MEETING OF THE

CLUTHA DISTRICT COUNCIL

Thursday, 10 August 2017

commencing at 1.30 pm

at the Council Chambers

1 Rosebank Terrace

BALCLUTHA
CLUTHA DISTRICT COUNCIL

Notice is hereby given that a Meeting of the Council will be held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday, 10 August 2017, commencing at 1.30 pm.

Steve Hill
CHIEF EXECUTIVE OFFICER

Council Members

Mayor: Bryan Cadogan

Councillor Geoff Blackmore  Councillor Michelle Kennedy
Councillor John Cochrane  Councillor Alison Ludemann
Councillor Stewart Cowie  Councillor Hilary McNab
Councillor Gaynor Finch  Councillor Ken Payne
Councillor Bruce Graham  Councillor Carol Sutherland
Councillor John Herbert  Councillor Bruce Vollweiler
Councillor Rachel Jenkinson  Councillor Selwyn Wilkinson
## Apologies

## Public Forum

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(For Council’s Confirmation) | Minutes of the Council Meeting held 28 June 2017. |
| 2.   | 12     | Regulatory Services Committee Minutes  
(For Council’s Confirmation) | Minutes of the Regulatory Services Committee Meeting held 27 July 2017. |
| 3.   | 16     | Regulatory Services Committee Recommendations  
(For Council’s Decision) | Recommendations made to Council by the Regulatory Services Committee at a meeting held 27 July 2017. |
| 4.   | 17     | Corporate Services Committee Minutes  
(For Council’s Confirmation) | Minutes of the Corporate Services Committee Meeting held 27 July 2017. |
| 5.   | 20     | Service Delivery Committee Minutes  
(For Council’s Confirmation) | Minutes of the Service Delivery Committee Meeting held 27 July 2017. |
| 6.   | 27     | Service Delivery Committee Recommendations  
(For Council’s Decision) | Recommendations made to Council by the Service Delivery Committee at a meeting held 27 July 2017. |
| 7.   | 46     | Audit & Risk Committee Minutes  
(For Council’s Information) | Unconfirmed minutes of the meeting of the Audit & Risk Committee held 27 July 2017. |
| 8.   | 51     | Youth Council Minutes  
(For Council’s Information) | Unconfirmed minutes of the meeting of the Youth Council held 26 July 2017. |
|   |   | Electoral System, Maori Representations and Representation Arrangement Reviews  
|   |   | *(For Council’s Decision)*  
|   |   | Report from Local Electoral Act 2001 provided for Council, in 2017, to consider for the 2019 elections (i) the electoral system, (ii) whether Māori representation should be introduced and (iii) a representation arrangements review.  

|   |   | Procurement Policy Review  
|   |   | *(For Council’s Decision)*  
|   |   | Report recommending the adoption of the reviewed procurement policy and recommending further improvements CDC can make to its processes in regards to procurement.  

|   |   | Strategic Case  
|   |   | *(For Council’s Decision)*  
|   |   | Report providing Councillors with information on the Strategic Case required, to be included in Council’s 2018/21 Land Transport Programme application for funding assistance to the New Zealand Transport Agency.  

|   |   | District Plan Changes  
|   |   | *(For Council’s Decision)*  
|   |   | Report seeking to gain Council’s approval of the Balclutha, Stirling and Milton zoning plan changes under the RMA.  

|   |   | Citizenship Ceremony  
|   |   | *(For Council’s Information)*  

|   |   | Mayoral Report  
|   |   | *(For Council’s Information)*  

|   |   | Chief Executive’s Report  
|   |   | *(For Council’s Information)*  

|   |   | Documents for Consent and Seal  
|   |   | *(For Council’s Confirmation)*  

|   |   | Reasons to move to Public Excluded  
|   |   | *(For Council’s Decision)*  

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*Clutha District Council – 10 August 2017*
Clutha District Council
Item for CONFIRMATION

Report Council Minutes for Confirmation
Meeting Date 10 August 2017
Item Number 1
Prepared By Julie Gardner – Service Delivery Administrator
File Reference A162502

REPORT SUMMARY
Attached for confirmation are the minutes of the meetings of the Clutha District Council held on 29 June 2017.

RECOMMENDATIONS
1. That the minutes of the meetings of the Clutha District Council held on 29 June 2017 be approved as a true and correct record.
Minutes of the meeting of Clutha District Council held in the Council Chambers on 29 June 2017, commencing at 1.30pm.

Present
His Worship the Mayor Bryan Cadogan, Councillors John Cochrane, Stewart Cowie, Gaynor Finch, Bruce Graham, John Herbert, Michelle Kennedy, Alison Ludemann, Hilary McNab, Ken Payne, Carol Sutherland, Bruce Vollweiler and Selwyn Wilkinson.

In Attendance
Steve Hill (Chief Executive), Jules Witt (Group Manager Service Delivery), John Scott (Group Manager Corporate Services), David Campbell (Group Manager Regulatory Services) and Julie Gardner (Service Delivery Administrator).

Larissa Brown (Senior Policy Analyst), Rachel Askew (Communications Coordinator) and Alana King (Policy and Planning Administrator).

Apologies
Councillors Geoff Blackmore, Rachel Jenkinson

Moved Councillors Payne/Kennedy and Resolved:
“That the apologies be sustained.”

URGENT BUSINESS
There was no urgent business.

PUBLIC FORUM
There was no public forum.

The Senior Policy Analyst introduced the newest member of her team Alana King, to Council. Alana is employed as a Policy and Planning Administrator.

1 CONFIRMATION OF COUNCIL MINUTES
The minutes of the meetings of the Clutha District Council held on 18 May, 1 June and 14 June 2017 were submitted for confirmation.
Moved Councillors Sutherland/Payne and Resolved:

“That the minutes of the meetings of the Clutha District Council held on 18 May, 1 June and 14 June 2017, after the amendment to 1 June 2017 minutes,

- Schedule of Fees and Charges 2017/18 – “for 1 July 2017 to 30 July 2018” to “for 1 July 2017 to 30 June 2018.”

be approved as a true and correct record.”

2 CORPORATE SERVICES COMMITTEE MINUTES

The minutes of the meeting of the Corporate Services Committee held on 14 June 2017 were submitted for confirmation.

Moved Councillors McNab/Payne and Resolved:

“That the minutes of the meeting of the Corporate Services Committee held on 14 June 2017 be approved as a true and correct record.”

