

# CLUTHA DISTRICT COUNCIL

Notice is hereby given that a Meeting of the Regulatory and Community Committee will be held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Wednesday 24 April 2024 immediately following the Infrastructure Strategy & Operations Committee meeting.

Steve Hill  
**CHIEF EXECUTIVE OFFICER**

## Committee Members

Councillor Gaynor Finch (Chair)  
Councillor Kevin Barron  
Councillor Wayne Felts  
Councillor John Herbert  
Councillor Alison Ludemann  
Councillor Brent Mackie  
Councillor Dean McCrostie  
Councillor Bruce Vollweiler

Mayor Bryan Cadogan  
Councillor Dane Catherwood  
Councillor Bruce Graham  
Councillor Michele Kennedy  
Councillor Simon McAtamney  
Councillor Jock Martin  
Councillor Ken Payne

# REGULATORY & COMMUNITY COMMITTEE

## 24 April 2024

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### APOLOGIES

Councillor Kevin Barron

### DECLARATIONS OF INTEREST

*No declaration of interest at the time of printing this agenda*

### PUBLIC FORUM

### DEPUTATIONS

Item	Page #	Title
1.	3	<b>Community &amp; Facilities Update</b> <i>(For the Committee's Information)</i> Report providing details of the Community & Facilities team activities
2.	23	<b>Community Libraries &amp; Visitor Information Report</b> <i>(For the Committee's Information)</i> Report providing an overview of the Community Libraries and Visitor Information activities
3.	36	<b>Community Projects Update Report</b> <i>(For the Committee's Information)</i> Report providing an overview of progress on the community projects which are included in the nine <i>Our Place</i> community plans completed to date
4.	48	<b>Building &amp; Regulatory Manager's Report</b> <i>(For the Committee's Information)</i> Report providing an update on various matters in the Building and Regulatory area
5.	60	<b>Environmental Planning &amp; Compliance Report</b> <i>(For the Committee's Information)</i> Report providing an update on various matters in the Environmental Planning & Compliance area
6.	68	<b>Creative Communities Committee Meeting Minutes</b> <i>(For the Committee's Information)</i> Minutes of the Creative Communities Committee Meeting held on 28 March 2024

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# Regulatory & Community Committee

## Item for INFORMATION

<b>Report</b>	Community & Facilities Update
<b>Meeting Date</b>	24 April 2024
<b>Item Number</b>	1
<b>Prepared By</b>	Kelly Gay – Head of Community & Facilities Operations
<b>File Reference</b>	889247

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### REPORT SUMMARY

I am pleased to present this report on behalf of Community and Facilities Operations. Mike Goldsmith's Community Project Update report is a separate item.

I draw your attention to:

- The colour coding of the summary report. **Green** is a positive outcome, **orange** is acceptable, and **red** indicates a result which is of concern.
- Pools, specifically the independent audit and the shutdown of the Milton pool for winter and planned filter project at Balclutha (verbal report).
- The 98% occupancy rate of the community housing and excellent resolution KPI.
- BHAG (big hairy audacious goals) progress (verbal report)
- The planned Matariki event on the 27 June 2024

### RECOMMENDATIONS

1. That the Regulatory & Community Committee receives the 'Community & Facilities Update' report dated 24 April 2024.

Community and Facilities Operations Teams' Summary Report				
Aquatic Services	Community Services	Community Support and Development	Waste Education Officer	Road Safety Coordinator
<p><b>Visitor numbers</b></p> <p>Milton 61.5/day</p> <p>Balclutha 128.5/day</p> <p><b>Safety</b></p> <p>Milton: 1 First aid</p> <p>Balclutha 1 First aid</p> <p><b>Water quality assessment</b></p> <p>Milton 92.5%</p> <p>Balclutha 85%</p> <p><b>Unplanned closure</b></p> <p>Nil</p> <p><b>Staffing</b></p> <p>Adequate</p> <p><b>Pool safe audit (results)</b></p> <p>Full compliance</p>	<p><b>Occupancy</b></p> <p>98.9%</p> <p><b>Disruption to 'quite enjoyment'</b></p> <p>1 police event</p> <p><b>Resolution KPI YTD</b></p> <p>99%</p> <p><b>Response KPI March</b></p> <p>100%</p> <p><b>Planned maintenance</b></p> <p>Projects achieved</p>	<p><b>Community funding</b></p> <p>Tuapeka County Bursary Trustees, 3 awarded, 12 applicants</p> <p>Creative Communities, closes 8<sup>th</sup> March 2024 application received</p> <p><b>Youth development fund, due to lack of applicants date extended to 22nd April</b></p> <p><b>Youth Development Activity</b></p> <p>434 individual youth engagements</p> <p><b>Youth Council</b></p> <p>All regional high schools represented and projects underway.</p> <p><b>Community Support</b></p> <p>1sy annual Matariki event planning underway</p> <p><b>Community connection and coordination</b></p> <p>7 engaged groups, 3 in a regular support mode</p>	<p><b>Enviro-schools</b></p> <p>Positive feedback from events</p> <p>1 Bronze stage award Waiwera South school</p> <p><b>Zero waste schools</b></p> <p>33% of annual target</p> <p><b>Community education</b></p> <p>Recycling information training to support library staff – planning</p>	<p><b>Managed Waka Kotahi contract</b></p> <p><i>Focus area 1 (Increase the safety of young drivers)</i></p> <p>RIPPLE effect project</p> <p>Drive My Life – vulnerable divers GLS course.</p> <p><i>Focus area 2 (Safe speeds) n/a</i></p> <p><i>Focus area 3 (Older drivers)</i></p> <p>Safer Seniors:</p> <p><i>Focus area 4 (Alcohol and Drugs) n/a</i></p> <p><i>Focus area 5 (Road safety for young people/children)</i></p> <p>Child Seat Safety</p> <p><i>Focus area 6 (The community)</i></p> <p>Drive Workshop -</p> <p>Drive My Life – vulnerable divers GLS course.</p> <p><i>Focus 7 (Recidivist) n/a</i></p> <p><i>Focus 8 (Restrains)</i></p> <p>Easter Traffic Stop</p> <p>4. Southern Coordinators – All focus Areas</p>
<p>BHAG: New plan to increase visitor numbers/better service</p> <p>More staffing planned allowing the inclusion of floating toys for holiday period</p>	<p>BHAG: Community housing future</p> <p>Paper being drafted</p>	<p>BHAG: The best Xmas parade ever</p> <p>Early planning underway</p>	<p>BHAG: New areas of waste minimisation introduced and delivered</p> <p>KG - Bike recycling</p>	<p>BHAG: Better access to learner licensing for youth – in their region</p> <p>In discussion to have mobile learners testing centre</p>

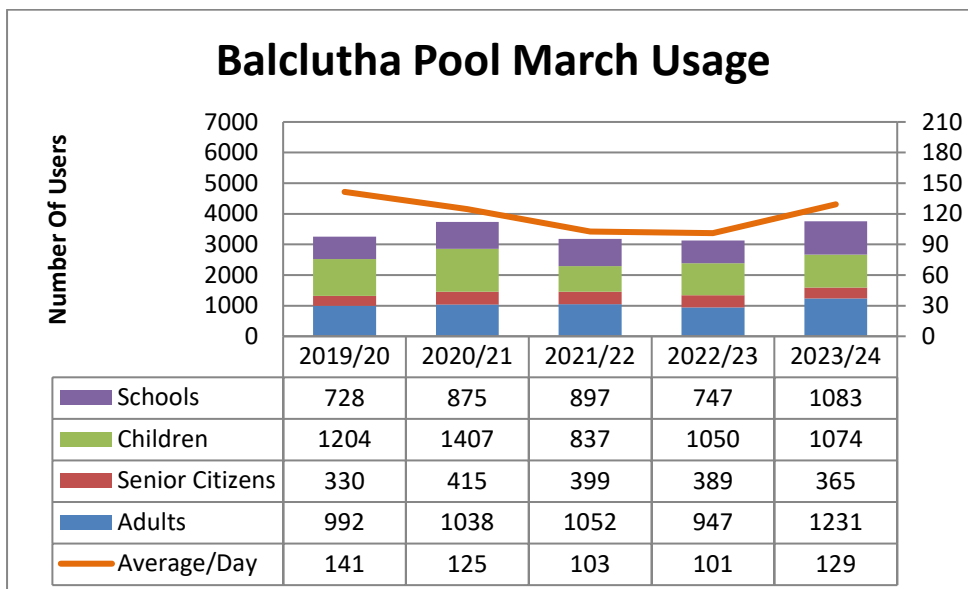
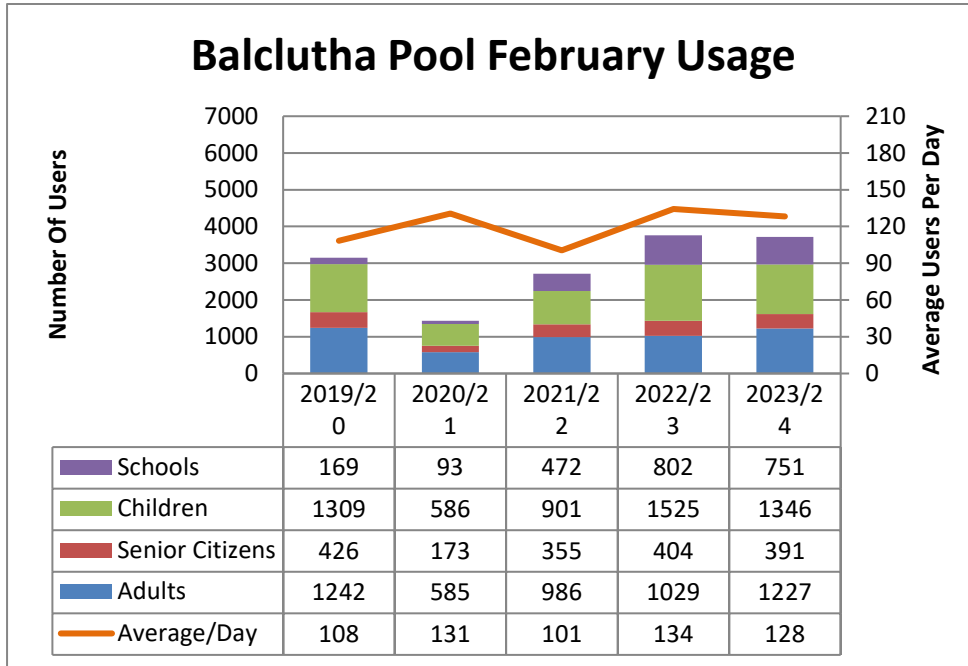
**2. Health and Safety**

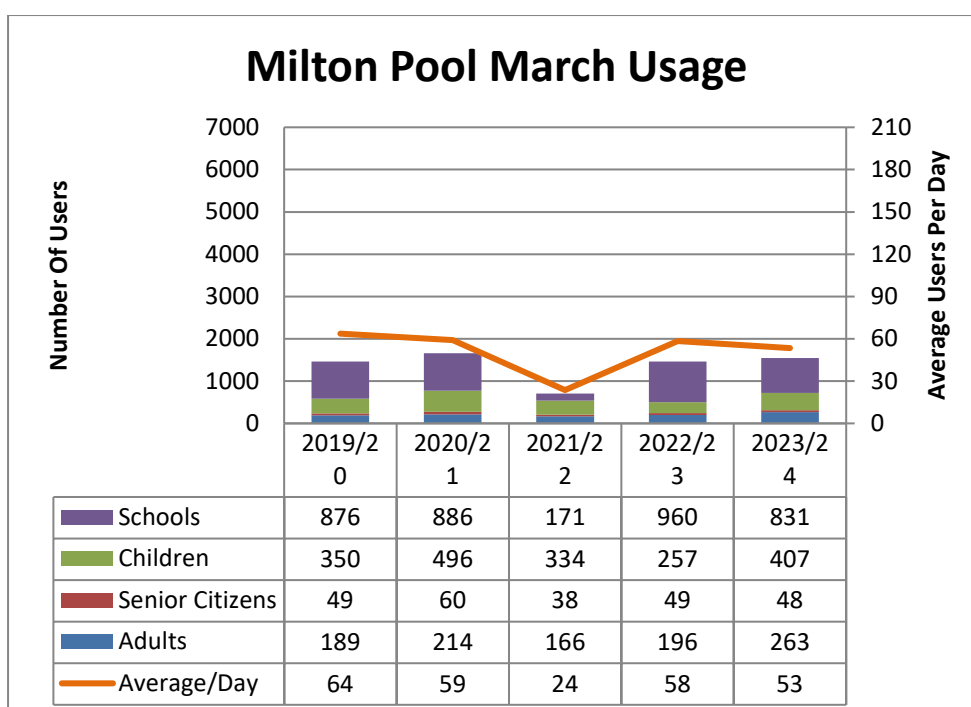
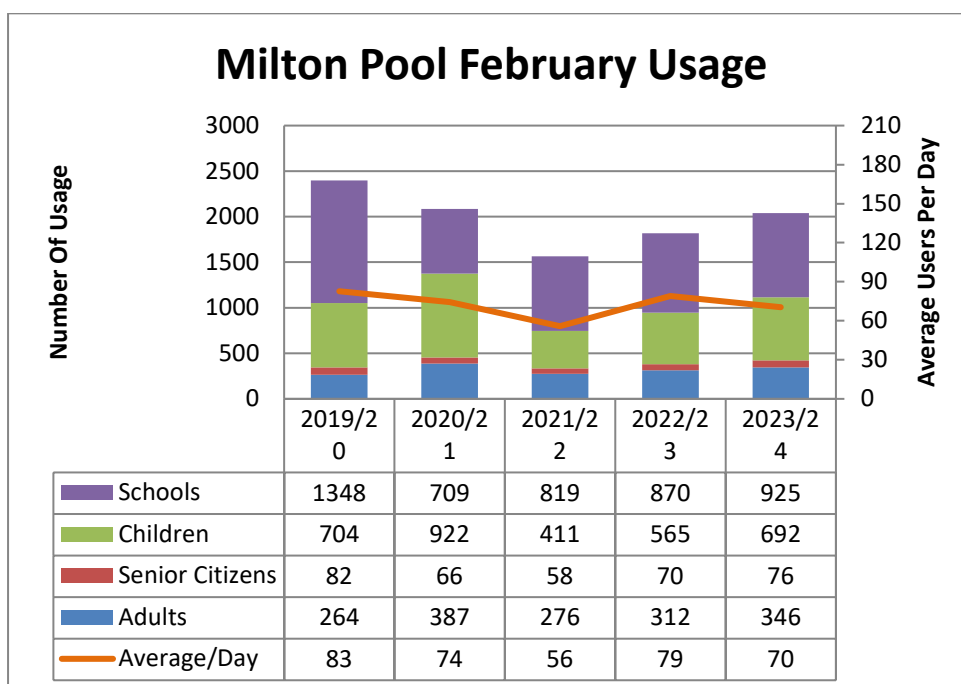
All team have had culture safety training and have the use included in KPI's for the first half of 2024. There has been a significant upshift on standardised reporting of incidents.

