, for an extremely good price within current budget. We are one of the first three library networks in New Zealand to implement it. The product integrates seamlessly with our Library Management System (Polaris) and will enable us to manage our library collections in ways not previously possible.

In the long term this new software will help us manage and manoeuvre books and entire collections around the district making sure that what we have on our shelves is what our reading public want and need. In the short term it will help us plan and manage the movement of books and collections for our upcoming Tapanui move to temporary premises. (We are currently in negotiations with a very promising option. More on that to come).

A new position of Collections Librarian was recently created to oversee the library collections management, previously carried out across the Balclutha team. Three qualified candidates applied internally for the role, and we look forward to welcoming one of our current Customer Experience Officers, Renee MacPherson, to the role starting on 19 October. Our Heritage Co-ordinator role is currently being recruited for.

5.2 Visitor numbers

8,873 people visited our libraries in August. This is up from last month but down from August last year mostly due to the inevitable fall-away in visits to the Milton temporary site. Balclutha, Lawrence and Tapanui have all seen positive increases as compared to last August, particularly Lawrence Library with a 22% rise in visitors from this time last year.

9,155 people visited in September which brings the total year to date to 26,727 (1 July to 30 September 2006).

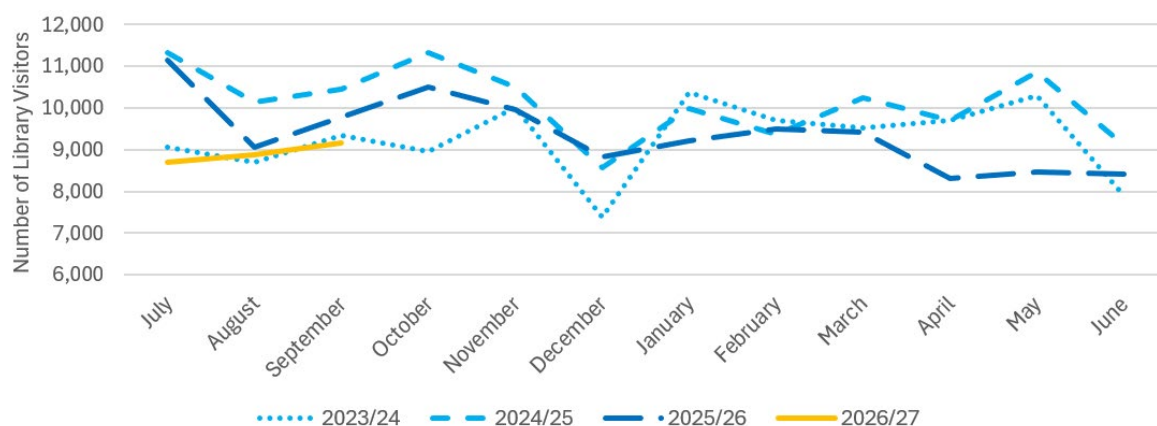


Figure 6 Monthly visitor number totals for the five Clutha District libraries

5.3 Internet sessions

Internet sessions were slightly down across all the libraries in August with the exception of Lawrence, (with an extra 22 sessions) as compared to 12 months ago. September statistics were not available at the time this report was written.

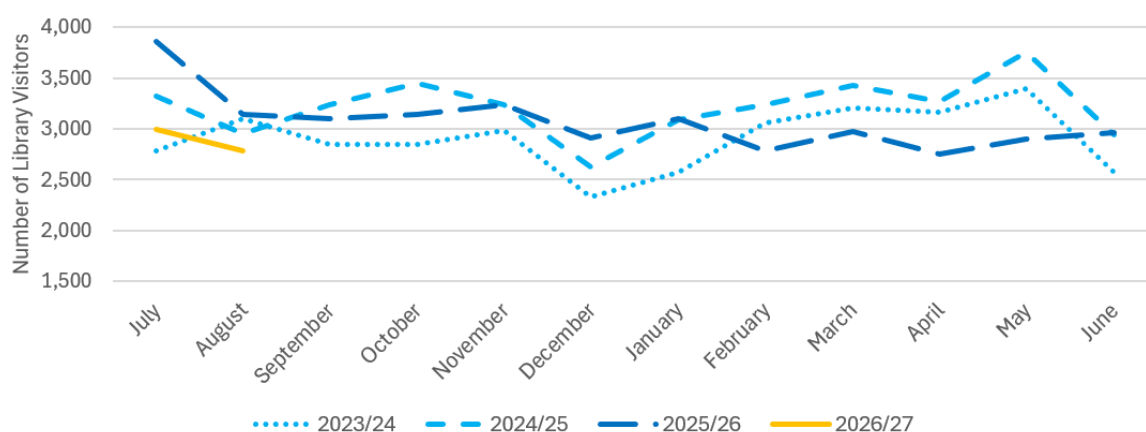


Figure 7 Monthly library internet sessions for the five Clutha District libraries as at 31 August 2026

5.4 Book issues

In August and September, a total of 21,623 books were issued across the five libraries in the Clutha District network. August figures are up by 20% compared to last August. Since the start of our financial year 32,639 books have been borrowed across the five libraries.

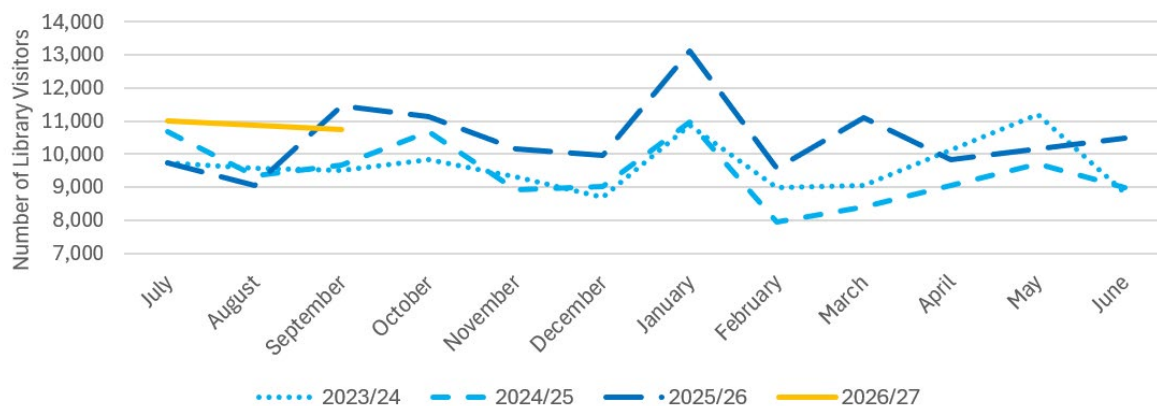


Figure 8 Monthly book issues for the five Clutha District libraries to 30 September 2026

5.5 Programmes

The number of programmes and events delivered across the library network decreased in August-September which is typical as the school holidays fell in July and predominantly October. (Figure 9). During this two-month period, our libraries offered 491 programmes, with 1,767 people attending those events.

Staff enjoy providing these opportunities to members of our communities and often work with members of our communities to bring an idea for a programme or event to fruition.

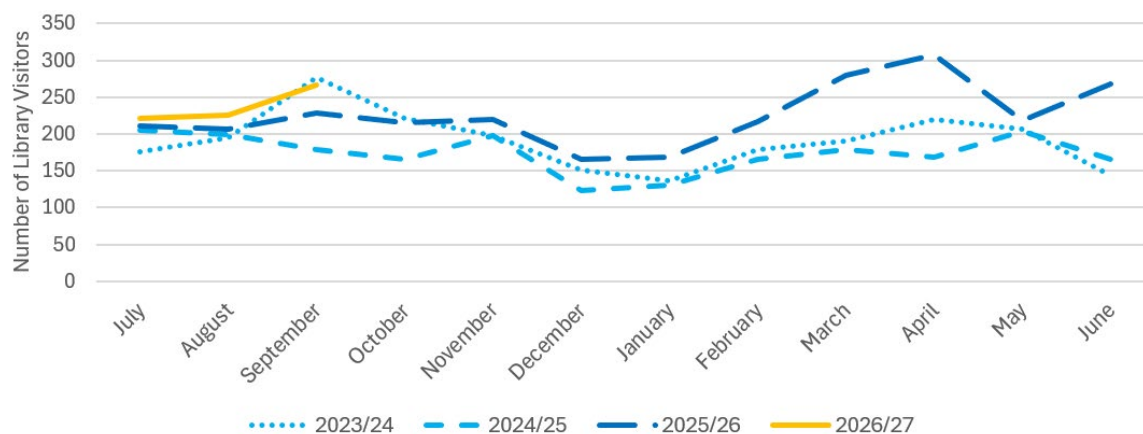


Figure 9 Total number of programmes delivered each month across the Clutha District library network

6 Community Facilities – Delwyn Burrow

The Community Facilities team have been busy keeping up with maintenance requirements throughout the council property portfolio. Work to replace the roof on all 15 units at the Naish Court community housing units has been postponed for a second time till early 2027.

6.1 Community Housing

Figure 10 shows the number of people on Council's waiting list, and the occupancy rate across Council's 98 community housing units, for the last 12 months. There are two units that are currently being upgraded ready for occupation, one in Clinton and one in Tapanui. The waiting list of community housing units has continued to climb over the last 12 months.

Housing units need to meet the requirements of the Healthy Homes Standard (HHS). The percentage of Council's units that meet these requirements are shown in Figure 11 below. The compliance level continues to sit at 100%.