3 SERVICE DELIVERY COMMITTEE MINUTES

The minutes of the meeting of the Service Delivery Committee held on 14 June 2017 were submitted for confirmation.

Moved Councillors Cochrane/Sutherland and Resolved:

“That the minutes of the meeting of the Service Delivery Committee held on 14 June 2017 be approved as a true and correct record.”

4 REGULATORY SERVICES COMMITTEE MINUTES

The minutes of the meeting of the Service Delivery Committee held on 14 June 2017 were submitted for confirmation.

Moved Councillors Vollweiler/Herbert and Resolved:

“That the minutes of the meeting of the Regulatory Services Committee held on 14 June 2017 be approved as a true and correct record.”

5 WEST OTAGO COMMUNITY BOARD MINUTES

The unconfirmed minutes of the meeting of the West Otago Community Board held on 31 May 2017 were submitted.

Moved Councillors Herbert/Kennedy and Resolved:

“That the unconfirmed minutes of the meeting of the West Otago Community Board held on 31 May 2017 be noted.”

6 LAWRENCE/TUAPEKA COMMUNITY BOARD MINUTES

The unconfirmed minutes of the meeting of the Lawrence/Tuapeka Community Board held on 31 May 2017 were submitted.
Moved Mayor Cadogan/Councillor Kennedy and Resolved:

“That the unconfirmed minutes of the meeting of the Lawrence/Tuapeka Community Board held on 31 May 2017 be noted.”

7 RATES RESOLUTION AMENDMENT FOR THE FINANCIAL YEAR FROM 1 JULY 2017 TO 30 JUNE 2018 – ADDITIONAL INFORMATION

The Group Manager Corporate Services submitted a report to amend a Rates Resolution that was adopted at the Council meeting on 14 June 2017, as the Stormwater Targeted Rates Fixed Charges per serviceable SUIP were incorrect for Balclutha, Clinton, Kaitangata, Kaka Point, Lawrence, Milton, Owaka and Tapanui.

Moved Councillors Finch/McNab and Resolved:

“That Council receives the Rates Resolution Amendment Report for the financial year from 1 July 2017 to 30 June 2018 – Additional Information.

That Council substitutes the replacement page on Stormwater Targeted Rates Fixed Charges per serviceable SUIP for Balclutha, Clinton, Kaitangata, Kaka Point, Lawrence, Milton, Owaka and Tapanui in the 14 June 2017 Rates Resolutions and the 2017/2018 Annual Plan.”

8 NOTIFICATION OF WEIGHT AND SPEED LIMITS ON BRIDGES

The Senior Infrastructure Engineer submitted a report advising Council of weight and speed limits which are recommended to be imposed on bridges within the Clutha District.

Moved Councillors McNab/Cowie and Resolved:

“That Council receives the “Notification of Weight and Speed Limits on Bridges” report.

That Council accepts the May 2017 Notification of Weight and Speed Limits on Bridges Certificate and that the public notification process be initiated.”

Councillor McNab queried the weight allowable on the Hina Hina bridge as signage at either end states a 5000kg gross limit but the report states 2500kg. The Senior Infrastructure Engineer confirmed that the correct advised weight is 5000kg and the certificate will be amended for Hina Hina bridge by MWH accordingly.

9 LONG TERM PLAN 2018/28 UPDATE

The Senior Policy Analyst submitted an update on the development of the 2018/28 Long Term Plan and asks for confirmation of the schedule of elected member workshops.
Moved Councillors Sutherland/Vollweiler and Resolved:


That Council confirms a Schedule of Workshops for the Long Term Plan 2018/28 as follows:

a. Workshop 1

   Wednesday 19 July (1.00-8.00pm) OR Saturday 29 July (9.30am-4.30pm)

b. Workshop 2

   Thursday 17 August (1.00-8.30pm) OR Sunday 13 August (9.30am-5.00pm)

c. Workshop 3

   Wednesday 13 September (1.00-7.30pm) OR Saturday 16 September (9.30am-4.00pm)

d. Workshop 4

   Thursday 12 October (1.00-7.30pm) OR Saturday 14 October (9.30am-4.00pm)

e. Workshop 5

   Wednesday 22 November (1.00-7.30pm) OR Saturday 18 November (9.30am-4.00pm),

   with the underlined dates being the preferred options.”

The underlined options were then put to the vote with the result:

6 for
7 against

The motion was lost.

Further discussion was held before the following motion was put -

Moved Councillors Cochrane/Cowie and Resolved:

“That Council approves week day options for all LTP Workshops.”

A vote was held with the result:

11 for
1 against

The motion was carried.
12 COUNCIL INSURANCE

The Group Manager Corporate Services submitted a report which asks Council to determine whether insurance is considered necessary to cover losses in large and small scale events. Additional information was tabled that provided insurance costings for underground insurance cover.

Moved Councillors Cochrane/McNab and Resolved:

“That Council receives the Council Insurance report.

That Council agrees that Council has sufficient cover for a big event and it is not necessary to burden today’s ratepayers with an additional insurance cost.

That Council agrees that Council has sufficient cover for smaller events and it is not necessary to burden today’s ratepayers with an additional insurance cost.”

13 TAHAKOPA VALLEY ROAD ENFORCEMENT BYLAW – ADDITIONAL INFORMATION

The Chief Executive submitted a report providing additional information regarding a possible new bylaw to enable Council to better manage Heavy Motor traffic on Tahakopa Valley Road in specific weather conditions.

Moved Councillors Finch/Sutherland and Resolved:

“That Council receives the Tahakopa Valley Road Enforcement Bylaw – Additional Information report.

That Council directs staff to enforce the District Plan and Local Government Act on forestry plantings throughout the Clutha District.”

Discussion was held about the tree planting being within 10m of the road. The district plan states that no trees are to be planted within 10m of the road edge. If these trees were removed it would help to mitigate the shading of the road.

Council staff will meet with Southwood Exports Ltd to discuss this further.

14 MAYORAL REPORT

The Mayor submitted a written report on meetings and functions he had attended since the previous meeting at Council.

Moved Councillors Cowie/Ludemann and Resolved:

“That the Mayoral Report and Councillors’ attendances be received.”

The Mayor requested direction from Council on voting for the LGNZ Remits at the LGNZ AGM in July.

Remit 1 – Litter Act 1979 – support
Remit 2 – 15% GST – support
Remit 3 – National Legislation to manage cats – no support, policy too full of anomalies
Remit 4 – Development of a Sugar Sweetened Beverages Policy – no support
Councillor McNab left the room at 2.41pm and returned at 2.44pm.