**3. AQUATIC SERVICES**

Swimming Pools – Holly Ramsay

**Pool Usage**



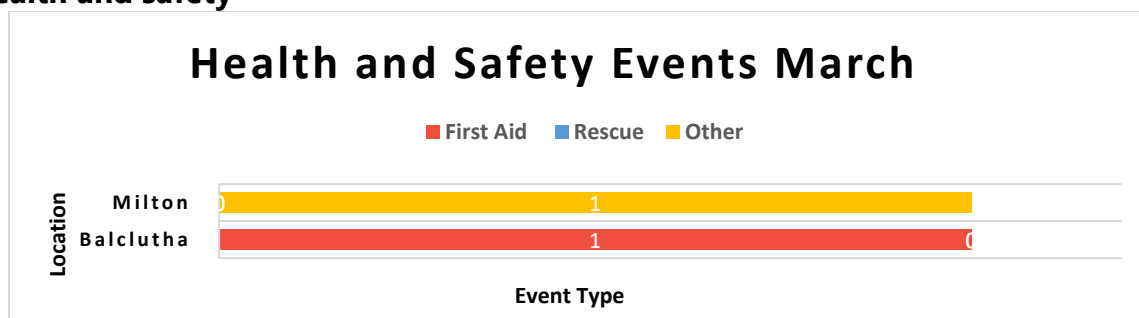


The above graphs show the total number of swimmers for the month broken down into age range of users in February and March 2024 alongside the average users per day for the month.

Balclutha pool is above last year's comparison and compares favourably with pre-covid numbers. Swimmer numbers have remained at just over 120 swimmers per day. Milton Pool use is in earlier decline compared to previous years.

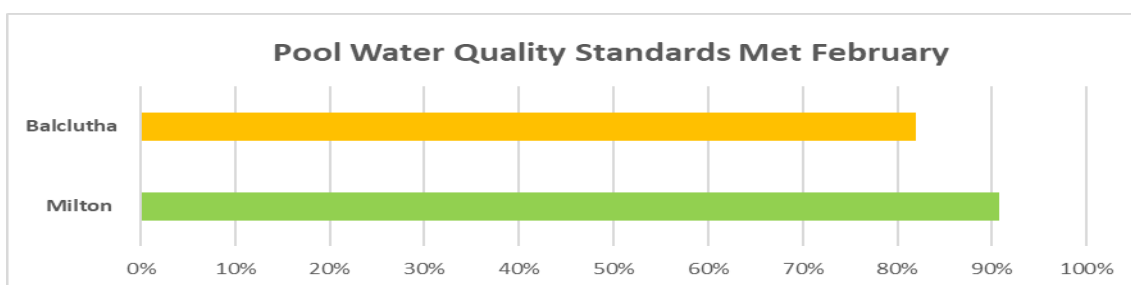
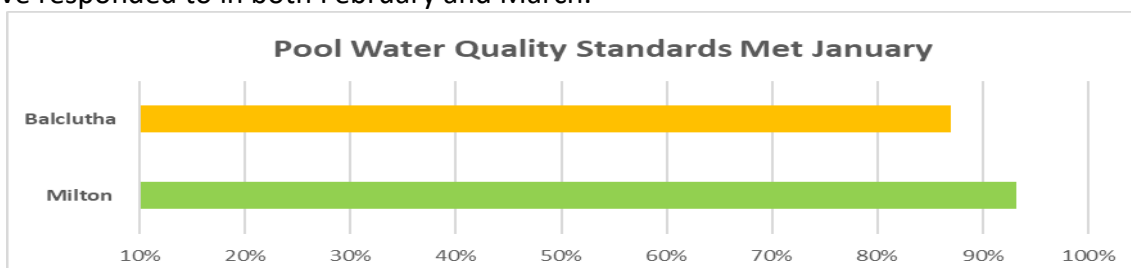
Milton pool will close for the season on Friday 19 April.

## Health and safety



## Water quality

This graph shows the number of interventions lifeguards at the Balclutha and Milton pools have responded to in both February and March.



Swimming pools should conform to New Zealand Standard Pool Water Quality (NZS 5826:2010) to maintain safe water for patrons to swim in. We test chlorine levels and PH at Balclutha pool every 2 hours that we are open and then a variety of other water tests are done daily, weekly, or monthly depending on requirements. This includes microbiological test that are sent for lab testing to check for bacteria, faecal count etc. This means at Balclutha Pool where we are testing both the main pool and Therapeutic pool, we complete over 800 water tests every month. By regularly testing samples of 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 to be 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.

## Pool safe audit

Both Balclutha and Milton Pools were audited in late January and have achieved Pool safe status for the 2023/2024 year.

Poolsafe: <https://www.nzrecreation.org.nz/Site/aquatics/poolsafe.aspx>

Audits from Pool Safety for Clutha and Milton pools, copies of this are attached.

### Staffing

Staffing Levels	Balclutha	Milton
Filled Positions	11	7
Unfilled Positions	2	0
Partially Qualified Lifeguards	0	0
Fully Qualified Lifeguards	18	7

While our meal break positions are not officially filled, they are being covered by our members of our casual team of lifeguards. These roles are currently being filled by members of our casual team of lifeguards.

## 4 COMMUNITY FACILITIES

### Community Housing

All of the units are fully tenanted, except one at Argyle Street, an applicant is interested and a viewing is to be scheduled over the next few days.

The Argyle Street units have had a roof and exterior paint, this was completed last week with the scaffolding still to be removed over the next few days.

*Before*



*After*





Currently fibre is being installed at the Toshvale units from the street to the outside of each unit. Twelve tenants have indicated that they would like fibre connections, these are to be completed as soon as possible.

A database has been updated to keep track of Healthy Homes Compliance Certification for each unit, these are all current at present with three-year expiry dates. The next one due for re-certification starting in August this year.

Six-month inspections of the units are starting during April. During these inspections, we will be accompanied by the Council's Asset Manager and Asset Data Analyst as they familiarise themselves with our Community Housing assets and assess the condition of them for our Asset Register and maintenance plan going forward.

Our response rate Key Performance Indicator for Community Housing reflects a 100% achievement rate for March, with a year-to-date average of 99%.

Area	Waitlist Numbers
Toshvale (Balclutha)	10
Naish Court (Balclutha)	11
Argyle (Balclutha)	10
Clinton	1
Kaitangata	3
Lawrence	1
Spenser St (Milton)	11
Elderlee St (Milton)	11
Owaka	1
Tapanui	
Waiholo	1
<b>Total application by site *</b>	<b>60</b>
<b>Total (actual people)</b>	<b>26</b>

## 5 WASTE MINIMISATION - Waste Education Officer

The Zero Waste Education programme has now been delivered to the third school in the Clutha District for 2024. Stirling Primary School was the latest school to have the units taught at their school and are new to the programme. Stirling School are keen to have these units continue at their school and have already implemented recycling bins in their classrooms as a result. We are well on track to deliver Zero Waste Education to 10 schools for 2024 having already achieved 33% of this target to date. [Stirling teacher feedback 2024](#) ([Desktop](#), [Mobile](#), [Classic Web](#)) Saint-Mary's School is another new school to the programme and have confirmed their involvement early Term 2.

Term 1 has been a busy term for Clutha Enviroschools with many impactful events taken place. Many schools have conducted a waste audit, bringing more awareness around what can be recycled, and what counts as contamination in our yellow-lidded recycling wheelie bins. The latest school to have a waste audit was Clutha Valley Primary School having just moved into to their brand-new school build! On Wednesday 20 March 2024 students from 5 different Enviroschools from the Clutha District gathered at the Clutha Valley Community Hall to participate in the Ecological Building hui event. Students learnt about the life cycle of

different building materials, alternative building techniques and design and built a model of an ecological build that could be feasible to undertake at their schools. [Clutha Leader | Digital Edition.](#)

On Thursday 11<sup>th</sup> April 2024 students at Waiwera South school decided that they are reflecting at the Bronze Stage of their Enviroschools journey. The school celebrated this achievement by thanking and acknowledging those community members who have been involved in the process, taking friends and whanau of the school on a tour of their school and shared kai together. The Enviroschools Holistic Reflection is a process that Enviroschools undertake when they pause to consider the past, present and future of their Enviroschools journey. The reflection process explores what it means to be an Enviroschool, as well as providing an opportunity to celebrate achievements and identify next steps.

Video link to Environ school's event:



VID\_139481001\_175  
715\_849.mp4

We have received a thank you letter from saveBOARD that is very complimentary regarding the food and beverage carton upcycling. A copy of their letter is attached.

## 6 FUNDING SCHEMES

### 2024 Tuapeka Bursary

The Community & Facilities Administrator submitted a report presenting twelve applications for financial assistance from the Tuapeka County Bursary fund on the 28 February 2024.

The Tuapeka County Bursary Trustees considered the applications received and allocated 3 bursary grants for the 2024 year to the sum of \$3,500.

### Creative Communities Scheme

Creative Communities scheme funding applications closed on the 8 March 2024 and the panel held the meeting on the 28 March 2024, funding was allocated to the following groups;

- Vicki Crawford – Art lessons for school age students (Tapanui)
- Royal Scottish Country annual dance
- Raylene Johnston – Harakeke Hauora
- Southern Dance – A Christmas Carol
- South Otago Theatrical Society – The Mouse Trap,
- Clutha Camera Club, Creative Photography

There will be a third funding round in June 2024.

### Clutha Community Service Awards

Nominations have now been advertised for the Clutha Community Service awards to celebrate community volunteers; applications close on the 24 May 2024.

## Youth Development Fund 2024

Youth Development Fund applications were to close on the 24 March 2024. Due to receiving only 2 applications, this has now been extended to the 22 April 2024. Youth Council members have been reminded it is part of their role to get the word out to the community and peers.

## 7 COMMUNITY SUPPORT & DEVELOPMENT

The Community Support & Development Advisor has been busy working with various groups and individuals since the last standing committee meeting, this report includes a status sheet with all groups currently working with Lilly– included is a report from Tess King, Southern Youth Development, Youth Worker.

### Community Support Status Sheet

Group	Project	Support being provided	Current Issues/Barriers	Project Status
Clutha Agility Dog Training Society	Acquiring a training ground/container	Assisting the group with applying to external funders for a storage container, as well as acquiring the ground to do trainings on.	Will start a 3-month trial on the ground directly in front of the Recreation Centre once they have obtained a container. Cannot progress until external funding is secured.	In progress
Taieri Mouth Amenities Society	Constitution	Updating of constitution in alignment with the Incorporated Societies Act 2022.	N/A	In progress
YourCorps (refer to 10.2)	Wanting to bring the YourCorps multiplayer video game programme back to Clutha and Milton	Assisting the group with applying to external funders	N/A	In progress
Puaka Matariki Iwikatea	First annual Matariki event in Balclutha at Te Pou O Matau Au	Supporting the group with the logistics of the event	N/A	In progress
Kaka Point Playground Committee	Upgrading the playground in Kaka Point	Assisting the group with applying to external funders, as well as supporting the group to get their own legal status.	Funding/fundraising	In progress
Balclutha Golf Club	Extending clubhouse deck	Assisting the club with applying to external funders. As well as suggesting submitting to the Long-Term Plan.	Currently none, in the early stages.	In progress
Long Term Plan Community Funding support	-	Support with various groups on LTP submissions.	Not being able to fully support until the consultation document is approved.	In progress
<b>On-going support:</b>				
<ul style="list-style-type: none"> <li>• Samoan Society</li> <li>• Clutha District Settlement Support</li> <li>• South Otago Mountain Bike Group</li> </ul>				

## YourCorps – GG Iwikatea

The Community Support & Development Advisor has been working with James Ward (YourCorps) and Vicki Woodrow (Balclutha Library Team Leader) to bring this multiplayer video gaming programme back to Balclutha and Milton libraries.

The mission of the GG Iwikatea programme is to forge genuine lasting relationships and improve the mental health crisis by bringing young people together and building communities through gaming events. Young people will learn new social and computer skills, grow connections, and develop a better sense of self.

James and his team at YourCorps are proposing the following;

<b>Where:</b> Balclutha (3 events), Milton (2 Events)		
<b>GG IWIKATEA</b> <b>PROGRAMME</b> <b>STRUCTURE</b> Duration: 5 Weeks 5 Free Events	<b>Groups</b> Limited to 40 participants per event. (200 in Total across 5 weeks/events)  Group A: 20 x Tamariki Ages 8-11 Group B: 20 x Rangatahi Ages 12-15	<b>Activities</b> <b>Video Gaming Session:</b> Age-appropriate multiplayer team video games. Fun and engaging group activities.  <b>Physical Activity Session:</b> 20 minutes of age-appropriate exercises. Fun and engaging group activities.
	<b>Event Management</b>  Staff coordinated and supervised by Event Manager. Employed High-School Students (16+) CORPS KIDS 16+ Invited to volunteer; training and future employment.	<b>Session Frequency</b>  Once a month at the Balclutha Library / Community Centre.  <b>5 Events</b> Once a Month at Tokomairiro High School - Milton - Over a 5 month period.  Two sessions every month - Each session lasting two hours.
<b>Data Collection</b>  Feedback from participants and parents after each event to continually improve the programme.	<b>Rewards:</b>  <ul style="list-style-type: none"> <li>Prizes and certificates for participation.</li> <li>Recognition for outstanding teamwork, strategy, communication, helping others and physical performance.</li> </ul>	

## Puaka Matariki Iwikatea

The Community Support & Development Adviser is supporting the organising committee of Puaka Matariki Iwikatea to hold the first annual Matariki Celebration in Balclutha. This celebration is a variety show event divided into two parts - a day show (Karaka o te ao – ‘call of the day’) and an evening show (Karaka o te po – ‘call of the night’), this event will be held at Te Pou ō Matau au, Clutha Community Hub, on the 27 June 2024.

As this is a variety show, the organising committee welcomes all performers (this could be, but not limited to; kapa haka, rock n roll, country, dance, theatre etc. The main theme for this event is togetherness, bringing together our South Otago communities.

As well as the performances there will be market stalls, food vendors, moko painting, science with Otago Museum and Kenue.

The day show will begin with a mihi whakatau (welcome) after starting at approximately 11.00am and will finish at approximately 3.00pm. However, from 3.00pm-6.00pm various activities will be available (as listed above). The evening show will go from approximately 6.00-9.00pm.



To stay up to date with this event, give the Facebook page a like @ Puaka Matariki Iwikatea.

### **Youth Council**

The Clutha District Youth Council has been working hard at increasing their social media presence on their Facebook and Instagram pages, the reason for doing so is for public engagement, visibility, networking, and communication.



As well as this they've currently got some exciting projects on the go; Balclutha Bridge Park, Alcohol Culture, Diversity Clutha etc., the top priority at the moment is their youth week event;

**Youth Week Event – Pop-up Movie:**

Our Youth Council is organising a pop-up movie event tailored for the youth in our district, to be held at the Telford Equine Arena on the 24 May 2024. Admission to the event will be granted upon donation of canned food items, which will be pooled and contributed to our local food bank. We're inviting various local food vendors to join us at the event and sell their goods.

The Telford Equine Arena ensures a comfortable experience even if the weather isn't favourable. Attendees are encouraged to bring their own blankets, pillows, and seating arrangements for comfort, while enjoying the film on the big screen. With amenities such as toilets and waste bins available, the equine arena at Telford serves as an ideal venue, conveniently located at the heart of our district.