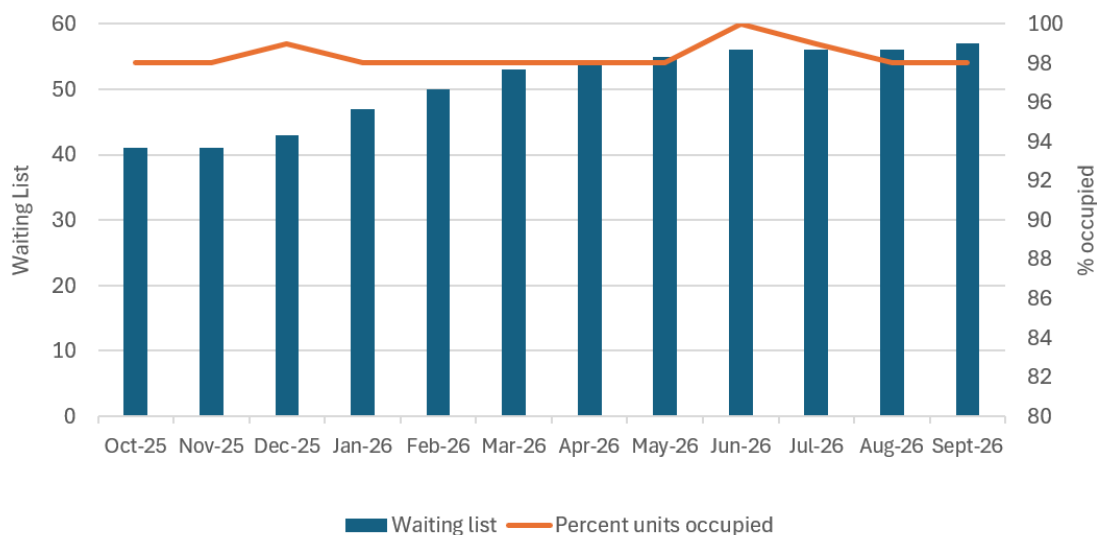


Figure 10 Community housing - wait list (blue) and percent of units occupied (red)

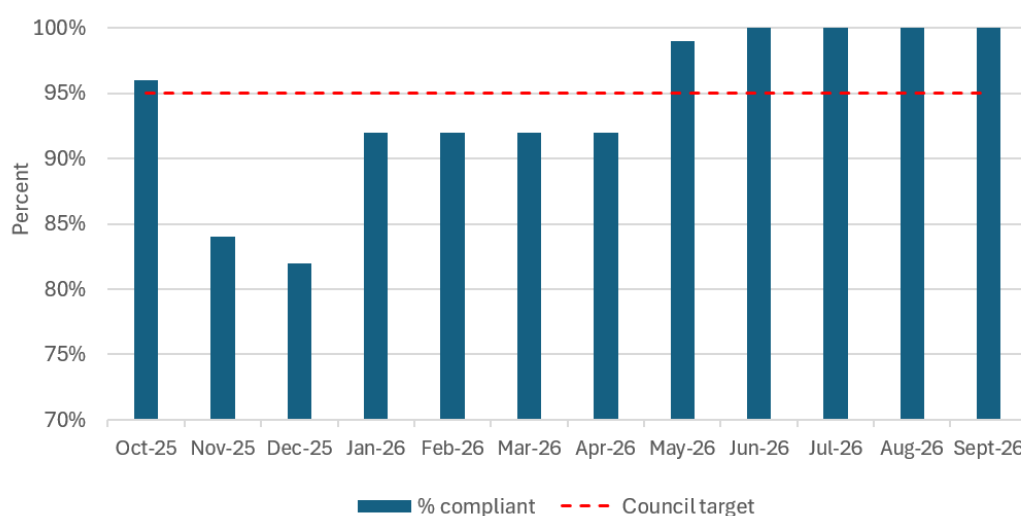


Figure 11 Healthy Homes Standard - percent compliant

The annual community housing survey was conducted between June and August 2026. A total of 69 tenants participated across 11 locations. Overall, 86% of responses were satisfied or very satisfied:

- 39% very satisfied
- 47% satisfied
- 14% dissatisfied

Results by survey area were as follows:

Survey area	Positive responses	Dissatisfied
Outside of unit	86%	14%
Inside of unit	86%	14%
Grounds around unit	71%	29%
Service received	96%	4%
Rent value for money	94%	6%

Key findings

- **Service delivery was the strongest result**, with 43 of 69 respondents very satisfied and only three dissatisfied.
- **Rent was viewed positively**, with 65 of 69 respondents satisfied or very satisfied.
- Satisfaction with the **inside and outside of units was generally high**, although each of these areas recorded ten dissatisfied responses.
- **Grounds maintenance is the main area for improvement**, accounting for 20 dissatisfied responses—the highest of all categories.
- Survey participation varied considerably. Spenser Street (Milton) achieved 100%, followed by Naish Court at 93% and Toshvale (Balclutha) at 86%. The lowest response rates were Tapanui at 40%.and Elderlee St (Milton) at 36%.

Figure 12 below shows the survey results compared to the previous three years.



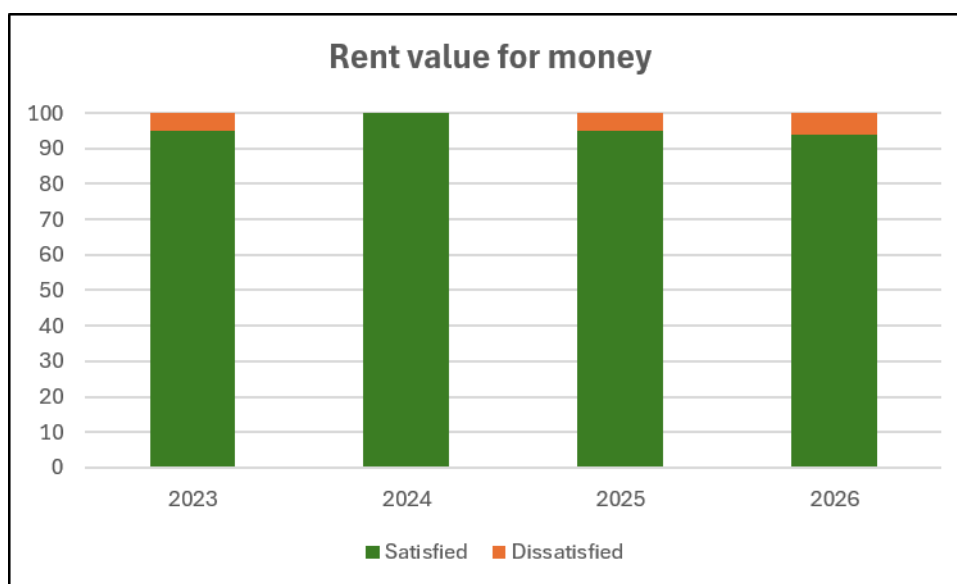
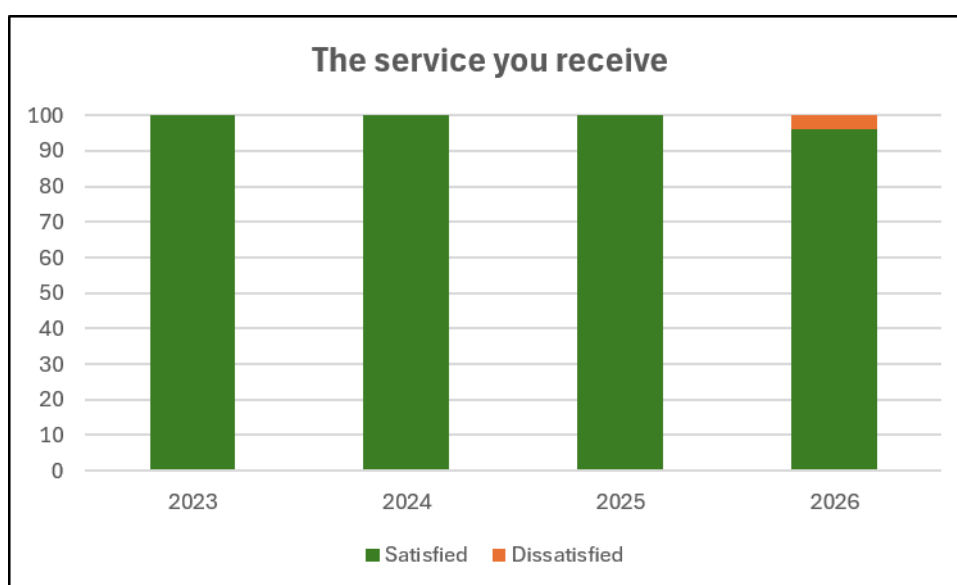
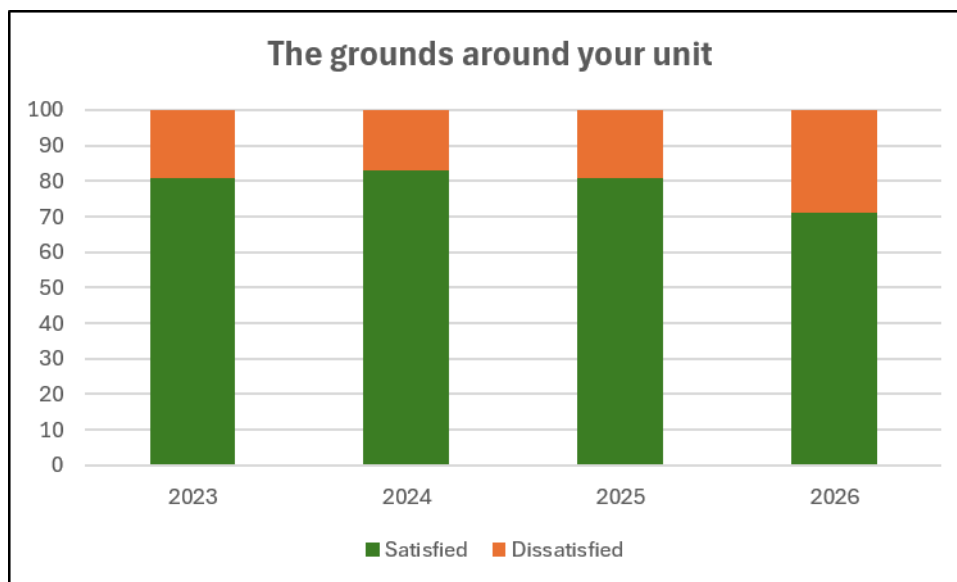


Figure 12 Community Housing Survey Results comparison to the previous 3 years

6.2 Lawrence Community Library renewal work

The facilities team (in conjunction with library staff) are planning to undertake renewal and seismic strengthening work at the Lawrence Library, using existing funding. In a WSP condition assessment report from 2020, the building was rated as grade D. Under the new building standard, an IL2 building is required to have a low probability of collapse – a minimum of 67% NBS.