15 CHIEF EXECUTIVE REPORT

The Chief Executive submitted a written report on meetings and functions he had attended since the previous meeting at Council.

Moved Councillors Payne/Sutherland and Resolved:

“That the Chief Executive’s report be received.”

16 DOCUMENTS FOR CONSENT AND SEAL

A report was submitted advising use of the Clutha District Council Common Seal since the previous Council meeting.

Moved Councillors Finch/Payne and Resolved:

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

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<tr>
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<th>LEASE AGREEMENTS</th>
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<tr>
<td>1.1</td>
<td>Part Block 46 Lawrence Town between Clutha District Council and GR Kenny.</td>
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<tr>
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<th>CONTRACT AGREEMENTS</th>
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<tbody>
<tr>
<td>2.1</td>
<td>Contract 750 – Pounawea Seawall Extension between Clutha District Council and Southroads.</td>
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The meeting was adjourned at 3.00pm.
The meeting reconvened at 3.23pm.

17 REASONS TO MOVE TO PUBLIC EXCLUDED SESSION

Moved Councillors Finch/Cowie and Resolved:

“That Council resolves to exclude the public on the grounds contained in Appendix 1 of the Clutha District Council’s Standing Orders under Sections A2 (a), A2 (b), A2 (h), and A2 (j) and A2 (k).”

The meeting moved into public excluded session at 3.23pm.

The meeting moved out of public excluded session and closed at 3.45pm.

Read and Confirmed

B A Cadogan

MAYOR
Report Summary

Attached are the minutes of the meeting of the Regulatory Services Committee held on 27 July 2017.

Recommendations

1. That the minutes of the meeting of the Regulatory Services Committee held on 27 July 2017 be approved as a true and correct record.
Regulatory Services Committee

Minutes of the meeting of Regulatory Services Committee held in Council Chambers, 1 Rosebank Terrace, Balclutha on Wednesday 27 July 2017, commencing at 1.31pm.

**Present**

Councillor Bruce Vollweiler (Chairman), Mayor Bryan Cadogan, Councillors Geoff Blackmore, John Cochrane, Stewart Cowie, Bruce Graham, John Herbert, Rachel Jenkinson, Michelle Kennedy, Alison Ludemann, Ken Payne, Carol Sutherland and Selwyn Wilkinson.

**In Attendance**

David Campbell (Planning & Regulatory Services Manager), Steve Hill (Chief Executive), Wendy Copeland (Regulatory Services Administrator)

**Apologies**

Councillors Hilary McNab and Gaynor Finch

Moved Councillors Graham/Sutherland and resolved’

“That the apologies be sustained.”

**URGENT BUSINESS**

There was no urgent business.

**PUBLIC FORUM**

There was no public forum.

David Campbell introduced two new staff members:

- Rowena Miller – casual relief - Regulatory
- Michelle Tredwell – permanent part-time Animal Control Administrator

**1. MANAGER’S REPORT**

The Planning and Regulatory Manager submitted a report updating the Committee on the following matters:

- Manager’s Monthly Activities
• Iwi Matters
• Building Control Authority (BCA)
• District Licensing Committee
• Alcohol Harm Reduction
• Animal Control
• Environmental Health
• Freedom Camping Bylaw and Policy Update
• Emergency Services
• Rural Fire
• District Plan Changes
• Resource Consents
• Staffing.

David Campbell updated the Committee on the recent flooding event and the recovery process that will follow.

Moving Councillors Herbert / Payne and Resolved:

“That the Regulatory Services Committee receives the report titled ‘Manager’s Report’, dated 27 July 2017.”

2. DISTRICT PLAN REVIEW – ZONING FOR BALCLUTHA, STIRLING AND MILTON

A report seeking to gain the Committee’s endorsement of the plan change going to Council to initiate the formal process under the RMA.

Moving Councillors Ludemann / Payne and Resolved:


2. “That the Regulatory Services Committee recommends that the proposed maps, with the changes discussed at the meeting, be incorporated into plan changes, along with a supporting section 32 report for Council to consider.”

3. HEARINGS PANEL MINUTES

Minutes of a meeting of the Hearings Panel held on 29 June 2017 for the Committee’s noting.

Moving Councillors Cowie / Cochrane and Resolved:

“That the minutes of the meeting of the Hearings Panel held on 29 June 2017 be noted.”
4. **DOG CONTROL POLICY & PRACTICES 2016/17**

A report providing information for the Council on the annual dog control information for the 2016/17 year.

*Moved Herbert / Jenkinson and Resolved:*


5. **BUILDING STATISTICS**

Building statistics and comparisons for May & June 2017.

*Moved Councillors Blackmore/ Ludemann Resolved:*


The meeting closed at 2.06pm

Confirmed

B P Vollweiler
CHAIRMAN
REPORT SUMMARY

Recommendation made by the Regulatory Services Committee to Council at a meeting held on 27 July 2017.

As the Regulatory Services Committee is a committee made up of all elected members it is assumed the detail of the recommendation is known to Council and a detailed report is therefore not required.

RECOMMENDATIONS

1. That the following recommendation made by the Regulatory Services Committee to Council at the meeting on 27 July 2017 be adopted:

1.1 Agenda Item 4 – Dog Control Policy & Practices 2016/17

Clutha District Council
Item for CONFIRMATION

Report                  Corporate Services Committee Minutes
Meeting Date            10 August 2017
Item Number             4
Prepared By             Karen Piercy – Corporate Services Administrator
File Reference          A160272

REPORT SUMMARY

Attached are the minutes of the meeting of the Corporate Services Committee held on 27 July 2017.

RECOMMENDATIONS

1. That the minutes of the meeting of the Corporate Services Committee held on 27 July 2017 be approved as a true and correct record.
Corporate Services Committee

Minutes of the meeting of Corporate Services Committee of the Clutha District Council held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Wednesday, 27 July 2017, commencing at 2.11 pm.

Present
His Worship the Mayor Bryan Cadogan, Councillors Geoff Blackmore, John Cochrane, Stewart Cowie, , Bruce Graham, John Herbert, Michelle Kennedy, Rachel Jenkinson, Alison Ludemann, Kenneth Payne, Carol Sutherland, Selwyn Wilkinson, and Bruce Vollweiler.

In Attendance
Steve Hill (Chief Executive), John Scott (Group Manager Corporate Services) and Karen Piercy (Corporate Services Administrator).