Our goal with this initiative is to unite young people from our rural towns in a relaxed and enjoyable atmosphere. The event is easily accessible through the donation of canned food items, fostering a sense of community involvement. For Telford students, the venue is conveniently located, strengthening our efforts to build a stronger connection with the youth at Telford.

Our event aligns perfectly with the Youth Week theme, "we may not have it all together, but together we have it all." By bringing together young people from various rural towns in our district, we're showcasing the power of unity and collaboration.

**Youth Worker Update - Tess King, Southern Youth Development**

The following table is a summary of the work the Youth Worker has undertaken in the last 6 weeks:

<b>Programme, mode of delivery and connection</b>	<b>Location, date, numbers – follow on notes</b>	<b>Objective description and progress – met/not met.</b>
Youth Council Workshops and Meetings  <b>Numbers, year to date: 78</b>	Two Workshops, One Meeting, held 8 <sup>th</sup> April, 12 Youth Councillors in attendance. Youth Worker unable to attend meeting due to illness but meeting has been reported as being very successful and productive.	<b>Objective Two - Community Involvement Programme for Youth</b>  <b>Objective Three – Encourage strong, positive, and enterprising communities.</b>
Youth Programmes being delivered: Small Groups Seasons for Growth Group Mentoring  <b>Numbers, year to date: 262</b>	No Youth Programmes have been delivered in the last six weeks due to building new relationships at the beginning of the school year. Contact’s that Youth Worker had last year have recently changed adding difficulty as well. Having difficulty keeping contact with schools as they aren’t engaging with youth workers attempts at contact. New strategy being developed with Lilly to get the programmes into the community.	<b>Objective One - Mentoring and Role Modelling</b>  <b>Objective Two - Community Involvement Programme for Youth</b>
Individual Mentoring  <b>Numbers, year to date: 94</b>	Youth worker see’s several students across South Otago High School, Tokomairiro High School and Catlins Area School for Individual Mentoring on a weekly basis. Some youth who are disengaged from school are also seen. Roughly 7-10hrs a week are dedicated to this programme as it is in high demand.	<b>Objective One - Mentoring and Role Modelling</b>

### **Road Safety Coordinator**

#### **Child Seat Safety - Focus area 5 Road Safety for Young People & Children / Focus 8 - Restraints**

Clutha District Road Safety is worked alongside Plunket Community Services and injury prevention manager to run an educational tent at the Pacifica Health Expo on the 9 March 2024, working on car seat use, installation, and driveway safety.

This was a fantastic day with a large number through the doors – we managed to make contacts with representatives of a couple of the local churches which will help us reach some of the high-needs families.



### **Safer Seniors - Focus area 3 – Older Drivers**

A Safer Seniors driving course was held 3 April 10.00am - 1.30pm at Te Pou O Mata Au. The day was very successful.

Clutha District Council Road Safety works closely with Age Concern to help with delivery of the program, we provided “Goody Bags” with information on safer driving practices and some promotional goodies. The age concern has asked if we can provide driving checks for seniors to enable them to work on driving confidence. This is under review.

### **Drive My Life – Vulnerable Drivers GLS Course - Focus area 6 The Community/Focus area 1 Increase the Safety of Young Drivers.**

DML crew held a Learners course over the weekend of 16/17 March. This one had a large number of high needs clients (learning difficulties and language difficulties) and a few will need to be brought back for a repeat weekend. The students all enjoyed the course and feedback from the surveys was pleasing.



### **Southern Coordinators – All focus Areas**

The Southern Road Safety coordinators met in Balclutha at TPOMA on 14 March to go over planning for the coming year – this is to share resources, coordinate programs and offer consistent, current road safety messages across the motu. We are awaiting the outcome of the Government Policy Statement on Transport to see where this stands on continuous funding for Road Safety promotion. This will be finalised in September.



**Easter Traffic Stop - Focus 8 Restraints/Focus area 4 – Alcohol and Drugs**

The Police held the traffic stop for Easter on the 28 March. Clutha District Council Road Safety and DCC provided water bottles, flags, lollies etc. for the Police to hand out during the traffic checks. They handed out over 250 bottles of water in just over an hour. Of 226 passive breath tests, 2 tested positive for alcohol, and were under 250 micrograms per litre of breath, so no further police action was taken. Overall, comments very positive, some even said the tamariki looked forward to seeing the Easter Traffic Stop Team there and what we had for them.



**Drive Workshop - Focus area 6 The Community**

Vicki Woodrow and I attended a workshop on the Community Drive program to look at obtaining these resources to use as a driver licencing resource in the local libraries.

**RIPPLE Effect Project - Focus area 1 Increase the Safety of Young Drivers**

I have been asked to present the RIPPLE effect project at the SASTA (Safe and Sustainable Transport Association) Conference in Auckland on 9 May. This will mean presenting the concept, creative and completed project, to a group of other Safety Advisors, Police, transport groups, Waka Kotahi Road Safety teams from throughout Aotearoa. Currently working on a presentation for this.

16<sup>th</sup> April 2024

Clutha District Council  
Attn: Scott Martin  
1 Rosebank Terrace  
Balclutha



**Recognition of the great efforts bringing the circular economy to life in the Clutha District**

Dear Clutha District Residents, participating Clutha businesses and the Clutha District Council,

On behalf of saveBOARD New Zealand we would like to express our gratitude and appreciation for the first shipment of diverted food and beverage cartons from landfill in your district being received at our processing plant in Te Rapa, Hamilton.

Firstly, we would like to acknowledge the participating members of the public who have taken part in the newly established collection network in the Clutha District. On receiving your clean and prepared cartons, which you have saved from landfill, you have contributed to the long-term manufacturing of our products and committed towards creating a circular economy together.

Next, we would like to thank the current collection points in your district for receiving the prepared cartons from the residents. Without your involvement in the network and assistance in getting the material to Clutha's central depot for food and beverage cartons at Mt Cooe, it would not function and be the sustainable success story it has become in your district.

We would also like to praise the Clutha District Council in showing initiative to establish the current network in their district, seeing the opportunity to turn composite packaging waste destined for landfill back into products that re-enter the local supply chain, eliminating future waste. A specific acknowledgement to Scott Martin, Waste Education Officer at the CDC for his vision and determination to get this recycling and waste diversion action established in the Clutha District. The current communication and education on how to prepare cartons we can then upcycle into high grade low-carbon, long-life building products has been implemented outstandingly as we received no contaminated products from the Clutha District, thank you.

Lastly, we would like to show our appreciation to the volunteers and workers of the Pakeke Lions Club in Gore for bailing the collected cartons received from the Clutha District, ready for transportation to and processing in Hamilton.

Together, with manufacturers taking stewardship in the products they are creating, along with advances in technology and innovation and public participation we can create a future where a

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**INNOVATIVE UPCYCLED BUILDING MATERIALS**

circular economy is not only realised but normalized, creating a sustainable future we can all be proud of.

Should you have any questions regarding the above, please feel free to contact me.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Charteris', written in a cursive style.

Paul Charteris

CEO, saveBOARD

Ph: +64 21 581046

Email: [paul@saveboard.nz](mailto:paul@saveboard.nz)

Web: [www.saveboard.nz](http://www.saveboard.nz)

## Attachment 2 – Audits from Pool Safe

Facility: Milton Centennial Pool  
 Assessor name: Kayla Davies  
 Pool manager name: Holly Ramsay  
 Date: 08 Feb 2024

<b>Supervision</b>	
<b>CRITERIA:</b> All lifeguards must hold current & valid PLSA or PLPC	
<b>HOW:</b> Sight current & valid PLSA or PLPC qualifications for all lifeguards (can be on paper or online)	
<b>ESSENTIAL COMPONENTS:</b>	
<ul style="list-style-type: none"> <li>Evidence that all staff have undergone PLSA or PLPC training and assessment</li> </ul>	Achieved
<ul style="list-style-type: none"> <li>Evidence that all lifeguards have completed an induction PRIOR to working on Poolside</li> </ul>	Achieved
<ul style="list-style-type: none"> <li>The PLPC assessment has taken place and credit reporting sent to Skills Active within one month of starting work on Poolside (Evidence of credit reporting is kept for 2 years)</li> </ul>	Achieved
<ul style="list-style-type: none"> <li>NOP must clearly state that lifeguards or staff members, who do not hold a current and valid PLSA (for one month from date of starting on poolside) or PLPC will not be included in any supervision ratios.</li> </ul>	Achieved
<ul style="list-style-type: none"> <li>All qualified lifeguards must have completed First aid units 26551 and 26552 (6400, 6401 &amp; 6402) as a minimum first aid qualification</li> </ul>	Achieved
<b>NOTE:</b> Assessors must be satisfied that the correct process has occurred and an honest attempt has been made by the Facility to provide evidence of their staff qualifications.	
<b>CRITERIA:</b> Every body of water is supervised by a qualified lifeguard (when open for use) at all times. Qualified means holding a current PLSA (within one month of training) or PLPC.	
<b>HOW:</b> Review facility normal operating procedures (NOPs) relating to supervision.	
<b>ESSENTIAL COMPONENTS:</b>	
<b>NOP must detail:</b>	
<ul style="list-style-type: none"> <li>A PLPC lifeguard must be rostered on and available at all times and able to respond to an emergency. (This is the minimum, it is recommended that a PLPC lifeguard is rostered on and POOLSIDE at all times)</li> </ul> <p><b>Comments:</b> add line that they are available to respond to an emergency at any time. Update NOP and upload to Poolsafe IMS.</p>	Achieved
<ul style="list-style-type: none"> <li>All lifeguards must be able to retrieve an object from the deepest part of the pool</li> </ul>	Achieved
<b>NOP must detail the way in which the pool should be supervised including reference to:</b>	
<ul style="list-style-type: none"> <li>The minimum number of lifeguards</li> </ul>	Achieved

Facility: Balcutha Centennial Pool  
 Assessor name: Kayla Davies  
 Pool manager name: Holly Ramsay  
 Date: 08 Feb 2024

<b>Supervision</b>	
<b>CRITERIA: All lifeguards must hold current &amp; valid PLSA or PLPC</b>	
<b>HOW: Sight current &amp; valid PLSA or PLPC qualifications for all lifeguards (can be on paper or online)</b>	
<b>ESSENTIAL COMPONENTS:</b>	
<ul style="list-style-type: none"> <li>Evidence that all staff have undergone PLSA or PLPC training and assessment</li> </ul>	Achieved
<ul style="list-style-type: none"> <li>Evidence that all lifeguards have completed an induction PRIOR to working on Poolside</li> </ul>	Achieved
<ul style="list-style-type: none"> <li>The PLPC assessment has taken place and credit reporting sent to Skills Active within one month of starting work on Poolside (Evidence of credit reporting is kept for 2 years)</li> </ul>	Achieved
<ul style="list-style-type: none"> <li>NOP must clearly state that lifeguards or staff members, who do not hold a current and valid PLSA (for one month from date of starting on poolside) or PLPC will not be included in any supervision ratios.</li> </ul>	Achieved
<ul style="list-style-type: none"> <li>All qualified lifeguards must have completed First aid units 26551 and 26552 (6400, 6401 &amp; 6402) as a minimum first aid qualification</li> </ul>	Achieved
<b>NOTE: Assessors must be satisfied that the correct process has occurred and an honest attempt has been made by the Facility to provide evidence of their staff qualifications.</b>	
<b>CRITERIA: Every body of water is supervised by a qualified lifeguard (when open for use) at all times. Qualified means holding a current PLSA (within one month of training) or PLPC.</b>	
<b>HOW: Review facility normal operating procedures (NOPs) relating to supervision.</b>	
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<ul style="list-style-type: none"> <li>All lifeguards must be able to retrieve an object from the deepest part of the pool</li> </ul>	Achieved
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<ul style="list-style-type: none"> <li>The minimum number of lifeguards</li> </ul>	Achieved

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# Regulatory & Community Committee

## Item for INFORMATION

<b>Report</b>	Community Libraries and Visitor Information Report
<b>Meeting Date</b>	24 April 2024
<b>Item Number</b>	2
<b>Prepared By</b>	Debbie Duncan – Head of Libraries and Visitor Information
<b>File Reference</b>	889249

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### REPORT SUMMARY

This report provides an overview of the Community Libraries and Visitor Information during March 2024.

### RECOMMENDATION

1. That the Regulatory & Community Committee receives the 'Community Libraries and Visitor Information Report' dated 24 April 2024.

## 1 LIBRARIES

### 1.1 VISITORS

Visitor numbers remain extremely high for the isite in its new location. The decrease in library visitors can be attributed to last year's particularly high figures which resulted from the libraries assisting people to complete the NZ Census at the time.

MARCH VISITORS								
	Mar 2023	Mar 2024	+/-	% Variation	FYTD 22-23	FYTD 23-24	+/-	% Variation
Balclutha	4,326	4,179	-147	-3%	32,904	38,117	5,213	16%
iSite	2,441	4,466	2,025	83%	16,948	30,946	13,998	83%
Lawrence	923	729	-194	-21%	7,115	7,192	77	1%
Milton	1,358	1,146	-212	-16%	11,233	11,116	-117	-1%
Owaka	2,443	2,148	-295	-12%	14,726	15,073	347	2%
Tapanui	1,589	1,311	-278	-17%	11,456	11,514	58	1%
<b>Total</b>	<b>13,080</b>	<b>13,979</b>	<b>899</b>	<b>7%</b>	<b>94,382</b>	<b>113,958</b>	<b>19,576</b>	<b>21%</b>

### 1.2 ACTIVITIES

Each of the libraries continue to deliver a wide range of inclusive programmes for people of all ages, with 7,722 attendees for the (financial) year to date.

MARCH PROGRAMMES								
	Mar 2023	Mar 2024	+/-	% Variation	FYTD 22-23	FYTD 23-24	+/-	% Variation
Balclutha Programmes	87	111	24	28%	659	996	337	51%
Balclutha Participants	235	546	311	132%	3,074	5,098	2,024	66%
Lawrence Programmes	37	18	-19	-51%	124	237	113	91%
Lawrence Participants	55	27	-28	-51%	345	483	138	40%
Milton Programmes	16	7	-9	-56%	103	90	-13	-13%
Milton Participants	57	70	13	23%	567	524	-43	-8%
Owaka Programmes	9	17	8	89%	54	99	45	83%
Owaka Participants	31	28	-3	-10%	262	509	247	94%
Tapanui Programmes	64	38	-26	-41%	225	301	76	34%
Tapanui Participants	243	146	-97	-40%	1,090	1,108	18	2%
<b>Total Programmes</b>	<b>213</b>	<b>191</b>	<b>-22</b>	<b>-10%</b>	<b>1,165</b>	<b>1,723</b>	<b>558</b>	<b>48%</b>
<b>Total Participants</b>	<b>621</b>	<b>817</b>	<b>196</b>	<b>32%</b>	<b>5,338</b>	<b>7,722</b>	<b>2,384</b>	<b>45%</b>

#### Digital Inclusion

A common theme from each of the community libraries March activity reports relate to the ongoing high level of digital inclusion support provided by staff. Although public libraries have been helping people to meet their various digital needs since the advent of widespread internet access, demand for these services continues to remain high as technologies change and new challenges emerge.

Popular requests continue to be for assistance to set up new phones and accessing a wide variety of online services. Sadly, staff are seeing increasing concerns about scams.