It appears that alterations in 1993 removed internal walls and other bracing elements which has affected the current rating. To bring the rating to 67%, the planned work will involve removing internal linings to expose the wall framing and installing new connections and bracing elements. The central skillion ceiling also requires relining to form a competent diaphragm.

6.3 Milton Pool – 11 Park Road, Milton

Council made the decision to not re-open Milton Pool in May, as part of the Annual Plan process. Facilities and Pools staff inspected the site and identified three potential options:

1. *Do nothing.* This would likely result in the building deteriorating, with potential for vandalism.
2. *Maintain.* Continue to undertake basic repairs and maintenance on the building, as needed, until a decision is made on its future. There are specified systems in the building which require ongoing regular checks until such a time as it is demolished, or a change of use process has been undertaken which could see the removal of such systems - this would need to go through a building consent process.
3. *Change of use.* Undertake investigations, prepare a scope of work and a budget estimate to include the pool area as an extension of the Taylor Park Campground, utilizing the toilets by making them accessible with the existing Penny system and turning the pool area into parking for powered and non-powered sites (removing the roof canopy). A suitable site for an entrance would be off the roadway within the barrier arm.

7 Community Development – Lilly Paterson

The Community Development team plays a key role in supporting strong, connected and resilient communities across the district. The team works alongside residents, community groups, not-for-profit organisations and partner agencies to support initiatives and projects that respond to the needs of each place, as well as to build capacity and capability.

7.1 Community Support

The Community Development team support various groups and individuals with a range of activities. The following table shows activity since the restructure of the Community Services Department in September 2025 and includes all groups we are currently engaged with.

Group	Project	Support being provided	Current issues/barriers	Project Status
Puaka Matariki Iwikatea Incorporated	Annual Matariki Event	General event and funding support to put on their 2026 event	N/A	Complete
Samoan Society of	No particular project	General advice	N/A	Regular

the Clutha District		and support		
Balclutha Golf Club	Facility/deck extension	Funding Support	N/A	In Progress
Sport Clutha	Stencils	General advice, support to get stencils for the schools to hire out to encourage play	N/A	In Progress
Clinton/Clydevale Community Resilience Group	Purchase of emergency equipment	Funding Support	N/A	Complete
Kiribati Group	Programme start up	General advice and support	N/A	In Progress
Clutha District Combined Museums Group	Annual Plan/LTP Submissions	Funding Support	Lack of volunteers, fear of funding being cut	In Progress
South Otago Mountain Bike Inc	No particular project	General advice and support	N/A	Regular
I See You Support Group	Wellbeing/Connection	General advice and support	N/A	In Progress
Owaka Going Forward	Welcome Sign	Workshopping sign designs	N/A	In Progress
Community Facilities	LTP funding reviews	Information sorting for council workshop	N/A	In Progress
Te Kaika	Gambling Harm in the Clutha District	Initial meetings	N/A	In Progress
Balclutha Junior Football Club	Constitution	Support to update constitution	N/A	In Progress

7.2 Grant allocation and funding schemes – Sonia Farquharson

The following is a summary of in-house & external funding grants which Council administers.

7.2.1 Telford Bursary

Applications closed on Friday 5 June 2026 with 11 applications being received. Recognition was given to the following bursary recipients:

- Zoey Marshall granted \$2,000
- Shayden Hunter granted \$1,000

7.2.2 Creative Communities Scheme

The first funding round of the Creative Communities Scheme closed on 6 September 2026. The assessment committee met on the 1 October to decide the recipients; there was a total of 7 applications received. The following grants were awarded:

- Waiwera South School - \$3,500.00
- Southern Cancer Society Trust - \$2,036.20
- South Otago Patch Group - \$1,584.30
- Lawrence Creative Arts - \$2,250.00

- The CanInspire Charitable Trust - \$688.00

The other 2 applications unfortunately did not meet the funding criteria and therefore were not awarded their funding requests. The second round of funding will close on the 28 March 2027.

7.2.3 TLCC Fund

Applications will open again shortly for round 2 and will close 4 November 2026.

7.2.4 Sport NZ Rural Travel Fund

Applications will open shortly in October and will close on the 6 November 2026.

7.3 Youth Development

There are some major changes underway within the Youth Development activity, and this section provides a high-level summary of these changes, plus any relevant updates.

7.3.1 Jobbortunities – Helen van der Linden

The Mayors Taskforce for Jobs (MTFJ) Jobbortunities programme has entered a new phase following changes to the Ministry of Social Development (MSD) contract and the appointment of a new programme team.

Helen van der Linden as Programme Manager and Tiana Milford as Programme Coordinator started their contract on 1st September. Since then the focus has been on transitioning existing clients, establishing relationships with local employers and community agencies, and implementing the requirements of the new programme structure.

Under the revised MSD requirements, MTFJ Jobbortunities now works with eligible clients aged 18-24 years old for a maximum of 12 weeks instead of the previous 6 months, a challenge for all MTFJ teams nationally, although the option to request extensions for individuals who are committed to the programme is available.

Building strong connections across the Clutha District has also been a priority. The team has been engaging with employers, secondary schools, MSD and other community and employment-focused organisations to strengthen referral pathways and identify opportunities for local jobseekers. We have identified an area that requires development, Health Advocacy for Youth who need support navigating the NZ Health System - we will reach out to local agencies to see where this support might be sourced from.

As of the September 30th, we have early success placing six clients into full-time work and working with 24 clients from across the Clutha District.

7.3.2 He Poutama Rangatahi (Jobbortunities Foundations) – Tanya Ridings

Tanya is the new Rangatahi Pathways Manager, having only just begun this role in mid-September she is settling in very well. While we are only just starting to get this exciting new programme off the ground, the team has been busy designing different advertisements, the programme content and networking district wide to get the word out and the referrals flowing in. We have advertised for a coordinator to join the team and help facilitate more of the physical, outside education activities alongside Tanya. Tanya is based out of TPOMA and is more than happy to chat with anyone who would like to know more about the

programme.

7.3.3 Youth Council

The Youth Council are currently working on a few different projects:

- The Ripple Effect (mental health) – interviews have been scheduled and will take place at the end of October
- Quiz – Youth Council is holding a quiz night on Friday 30th October, as a fundraiser for Clutha Budget Advisory Service (Figure 13).

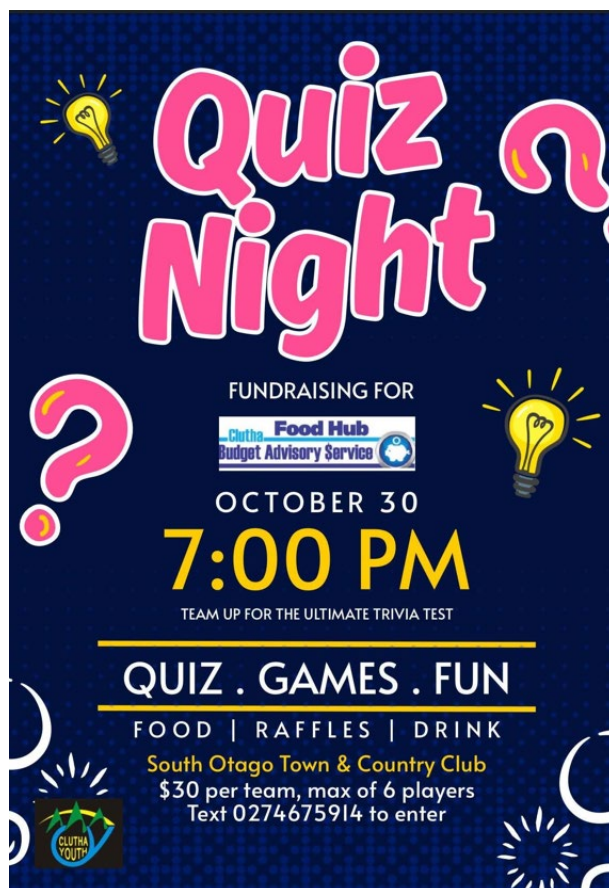


Figure 13 Youth Council Quiz Poster

7.3.4 Youth Worker Update – Rachael Walker

Since August, engagement with the Clutha Youth Worker service has continued to grow steadily. The regular mentoring day at South Otago High School remains in place, with new referrals received through Kahukura Aroha Social Services. Both individual and group mentoring sessions continue to achieve positive engagement, with young people choosing to participate on an ongoing basis.

The mentoring service has also expanded to Catlins Area School, where the Clutha Youth Worker now provides support on a weekly basis.

Collaboration has commenced with the new Jobbortunities team, enabling the Clutha Youth Worker to provide young people with assistance and support as required.

Planning is underway to pilot a regular social evening for young people in smaller communities across the district. The initiative is subject to funding, and an application is currently being prepared. The first pilot event is proposed for Tapanui in the new year.

The Clutha Youth Worker role continues to strengthen its presence within the community by providing guidance and practical assistance to rangatahi and young people, supporting positive outcomes and future opportunities within the district.

Overall, the Clutha Youth Worker service provides a constructive and accessible resource for a diverse range of young people. It offers support, guidance and a safe, respectful environment in which young people can be heard.

7.4 Community Plans – Zavana Morgan

Zavana has been in her role as Community Development Officer for three months. During this time, she has had the pleasure of meeting with community groups across the district, building positive relationships, starting new projects, and learning about the history and initiatives outlined in the Our Place Community Plans. She has also established procedures and created new community information flyers.

7.4.1 New projects

Community Plan development takes time, but the district has made fantastic progress. Since August, new projects identified in community plans have included:

Project	Project Lead
Tuapeka Mouth Punt Development & Promotion	Council Staff
Core Board (AAC) – Moore Park	Community Member/Project Bruce
Changeable Message sign	Clinton Community Committee
Pounawea Playground – Scope development	Cr Dane Catherwood
Wangaloa Domain improvements	Kaitangata Promotions

7.4.2 Project highlight 1 – Tuapeka Mouth punt development & promotion:

This project aims to increase awareness of and visitation to the Tuapeka Mouth Punt. The punt is more than a transport service; it has unique heritage.