Apologies
Councillors Hilary McNab, (Chairperson) and Gaynor Finch

Moved Councillors Ludemann / Payne and Resolved:
‘That the apologies be sustained.”

URGENT BUSINESS
There was no urgent business.

PUBLIC FORUM
There was no public forum.

1. INVESTMENT REPORT
The Group Manager Corporate Services and Finance Manager submitted the Investment Report showing the movement in our Nikko Asset Management Investment portfolio for the months of April to June 2017.

Moved Councillors Sutherland / Jenkinson and Resolved:
“That the Corporate Services Committee receives the Investment Report.”

2. CORPORATE SERVICES REPORT
The Corporate Services Administrator submitted a report covering the activities of the Corporate Services Department in the past period, including funding schemes.
Moved Councillors Payne / Vollweiler and Resolved:

“That the Corporate Services Committee receives the Corporate Services Report.”

3. LIBRARIES / SERVICE CENTRES REPORT

The Library/Service Centre Manager submitted a report covering activities of the District Libraries and Service Centres in the past period, including statistics and activities.

3.1 Item 2.1.2 June IC enquiries graph.

The IC enquiries graph was not clear in the agenda as it was in incompatible format. This graph was tabled at the meeting.

Moved Councillors Sutherland / Jenkinson and Resolved:

“That the Corporate Services Committee receives the Library/Service Centres Report.”

4. CREATIVE COMMUNITIES SCHEME ASSESSMENT COMMITTEE

The Corporate services Administrator presented the unconfirmed minutes of the Creative Communities Scheme Assessment Committee held 1 June 2017.

Moved Councillors Cochrane / Kennedy and Resolved:

“That the Corporate Services Committee receives the Creative Communities Scheme Assessment Committee Minutes 1 June 2017 report.”

5. LINCOLN – TELFORD BURSARY 2017

The Corporate services Administrator submitted a report of the 2017 Lincoln-Telford Bursary.

The two recipients of the 2017 Telford Bursary will be in attendance at the Standing Committee meetings at 3.00pm to be presented with their cheques.

Moved Councillors Cowie / Ludemann and Resolved:

That the Corporate Services Committee receives Lincoln-Telford Bursary 2017 report.”

The Meeting closed at 2.17 pm.

Confirmed

Bryan Cadogan
ACTING CHAIRPERSON
Clutha District Council

Item for CONFIRMATION

Report                      Service Delivery Committee Minutes
Meeting Date                10 August 2017
Item Number                 5
Prepared By                 Karen Piercy – Corporate Services Administrator
File Reference              A162504

REPORT SUMMARY

Attached are the minutes of the meeting of the Service Delivery Committee held on 27 July 2017.

RECOMMENDATIONS

1. That the minutes of the meeting of the Service Delivery Committee held on 27 July 2017 be approved as a true and correct record.
Service Delivery Committee

Minutes of the meeting of the Service Delivery Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday 27 July 2017, commencing at 2.22 pm.

Present

Councillor John Cochrane (Chairperson), His Worship the Mayor Bryan Cadogan, Councillors Geoff Blackmore, Stewart Cowie, Bruce Graham, John Herbert, Rachel Jenkinson, Michelle Kennedy, Alison Ludemann, Kenneth Payne, Carol Sutherland, Bruce Vollweiler and Selwyn Wilkinson.

In Attendance

Steve Hill (Chief Executive), Rachel Askew (Communications Coordinator), Paul Jamison, (Operations Manager), Russell Bond, (Infrastructure Strategy Manager), Larissa Brown, (Senior Policy Analyst), Alana King, (Planning & Policy Administrator), Justine Barrie (EA to the Mayor) and Karen Piercy (Corporate Services Administrator).

Apologies

Councillors Hilary McNab and Gaynor Finch.

Moved Councillors Wilkinson / Payne and Resolved:

“That the apologies be sustained.”

Councillors Kennedy and Herbert left the meeting at 4.53 pm during item five.

URGENT BUSINESS

There was no urgent business.

PUBLIC FORUM

There was no public forum.

1. GROUP MANAGER'S UPDATE

The Group Manager Service Delivery submitted a report which set out his activities since the last meeting of the Committee.
 Moved Councillors Blackmore / Jenkinson and Resolved:

“That the Service Delivery Committee receives the Group Manager’s Update report dated 27 July 2017.”

2. OPERATIONS UPDATE

The Operations Manager submitted a report advising of progress on various operational matters within the Department, including Roading, Water, Community Services, Solid Waste and Swimming Pools.

The Operations Manager gave a verbal update on district flooding. Contractors have advised that repairs have been estimated a maximum of $1 million.

 Moved Councillors Jenkinson / Sutherland and Resolved:

“That the Service Delivery Committee receives the Operations Update report dated 27 July 2017.”

3. CAPITAL DELIVERY UPDATE

The Capital Delivery Manager submitted a report advising on various Projects and Contracts that are in progress at this time.

 Moved Councillors Payne / Kennedy and Resolved:

“That the Service Delivery Committee receives the Capital Delivery Update report dated 27 July 2017.”

4. INFRASTRUCTURE STRATEGY UPDATE

The Infrastructure Strategy Manager submitted a report advising on various Projects and Contracts that are in progress at this time.

 Moved Councillors Cowie / Graham and Resolved:

“That the Service Delivery Committee receives the Infrastructure Strategy Update report dated 27 July 2017.”

5. OUR PLACE BALCLUTHA COMMUNITY PLAN PROPOSED PROJECTS

The Chief Executive submitted a report seeking Council approval to move forward with priority projects identified as part of the Our Place Balclutha consultation.

Meeting adjourned 2.47 pm for the Telford Bursary presentations.

Meeting reconvened at 3.18 pm.

 Moved Councillors Kennedy / Jenkinson and Resolved:

“That Council receives the Our Place Balclutha Community Plan Projects report.”
2. Scope

A question was raised as to the necessity of siting the i-Site with the Balclutha War Memorial Hall. Elizabeth Street Plaza was suggested as an alternative area. The Senior Policy Analyst advised that community consultation had identified that further development of the i-Site space at the was the most important concept associated with developing a multi-purpose facility at the Balclutha Memorial Hall site. There had been several who gave feedback for new toilets in the central retail area of Balclutha, but negligible support for relocating the i-Site.

It was agreed that relocation of cenotaph would not be undertaken until the hall project was completed, but provision be made for it at the planning stage.