Over the last month customers have accessed the libraries' public wifi, desktop computers and Chrome Books via 3,263 sessions.

INTERNET SESSIONS								
	Mar 2022	Mar 2023	+/-	% Variation	FYTD 2022	FYTD 2023	+/-	% Variation
Balclutha	713	1,230	517	73%	7,210	9,883	2,673	37%
Lawrence	219	237	18	8%	1,885	1,924	39	2%
Milton	1,093	885	-208	-19%	9,026	6,647	-2,379	-26%
Owaka	277	593	316	114%	2,354	3,123	769	33%
Tapanui	296	318	22	7%	2,081	2,814	733	35%
<b>Total</b>	<b>2,598</b>	<b>3,263</b>	<b>665</b>	<b>26%</b>	<b>22,556</b>	<b>24,391</b>	<b>1,835</b>	<b>8%</b>

### 1.2.1 BALCLUTHA COMMUNITY LIBRARY

#### Digital Device Assistance

The demand for digital device assistance increased again as word spreads that the library can help with any digital device issues. This is a testament to the outstanding service the library staff are providing. These can be one off sessions, while others requiring more support are booked into a one-on-one session to learn more about their device. What is concerning is the rise in scams that are coming through - customers come into the library upset and stressed, but with help from staff, leave feeling calmer, knowing what to do now and in the future.

#### Balclutha Lions Club – *Recycle for Sight Programme*

The Balclutha Community Library is now a drop off point for used adult's and children's prescription and reading glasses as well as sunglasses, with either plastic or metal frames. The Balclutha Lions Club are collecting the glasses for the *Recycle for Sight Programme*, which are then given to Volunteer Ophthalmologist Services Overseas (VOSO) for distribution to those with poor eyesight in the Pacific Islands.

This is another initiative where the library is working with a community group to reuse items from around the community to help others and reduce items sent to landfill.

#### Balclutha Creative Wellbeing

Balclutha Creative Wellbeing sessions are run every Tuesday at the Creative Arts Centre for adults in isolation or facing mental health challenges. These free art sessions have produced the most amazing art pieces, and we are privileged at the Balclutha Community Library to have a selection of their art on display for the public to enjoy and help promote their sessions.

### **Mosaic Classes**

These classes were extremely popular and those participants who attended came away with two unique mosaic pieces. During the classes there was lots of laughter and chatter throughout, and some personal connections were made, which went beyond the workshops. These classes were so popular that more sessions are being planned for in the future.



### **ANZAC Poppies**



Over the past two months the library Crochet and Knitting groups have been crafting ANZAC poppies - over 60 poppies were donated to the Clutha District RSA to sell as part of their ANZAC Day fundraising activities. Participants enjoyed the project so much that they want to do this again next year. This is a wonderful example of the library providing people the opportunity to use their talents to help others in the community.

### **Pacific Health Expo Attendance**

On the 9<sup>th</sup> of March 2024 the Balclutha Community Library was privileged to be part of this event and provided entertainment for children in attendance, including colouring-ins, a science experiment, games, and a sample of the library technology such as Bee Bots and Edison's. The children thoroughly enjoyed stopping by and having a go at all the different activities. Other library programmes, services and resources were also on display showing the community what the library has to offer them.

### **Positive Customer Feedback**

Among the many interactions staff have with the public, it can be easy to forget just how much of a positive impact they have on people's lives which was highlighted by a recent customers' comment:

An appreciative customer, who had moved away and returned to the district, came in and thanked the library staff for all their help they had given him a couple of years ago - it was a dark time for him, and the library staff had helped him through that troubled period of his life.

### **Children & Teens**

Children and younger teens continue to enjoy participating in the many activities available.

### **Preschool Sessions**

#### **Storytime**

Storytimes were held every Tuesday morning, with a core group of children attending each session. Books about Easter and animals were the focus with each Storytime ending with their favourite activity, catching bubbles.

### **Balclutha Kindergarten**

The Kindergarten have visited the library twice this month and at each visit a special Storytime was held. Each finished with a free time session where the children could engage with the library's resources such as the Duplo, puzzles, games, and books.

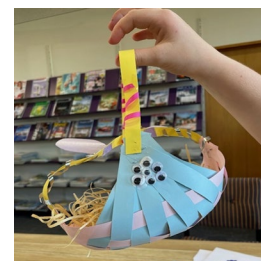
## After School Programmes

### Gaming Sessions

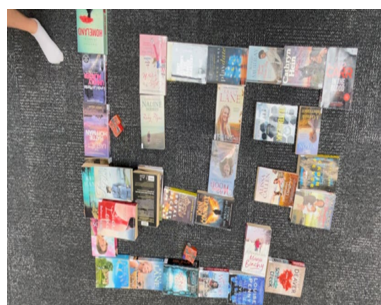
These sessions include online and offline gaming. There have been new children joining in, along with the regular attendees. Children from various schools have been connecting, enjoying challenging each other and the librarians in online quizzes like Blooket and Kahoot and in card games like Uno. Online gaming helps the children with their digital literacy and teamwork skills.

### Crafternoon

The crafts this month have included bracelet making, string art, badge making, and Easter basket weaving. These crafts were focused on hand-eye coordination and individuality. Crafts are becoming very popular with the number of participants reaching over 20 per session.



### Chill Out Club



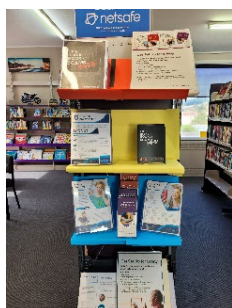
The Chill Out Club has become very tech focused this month with children learning to use the libraries range of technology including the Edison's, Artie3000, Smart Train, Sphero's and more. Participants have enjoyed figuring out how to use them with some items requiring the children to use their coding skills to make them work. Technology such as the Smart Train helps children develop problem solving and teamwork skills.

The Edison 'robots' can be programmed to use their inbuilt sensors to avoid obstacles. This encouraged the children's creativity during these sessions, in which they designed a maze, using books, for the Edison's to work their way through.



### 1.2.2 LAWRENCE COMMUNITY LIBRARY

March has been steady in Lawrence. We continue to be busy throughout most days helping our customers with their digital devices, accessing websites safely, and of course our ongoing regular printing and scanning services. Staff recently supported one elderly member to make their first ever online purchase, which seems to have been quite empowering for them!



Staff installed some helpful displays. Many of our customers having remarked upon the usefulness of the 'Netsafe' display, which contains pamphlets and other reading materials that customers can take away. These materials help our senior customers stay safe online and teach them how to keep an eye out for various scams targeting different demographics. Several of our customers have told us that this has been very helpful and allowed them to identify actual scams in a couple of cases.



Staff have also installed a 'Skinny Jump' display, resulting in an uptick in the number of Skinny Jump modems signed up for in Lawrence, helping some of our less fortunate members connect to the internet at home, which they were previously unable to do.

We also have begun rearranging our book collections. Our Children's Fiction section is looking much tidier and more accessible for our younger members. We now have more room to display our collection and have ensured books are no longer stored too high and out of reach. We look forward to doing this with our entire collection over the coming months.

The community board chambers located at the library continue to be used for community groups such as Jobbortunities (MSD) and others, alongside the delivery of library programmes.



### 1.2.3 MILTON COMMUNITY LIBRARY

We held the first of our monthly Storytime sessions, where we invited parents and young children to join us at the library for stories read by locals. This first Storytime reader was our very own Senior Customer Experience Officer, Jill.

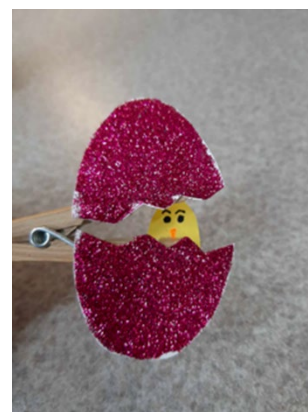
We have lined up several local members of the community for future Storytimes including a local police officer, animal control team member, community heritage coordinator, and council staff member/yoga instructor. Approx. 20 kids and 9 adults attended our first Storytime. There were several parents who brought their own children, a kindergarten group from Balclutha who were on a field trip, and a kindergarten group from Milton attending. The group from Milton hope to make it a monthly event.



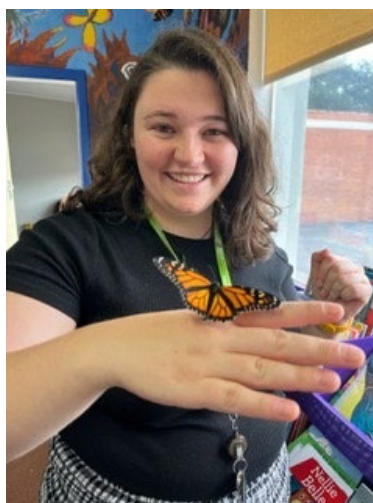
### Crafternoons

Crafternoons continued after school on a Tuesday. Recently, we have been doing more tactile crafts because the children who attend are generally younger and using scissors can be difficult for

them. We have made popsicle stick planes, popsicle stick photo frames, paper roll animals and Easter crafts.



The last of the library's monarch butterflies was released into the big, wide world at the beginning of March. "Francesca" provided a wonderful life cycle lesson for our younger customers, who enjoyed watching the progress from egg through to the emergence of the butterfly from the chrysalis.



The children's area in the library has had a re-shuffle to make our collection more accessible. We have already noticed that smaller children are finding the picture books on the new lower shelving easier to access. Previously children could not access the top shelf and were climbing on shelves trying to reach.

Digital assistance is still a large part of our work. We have people coming in regularly for assistance topping up phones. We also often help people set up accounts such as email and Facebook.

Justice of the Peace services were administered 20 times by our resident JP. These services range from taking Affidavits and Statutory Declarations to certifying copies of documents and witnessing signatures. The demand for JP services has increased to the extent, that it is planned to hold a weekly Service Desk on Wednesday afternoons from the start of May. A roster of local JP's will provide this service.

#### **1.2.4 ŌWAKA COMMUNITY LIBRARY**

Staff have noticed an increase in the number of customers needing digital assistance with phones and other devices, partially resulting from the change with Spark and Xtra email addresses; along with the usual queries of "how do I change my ringtone" and "I need help downloading this app."

As Customer Experience Officers we are not only dealing with more of these queries, but constantly need to keep our skills up to date for android, Apple and other devices that our customers bring in.

Some days during March we saw every chair being used in the facility along with all the plugs! The colder weather has started sending our visitors inside and the free Wi-Fi provided by APNK, Aotearoa Peoples Network Kaharoa, is a welcome source to contact home, download a movie and generally use the library for its warm inviting atmosphere.

Having the Ōwaka Community Library, Catlins Information Centre and Ōwaka Museum as one facility for locals and visitors alike proves to be not only a surprise for our visitors but a welcome addition to their trip.

The Ōwaka Wise Owls programme continues to grow with members of our local community engaging with the various speakers that are on offer and enjoying these afternoons - often meeting new residents of The Catlins communities.



### 1.2.5 TAPANUI COMMUNITY LIBRARY

#### Autumn Garden Show Winners

The West Otago Rose Society held an autumn garden show in the local church hall in March and invited entries from the community for all manner of garden produce and flowers. The Tapanui Community Library entered the afterschool *Kids' Activity Hour* group in the "Collection of Mounted Weeds" section. The group spent time collecting various weeds from the surrounding area and identified them using books, some local knowledge and a very useful online app. The children then labelled and mounted them on a board ready for judging day on March 16<sup>th</sup>. It was very exciting to announce to the group, the following Wednesday, that they had won 1<sup>st</sup> place.



### Guest judge for Kidzway Colouring Competition

For the second year in a row local childcare facility Kidzway invited staff at the Tapanui Community Library to judge their annual pre-school colouring competition. Tiffany Jenks, our Community Heritage Co-Ordinator, was working with the team in Tapanui and was delighted to be asked to be the guest judge. Pictured here with one of the teachers, it was no easy task, but she rose to the challenge.

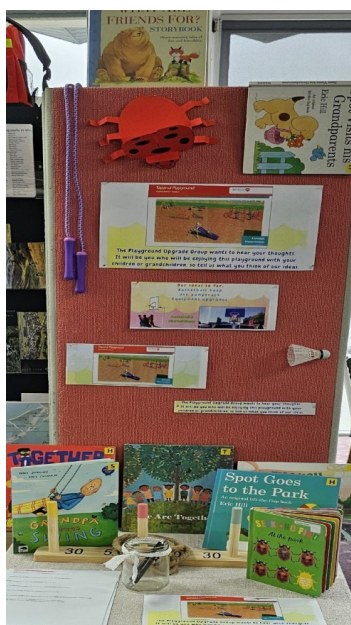


### Device Drop-In Sessions

Many different people were helped to solve various technology-related problems and issues in March. These included basic scanning, emailing and printing documents; assisting with a job application, booking bus tickets and other travel-related queries; accessing Messenger, YouTube and photos on personal devices; helping to set up an alarm on a cell phone; setting up and loading photos onto a digital photo frame; helping access manual timesheets from an employer and helping with the renewal of a driver's licence. One elderly couple needed several visits to work through various identity and document security issues relating to their UK pension funds. The downloading and uploading of necessary documents proved challenging and the couple were pleased to be able to bring the situation to a satisfactory result.

### Princesses Attend Storytime

A lovely group of princesses attended Storytime in March. After listening to the chosen stories, they spent some time colouring-in, choosing books to take home and for some further reading with their caregiver before heading off to their next royal engagement.



### Tapanui Playground Fundraising Committee

The local Tapanui Playground Fundraising Committee continue to meet at the library on a regular basis. A display was set up encouraging the community to get involved and provide feedback for ideas to upgrade the playground and it was great to engage in some conversations about it. We especially enjoyed finding out what the local kids would like to see happen in this space.

## Cemetery Records

In the lead up to the Easter break we fielded queries from five different couples passing through or staying in town asking for information about family members buried in the Tapanui Cemetery. One man from England had visited the cemetery on a previous trip to West Otago but he wasn't aware that we held the actual cemetery record books on-site. He promptly asked leave of his wife and spent the next hour perusing the historical records coming away with lots of information not previously known about his ancestors.

## Class Visit

The second classroom visit of Blue Mountain College Year 8 students occurred in early March and was chaperoned by a new teacher to the school. She was eager to find about our Library and what we had to offer for both her and the children. The class were fully engaged and were keen to try out the board games we had set out after the general introduction.

Another teacher visited the following week and had a conversation about the Clutha District Libraries being fee-free for overdue books. She commented that it was a great move on our part, and she will choose to come to us rather than the Gore Library every time. Being fee-free is a real point of difference and she is very grateful. It has increased the amount of use she makes of our services.



## 1.3 CONTENT

### 1.3.1 BOOK ISSUES

In common with all other public libraries, use of e-books and e-audio books continues to trend upwards, now making up 16% of book issues – a 45% increase on the same period last year.