Shown below are some of the key things ready to start being installed:

1. Brown directional tourist signage near Beaumont Highway and Essex Street turnoff.
2. A themed destination signpost on the mouth domain.
3. Punt Passport - an activity to promote the punt and engage the district, offering a cost-friendly option for people of all ages. It is an A5 booklet that will launch during the summer holidays with a prize draw, then remain available as an ongoing resource. Activities include visiting the Punt and the library for a stamp, and visiting a public park, historic area and a walking trail.

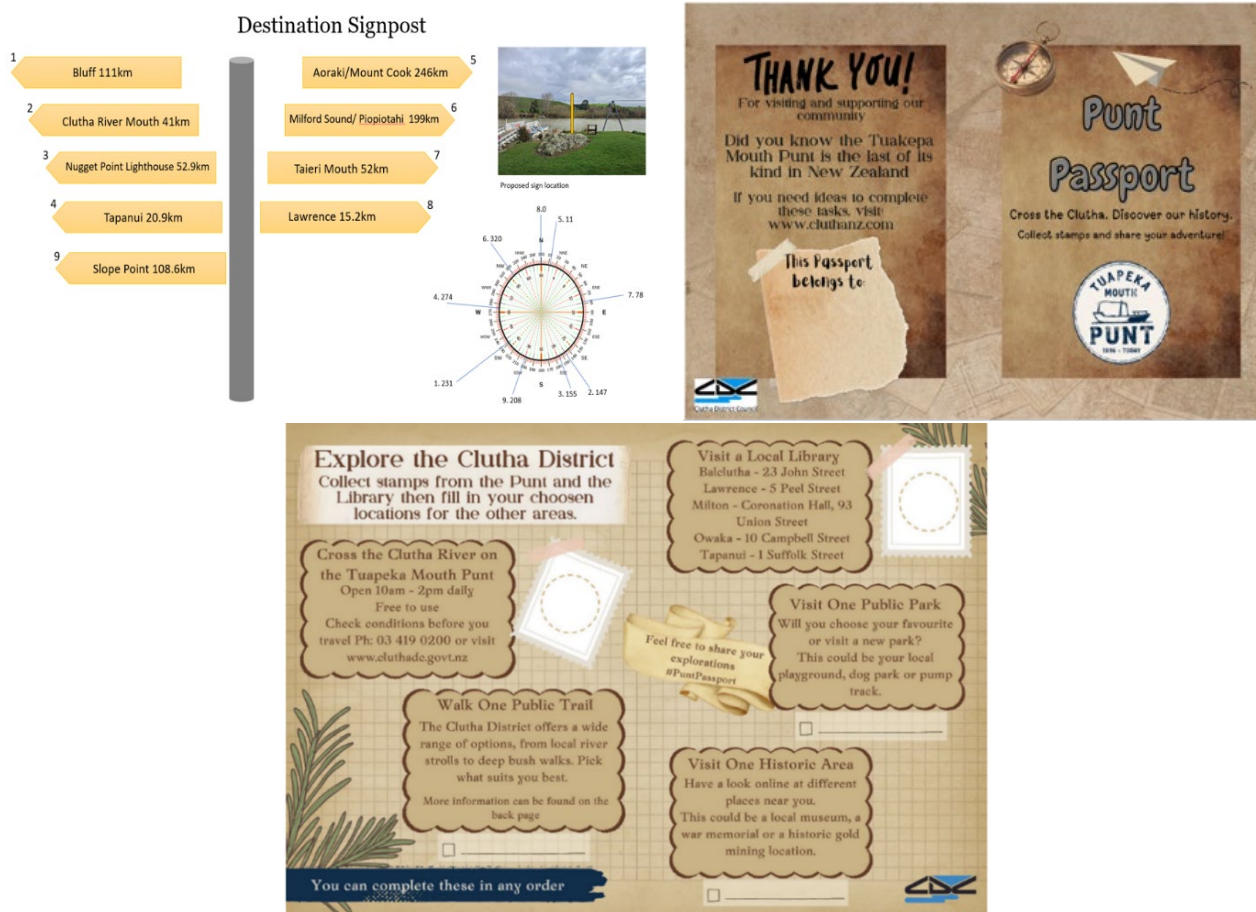


Figure 14 Destination Sign and Punt Passport Design

7.4.3 Project highlight 2 - Core board (AAC) at Moore Park:

Core boards support augmentative and alternative communication (AAC) by providing visual cues that help non-speaking or speech-delayed individuals express their needs, feelings, and play choices. They are used internationally. Currently, 11 districts use public code boards, including Waimakariri District Council and Kapiti Coast District Council.

The first core board is being installed in Moore Park, and other community projects are considering similar boards throughout the district, including at the Tuapeka Mouth Ferry, using water-based visual cues. The photo below is from the talkLink website and shows the communication boards they provide



Figure 15 Image from: TalkLink - Resources for Download

8 Aquatic Services – Holly Ramsay

Balclutha Centennial Pool is open year-round, Milton Pool has now closed, and the new Elsie Stewart Library and Pool is expected to open in 2028.

8.1 User numbers

Usage is slightly down on the same time as last year (500 users) however it is well ahead of where we have been in the 5 years previous apart from that. This is possibly the effect of previous unexpected shutdowns early in the year and swimmers regularly routines being disrupted and not yet resumed.

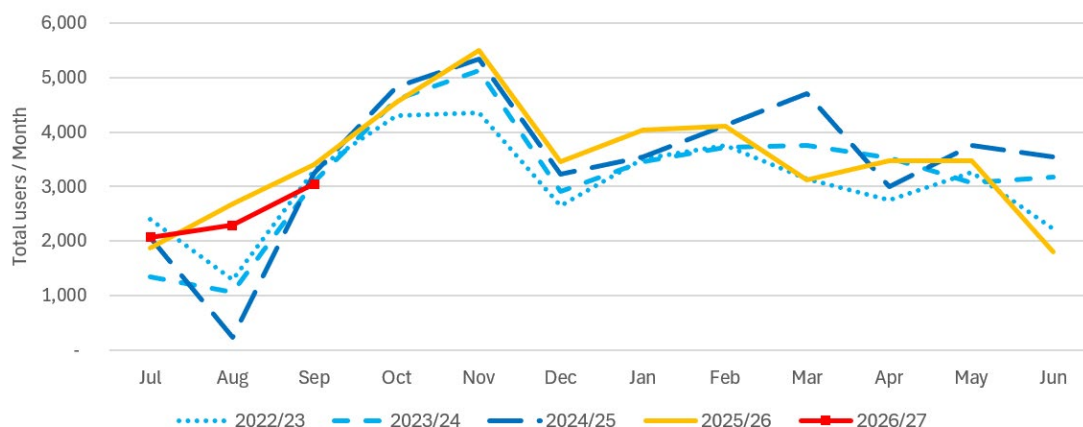


Figure 16 Balclutha Pool - Monthly Pool Users

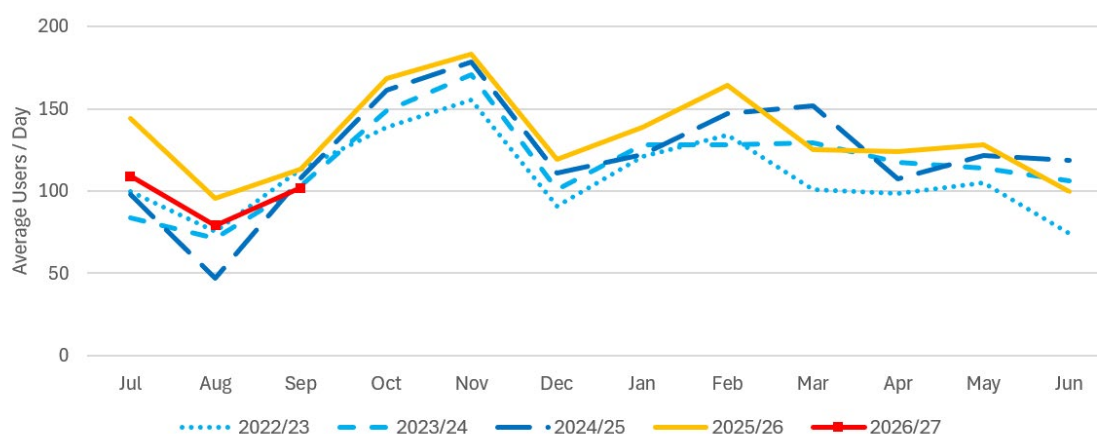


Figure 17 Balclutha Pool - users per day

8.2 Water Quality

Swimming pools should conform to the NZ Standard for water quality to maintain safe water for people to swim in. By regularly testing the pool water, early detection of chemical imbalances or changes can be monitored and corrected. It would be extremely rare to see every water test being within range, as we have patrons who disrupt the chemical balance. We consider 80% of water tests falling within the range to be acceptable and above 90% to be excellent.

The graph below shows the percentage of tests from Balclutha Centennial Pool that met the standard over the last 12 months and shows the high standard we maintain our swimming pool water at.

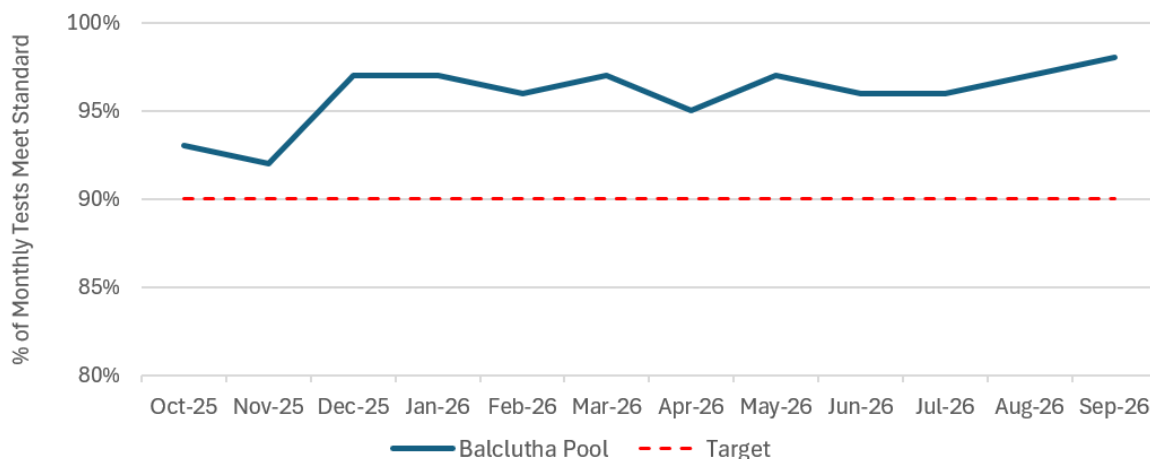


Figure 18 Swimming Pool Water Quality Standards Met - last 12 months

9 Ranger Services & Camping – Ian Royle & Delwyn Burrow

Council provides a range of services relating to camping and other outdoor activities, and two key activities are reported on below.