Moved Mayor Cadogan / Councillor Payne and Resolved:

“That Council approves the following projects, as set out in the projects information, as amended for Memorial Hall Community and Visitor Hub:

4. Parameters

Bullet point two: Cenotaph relocation to be at no public expense. Remove the words: ‘to be at no public expense’

Bullet point five: Council to be represented on the project team by Senior Staff (and elected members (?) to be directed. Remove: the words ‘(?) to be directed’

5. Triggers

Add bullet point: Council approval/endorsement of the steering group.”

Page 18 -19: Project Information – Walking and Cycling Linkages

Moved Councillor Jenkinson / Sutherland and Resolved:

“That Council approves the following projects, as set out in the projects information, as amended for Walking and Cycling Linkages:

2. Scope

Add bullet point: Access to schools.

Add to bullet point two: Finegand.

4. Parameters

Add bullet point: A consideration is contribution and ‘buy in’ by larger local employers for connecting routes.”
Moved Councillor Sutherland / Payne and Resolved:

“That Council approves the following projects, as set out in the projects information, as amended for Balclutha Bridge and its Entrances:

2. Scope

Add the word ‘appearance’ to bullet point 3. This bullet point will read ‘Appearance bridge lighting including identification of external funding sources’

4. Parameters

Add bullet point: Link to War Memorial Hall update project to include war memorial project including cenotaph relocation.”

Moved Councillors Payne / Kennedy and Resolved:

“That Council approves the following projects, as set out in the projects information, as amended for Destination Parks and Reserves:

Naish Park and Centennial (Old Boys) Park

2. Scope

Add bullet point: Possible bike park (noting this is also included in destination park Balclutha Bridge playground)

5. Triggers

Add bullet point: Council approval/endorsement of the steering group.”

Moved Councillor Vollweiler / Mayor Cadogan and Resolved:

“That Council approves the following projects, as set out in the projects information, as amended for Destination Parks and Reserves:

Balclutha Bridge Playground

2. Scope

Add bullet point: Allow for additional improvements of existing skate park facility
Add bullet point: Allow for security cameras.”

Councillors Kennedy and Herbert left the meeting at 4.53 pm.

Page 27: Project information – Arthur Strang Reserve

Moved Councillors Ludemann / Jenkinson and Resolved:

“That Council approves the following projects, as set out in the projects information for Destination Parks and Reserves Arthur Strang Reserve.”

Page 29: Project Information – Clyde Street Reserve (Rosebank Triangle)

Moved Councillors Jenkinson / Vollweiler and Resolved:

“That Council approves the following projects, as set out in the projects information, as amended for Destination Parks and Reserves Clyde Street Reserve (Rosebank Triangle)

2. Scope

Remove fifth bullet point: Toilets at triangle

Remove second bullet point: Public BBQ

Add bullet point: Possible bollards to prevent parking on the grass

3. Structure

Add to bullet point the word ‘strong’ to read: Council-led with strong community support/partnerships with community groups and individuals.

4. Parameters

Bullet point one: remove the word: BBQ.”

Page 30: Project Information – Centennial Pool and Surrounds

Moved Councillor Ludemann / Sutherland and Resolved:

“That Council approves the following projects, as set out in the projects information, as amended for Centennial Pool and Surrounds

2. Scope

Add bullet point: Cycling and walking connections.”
Page 32: Project Information – Central Retail Area Toilets

Moved Councillors Payne / Sutherland and Resolved:

“That Council approves the following projects, as set out in the projects information for Central Retail Area Toilets.”

6. BALCLUTHA RESERVE MANAGEMENT PLAN

The Infrastructure Strategy Manager submitted a report asking the Service Delivery Committee to recommend that Council adopts the Balclutha Reserve Management Plan.

Moved Councillors Blackmore / Graham and Resolved:

“That the Service Delivery Committee receives the Balclutha Reserve Management Plan report.

That the Service Delivery Committee recommends to Council that the Balclutha Reserves Management Plan (August 2017) be adopted with the following recommendations to Council.”

Centennial Park Reserve: Revocation remains.

Gormack Street: Revocation Remains - Retain Gormack St as per the Reserve Management Plan. Dispose of Totara Avenue section.

Moir Street: Change proposed future use to retain playground status.

Cherry Lane Playground: Revocation remains – dispose of Cherry Lane playground.

Lincoln Terrace: Revocation Remains - dispose of Lincoln Terrace playground.

Naish Park: Agree to proposed possible extension of camping ground into Naish Park.

Transfer ‘bike park’ from ‘Naish Park’ to ‘Old Boys’.


Change dates and consequential plan process dates from 2016 to 2017.”

The meeting closed at 5.36 pm.

Confirmed

J S Cochrane
Chairman
Clutha District Council
Item for DECISION

Report Service Delivery Committee Recommendations
Meeting Date 10 August 2017
Item Number 6
Prepared By Julie Gardner – Service Delivery Administrator
File Reference A164452
Policy Reference 01-001-001 – Significance & Engagement Policy

REPORT SUMMARY

Recommendations made by the Service Delivery Committee to Council at a meeting held on 27 July 2017.

As the Service Delivery Committee is a committee made up of all elected members it is assumed the detail of the recommendation is known to Council and a detailed report is therefore not required.

Note, the revised projects information as amended is attached.

RECOMMENDATIONS

1. That the following recommendations made by the Service Delivery Committee to Council at the meeting on 27 July 2017 be adopted:

“That Council approves the following projects, as set out in the projects information, as amended for Memorial Hall Community and Visitor Hub:

4. Parameters

Bullet point two: Cenotaph relocation to be at no public expense. Remove the words: ‘to be at no public expense’

Bullet point five: Council to be represented on the project team by Senior Staff (and elected members (?) to be directed. Remove: the words ‘(?) to be directed’

5. Triggers

Add bullet point: Council approval/endorsement of the steering group.”

“That Council approves the following projects, as set out in the projects information, as amended for Walking and Cycling Linkages:

2. Scope
Add bullet point: Access to schools.
Add to bullet point two: Finegand.

4. Parameters

Add bullet point: A consideration is contribution and ‘buy in’ by larger local employers for connecting routes.”

“That Council approves the following projects, as set out in the projects information, as amended for Balclutha Bridge and its Entrances:

2. Scope

Add the word ‘appearance’ to bullet point 3. This bullet point will read ‘Appearance bridge lighting including identification of external funding sources’

4. Parameters

Add bullet point: Link to War Memorial Hall update project to include war memorial project including cenotaph relocation.”