MARCH BOOK ISSUES									
	Mar 2023	Mar 2024	+/-	% Variation		FYTD 22-23	FYTD 23-24	+/-	% Variation
eBook & eAudiobook	1,153	1,690	537	47%		9,708	14,061	4,353	45%
Balclutha	4,347	3,683	-664	-15%		39,169	37,481	-1,688	-4%
Lawrence	932	807	-125	-13%		7,695	6,938	-757	-10%
Milton	1,479	1,340	-139	-9%		13,607	12,536	-1,071	-8%
Owaka	497	502	5	1%		3,451	4,651	1,200	35%
Tapanui	1,168	1,022	-146	-13%		10,618	9,887	-731	-7%
<b>Total</b>	<b>9,576</b>	<b>9,044</b>	<b>-532</b>	<b>-6%</b>		<b>84,248</b>	<b>85,554</b>	<b>1,306</b>	<b>2%</b>



### 1.3.2 HERITAGE

New to Clutha Heritage in March is a series of photographs depicting when the DB Draught Horses visited Ōwaka in 1990. A reminder that events which have taken place in our lifetime are part of our district's heritage too. Reflecting the importance of documenting our recent history while the stories remain fresh in our minds.



We've also started to share images of previous Balclutha Borough Council mayors ranging from the 19th century through until L.K. Fyall (pictured) who was both the last mayor of the Balclutha Borough, and the first mayor of the Clutha District Council. Keep an eye on Clutha Heritage throughout April to see this collection grow.

## 2. VISITOR INFORMATION

Summer visitor numbers continue their post-covid climb.

March Visitor Statistics										
	Origin	Mar 2023	Mar 2024	+/-	% Variation		FYTD 2023	FYTD 2024	+/-	% Variation
I-site	Domestic	1,237	1,090	-147	-12%		6,957	8,845	1,888	27%
	International	709	720	11	2%		2,395	3,062	667	28%
Lawrence IC	Domestic	795	1,308	513	65%		4,693	6,812	2,119	45%
	International	151	233	82	54%		701	3,407	2,706	386%
Milton IC	Domestic	224	186	-38	-17%		1,222	1,014	-208	-17%
	International	45	28	-17	-38%		152	106	-46	-30%
Owaka	Domestic	2,108	1,901	-207	-10%		10,994	13,863	2,869	26%
	International	335	247	-88	-26%		1,537	1,442	-95	-6%
Tapanui	Domestic	20	10	-10	-50%		98	61	-37	-38%
	International	10	2	-8	-80%		35	13	-22	-63%
<b>Total</b>	<b>Domestic</b>	<b>4,398</b>	<b>4,495</b>	<b>97</b>	<b>2%</b>		<b>24,044</b>	<b>30,601</b>	<b>6,557</b>	<b>27%</b>
	<b>International</b>	<b>1,257</b>	<b>1,230</b>	<b>-27</b>	<b>-2%</b>		<b>4,839</b>	<b>8,032</b>	<b>3,193</b>	<b>66%</b>

### 2.1 CLUTHA ISITE

- Staff are still having issues some days finding accommodation for visitors arriving in town, and we are booking them as far afield as Lawrence.
- Tour buses continue to visit TPŌMA and use the bathroom, the isite services (including retail) and request food and coffee, so we are looking forward to when this becomes available with a café/restaurant.
- Google – we are still receiving several positive reviews, both for fabulous service from the staff, and regarding the amazing building.

- Still lots of education re freedom camping in the Clutha District.
- Stewart Island & Fiordland enquiries are still plentiful. The famils attended by staff in the last 12 months have proved beneficial, and sometimes result in direct bookings with the isite.
- Visitors often return to thank staff for the knowledgeable information they've been given when exploring the Clutha District.
- Lots of grey nomads are basing themselves in or around the Balclutha area and are enjoying all that the Clutha District has to offer.
- Tuapeka Mouth Ferry is a popular destination for our visitors.
- The Nugget Point track is always extremely popular, with recent reports of visitors struggling to find carparks – especially those with caravans/towing etc.



## 2.2 MILTON INFORMATION CENTRE

- Cycle trail is still bringing visitors to Milton and the Museum/Info Centre, with lots of questions about both the Cycle Trail and The Catlins.
- Visitors are genuinely interested in what they see in the Museum.
- The Museum's pottery exhibition created a lot of interest. Visitors come from out of the district to view.
- The town has been much busier, and Waiholo Holiday Park has had lots of people staying.

## 2.3 LAWRENCE INFORMATION CENTRE

- Plenty of cyclists in town and the café and bakery are busy and bustling.
- Visitors seeking refuge on rainy days are enjoying calling in to the Visitor Centre and having a look through the Museum.
- Storymapp demonstrations are proving effective. One Grandma took her two granddaughters for a tour and popped back in to say they all thoroughly enjoyed the experience.
- Chinese New Year celebrations took place early February at the Chinese Camp attracting approx. 300 people – what a great turnout!
- Lots of requests for cyclist transport, and we are happy to pass on details of Lawrence Bike Transfers Ltd.
- A lot of freedom campers are calling into the Visitor Centre to find out where they can park in the area. There are lovely reviews coming back about the Grey's Dam freedom camping site. They also seem to be very aware that stricter freedom camping rules will be coming into effect in the near future.
- We are noticing an increase of nomads within the camper van community. These people are living permanently on the road and have no fixed address.
- We had a returning visitor say that Lawrence had improved since their last visit. They remarked that the shop fronts looked fantastic and welcoming.
- We have observed that large groups of cyclists are now staying in Lawrence rather than finishing their cycling adventure here and moving on.

#### 2.4 CATLINS INFORMATION CENTRE

We noticed during the month of March a significant increase in our international visitors, along with our usual travellers of no fixed abode, enjoying The Catlins area. With the colder weather our visitors appreciated having the Lothlorian woollens for purchase along with many other items that the Ōwaka Museum have for sale. We continue to enjoy interacting with our many visitors, telling them about The Catlins and wider Clutha District.



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## Regulatory & Community Committee

### Item for INFORMATION

<b>Report</b>	Community Projects Update Report
<b>Meeting Date</b>	24 April 2024
<b>Item Number</b>	3
<b>Prepared By</b>	Mike Goldsmith – Project Manager, Community Plan Implementation
<b>File Reference</b>	889248

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### REPORT SUMMARY

This report provides a high-level overview of progress on the community projects which are included in the nine *Our Place* community plans completed to date.

The attachments below provide a summary of recent progress and current issues or barriers for the projects listed in these plans. The tables have been updated to provide detail on funds allocated by Council, and funds spent. It is noted that progress on large infrastructure projects is reported on elsewhere, and that some projects were completed several years ago. However, the intent of this report is to bring together information about all the projects identified in each plan, so that overall progress towards community ambitions can be gauged.

*Kaitangata Boat Ramp:* An overspend of \$4,831 more than the budgeted \$10,000 for the Kaitangata Boat Ramp upgrade is noted, due to higher-than-expected costs associated with obtaining land use consent from ORC. However, the physical works can now be undertaken, and the community are keen to get this long-running project completed.

*Clinton Community Meeting:* A Community Plan meeting on 15 March in Clinton was attended by approximately 30 people. Key discussion points were progress made to date, projects underway or planned, and indicative costs of footpath/kerb & channel improvements. A useful suggestion to better promote the Community Plan was put forward, and this was followed up through the Clinton School newsletter.

### RECOMMENDATION

- 1 That the Regulatory & Community Committee receives the 'Community Projects Update' report dated 24 April 2024.**

## REPORT

### 1 Activities since last meeting

Date	Person / Group	Reason
14 Mar	Dick Sharpin	Progress Community Plan projects in Tuapeka Mouth
15 Mar	Clinton Community Group	Update on projects, guidance on LTP submission
18 Mar	Community & Facility Group	Team meeting
18 Mar	Project Bruce	Update on projects, Stewart Reserve, Taylor Park
27 Mar	Tapanui playground group	Finalise proposal & budget for Bushyhill St PG
27 Mar	Cindy Harliwich	Prepare scope & budget for Heriot Tennis court project

### 2 Our Place Community Plan details

Our Place Plan	Population (approx.)	Date plan adopted	Projects completed <sup>1</sup>
Balclutha	4,230	2017	11
Milton	2,240	2017	5
Waihola	400	2018	9
Catlins Ward	1,032	2020	8
Lawrence-Tuapeka Ward	1,277	2021	10
Kaitangata-Matau Ward	1,092	2021	5
West Otago Ward	2,289	2022	1
Clinton Ward	1,230	2023	0
Clutha Valley Ward	1,233	2023	1
Taieri Mouth	250	N/A	N/A

<sup>1</sup> Or significant progress made towards completion.

## 2 Recent highlights

The photos below show progress on selected community plan projects.

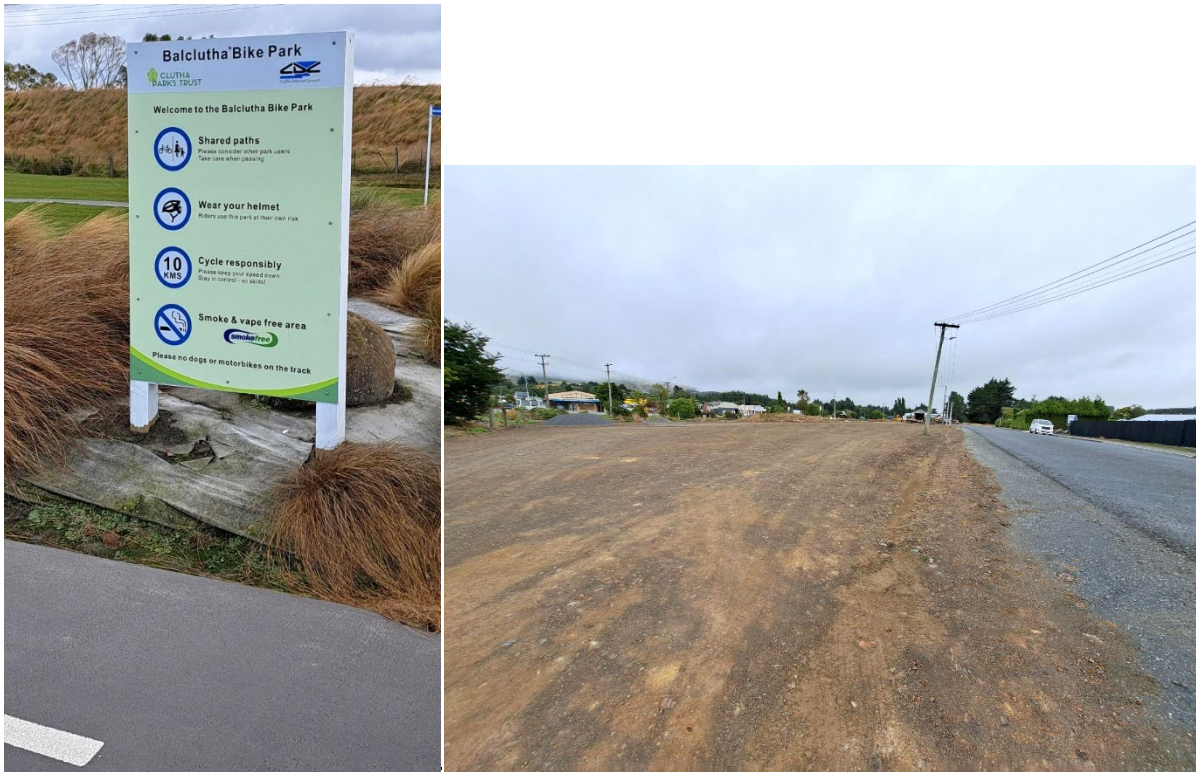


Figure 1. Sign erected at the Balclutha Bike Park by the Clutha Parks Trust – the design work was provided by Council; work underway by the Clinton Lions to create a truck park to enable drivers to stay overnight in Clinton; public toilet mural by Alice Muir at Whiskey Gully Reserve, West Otago.







## 5 Project status sheet – Waihola (2018)

Project	Lead organisation	Current issues or barriers	<ul style="list-style-type: none"> <li>○ Progress made</li> <li>○ Direction required</li> <li>○ General comments</li> </ul>	Council funding		External funding in place	Scope confirmed	Project completed
				Budget	Spent to date			
<b>1. Infrastructure upgrades:</b>								
• Milton-Waihola pipeline	Council		Expected to be completed March 2024	\$5,976,882	\$5,025,452		Yes	Almost
• Sewerage network	Council		1. WWTP consent obtained, work due to start 2026/27	\$3,645,347	\$0			
	Council		2. WWTP upgrade (incl. new aerator) Reduce Total Nitrogen & BOD	\$1,083,450	\$920,696			Yes
	Council		3. Reticulated network extended, various improvements					Yes
	Council		4. WWTP upgrade planned for 2025/26 & 2026/27	\$9,800,000				
• Stormwater infrastructure	Council		Network renewal work planned for 2025/26	\$134,000				
• Footpaths	Council		Chatham St improvements, Dec 22					
• Seal extensions	Council		1. Kilgour - George St sealed 2019/20				Yes	Yes - 2019
	Council		2. Dust suppression Chatham - Sheerness St 2023/24	\$600,000				
• Greenwaste management	Community		Currently inactive					
<b>2. Walking &amp; cycling:</b>								
• Clutha Gold cycle trail	Community			\$1,000,000	\$1,000,000	PGF, \$8.5M	Yes	Yes - 2023
• Links in Waihola	Community							
<b>3. Landscape &amp; environment</b>								
• Reserve Management Plan	Council						Yes	Yes - 2018
• Waihola playground	Community			\$200,000	\$200,000	OCT, \$120K	Yes	Yes - 2023
• Waihola lakefront	Community		Investigating options to mitigate erosion					
<b>4. Urban development:</b>								
• Enabling development	Joint		Subdivisions and new residential development occurring					
• Community, visitor facilities	Joint		Currently inactive					
• Reduced SH1 speed limit	Waka Kotahi		Speed limit reduced from 70 to 50 km/hr			Waka Kotahi	Yes	Yes - 2020
• Main street improvements	Joint		SH1 footpath closest to the lake widened (joint walk/cycleway)	\$160,000		Waka Kotahi, \$270K	Yes	Yes - 2023
				<b>\$22,599,679</b>	<b>\$7,146,148</b>			
Updates since last meeting				<b>Total council funding</b>	<b>Total spent</b>			





## 8 Project status sheet – Kaitangata (2021)

Project	Lead organisation	Current issues or barriers	<ul style="list-style-type: none"> <li>○ Recent progress</li> <li>○ Direction required</li> <li>○ General comments</li> </ul>	Council funding				External funding in place	Scope confirmed	Project completed
				2021-22	2022-23	2023-24	Spent to date			
<b>1. River access:</b>										
• Boat ramp, carpark, reserve	Community		Resource consent and Flood Protection Bylaw approval from ORC.	\$ 10,000			\$ 14,831	Kai Promotions	Yes	
• Riverbank improvements	Community	Funding required	Riverway trail proposed.							
<b>2. Walking &amp; cycling:</b>										
• Links within Kaitangata	Council		Exmouth St footpath. Riverside trail plans						Yes	
• Wider connections	Community		Inactive							
<b>3. Kaitangata pool</b>										
• Transfer ownership	Kai Pool Inc.		Formal handover of pool completed						Yes	Yes - 2024
• Upgrades	Community		Roof replaced using CDC (reserves) and Otago Community Trust funding.	\$ 15,000	\$ 50,000		\$ 91,246	OCT, \$TBC	Yes	Ongoing
<b>4. Victoria Park Reserve</b>										
• Reserve improvements	Community		Inactive							
• Tree removal	Council		Trees removed.	\$ 35,000			\$ 13,800		Yes	Yes - 2023
<b>5. War Memorial Reserve</b>										
• Memorial Garden	Community		Formal opening ceremony, 24 Feb	\$ 50,000			\$ 50,938	OCT, \$15K	Yes	Yes - 2024
• Map / kiosk †	Joint		Clutha Development contributed \$1k					C.Dev, \$1K		
• Footpath entrance concrete †	Council		From footpaths budget		\$ 9,885		\$ 9,885			
<b>6. Public toilets</b>	Council		Demolition / relocation underway	\$50,000			\$ 2,525		Yes	
<b>7. Roading</b>	Council		Being considered as part of 2024/34 LTP							
<b>8. Wangaloa Domain Reserve</b>	Council									
<b>9. Reserve Management Plan †</b>	Council			\$20,000			\$ 20,000		Yes	Yes - 2022
† = projects not specifically listed in Community Plan				\$239,885		\$203,225				
Updates since last meeting				Total council funding		Total spent				







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# Regulatory & Community Committee

## Item for INFORMATION

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<b>Report</b>	<b>Building &amp; Regulatory Update Report</b>
<b>Meeting Date</b>	<b>24 April 2024</b>
<b>Item Number</b>	<b>4</b>
<b>Prepared By</b>	<b>Malcolm Sinclair - Building &amp; Regulatory Manager</b>
<b>File Reference</b>	<b>889245</b>

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### REPORT SUMMARY

This report provides updates in the Building and Regulatory area on various matters of interest to the Committee that are not dealt with elsewhere in this agenda.