9.1 Ranger Services

Ian Royle has returned to his regular ranger duties, with thanks to Pete Burtonwood for filling in on a part-time basis over winter. Pete and Jordan Asplet led the installation of a new sign at the Hina Hina Domain, to help address issues with campers behaving inappropriately. Camper and other activity is starting to pick up, as we move into Spring (Figure 20).



Figure 19 A new sign was erected by the Freedom Camping team at Hina Hina Reserve

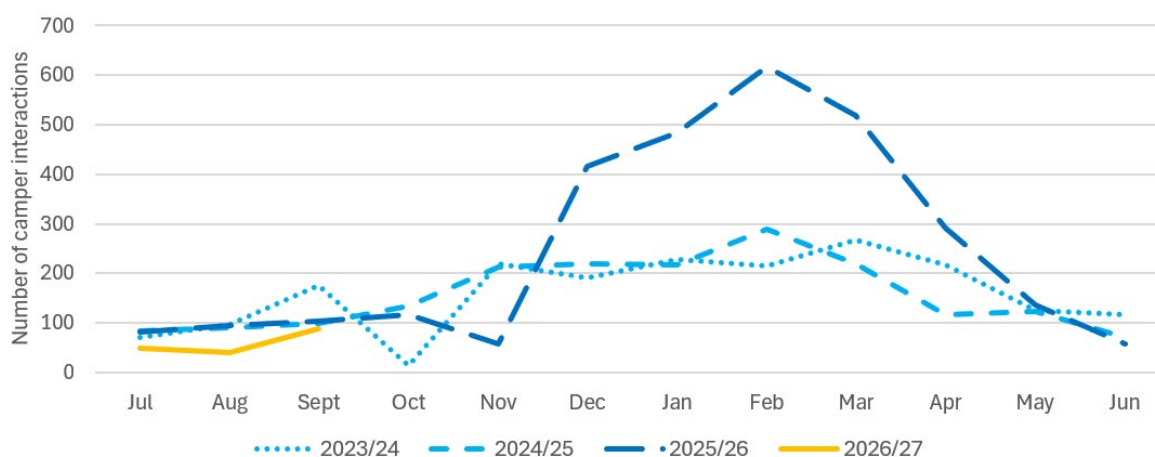


Figure 20 Number of interactions with freedom campers

9.2 Taylor Park Campground

Income and usage data is shown in Figure 21 and Figure 22, for long term campers (>1 week) and casual stays. Overall income for August increased significantly compared to August the previous year. The number of casual bookings has decreased over the winter, but campers are staying longer.

A recent review from a casual camper at Taylor Park Campground is shown below.

★★★★★ 2 days ago **NEW**

We stayed at quite a few Kiwi camps during our trip, and this one is a real gem — by far our favourite! The kitchen is spacious and very well equipped, and the showers and toilets are very clean. When you're travelling around in a van, finding a place like this at such a great price feels like pure luxury!

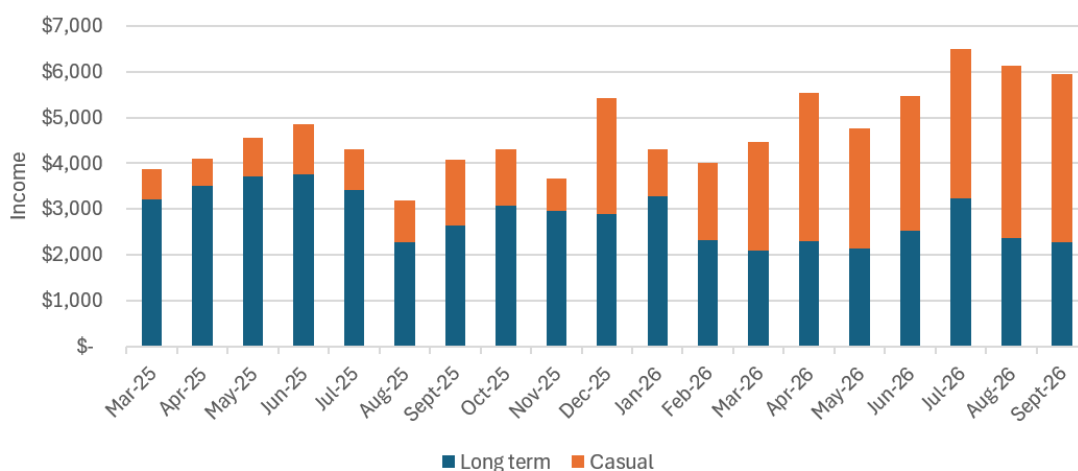


Figure 21 Taylor Park Campground – Income

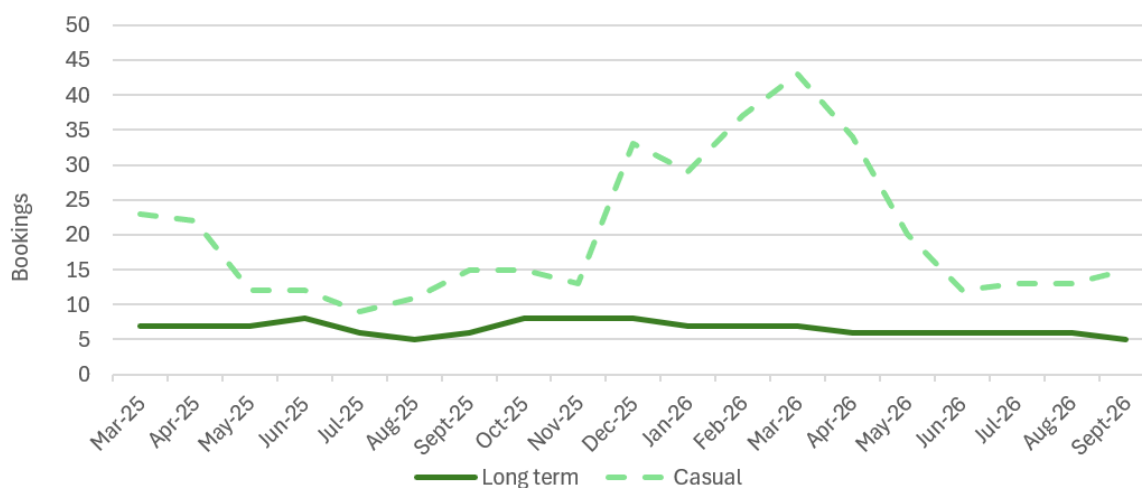


Figure 22 Taylor Park Campground - Bookings

10 Clutha Development – Linda Moore

Clutha Development provides a flexible, adaptable and proactive economic development role for the Clutha District, responding to changing needs and opportunities while maintaining a focus on strengthening the local economy and communities.

10.1 Empowering workforce and business growth

Working alongside businesses, training providers and industry to support business growth, investment, and a strong, sustainable local economy.

Clutha District Business Project Group Update

Purpose:

To progress collaborative solutions to the business priorities of workforce attraction, workforce retention and community connection and housing as an economic enabler.

Progress:

- Community Housing Trust: Building Housing Solutions for Clutha – proposal for a Community Housing Trust, seeking council support in principle to progress the establishment of a district-wide Community Housing Trust.
- Workforce attraction support: We continue to assist businesses by connecting partners of people relocating to the district with local employment opportunities through our business network.
- Welcome to the Clutha District Initiatives: Scoping interest as identified by the project group:



Impact:

- Moving from identifying workforce and housing barriers to developing practical responses that support businesses to attract and retain the people they need.
- Strengthening the support available to people and families relocating to Clutha, helping them connect with employment, services and their new community.
- Progressing longer-term housing solutions alongside immediate workforce initiatives, supporting business growth and stronger, more connected communities.

10.2 Attracting Visitors, People and Investment

Promoting the Clutha District as a place to live, work, visit, and invest, while supporting initiatives that encourage new residents, skills and investment into the district.

Clutha Stay a While

Purpose:

To monitor changes in the national tourism environment and understand the potential implications and opportunities for Clutha's visitor economy.

Progress:

- A recently announced National Party election policy proposes distributing a proportion of International Visitor Levy (IVL) revenue directly to councils from July 2027, based on each district's share of international visitor guest nights.
- The proposed methodology is particularly relevant for Clutha. Current published Accommodation Data Programme (ADP) statistics are based on commercial accommodation providers with six or more stay units and do not currently report smaller hosted accommodation providers or holiday homes.
- Clutha Development has been reviewing and updating the district's accommodation inventory, including providers listed through online booking platforms, to better understand the total accommodation capacity and the extent to which current ADP statistics reflect visitor stays within the district. This work indicates that a significant proportion of Clutha's smaller accommodation and holiday-home market is not currently represented in the published ADP statistics.
- Based on the proposed allocation formula and information currently available, our indicative calculation suggests Clutha's potential IVL allocation would be around \$159,000.

Impact:

- A more complete understanding of Clutha's accommodation and international visitor market will help ensure the district is well positioned to respond to any future tourism funding model and advocate for rural and smaller destinations to be appropriately recognised.
- Economic development and destination management are integrated functions, with visitor growth contributing to business activity, employment, investment and vibrant communities. A future IVL allocation could provide additional capacity to grow the visitor economy and support delivery of Clutha's destination management priorities.