“That Council approves the following projects, as set out in the projects information, as amended for Destination Parks and Reserves:

Naish Park and Centennial (Old Boys) Park

2. Scope

Add bullet point: Possible bike park (noting this is also included in destination park Balclutha Bridge playground)

5. Triggers

Add bullet point: Council approval/endorsement of the steering group.”

“That Council approves the following projects, as set out in the projects information, as amended for Destination Parks and Reserves:

Balclutha Bridge Playground

2. Scope

Add bullet point: Allow for additional improvements of existing skate park facility

Add bullet point: Allow for security cameras.”

“That Council approves the following projects, as set out in the projects information for Destination Parks and Reserves Arthur Strang Reserve.”

“That Council approves the following projects, as set out in the projects information, as amended for Destination Parks and Reserves Clyde Street Reserve (Rosebank Triangle)
2. Scope

Remove fifth bullet point: Toilets at triangle

Remove second bullet point: Public BBQ

Add bullet point: Possible bollards to prevent parking on the grass

3. Structure

Add to bullet point the word ‘strong’ to read: Council-led with strong community support/partnerships with community groups and individuals.

4. Parameters

Bullet point one: remove the word: BBQ.”

“That Council approves the following projects, as set out in the projects information, as amended for Centennial Pool and Surrounds

2. Scope

Add bullet point: Cycling and walking connections.”

“That Council approves the following projects, as set out in the projects information for Central Retail Area Toilets.”

1.1 Agenda Item 6 – Balclutha Reserve Management Plan

That Council adopts the Balclutha Reserves Management Plan (August 2017) with the following amendments:

Centennial Park Reserve: Revocation remains.

Gormack Street: Revocation Remains - Retain Gormack St as per the Reserve Management Plan. Dispose of Totara Avenue section.

Moir Street: Change proposed future use to retain playground status.

Cherry Lane Playground: Revocation remains – dispose of Cherry Lane playground.

Lincoln Terrace: Revocation Remains - dispose of Lincoln Terrace playground.

Naish Park: Agree to proposed possible extension of camping ground into Naish Park.

Transfer ‘bike park’ from ‘Naish Park’ to ‘Old Boys’.


Change dates and consequential plan process dates from 2016 to 2017.”
Project Information – Balclutha Memorial Hall Community and Visitor Hub

1. **Background**

   The Balclutha War Memorial Hall featured highly in the priority of the respondents with a ranking of second equal in survey ranking for creating a multi-purpose community and visitor hub. A substantial amount of feedback was received for this topic from numerous groups and individuals. Key themes included inadequacy of current hall – past its use by date, opportunities for a hub with collaboration between community agencies and group, importance of a large, heated space for events and the community supporting and driving possible improvements.

2. **Scope**

   - The building itself, including provision of a new building or refurbishment/replacement of existing building.
   - The surrounds including Charles Street Reserve, Peace Park, riverbank, street frontages, and linkages to walking and cycling.
   - Relocation of cenotaph.
   - Recognition of being a War Memorial Hall.
   - The activities, services and functions to be provided for within the building and surrounds, including but not limited to a visitor attraction, museum, i-Site, toilets, Parking and Community Hub using a multi-functional design approach.
   - A comprehensive business case and identification of external funding sources.
   - Includes potential transfer of Council assets to a Community Trust similar to the Cross Recreation Centre.
   - Identification and implementation of any easy wins.

3. **Structure**

   Community-led with Council playing a key part because:

   - Council owns and funds the current building, provides an i-Site service and manages current bookings for the building
   - Known key community leaders have put their hands up for this project
   - South Otago Historical Society has resolved to support this project (including funding provision) and there are other stakeholder groups with significant interests locally and outside Balclutha (funding entities, the Otago Museum, and the ORC)
   - This will be a significant community project.

4. **Parameters**

   - Rates neutral benchmark is:
     - Depreciation Reserve of approximately $420,000 (30 June 2017)
     - Special Fund of approximately $163,000 (30 June 2017)
     - LTP Capital Project budget of $1.9M (although this will be a mix of funding including the Reserves and Funds above)
Town Hall annual operating costs of $169,367 pa (incl Depreciation)
i-Site service cost of $174,238 pa incl. salaries
Annual revenue of $25,000 by budget

- Reserve Management Plan to make provision for the scope of this project
- Current users of the Hall are considered stakeholders (but not necessarily on the community-led project team)
- Council to be represented on the project team by Senior Staff (and elected member(s))
- Whole of Council to receive regular project progress reports via the representatives
- Council has access to the project team leadership if required
- Any stakeholder or community engagement booked should be advised for information of elected members and (voluntary) attendance
- Council is not directly funding the project group.

5. **Triggers**
   - Business case completion.
   - Project plan completion.
   - Any requests for expenditure of Council funds not provided for in existing budgets.
   - Any requests for transfers of assets.
   - Council approval/endorsement of the steering group.

6. **Resources**
   - Council provided administration support to the project group.
   - Representative(s) on the project group.
   - Provision of Council information and analysis.
   - Council’s website.

7. **Timing**
   - Nil.

8. **Communications**
   - Included in general Community Plan messaging.
   - Provision of stand-alone web presence on Council’s web-site.
Project Information – Walking & Cycling Linkages

1. Background

Walking and cycling are some of our most popular activities. Walkways and cycle trails have been growing in popularity throughout New Zealand and Otago. In the past, residents have told us that the development of walking and cycling links within Balclutha is a priority. Recent improvements to key areas, including Hospital Creek, Naish Park and the south end of the bridge, have substantially improved access to Balclutha’s main walkway – Blair Athol. Overall survey rank for circuits within Balclutha was second equal and for circuits outside Balclutha was fifth equal.

2. Scope

- Stage 1 informal links and circuits within township.
- Stage 2 intertown connections and links to key feature destinations (Kaka Point, Kaitangata, Stirling, Lake Tuakitoto, The Sod Cottage, Blair Athol Extension, Tuapeka Mouth and Finegand).
- Consider accessibility to routes for schools.
- Potential budgets and funding sources.
- Destination signage.
- Route and any easements.
- Construction where required and any facilities on the route.
- Key crossing points.
- Identification and implementation of any easy wins.

3. Structure

Joint project structure – Community and Council because:

- Most of the routes will be on Council-owned land or ORC land. (Where not applicable, subject to landowner negotiations)
- There has been at least one Community Group interested in progressing this project.
- There is substantial community support for this project (as per feedback).