### RECOMMENDATION

**That the Regulatory and Community Committee receives the 'Building and Regulatory Update Report', dated 24 April 2024.**

#### 1. Building Control

##### Reporting on quality processes

We have received notification of full clearance for accreditation certification.

Next IANZ visit will be in January 2025 which aligns with our normal cycle for accreditation.

We have committed to changing our processing and inspection recording system to Objective Build which is an end-to-end building consent processing systems. Team training is scheduled in for 30<sup>th</sup> April. With a go live date still to be established.

##### Conflicts of interest

We currently have two conflicts of interest in place.

##### Work Volumes & Service Levels

- Consents issued, we had one building consent application exceeding the 20-day statutory clock, with 97% of consents issued within statutory timeframes for March 2024
- Average processing days are 16 days for month of March
- Inspections bookings can generally be obtained within 4-working days
- Applications are holding steady in numbers, with 27 awaiting processing, with 42 building consents awaiting further information for assessments to be completed
- Land Information Memoranda processed for March was at 13
- Code Compliance Certificates issued, 3 issued for March, statutory timeframes met 100%.

##### Compliments and Complaints

- No recorded BCA complaints or compliments for this period



### Projects

- Receiving consents in an electronic format for processing electronically, advancements by way of commitment to changing to Objective Build system, implementation project committee being formed.
- Forms on website have been updated to include editable fields to allow completion without the need to print the form.

### Health & Safety

There have been no H&S issues raised.

Staff are reminded to look out for each other and be mindful of individuals wellbeing.

### Continuous Improvements

Our continuous improvements register has been expanded to identify urgency of items and review of effectiveness of outcomes for items addressed through this process, the register has access available to all department staff and staff being encouraged to submit ideas for improvement. Our continuous improvements register has been expanded to identify urgency of items and review of effectiveness of outcomes for items.

Any new projects or process changes are to be recorded.

### External Contractors

No building consents have been processed by contractors for this period.

### Internal Audits

- Sample of consents are being reviewed for our next round of audits.
- Technical staff competency assessments are up to date.
- Refresher training courses are now being undertaken, this is to ensure staff competency and knowledge growth is retained.

## 2. Animal Control Report/ Compliance Report

**28 February 2024 - 9 April 2024**

### Dogs

Total Dogs	6786	
Total Dogs Registered	6657	(98%)
Total Dogs Owned & Not Registered	129	(2%)

### Owners

Total Owners who have dogs	3287	
Total Owners who have registered their dogs	3196	(96%)
Total Owners who have not registered.	93	(4%)

### Dog Registrations 2023- 2024 update report:

These were made up of the following categories of dog ownership and revenue:

	From 01/07/23	From 01/08/23
Rural Non-Working	\$63.00	\$94.50
Rural Working	\$45.00	\$67.50
Urban (Non-Working and Working)	\$90.00	\$135.00
Urban Responsible Owner	\$63.00	\$94.50
Dangerous Dog	\$135.00*	\$202.50

\*We have 4 dangerous dogs in the Clutha District, 3 dogs registered, 4<sup>th</sup> dog is unregistered the owner has been infringed for not registering her dog.

- Animal Control Officers have visited properties to find unregistered dogs and are proactively looking for unknown dogs (8 dogs have been discovered from 28 February that were not on our system and not registered within the Clutha District)
- 77 infringements have been issued for failing to register their dogs between 01/07/23 – 09/04/2024.
- 12 infringements have been issued for other incidents between 01/07/23 – 09/04/2024.
- 7 customers currently paying their dog/s registration via a payment plan and 6 customers have completed.
- 2 dog registrations have been paid using the online system from 28/02/24 – 09/04/2024

### **Infringement**

Infringement payments via the court for March 2024 - \$1,635

### **Impound**

- 15 Dogs were impounded – 12 were claimed and returned to their owners. 1 was signed over to the council and rehomed via a rescue charity, 2 not claimed 1 euthanized due to behavior issues not re-home able, the other was rehomed with a staff member.

### **Animal control activity for the last 6 weeks has included the following:**

#### **Customer Service Requests**

76 Customer Service requests of which 54 Customer Service requests were dogs that were dealt with (including out of hours requests)

- 4 dog welfare
- 6 dog aggression
- 7 barking dogs
- 1 fouling
- 7 lost dog notification
- 0 dogs biting livestock
- 1 dog biting domestic animals
- 1 dog biting humans
- 27 wandering dogs
- 18 wandering stocks
- 1 stock welfare
- 3 animal nuisances
- 0 other

### **Compliance Officers Activity: (including out of hour requests**

#### **Customer Service Requests**

42 Customer Service requests for Compliance were dealt with (including out of hours requests)

- 19 noise control
- 4 abandoned vehicles
- 7 parking
- 4 compliances
- 2 litter
- 3 freedom camping
- 1 illegal dumping
- 2 fire hazards (referred to the FENZ)

### **3. District Licensing Committee**

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

**1 March 2024 – 10 April 2024**

22	Specials
4	Manager's Certificates
0	On/Off/Club

**4. Staffing**

We have one vacant position for a Building Control Officer, this role has been readvertised due to low candidate experience levels.

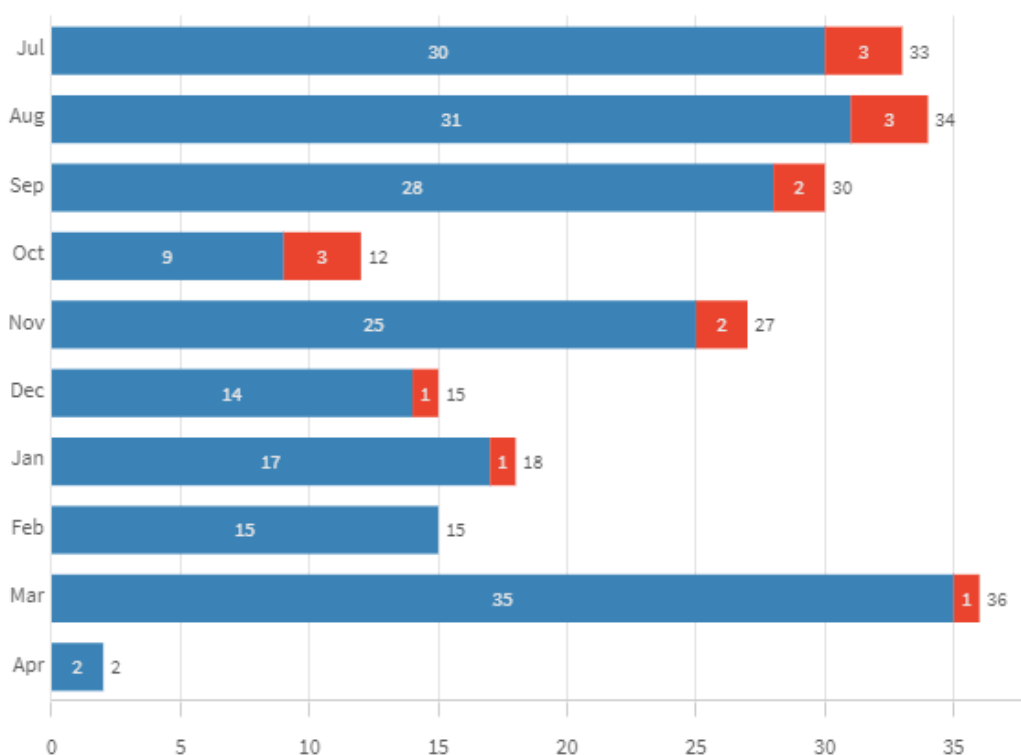
**5. Clutha Stars**

Clutha Stars is an important and innovative improvement programme, this requires the team to work together focusing on four areas: Leadership & People, Customer, Nuts & Bolts and Strategic.

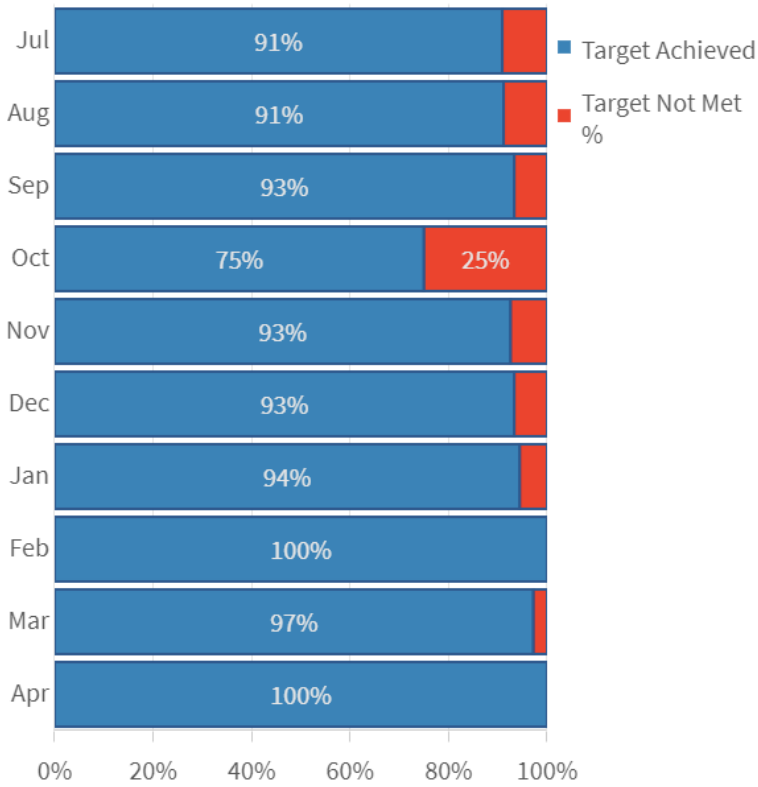
The work we're doing to date around the building of the framework to support this system with improvements is showing results already.

**6. Building Stats**

Building Consents Approved – July 23 – March 24

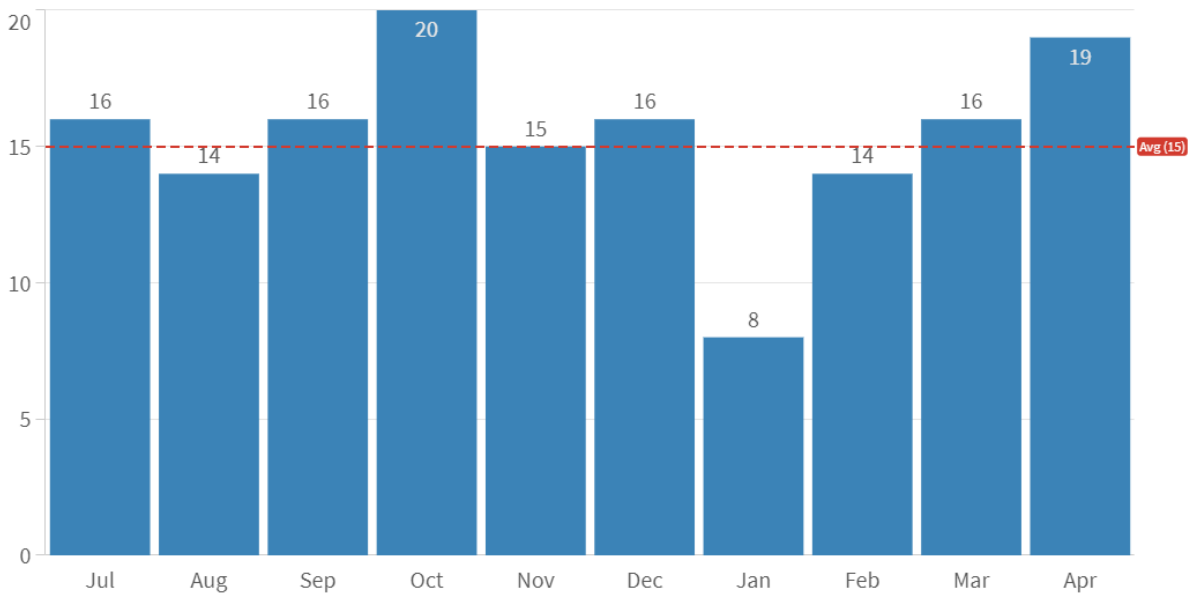
**Approved QTY**

2023/2024 Target Achieved



Building Consents Average Days To process – July 23 - March 24

Avg Days to Approve by Month



## Building Statistics by Ward

February 2024

<b>Balclutha Ward</b>		
<i>Type</i>	<i>Number</i>	<i>Value</i>
Accessory Buildings	0	0
Additions & Alterations	2	53,800
Commercial/Industrial	0	0
Farm Buildings	0	0
Heating Units	2	12,565
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	1	3,000
Resited Buildings	0	0
<b>Total</b>	<b>5</b>	<b>69,365</b>

<b>Bruce Ward</b>		
<i>Type</i>	<i>Number</i>	<i>Value</i>
Accessory Buildings	0	0
Additions & Alterations	1	9,000
Commercial/Industrial	0	0
Farm Buildings	0	0
Heating Units	1	6,000
New Dwellings	2	1,514,000
Other	0	0
Plumbing & Drainage	1	5,000
Resited Buildings	1	80,000
<b>Total</b>	<b>6</b>	<b>1,614,000</b>

<b>Catlins Ward</b>		
<i>Type</i>	<i>Number</i>	<i>Value</i>
Accessory Buildings	0	0
Additions & Alterations	0	0
Commercial/Industrial	0	0
Farm Buildings	0	0
Heating Units	0	0
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	1	65,000
Resited Buildings	0	0
<b>Total</b>	<b>1</b>	<b>65,000</b>

<b>Clinton Ward</b>		
<i>Type</i>	<i>Number</i>	<i>Value</i>
Accessory Buildings	0	0
Additions & Alterations	0	0
Commercial/Industrial	0	0
Farm Buildings	0	0
Heating Units	0	0
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