Kaitangata – Southern Scenic Route

Purpose:

To encourage greater visitor dispersal and experiences across the district, connecting visitors with Clutha's communities, attractions and experiences and increasing opportunities for them to stop, stay and spend.

Progress:



Kaitangata has now been formally recognised by NZTA as an official side route of the Southern Scenic Route. This is the successful outcome of a request by Kaitangata Promotions and has involved collaboration and advocacy over a number of years between the community, Clutha Development and Southern Scenic Route partners.

Impact:

Provides Kaitangata with greater visibility through an established visitor touring route, supporting visitor dispersal and opportunities for visitors to stop and connect them with the wider Clutha visitor experience. The outcome also demonstrates the value of sustained

collaboration, with destination development projects sometimes requiring several years of coordination before benefits can be realised.

New Clutha Development Website

Purpose:

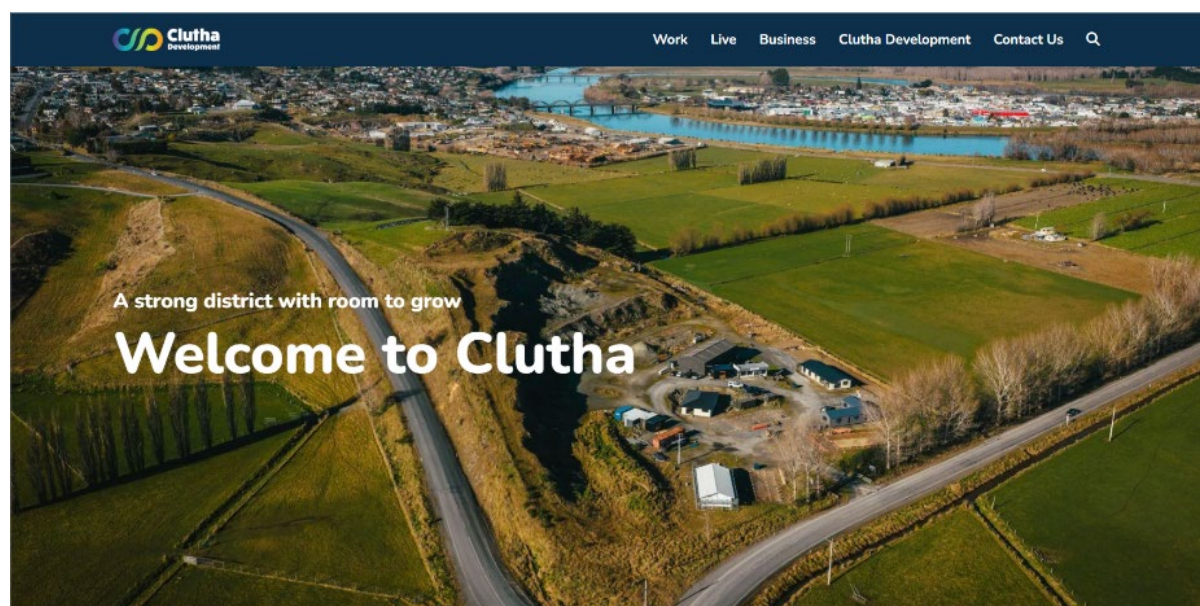
To provide a clear digital platform that communicates Clutha Development's economic development role, services and support, while strengthening the distinction between the organisation and the CluthaNZ destination brand.

Progress:

A new [Clutha Development website](#) has been launched, focused on economic development and the support available to businesses, investors, employers, people considering moving to the district, and communities. Visitor-focused content continues through the dedicated CluthaNZ website, providing clearer pathways for the different audiences while retaining strong connections between the two platforms.

Impact:

Creates a clearer and more accessible entry point to Clutha Development's services and better communicates our role as the district's Economic Development Agency. Separating the corporate and destination platforms also enables CluthaNZ to have a stronger visitor focus, while demonstrating how destination management, workforce attraction, business growth and investment form part of an integrated approach to growing the district.



Clutha is a productive and connected district, with strong communities, established industries and opportunities for people and businesses to build their future.

Clutha Development supports economic and community development across the district, working with businesses, employers, investors, communities and partners to identify opportunities, make connections and progress practical initiatives.

Whether you're looking to **work, live, grow a business or invest in Clutha**, you'll find information, insights and support to help you get started.

10.3 Enabling Thriving Connected Communities and Local Economies

Supporting local initiatives, partnerships and projects that strengthen community wellbeing, economic resilience and district-wide collaboration.

Clutha District Community Resilience Planning Initiative (Revised Programme Proposal to DIA)

Purpose:

To strengthen community resilience and preparedness across the Clutha District by supporting communities to identify vulnerabilities, build local capability and develop practical, locally led solutions.

Progress:

Clutha Development has worked with Council to revise and resubmit the Community Resilience Programme funding application to the Department of Internal Affairs in September 2026.

The revised programme reflects progress made by communities since the October 2025 wind event and recognises that communities are now at different stages of preparedness. The programme proposes a flexible approach across eight communities, ranging from developing or strengthening resilience plans through to implementing priorities already identified.

The revised proposal also includes a Community Resilience Action Fund, enabling funding to be directed to locally identified priorities such as equipment, communications capability, resilience hub improvements or training, based on demonstrated community need.

Impact:

The application is approved, the programme will enable communities to build on work already underway rather than starting again, while providing additional support where resilience planning is less developed. It will strengthen local capability and relationships, support practical action, and provide a stronger district-wide evidence base to guide future resilience investment.

Clutha District Council

Item for INFORMATION

Report	Finance & Policy Department Update
Portfolio Heads	Councillor Simon McAtamney, Councillor Dane Catherwood
Meeting Date	15 October 2026
Item Number	11
Prepared By	Sharon Jenkinson – Finance & Policy Group Manager
File Reference	1059875

REPORT SUMMARY

This report provides an overview of the activities that make up the interests within the Finance and Policy Department.

RECOMMENDATION

1. That Council receives the 'Finance & Policy Department Update' report dated 15 October 2026.

REPORT

1. Background

Activities and attendances for the team since the last report are set out below:

Date	Meetings Attended	Participation
21 Aug 2026	Southern Waters Finance & Commercial workshop	GM
21 Aug 2026	Strategic Planning Management Team Meeting	Finance & Policy
24 Aug 2026	Civil Defence Monthly Meeting	Function Leaders
24 Aug 2026	Otago Strategy Managers Meeting	Policy
28 Aug 2026	Southern Waters Future Finance Arrangements	Finance
1 Sept 2026	Senior Leadership Team	GM
3 Sept 2026	Risk & Assurance Meeting	Finance & Policy

3 Sept 2026	Strategic Planning Management Team Meeting	Finance & Policy
4 Sept 2026	Southern Water – Finance and Commercial Advisory Group	GM
7 Sept 2026	Clutha Three Waters Opex Cost Workshop	Finance
10 Sept 2026	Council Workshop Long Term Plan	Finance & Policy
17 Sept 2026	Council Workshop Long Term Plan	Finance & Policy
17 Sept 2026	Council Meeting	Finance & Policy
18 Sept 2026	Southern Water – Finance and Commercial Advisory Group	GM
22 Sept 2026	Strategic Planning Management Team Meeting	Finance & Policy
24 Sept 2026	Finance & Policy Team Meeting	Finance & Policy
28 Sept 2026	Civil Defence Monthly Meeting	Function Leaders
29 Sept 2026	Senior Leadership Team	GM
1 Oct 2026	Strategic Planning Management Team Meeting	Finance & Policy
2 Oct 2026	Southern Water – Finance and Commercial Advisory Group	GM
2 Oct 2026	Infometrics Briefing	Policy
5 Oct 2026	Otago Strategy Managers Meeting	Policy
7 Oct 2026	RAG: El Niño prolonged wet cold conditions in South/West Otago	GM
8 Oct 2026	CDC / QV – Revaluation Meeting	GM
14 Oct 2026	Council Workshop Long Term Plan	Finance & Policy
15 Oct 2026	Risk & Assurance Meeting	Finance & Policy
15 Oct 2026	Council Meeting	Finance & Policy

2. Staffing

Wayne Alcock, Senior Policy Advisor position commenced with CDC on 28 September 2026.

3. Annual Report

Preparation of the 2025/26 Annual Report continues. Deloitte commenced its audit in September 2026, and while the project remains behind schedule, staff continue to make progress across key workstreams and are working closely with Deloitte to minimise further delays. Wherever possible, completed sections of the Annual Report and supporting working papers have been provided to Deloitte to enable audit work to proceed. The financial statements have not been finalised at the date of this report due to issues identified with the original data migration to the new ERP system. Staff are working closely with Datacom to resolve these issues and support completion of the remaining financial reporting requirements.

4. Long Term Plan 2027/37

Council Workshops have provided direction to staff on a range of matters particularly activity management plans and areas of concern to inform a rating review. Workshops on the LTP since the last report have covered following matters.

10 September 2026

- Government Reform Update
- Overhead Model Review
- Residents Survey 2026
- Public excluded session: Mt Cooe Procurement

17 September July 2026

- Government Reform update
- Overhead Model Review
- LTP Assumptions
- Open Spaces AMP
- Community-owned facilities funding model, and key policy elements
- LTP Residents Consultation

14 October 2026

- Government Reform update
- Budget Options initial view
- LTP Early Engagement
- Capital Projects
- Draft Climate Change Strategy
- Solid Waste AMP

5. Datascape ERP Implementation (Category A Project)

Council has been operating and transacting within the Datascape ERP system since 1 July 2025. While the system is now fully operational, a range of issues across several modules continue to be identified and addressed. Staff are working closely with Datacom through regular meetings to resolve these matters and improve system performance.

The 2025/26 financial year represents Council's first year-end process within the Datascape environment. As a result, the year-end and financial reporting process has required additional staff effort and resources as new procedures are established and validated. This has been further impacted by outstanding data migration and system configuration issues, some of which remain unresolved and continue to affect completion of key financial reporting activities. Staff and Datacom are actively working through these matters to support the finalisation of the Annual Report and audit process.

6. Council Property

The Finance Team maintains Council's corporate property database, comprising more than 600 Council-owned properties with a range of land uses including reserves, endowment land, crib sites, utility sites, and vacant land.