4. Parameters

- Identification of costs in excess of existing budgets – currently there is no specific budget for this activity.
- Identification and implementation of any easy wins particularly wayfinding
- A consideration is contribution and ‘buy in’ by larger local employers for connecting routes.

5. Triggers

- Costs in excess of existing budgets.

6. Resources

- Council provided administration support to the project group.
• Representative(s) on the project group.
• Provision of Council information and analysis.
• Council’s website.

7 Timing
• Funding dependant.

8 Communications
• Included in general Community Plan messaging.
• Provision of stand-alone web presence on Council’s web-site.
Project Information – Balclutha Bridge and its Entrances

1. Background
This project has been identified in response to the feedback received during the Balclutha “Our Place” consultation. A key area raised was safety concerns for the Balclutha Bridge.

2. Scope
- The Bridge.
- Traffic and safety including:
  - Flow of traffic at both ends particularly northern
  - Road and pedestrian entrances to the bridge.
- Appearance bridge lighting including identification of external funding sources.
- Improvements to the appearance/structures at the each end including fences and plantings.

3. Structure
- Council-led, there have been expressions of interest for the bridge lighting aspect.
- NZTA is a major decision-maker.

4. Parameters
- Work within what can be approved by NZTA. Also classified as a Category 1 Historic Place.
- Bridge lighting capital cost at no public expense.
- Identification of costs in excess of existing budgets.
- Link to War Memorial Hall project including possible cenotaph relocation.
- Identification and implementation of any easy wins.

5. Triggers
- Bridge lighting ongoing cost.
- Costs in excess of existing budgets.
- Any design changes to existing road configuration.
- Bridge lighting design.

6. Resources
- Council-led project resourced by staff.
- Original submitters regarding safety issues could be a focus group for NZTA.

7. Timing
- Bridge lighting – 2018 will mark 150 years since the first Balclutha Bridge was opened.

8. Communications
- Included in general Community Plan messaging.
- Included in generic Community Plan progress webpage.
Project Information – Destination Parks and Reserves - Overall

1. Background
   Destination reserves are larger reserves that are a focal point for the community. They tend to have larger green areas and a larger range of play equipment. The plan proposes that investment is prioritised into more utilised reserves to create vibrant destination parks throughout Balclutha.

2. Scope
   • Progress completion of Balclutha Reserve Management Plan with flexibility for community plan-related options and developments.

3. Structure
   • Council-led with support/partnerships with community groups and individuals.

4. Parameters
   • Identification and implementation of any easy wins.
   • Existing budget = $178K (OPEX) and $80k (CAPEX) for all Balclutha Parks combined.

5. Triggers
   • Costs in excess of existing budgets.

6. Resources
   • Council-led project resourced by staff unless otherwise identified by individual reserve.

7. Timing
   • 1-3 year period with key input into LTP 2018.

8. Communications
   • Included in general Community Plan messaging.
Project Information – Destination Park – Naish Park and Centennial (Old Boys) Park

1. Background

Naish Park is a large park with significant history and potential to be developed into a park of significance, extending the park into the neighbouring Centennial Park (Old Boys) would allow for expansion and connection with the Centennial Pool. 302 feedback comments were received, with retaining the duck pond ranking fourth overall and replacing the duck pond with another feature or extending the playground area ranking eleventh overall. Existing connection with the Blair Athol walkway, the Lagoon and Clutha River make this Park a focal point for multiple activities that can be built on with future development. There was also potential for some of the Centennial Park to be made available for residential development.

2. Scope

- Emphasises the natural aspect of the park(s).
- Connects Naish to Old Boys.
- Provides for limited residential development of Old Boys.
- Discontinues athletic use of Old Boys.
- Duck pond refurbishment and possible water feature.
- Garden of national significance.
- Cycling and walking connections.
- Provides for an extension to the Camping Ground.
- Possible bike park (noting this is also included in the Balclutha Bridge Playground).
- Identification and implementation of any easy wins.

3. Structure

- Community-led with some Council involvement.

4. Parameters

- Identification and implementation of any easy wins which are, band rotunda refurbishment, tree strategy, signage for park information and wayfinding
- Budget allocation for all of Balclutha Parks needs to be considered relative to this project
- Existing budget = $178K for all Balclutha Parks combined. Only a limited allocation can be provided initially and needs Council approval.

5. Triggers

- Costs in excess of existing budgets
- If anything other than refurbishment of the Duck Pond is proposed for the Duck Pond (i.e. removal)
- Scheme Plan for Old Boys (showing residential development extent relative to reserve extent).
6. **Resources**

- Council provided administration support to the project group.
- Representative(s) on the project group.
- Provision of Council information and analysis.
- Council’s website.

7. **Timing**

- Project development will determine which of the aspects outlined in the above scope are short-term (1-3 years) and medium term (3-5 years) as in the Balclutha Reserve Management Plan.

8. **Communications**

- Included in general Community Plan messaging.
Project Information – Destination Park – Balclutha Bridge Playground

1. Background

The Balclutha Bridge playground is the first community facility that comes into view when entering Balclutha from the north. This and the close proximity to Riverside Reserve and sportsgrounds, Balclutha Kindergarten and the Scouts Clubrooms mean the park is well used by young children and has the potential to be a Premier Destination Park close to the Memorial hall and i-Site. This park has the highest exposure to traffic passing through Balclutha on State Highway One.

2. Scope

- Fencing.
- Update old play equipment.
- Area for coffee/ food cart.
- Toilets.
- Lighting.
- Seating/ BBQ.
- Create a gateway to the park that will enforce the destination qualities.
- Upgrade the footpath and cycleway connections to the park.
- Enhance park lighting.
- Update surfaces under existing playground equipment for younger children.
- Identification and implementation of any easy wins.
- Addition of kid’s bike track with road rule signage and traffic lights at skate park end of park.
- Additional improvements to existing skate park facility.
- Allow for security cameras.

3. Structure

- Council-led with community support/ partnerships with community groups and individuals.

4. Parameters

- Identification and implementation of any easy wins which are, public BBQ, refresh perimeter planting, remove or repair old playground equipment on south side of park.
- Budget allocation for all of Balclutha Parks needs to be considered relative to this project.
- Existing budget = $178K for all Balclutha Parks combined. Only a limited allocation can be provided initially and needs Council approval.
5. **Triggers**
   - Costs in excess of existing budgets.

6. **Resources**
   - Council-led project resourced by staff.