<b>Clutha Valley Ward</b>		
<i>Type</i>	<i>Number</i>	<i>Value</i>
Accessory Buildings	0	0
Additions & Alterations	0	0
Commercial/Industrial	0	0
Farm Buildings	0	0
Heating Units	0	0
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

<b>Kai/Matau Ward</b>		
<i>Type</i>	<i>Number</i>	<i>Value</i>
Accessory Buildings	0	0
Additions & Alterations	0	0
Commercial/Industrial	0	0
Farm Buildings	0	0
Heating Units	0	0
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	0	0
	<b>0</b>	<b>0</b>

<b>Lawrence/Tuapeka Ward</b>		
<i>Type</i>	<i>Number</i>	<i>Value</i>
Accessory Buildings	0	0
Additions & Alterations	0	0
Commercial/Industrial	0	0
Farm Buildings	0	0
Heating Units	0	0
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

<b>West Otago Ward</b>		
<i>Type</i>	<i>Number</i>	<i>Value</i>
Accessory Buildings	0	0
Additions & Alterations	0	0
Commercial/Industrial	1	80,000
Farm Buildings	0	0
Heating Units	0	0
New Dwellings	2	621,300
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	0	0
<b>Total</b>	<b>3</b>	<b>701,300</b>

### Comparison with February 2023

	<b>February 2023</b>		<b>February 2024</b>	
	No.	Value	No.	Value
Accessory Buildings	1	8,000	0	0
Additions & Alterations	3	95,000	3	62,800
Commercial/Industrial	4	1,225,980	1	80,000
Farm Buildings	2	110,000	0	0
Heating Units	2	10,000	3	18,565
New Dwellings	5	2,335,000	4	2,135,300
Other	0	0	0	0
Plumbing & Drainage	3	24,500	3	73,000
Resited Buildings	2	72,500	1	80,000
<b>Total</b>	<b>22</b>	<b>3,880,980</b>	<b>15</b>	<b>2,449,665</b>

### Comparison Year to Date with 2022 - 23

	July 2022 – February 2023		July 2023 – February 2024	
	No.	Value	No.	Value
Accessory Buildings	24	2,199,800	11	656,331
Additions & Alterations	32	4,018,590	35	2,745,300
Commercial/Industrial	20	14,976,778	11	1,818,000
Farm Buildings	15	4,050,360	7	1,932,256
Heating Units	52	664,438	63	429,619
New Dwellings	41	37,940,050	29	16,597,293
Other	7	1,654,000	5	985,000
Plumbing & Drainage	20	307,500	20	296,890
Resited Buildings	4	1,562,500	3	120,000
<b>Total</b>	<b>215</b>	<b>67,374,016</b>	<b>184</b>	<b>25,580,689</b>

Land Information Memoranda processed for February 2024 was 21 bringing the total for the year to 147.

Land Information Memoranda processed 1/7/22 to 30/6/23 totalled 214.

### March 2024

<b>Balclutha Ward</b>		
<b>Type</b>	<b>Number</b>	<b>Value</b>
Accessory Buildings	3	132,000
Additions & Alterations	2	87,500
Commercial/Industrial *	1	245,000
Farm Buildings	0	0
Heating Units	6	34,100
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	1	2,600
Resited Buildings	0	0
<b>Total</b>	<b>13</b>	<b>501,200</b>

\* Generator Upgrade - CHF

<b>Bruce Ward</b>		
<b>Type</b>	<b>Number</b>	<b>Value</b>
Accessory Buildings	1	60,000
Additions & Alterations	0	0
Commercial/Industrial *	1	200,000
Farm Buildings	1	35,000
Heating Units	2	24,800
New Dwellings	1	70,000
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	1	100,000
<b>Total</b>	<b>7</b>	<b>489,800</b>

\* Woodchip Boiler – Toko High



<b>Catlins Ward</b>		
<b>Type</b>	<b>Number</b>	<b>Value</b>
Accessory Buildings	0	0
Additions & Alterations	0	0
Commercial/Industrial	0	0
Farm Buildings	0	0
Heating Units	1	6,000
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	0	0
<b>Total</b>	<b>1</b>	<b>6,000</b>

<b>Clinton Ward</b>		
<b>Type</b>	<b>Number</b>	<b>Value</b>
Accessory Buildings	0	0
Additions & Alterations	0	0
Commercial/Industrial	0	0
Farm Buildings	1	62,445
Heating Units	1	6,349
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	0	0
<b>Total</b>	<b>2</b>	<b>68,794</b>

<b>Clutha Valley Ward</b>		
<b>Type</b>	<b>Number</b>	<b>Value</b>
Accessory Buildings	0	0
Additions & Alterations	0	0
Commercial/Industrial	0	0
Farm Buildings	0	0
Heating Units	1	6,349
New Dwellings	0	0
Other *	1	485,000
Plumbing & Drainage	0	0
Resited Buildings	0	0
<b>Total</b>	<b>2</b>	<b>491,349</b>

\* Big River Home for transportation to Maitaura

<b>Kai/Matau Ward</b>		
<i>Type</i>	<i>Number</i>	<i>Value</i>
Accessory Buildings	0	0
Additions & Alterations	0	0
Commercial/Industrial	1	40,000
Farm Buildings	0	0
Heating Units	1	6,395
New Dwellings	1	136,000
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	0	0
	<b>3</b>	<b>182,395</b>

<b>Lawrence/Tuapeka Ward</b>		
<i>Type</i>	<i>Number</i>	<i>Value</i>
Accessory Buildings	0	0
Additions & Alterations	0	0
Commercial/Industrial	0	0
Farm Buildings	1	70,000
Heating Units	2	18,900
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	0	0
<b>Total</b>	<b>3</b>	<b>88,900</b>

<b>West Otago Ward</b>		
<i>Type</i>	<i>Number</i>	<i>Value</i>
Accessory Buildings	1	80,000
Additions & Alterations	1	150,000
Commercial/Industrial	0	0
Farm Buildings	0	0
Heating Units	1	3,500
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	0	0
<b>Total</b>	<b>3</b>	<b>233,500</b>

**Comparison with March 2023**

	<b>March 2023</b>		<b>March 2024</b>	
	No.	Value	No.	Value
Accessory Buildings	3	114,500	5	272,000
Additions & Alterations	3	359,350	3	237,500
Commercial/Industrial	4	489,000	3	485,000
Farm Buildings	3	1,640,855	3	167,445
Heating Units	14	82,496	15	106,393
New Dwellings	5	1,915,700	2	206,000
Other	1	260,000	1	485,000
Plumbing & Drainage	8	50,000	1	2,600
Resited Buildings	0	0	1	100,000
<b>Total</b>	<b>41</b>	<b>4,911,901</b>	<b>34</b>	<b>2,061,938</b>

**Comparison Year to Date with 2022 - 23**

	<b>July 2022 – March 2023</b>		<b>July 2023 – March 2024</b>	
	No.	Value	No.	Value
Accessory Buildings	27	2,314,300	16	928,331
Additions & Alterations	35	4,377,940	38	2,982,800
Commercial/Industrial	24	14,913,778	14	2,303,000
Farm Buildings	18	5,691,215	10	2,099,701
Heating Units	66	746,934	78	536,012
New Dwellings	46	39,855,750	31	16,803,293
Other	8	2,466,000	6	1,470,000
Plumbing & Drainage	28	357,500	21	299,490
Resited Buildings	4	1,562,500	4	220,000
<b>Total</b>	<b>256</b>	<b>72,285,917</b>	<b>218</b>	<b>27,642,627</b>

Land Information Memoranda processed for March 2024 was 13 bringing the total for the year to 160.

Land Information Memoranda processed 1/7/22 to 30/6/23 totalled 214.

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# Regulatory & Community Committee

## Item for INFORMATION

<b>Report</b>	Environmental Planning and Compliance Update Report
<b>Meeting Date</b>	24 April 2024
<b>Item Number</b>	5
<b>Prepared By</b>	Edita Babos – Head of Environmental Planning and Compliance
<b>File Reference</b>	889246

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### REPORT SUMMARY

This report provides updates in the Planning and Regulatory area on various matters of interest to the Committee not dealt with elsewhere in this agenda and provides up-to-date stats for the Customer Service Reporting (CSR) for Regulatory activities.

### RECOMMENDATION

**That the Regulatory and Community Committee receives the ‘Environmental Planning and Compliance Update Report’, dated 24 April 2024.**

#### 1. Planning/Resource Consents

Consent activity since the last Regulatory and Policy Committee to 12<sup>th</sup> April 2024 has involved the following:

Planning/Resource Consents stats from the 01/03/2024 to 01/04/2024 below:

- Land Use Consents – 1
- Subdivision Consents – 7
- Combined Land Use/Subdivision – 3
- Other (87BB, Right of Way, Cert of compliance) – 0
- s226s (title separation) – 1
- Outline Plan Waivers – 0

#### New Resource Consent Applications:

- RM3048- To undertake a 10 lot subdivision at Regan Road in the Rural Resource Area of the Chaslands.
- RM3051- To create an additional lot and amalgamate the remaining sections to create two additional lots on Sheerness Street, Waiholo in the Rural Resource Area.

- RM3052- To undertake a boundary adjustment at 419 Parkhill Road, Kelso in the Rural Resource Area.
- RM3055- To undertake a 4 lot subdivision with building platforms for residential activity proposed on Lot 1 and 2 at Akatore Road, Taieri Beach in the Rural and Coastal Resource Area.
- RM3056- To undertake a 3 lot subdivision with building platform for residential activity proposed on Lot 2 at Windy Ridge Road, Benhar in the Rural and Rural Settlement Resource Area.
- RM3057- Land Use consent to establish a building platform for residential activity closer than 150m to an existing dwelling in the Rural Resource Area.
- RM3059- To undertake a 3 lot subdivision to remove the existing dwelling from the motor vehicle workshop and vest the land of lot 3 to Council as this consists of footpath and roadway at Union Street Milton in the Urban Resource Area.
- RM3060- To undertake a 3 lot subdivision at Nelson Road, Balclutha in the Transitional Resource Area.

## Other Planning Matters

### **Legislation**

The government has indicated that they will suspend the requirements to comply with the Significant Natural Areas (SNA) provisions of the National Policy Statement for Indigenous Biodiversity (NPS-IB). This announcement has little impact on Council as to date, Council had not acted upon SNAs.

### **Forestry**

Planning have noted there remains ongoing interest from the public, particularly the rural community, on the effects of forestry on the District. In early 2024 enquiries have been undertaken by Council Officers with economists with spatial planning expertise to assist on the evidential foundation required to underpin a plan change focusing on managing the social and economic effects of forestry, particularly where this result in the conversion of arable farming land. Council officers are currently working on scoping options for District Plan review.

### **Service Requests Completed from last meeting to 12<sup>th</sup> April 2024**

<b>Service Request Type</b>	<b>Number of Service requests</b>	<b>KPI completed within timeframe Percentage</b>
Planning Enquires	61	100%
Fire Hazards	1	100%
Freedom Camping	3	100%
After Hours (Noise Control)	7	100%
General (Noise Control)	10	100%
Litter	1	100%
Parking	7	100%
Other	4	100%

## 2. Freedom Camping

Freedom Camping Officer activity since the last Regulatory and Policy Committee meeting has involved the following:

- 748 vehicle interactions (up from 655 last report).
- 92 relocated vehicles (same from 92).
- 6 incidents of loose dogs, injured animals, and loose cattle (down from 7).
- 3 incidents where rubbish/refuse has been dumped.
- 1 obstacle removed from roads.
- 4 site visits with the Monitoring and Enforcement Officer (down from 13).
- 4 vehicles on beaches related incidents (up from 3).

*We noted that our Freedom Camping and Compliance Officer has been physically attacked and the Police has attended the incident.*

*A more detailed summary and field report from our Freedom Camping and Compliance Officer follows this report. (Appendix 1)*

## 3. Staffing and Re-structuring

The changes to staffing since the last Regulatory and Policy Committee meeting:

- The temporary Freedom Camping Officer, Peter Burtonwood, has finished his contract at the end of March. He has been formally thanked for his assistance.
- Jessica Craig, who has been helping the planning team on a temporary contract since November, is now a permanent staff member as a Planning Officer.
- Lastly, I have resigned as Head of Environmental Planning and Compliance and my last day will be the 7 June 2024.

My resignation is presenting an opportunity to re-align the structure of the of Department to the Clutha Stars structure, based on experiences to-date. As the Department is one of the smallest in the organization, a full Head of Activity position is proposed to be replaced with a Manager's position. The other two significant changes include the absorbing of District Plan Monitoring and Compliance by the planning team and shifting of the Freedom Camping and Compliance Support Officer position to the Infrastructure Operations Department.

#### 4. Resource Consents – YTD 23/24

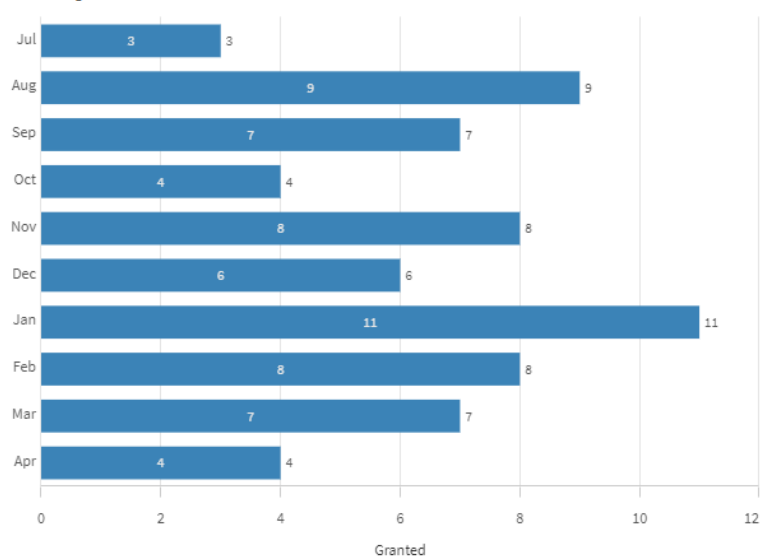
##### Granted Consents Since last meeting:

- RM3044 – To subdivide lot 1 of 8 hectares around the existing dwelling, wool shed and barn from the rest of the property in the Rural Resource Area at Murray Road.
- RM3011 01 – Variation of RM3011 – a 2 Lot subdivision in the Rural Resource Area at Gregan Road.
- RM3039 – 2 Lot subdivision in the Rural Resource Area at Fletcher Road.
- RM3047 – 4 Lot subdivision, with two of the allotments on each side of the new internal boundary amalgamated with the balance of land in the Rural Resource Area Cockleshell Road.
- RM2985 – To subdivide into 3 lots with building platforms for residential activity on all 3 lots in the Rural Resource Area at Waihola Highway.
- RM3012 – 5 Lot subdivision and Land use for breach in separation rule from existing residential dwellings in the Rural Resource Area at Ardrossan Street.
- RM3037 – To subdivide lot 1 from the rest of the property in the Rural Resource Area at Circle Hill Road.
- RM3049 – 2 lot subdivision with lot 1 to be amalgamated to the existing dwelling at 9 George Street in the Rural Resource area at Ross Street.
- RM3042 – 2 lot subdivision with lot 1 to be amalgamated with the existing property at 16 Boyd Street in the Transitional Resource Area at Boyd Street.
- RM3054 – To construct a garage which exceeds the height limit for accessory buildings in the Urban Resource Area at Glasgow Street.
- RM3043 – To undertake a 31 lot subdivision in the Rural Resource Area at Miller Road.