The team also administers approximately 225 leases across the property portfolio. This includes monitoring lease expiries, assignments and renewals, obtaining rental valuations, undertaking rent reviews in accordance with lease conditions, and ensuring Council achieves an appropriate return on its property assets.

Staff commenced a review of Council-owned properties and their classifications to improve the accuracy of property records and support effective asset management and decision-making. This is a substantial piece of work and remains ongoing.

7. General Grant Allocation

Council provides general grants to assist organisations providing projects/activities which benefit the residents of communities within the Clutha District. The Finance Team is responsible for the Fees Reimbursement Scheme.

Fees Reimbursement Scheme

Since the beginning of this financial year, the following reimbursements have been made for Council fees and charges. The budget for this account is \$15,600 for the year 1 July 2026 to 30 June 27.

South Otago Indoor Bowls	Aug 2026	920.00
South Otago Creative Arts	July 2026	162.00
Lawrence Heritage & Cultural Charitable Trust	Aug 2026	4,664.00
Clutha Budget Advisory Service	July 2026	1,500.00
Clutha Valley Primary School	Sept 2026	200.00
Tapanui Indoor Bowling Club	Sept 2026	250.00
Balclutha Volunteer Fire Brigade	Sept 2026	745.20
Total		7,832.85

The fees reimbursement scheme supports local non-profit organisations by helping to reduce council-related fees for one-off projects or events that benefits residents of the Clutha District. Funding is capped at \$1,500 per organisation, per council financial year. Applications and more information can be found on Council's website.

There have been no reimbursement for the year to date.

Property Rent Reimbursement

Property rent reimbursement is limited to 75% market rental paid to Council to a maximum of \$1,500 per year per organisation.

There is a budget of \$8,800 with no payment's year to date.

8. Rating

The Rates Team is responsible for maintaining the District Valuation Roll, comprising 13,169 properties throughout the district, and for the calculation and invoicing of rates for 11,113 rating assessments each quarter. Rates for the 2026/27 financial year were successfully processed and assessments were issued on 31 July 2026. Focus has now shifted to the preparation and distribution of second instalment notices, which are scheduled to be issued at the end of October 2026.

Rates Rebate Scheme

The Rates Rebate Scheme was established by the Government to provide a subsidy to low-income homeowners to help meet the cost of their rates. Local councils administer the scheme and are reimbursed by the Government for all rates rebates. A reminder that this is not a benefit but an entitlement like any other form of tax refund. The maximum amount you can receive for the 2026/27 year is \$830 (2025/26 \$805).

Rebates processed to date are as follows :

	Full Year 2025/26	YTD 2026/27
Rebates Processed	788	577
Total Amount	\$607,312	\$470,831

9. Council Policies

Policies due for Updates

Since the last report the organizational policy Fleet Management Policy and Procedures has been created. This is a new amalgamated policy incorporating the former Policy on Purchase of Council Vehicles and the Employee Use of Council Vehicles Procedures

It was previously reported to Council the finalisation of the remaining updates of the Council's policy suite was to be reinvigorated following appointment of the new Senior Policy Advisor early September. This will now commence following the advisor's appointment on 28 September with a view to outstanding policy updates (Attachment A) being completed by December 2026.

In addition to the policies in Attachment A are a number of LTP related policies scheduled for review as part of the LTP 27-37.

Attachment A

Council Policies Update Program – Remaining Policies Reviews In Progress**Council Policies**

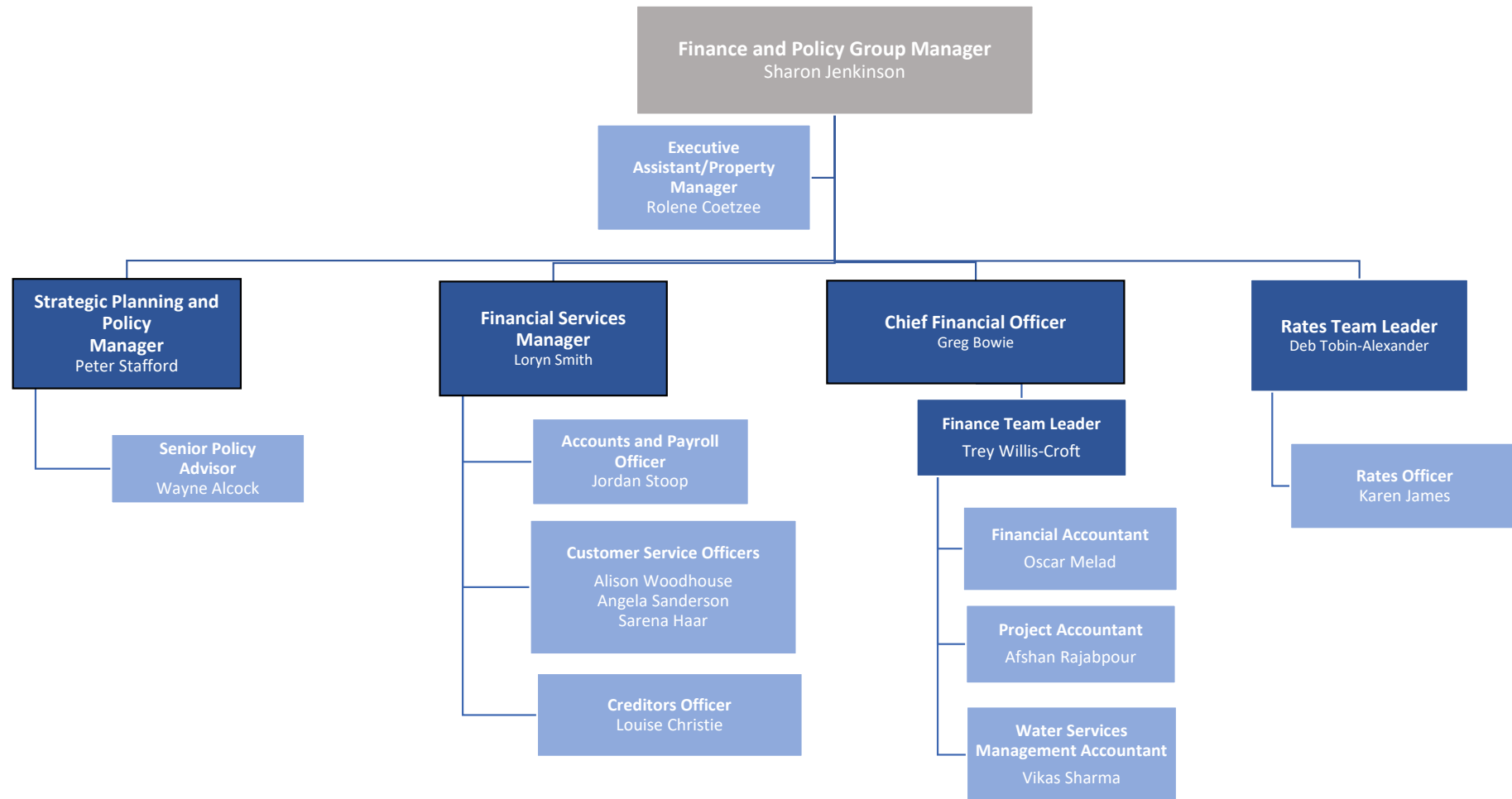
Policy Name	Responsible Group
Policy on ANZAC Day	Chief Executive
Policy on Smokefree Public Places	Community Services /Infrastructure Ops
Policy on Accidental Death Insurance Cover	Finance and Policy
Property Policy (Proposed amalgamated Policy) To subsume Policy on Market Rentals on Council Property (2007) & Policy on Property Portfolio including Sale of Council Property to Staff	Finance and Policy
Policy on Biodiversity Funding (2021)	Regulatory
Policy on Earthquake-Prone buildings (2006)	Regulatory
Policy on Community Committees	Chief Executive
Policy on Community Funding (2021)	Community Services
Policy on Freedom Camping (2020)	Community Services
Policy on Procurement (2017)	Infrastructure - Assets

Organisation Policies (For CE Approval)

Policy Name	Responsible Group
Electronic Communications Policy	Internal Services
CCTV Policy (New) To incorporate Wearable Video Cameras Policy	Internal Services
Policy on ownership and maintenance of drainage laterals	3 Waters
Policy on construction around pipelines	3 Waters
Policy on road occupation	Infrastructure - Assets
Policy on stock crossings, races on road reserve and stock underpass	Infrastructure - Assets
Staff Policy on Water Rates Remission	Three Waters
Policy on Cemeteries	Infrastructure - Green Spaces
Policy on trees in road reserve and amenity trees	Infrastructure - Ops
Policy on damage to utilities services by third parties	Infrastructure - Ops
Policy on water channel vehicular crossing	Infrastructure - Ops
Policy on funding forestry roading	Infrastructure - Ops

Attachment B

Finance and Policy Group - Organisation Chart



Clutha District Council

Item for INFORMATION

Report	Regulatory Services Department Update
Portfolio Heads	Councillor Rachel Harrison, Councillor Dean McCrostie
Meeting Date	15 October 2026
Item Number	12
Prepared By	Olivia Restieaux – Regulatory Group Manager
File Reference	1059872

REPORT SUMMARY

This report provides an overview of the activities that make up the Regulatory Department. This report provides key performance data and updates from the teams within the department.

RECOMMENDATIONS

- 1 That Council receives the ‘Regulatory Department Update’ report.**

REPORT

1 Background

This report gives an overview of the Regulatory Department activities since the last Council meeting.

2 Department overview

- Clutha Stars remains a focus; the Regulatory Administration Team have now received Silver status.
- All teams are performing reasonably well in regard to statutory timeframes, with teams either at 100% or close to 100%.
- Several Regulatory staff (alongside staff from other Departments) played a key part in organising Te Wiki o te Reo Māori 2026 celebrations for CDC.
- Recruitment will be undertaken for the vacancies for Regulatory Services Officer, Building Control Officer, Planning Officer, Planner and Team Lead Planning.
- We are finalising a streamlined approach for how we triage customer enquiries, particularly for the Building and Planning Teams so that we can provide more consistent customer service.