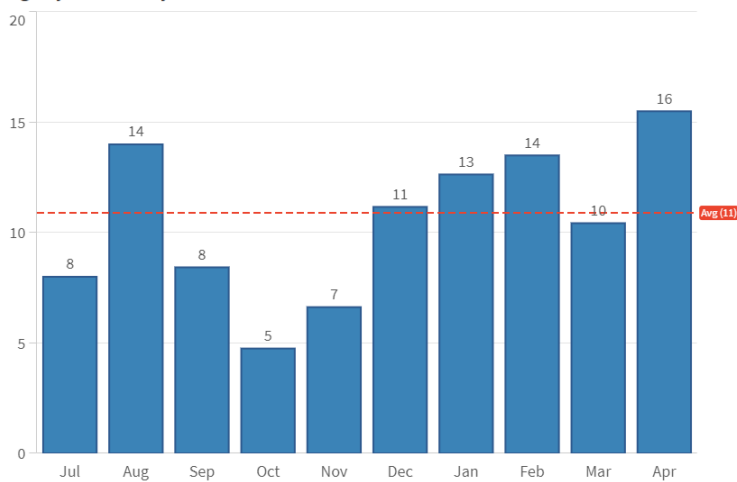
The graphs below show the quantity and percentage meeting statutory requirements.

**It is noted that all resource consents year-to-date have been processed within the 20-working day statutory timeframe.**

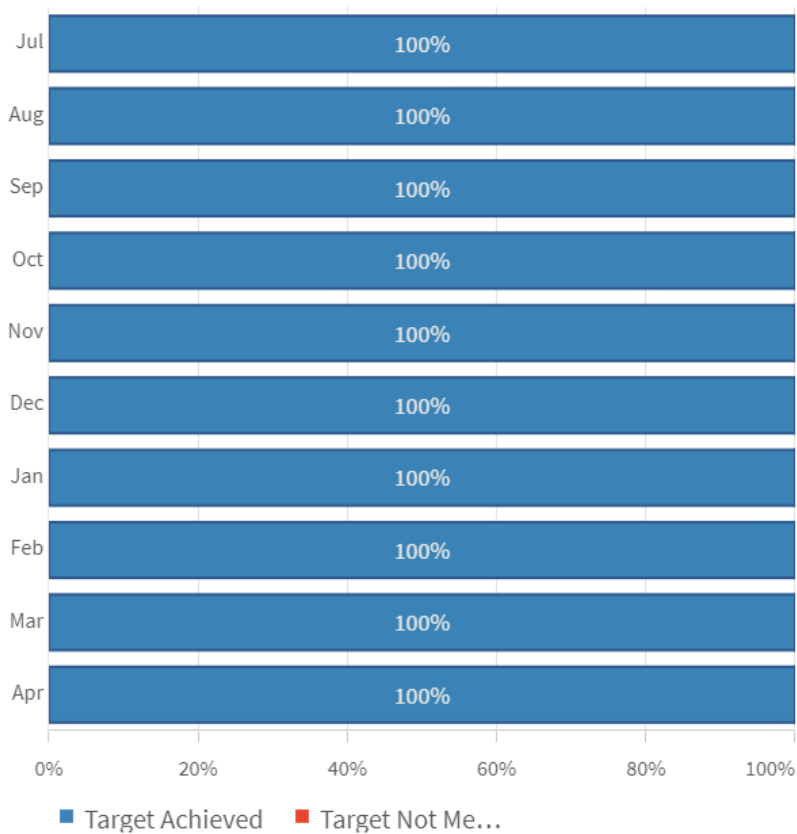
Granted QTY



Avg Days to Grant by Month



2023/2024 Target Achieved





<b>Ranger Stats 26.02.24 – 07.04.24</b>	
<p>Camper / Vehicle Interactions: <b>748</b></p> <p>Vehicle Relocations: <b>92</b></p> <p>Tent Campers Relocated: <b>1</b></p> <p>* These Interactions and Relocations include the additional freedom camping officer's returns (up to the end of March) as Peter has now come to the end of his contract.</p>	<p>The Owaka FC site is still busy, often full most nights. Vehicles are still arriving with no toilets or toilets stowed away that are clearly unable to be used. Last week I had an early morning message from a resident of Reid Street, Owaka, who had woken up to human defecation and filthy toilet paper outside their house.</p> <p>My belief is that the 2023 amendments to the 2011 Freedom Camping Act missed a big opportunity to put an end to this issue. Government amended the Act to include vehicles must have 'A Fixed &amp; Ventilated Toilet' when being certified. However, it is my experience that vehicles are having these toilets fitted to comply with the legislation but that the occupants are still not using them. Some vehicles, especially where more than one person is in that vehicle, are just not suitable. A more sensible solution would have been to exclude certain vans and station wagons from camping completely unless using campgrounds with proper facilities. As is the case with Tent campers.</p> <p>Things continue to be busy with some issues of illegal camping and other matters needing our attention in places that usually do not cause many issues. The distance between jobs is quite noticeable lately, such as when checking the Lawrence freedom camping site, a job came in involving an illegal camp being established at Florence Hill. Other locations I have been contacted to attend recently have included Beaumont &amp; Tapanui.</p>
<p>(On-the-spot) Animal Control <b>6</b></p>	<ul style="list-style-type: none"> <li>• A loose Westie type dog at Kaka Point. Collected and following an attempt to find the owner, the dog and details were given over to Animal Control at Rosebank.</li> <li>• Visiting dog owners to Tautuku Bay spoken to about their Kelpie type dog running loose through the dunes and forest. Dog off the lead without any supervision. Advice given. Owners immediately complied.</li> <li>• Approached by holidaymakers about a deceased little Blue Penguin on Jacks Bay Beach. Penguin body collected and delivered to DOC for their records and possible investigation.</li> <li>• Approached by a Toko Mouth resident upset at two loose dogs regularly wandering around at will and suspected to be the cause of an increase in dog faeces at the location. Unable to locate the owner due to their absence. Reported to Animal Control for a follow-up.</li> <li>• Loose Shetland Pony causing issues at Toko Mouth (same owner of the wandering dogs). Again, no one at home. Animal Control given the details.</li> <li>• Penguin rescued from two large dogs at Tautuku Bay. Owner of dogs not doing anything wrong, just walking his dogs on the beach, however, unusually in daylight a Penguin appeared and had to be quickly secured before being spotted by the dogs. Dog owner immediately put dogs on a lead when advised of the Penguin's presence.</li> </ul>

<p>Dumped Rubbish Removed <b>3</b></p>	<ul style="list-style-type: none"> <li>• Large amount of dumped rubbish and old bed discovered and reported for removal at Pomahaka.</li> <li>• Dumped rubbish at Beaumont removed and disposed of.</li> <li>• Residential and commercial type rubbish dumped beside the Freedom Camping skip at Owaka. Cars seen by campers, but no registration numbers taken.</li> </ul>
<p>Homelessness <b>4</b></p>	<ul style="list-style-type: none"> <li>• A couple with two large dogs found at the Balclutha Boat Ramp carpark. (Now relocated to Toko Mouth).</li> <li>• A gentleman living in a people mover at Lanark Street, Balclutha. (Has secured himself part-time farm work and will be moving his vehicle to Clydevale).</li> <li>• A couple found living in a car at Owaka Heads. (Passing through heading South).</li> <li>• Man living in car &amp; trailer at Whisky Gully, Tapanui. (Police now dealing with this man).</li> </ul>
<p>Obstructions Removed from Roads <b>1</b></p>	<ul style="list-style-type: none"> <li>• Large piece of firewood at Finegand.</li> </ul>
<p>Parking Related <b>1</b></p>	<ul style="list-style-type: none"> <li>• Ute parked at Milton completely blocking the footpath, given advice and moved elsewhere.</li> </ul>
<p>Repairs or Maintenance <b>3</b></p>	<ul style="list-style-type: none"> <li>• New hose and fittings on the dump station at Owaka (again). They often get stolen.</li> <li>• 2 x loose signposts re-concreted.</li> </ul>
<p>Antenno reports <b>4</b></p> <p>Other Reports <b>3</b></p>	<p><u>Antenno Reports:</u></p> <ul style="list-style-type: none"> <li>• Rubbish Dumped at Pomahaka</li> <li>• Loose Shetland Pony</li> <li>• Bench Vandalised at Mount Stuart Reserve</li> <li>• Dumped Household and Commercial Rubbish at Owaka.</li> </ul> <p><u>Other Reports:</u></p> <ul style="list-style-type: none"> <li>• Report to Mayor about Homeless Couple living in a car in Balclutha.</li> <li>• Report to FENZ re Large Campfire at Akatore Creek beside the forest.</li> <li>• Report to DOC, Rats at Tautuku Bay.</li> </ul>

<p>Site Visits or Monitoring <b>4</b></p>	<ul style="list-style-type: none"> <li>• Commercial Noise Complaint, Tapanui. Attended for photographs and noise level readings and then reported back to CDC.</li> <li>• Toko Mouth Campground visit and catch-up.</li> <li>• Hillview campground visit following invite from the owner.</li> <li>• Toko Mouth homeless couple visit.</li> </ul>
<p>Vehicles on Beaches <b>4</b></p>	<ul style="list-style-type: none"> <li>• Evidence of overnight hooning at Cannibal Bay.</li> <li>• 2x Episodes of evidence of overnight hooning at Tautuku Bay .</li> <li>• A large group of inebriated adult males spoken with about serious hooning which had occurred by use of multiple vehicles on Kaka Point beach. Evidence seemed to indicate a nearby rental property where a large group of men and vehicles were located. The men denied responsibility, however, they were left with the impression that we would be monitoring that beach throughout the day. No more occurrences following our visit.</li> </ul>
<p>Health &amp; Safety <b>1</b></p>	<p>A camper became violent when asked to relocate from the Boat Ramp Carpark in Balclutha. Police attended at my request. No reason for the incident, male aggressor could have been under the influence of something. Possible future solutions are: A Bodycam as a deterrent and for evidential use. Digital Ticketing, which would negate the need to ask multiple questions and the need for written notes.</p>
<p>Kilometres travelled: (PNC912) 44160 - 50831 Total <b>6671</b>  Kilometres travelled: (LNK987) 154705 - 160097 Total <b>5392</b></p> <p>Ian Royle - FCO  Clutha District Council  07.04.24</p>	

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## Regulatory & Community Committee

### Item for INFORMATION

<b>Report</b>	Creative Communities Scheme Assessment Committee Minutes – 28 March 2024
<b>Meeting Date</b>	24 April 2024
<b>Item Number</b>	6
<b>Prepared By</b>	Cheryl-Marie Moana – Community & Facilities Administrator
<b>File Reference</b>	890921

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### REPORT SUMMARY

Minutes of a meeting of the Creative Communities Scheme Assessment Committee held on 28 March 2024.

### RECOMMENDATION

- 1 That the Regulatory & Community Committee notes the minutes of the ‘Creative Communities Scheme Assessment Committee’ held on the 28 March 2024 report dated 24 April 2024.**

# Creative Communities Scheme Assessment Committee

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Minutes of the meeting of Creative Communities Scheme Assessment Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday 28 March 2024 commencing at 3.00 pm.

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<b>Present</b>	Councillor Ken Payne (Chairperson), Lindy Chinnery, Russel Johnston, Julie-Anne Mallon, Marie Reid, Chris McDonald, and Jess Weichler.
<b>In Attendance</b>	Lilly Paterson (Community Support & Development Advisor), Cheryl-Marie Moana (Community & Facilities Administrator)
<b>Apologies</b>	Jenny O'Connell, Councillor Michele Kenedy

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## URGENT BUSINESS

### PUBLIC FORUM

Public forum was held during the meeting. Raylene Johnston, Quentin Currall, and Olivia Montgomery spoke in person about their applications and answered questions from the committee.

#### 1 CONFIRMATION OF MINUTES

The unconfirmed minutes of the meeting of the Creative Communities Scheme Assessment Committee held on 26 September 2023 were tabled.

***Moved: C McDonald/ and J Weichler Resolved:***

***“That the minutes of the Creative Communities Scheme Assessment Committee held on 26 September 2023 be approved as a true and correct record.”***

#### 2 PROMOTION OF THE SCHEME

The Promotion of the Scheme report promoting the first funding round for the 2023/24 year was tabled.

***Moved: M Reid / and L Chinnery Resolved:***

***“That the Creative Communities Scheme Assessment Committee receives the Promotion of the Scheme report.”***

### 3 FINANCE REPORT

The Finance report was tabled.

The amount available for distribution is \$20,837.10.

**Moved: L Chinnery / and J Weichler Resolved:**

***“That the Creative Communities Scheme Assessment Committee receives the Finance report.”***

### 4 APPLICATIONS

Twelve applications were presented to the committee for consideration.

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

***“That the Creative Communities Scheme Assessment Committee receives the application report.”***

***“That the Creative Communities Assessment Committee considers the applications for the first funding round of the 2023/24 scheme and approves funding for the following: \$828.00 to Clutha Camera Club for, \$1,500.00 to South Otago Theatrical Society Inc. for ticket and other printing, \$1,022.17 to Southern Dance Academy for costume hire, graphic design and advertising, \$2,835.00 to Raylene Johnston for the Harakeke Hauora programme, Milton, \$1,048.00 to Royal Scottish Country Dance Society NZ Branch – Otago/Southland for hall hire and domestic air flights and \$800.00 to Vicki Crawford for art lessons for school age students.***

***“That the Creative Communities Assessment Committee considers the applications for the first funding round of the 2023/24 scheme and does not approve the following: Niki Rojas (9522), South Otago Patchwork Group, St Mary’s Catholic School, Milton, West Otago Theatrical Society, Olivia Montgomery, Susan (Sami) Heta.***

### 5 PROJECT COMPLETION REPORT

The Project Completion Report was presented on project reporting received since the last meeting:

One project report was received

- Jean Anderson
- South Otago Theatrical Society
- Anne Cheng

**Moved: JA Mallon / and C McDonald Resolved:**

***“That the Creative Communities Scheme Assessment Committee receives the Project Completion report.”***

## 6 CORRESPONDENCE

Copies of correspondence since the last meeting were presented.

### Inwards Correspondence

1. Applications as presented in Item Number 4
2. Project Reports as presented in Item Number 5

### Outwards Correspondence

1. Drum4fun
2. Jamie O'Conner
3. Donald Wilson
4. Kelly Aitken
5. Balclutha Playcentre
6. St Mary's School
7. Anne Cheng
8. Olivia Montgomery
9. Vicki Yarker-Jones
10. Jean Anderson
11. Clinton Playcentre
12. Magic Carpet Trust

***Moved: L Chinnery / M Reid and resolved:***

***"That the Creative NZ Scheme assessment Committee receives the notification of correspondence in and out."***

The meeting closed at 5.15pm.

Confirmed

Ken Payne  
**CHAIRPERSON**