3 Animal Control Team

- Dog Registration reminders have been sent out either by email or post.
- Next step the Animal Control Team will be visiting properties where dogs were previously registered and issue a seven-day letter.
- Infringements will then be issued to non – compliant customers.
- The Animal Control Team has been undertaking parking enforcement and has met with other Council's such as QLDC to consider how to streamline our parking processes and will lead to us drafting a CDC parking policy.

Statistics

Dogs in the District 29/09/26

Total Dogs	6132	
Total Registered	5233	85%
Not Registered	892	
Total Dog Owners	3770	
Total Dog Owners with registered dogs	2666	

Customer Service Requests

Number of service requests	256
Contacted KPI	98%
Resolved KPI	100%

4 Administration Team

- The Administration Team are performing well with Liquor Licensing, Food Licensing and LIMs all being processed within timeframes.
- The Team continues to work on process improvements.
- The Team have now received their silver star in conjunction with Clutha Stars.
- Recruitment for a team member has been approved and the process has started.

Statistics

District Licensing Committee

Licensing activity since the last Regulatory and Policy Committee meeting has resulted in the issuing of the following:

From 1 August – 31 August 2026

9	Special Licences
4	Managers
1	Temporary Authority
5	Off Licences
5	On Licences
2	Club Licences

Food Licensing

Processing food licensing within statutory timeframes is 100%.

Land Information Memorandum (LIM)

LIM activity since the last Regulatory and Policy Committee meeting has resulted in the issuing of the following LIMs:

Month	Number of LIMs	% issued within timeframe
August	32	100%
September	36	100%

5 Building Control Team

- The Building Control Team continues to receive positive feedback from customers regarding Objective Build and remote inspections.
- The team are supported by contractors for processing and inspections, which supports us in maintaining high levels of compliance with our statutory timeframes, which are generally at 100%.
- The Building Team is having an accreditation assessment (we are audited on our Quality Assurance processes) by IANZ. This is being undertaken from 6-9 October.

This audit has been brought forward by request of the department to shift our anniversary date for assessments away from January.

We are confident that the preparation for this audit is well planned.

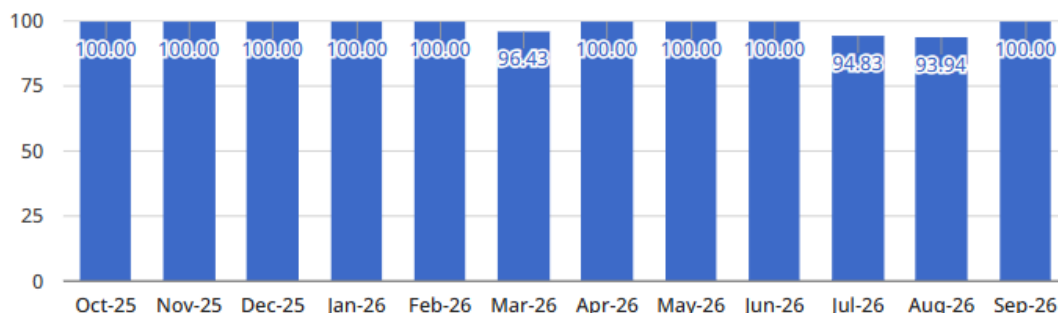
Statistics

Building Consents Issued from July 2026 – September 2026

Results from a cache last updated on: 28/09/2026 at 05:00:28																			
	Jul-2026						Aug-2026							Sep-2026					
Building Consents and PIM Only	1-5	6-12	13-19	20-26	27-31	total	1-2	3-9	10-16	17-23	24-30	31	total	1-6	7-13	14-20	21-27	28-30	total
Building Consent Amendments Lodged (Vetting complete)	0	0	2	1	1	4	0	3	2	1	2	0	8	2	0	3	1	0	6
BC Apps Lodged (Vetting complete)	2	6	7	7	7	29	0	8	7	5	8	5	33	7	5	8	9	0	29
PIM Only Apps Lodged (Vetting complete)	0	0	0	0	1	1	0	0	1	0	0	0	1	1	0	0	0	0	1
Total	2	6	9	8	9	34	0	11	10	5	10	5	41	10	5	11	10	0	36
Apps resulting from Natural Disasters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Apps issued/refused/withdrawn	4	12	5	12	10	43	0	9	8	5	11	1	34	7	12	5	7	0	31
Building Consents granted / issued (excluding Amendments)	3	11	4	12	5	35	0	6	7	4	9	1	27	4	11	2	6	0	23
Building Consents granted / issued (including Amendments)	4	12	5	12	9	42	0	8	8	5	10	1	32	7	12	4	7	0	30
Building Consents granted / issued (including Amendments) within 20 Stat days	4	12	5	12	9	42	0	8	8	5	10	1	32	7	12	4	7	0	30
Percentage	100%	100%	100%	100%	100%	100%	0%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	0%	100%

CCC issued from October 25 to September 2026 within Statutory Timeframes

% CCC Decision Within 20 Stat Days
Monthly for All Building Types and All Complexities



6 Planning Team

- The Planning Team continues to maintain 100% for processing resource consents within statutory timeframes despite staffing constraints.
- The Planning Team has engaged additional consultants to undertake cost-recoverable resource consent work in the Clutha District while the vacant positions are backfilled.

Resource Management Reform Update

- Since the previous update, the Government's resource management reform programme has progressed significantly. The Planning Bill and Natural Environment Bill passed their Third Reading in Parliament on 22 September 2026.
- The legislation is expected to receive Royal Assent in the coming weeks, implementation will occur progressively over several years and the RMA, existing plans and current consenting processes will remain in place during the transition.
- From 30 October 2026, transitional amendments to the RMA change the effects that Council may consider when processing district land use activities. There will be some implications for assessments under the Clutha District Plan, for example, Rule URB.4.3. Outdoor living space will not be able to be assessed as part of processing resource consent applications. At this stage we consider the transitional amendments to have little effect on how we use our District Plan which is relatively permissive compared to some other Otago Councils. Over the next few weeks planning staff will plan for how to consider these transitional amendments.
- Staff will continue to monitor implementation guidance and assess the implications for Council's planning and regulatory functions.

Collaboration with other organisations

- Olivia Dickson continues to work with planners across Otago for the Regional Spatial plan. Olivia Dickson will provide an update report at the next Council meeting regarding the state of Spatial Planning in Otago.

Statistics and Service Requests

Consent activity since the last Regulatory and Community Committee until 28 September 2026 has involved all applications being **granted within statutory timeframes**.

Resource consents received since 13 July 2026 – 28 September 2026:

- Land Use Consents – 6
- Subdivision Consents – 6
- Combined Land Use/Subdivision – 2
- Other (87BB, Right of Way, Cert of compliance) – 3
- s226s (title separation) – 0
- Outline Plan Waivers – 0
- S223/224 Certifications Combined – 8
- S223 Survey Plan – 0
- S224 Completion Approval – 0
- Forestry notices (afforestation) – 5
- Forestry notices (quarrying) – 0
- Forestry notices (harvesting) – 4

Service Requests since 13 July 2026 – 28 September 2026

Service Request Type	Number of Service requests	KPI completed within timeframe Percentage
Planning Enquiries	108	100%
After Hours (Noise Control)	28	100%
General (Noise Control)	37	100%
Other	0	-

Resource Consents Granted Since 13 July 2026 – 28 September 2026

RC No	Sub Type	Description	RC Granted Days
APP25115	Subdivision Consent	undertake a three-lot subdivision	20
APP2681	Land Use Consent	land use consent to establish a church which will not comply with the car parking requirements	20
RM3012 01	Subdivision Consent	vary resource consent RM3012 relating the staging of formation of a right of way and sequencing of the individual titling of lots, water and wastewater services.	13
APP26035.01	Land Use Consent	Variation to RCAPP26035 \- increase in farm shed size from 12x6m to 14x7m	20
APP2662	Land Use Consent	to construct a three\-bedroom dwelling at the property 15 Brookdale Road, Kaka Point.	20
APP2670	Subdivision Consent	2 Lot Subdivision	20
APP2691	Subdivision Consent	Subdivision of farmland severed by Owaka Valley Road	17
APP2669	Land Use Consent	Erect 66 m2 residence in a flood hazard zone	20

APP2659	Land Use Consent	erect a garage that is 4.8m in height	12
APP2686	Subdivision Consent	two lot rural subdivision and amalgamation.	20
APP2680	Subdivision Consent	2 Lot Subdivision	18
RM3022	Combined Land Use & Subdivision	To subdivide 7-Lots and create building platforms	14
APP2667	Land Use Consent	Relocation of a building platform within 150m of another future building and variation to a consent notice condition	20
APP2685	Combined Land Use & Subdivision	3 Lot Rural Subdivision w/ Residential building platform	20
APP2666	Subdivision Consent	Subdivision to facilitate the issue of two Records of Title.	20
APP2643	Subdivision Consent	undertake a two-lot subdivision	20
APP25118	Land Use Consent	upgrade and extend the platform above the water supply intake for the Crown Street Water Treatment Station, and to undertake associated earthworks	20

Clutha District Council

Item for DECISION

Report	Reasons to Move to Public Excluded Session
Meeting Date	15 October 2026
Item Number	13
Prepared By	Steve Hill – Chief Executive
File Reference	1065722

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 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
Contract 917 – Richardson Water Main Renewal (Moffat Road)	The information contained in the report is commercially sensitive.	A2(h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities. A2(i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
SRG Rural Water Representative Appointment	The information contained in the report relates to an	A2(a) Protect the privacy of natural persons

	appointment and recruitment process.	A2(i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations
Public Excluded Council Minutes – 17 September 2026 Matters dealt with in these minutes: • Budget Allocation Milton Pipeline Renewals • Strategic Procurement Case for Mt Cooe • Wastewater Treatment Plant Prosecutions Update	The information contained in the report is commercially sensitive. The information contained in the report is commercially sensitive. The information contained in this report relates to a matter before the Court.	The specific provisions of the Act that relate to these minutes can be found in the open minutes of the Council meeting held on 17 September 2026.

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):
 - (d) 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.