7. **Timing**
   - Project development will determine which of the aspects outlined in the above scope are short-term (< 3 years) and which are medium term (3-5 years) as in the Balclutha Reserve Management Plan (combination of short term 1-3 years and medium term - 3-5 years).

8. **Communications**
   - Included in general Community Plan messaging.
Project Information – Arthur Strang Reserve

1. Background

Arthur Strang Reserve provides access to the Clutha River boat ramp and provides parking for reserve users to enjoy river and bridge views amongst the native and exotic trees dispersed throughout the site. The car park is often overflowing during the summer season with boat trailers and tow vehicles. Connections to the park on the north side of the bridge have been opened and offer potential for extension and further development of this area.

2. Scope

- Area extending from Arthur Strang reserve along Hasborough Place to green space next to pumping station.
- Improved accessibility to river for water recreation users.
- Defined parking area.
- Extension and maintenance of walking track.
- Possible upgrade of toilet facilities.
- Possible freedom camping designated area (pumping station).
- Enhance walking and cycling connections.
- Identification and implementation of any easy wins.

3. Structure

- Council-led with community support/ partnerships with community groups and individuals.

4. Parameters

- Identification and implementation of any easy wins which are, define parking area, extension and maintenance of existing walking track
- Existing budget = $178K for all Balclutha Parks combined. Only a limited allocation can be provided initially and needs Council approval.

5. Triggers

- Costs in excess of existing budgets.

6. Resources

- Council-led project resourced by staff

7. Timing

- Project development will determine which of the aspects outlined in the above scope are short term (< 3 years) and which are medium term (3-5 years) as in the Balclutha Reserve Management Plan (combo of S <3 years & M 3-5 years).
8. Communications

- Included in general Community Plan messaging.
Project Information – Clyde Street Reserve (Rosebank Triangle)

1. Background

This small corner reserve contains a number of large exotic trees and a few park benches. It is a highly visible site that is under-utilised by locals and passing travellers. Public toilets at this reserve would be a welcome addition at the south end of town. Extending the Main Street improvements to the Rosebank Shops area was another option that had good feedback and would complement any development at this reserve.

This project has also been included at the specific request of the Mayor and Balclutha ward councillors.

2. Scope

- Park and picnic area enhancement with furniture.
- Pedestrian crossing.
- Extending main street theme to park and intersection.
- Enhance walking and cycling connections.
- Possible bollards to prevent parking on grass.
- Identification and implementation of any easy wins.

3. Structure

- Council-led with strong community support/ partnerships with community groups and individuals.

4. Parameters

- Identification and implementation of any easy wins including picnic area enhancement with furniture and information board.
- Existing budget = $178K for all Balclutha Parks combined. Only a limited allocation can be provided initially and needs Council approval.

5. Triggers

- Costs in excess of existing budgets.

6. Resources

- Council-led project resourced by staff.

7. Timing

- 3-5 years as in Balclutha Reserve Management Plan.

8. Communications

- Included in general Community Plan messaging
Project Information – Centennial Pool and Surrounds

1. Background

Council has invested significantly in the Balclutha Centennial Pool over the last 10 years. This was based on feedback from users and interested groups and a priority of features and a major upgrade was undertaken. The next stage is to look at opportunities to enhance the pool, increase usage and improve customer satisfaction.

2. Scope

- Provision at the Pool complex to enhance the customers experience with access to an Outdoor Area including a BBQ, Picnic tables and Outdoor seating. A café, snack shop or coffee cart could be considered. A playground (possibly indoors) with an in-ground trampoline and swing set etc. A Water slide of some description, location to be determined. Toilets in the family changing rooms would be an improvement.
- Opportunity to enhance service aspects by increasing the opening hours of the pool at weekends, have specific school holiday programmes, more inflatable toys and increase the use of existing ‘fun aspects’, e.g.: the mushroom fountain. Increasing the temperature of the pools to cater for smaller children.
- Complimentary activities in terms of a bike park, a fitness trail and a dog park could be considered.
- Cycling and walking connections.
- Identification and implementation of any easy wins

3. Structure

Council-led because:

- Assets are Council-owned
- Service is provided by Council and a lot of comments were related to service issues
- The pool is a significant on-going cost to Council.

4. Parameters

- Identification and implementation of any easy wins which are changes to use of equipment and times the pool is open.
- The 2016/17 operating budget for the Balclutha Centennial Pool was $805,000. Additional budget items of approximately $12,000 have been included in the 2017/18 budget for additional consumables such as toys etc. and tog dryers.

5. Triggers

- Costs in excess of existing budgets.

6. Resources

- Council-led project resourced by staff.
7. **Timing**

- Project development will determine which of the aspects outlined in the above scope. Expect short term wins in next 3 to 6 months with large projects in the medium to long term that will require specific Project Plans.

8. **Communications**

- Customer surveys, frequent use group surveys, e.g. swim club, schools, physios, community plan, rates newsletters, Facebook, Staff surveys (for ideas).
- Included in general Community Plan messaging.
Project Information – Central Retail Area Toilets

1. Background
The distance between the Memorial Hall and Warehouse toilets is considered too great and the need for more toilets in the central business area has been raised. Extra toilets at a redeveloped Memorial Hall and i-Site at the present site and the possible inclusion of toilets at the Bridge playground would help with quantity, but not the distance.

This project has also been included at the specific request of the Mayor and Balclutha Ward councillors.

2. Scope
- Maintaining or increasing toilet level of service in the central retail area to compliment development at Memorial Hall.
- Identification and implementation of any easy wins.

3. Structure
- Council-led as public toilets is a core service.

4. Parameters
- Identification and implementation of any easy wins.
- No significant funds left in depreciation reserves, any further Capital Works (if fully funded by Council) would be loan funded through the uniform annual general charge (UAGC).

5. Triggers
- Costs in excess of existing budgets.

6. Resources
- Council-led project resourced by staff.

7. Timing
- No timing issues.

8. Communications
- Included in general Community Plan messaging.
- Provision of stand-alone web presence on Council’s web-site.
Report Audit & Risk Committee Minutes
Meeting Date 10 August 2017
Item Number 7
Prepared By Karen Piercy – Corporate Services Administrator
File Reference A166088

REPORT SUMMARY

Attached are the unconfirmed minutes of the meeting of the Audit & Risk Committee held on 27 July 2017.

RECOMMENDATIONS

1. That the unconfirmed minutes of the meeting of the Audit & Risk Committee held on 27 July 2017 be noted.
Audit & Risk Committee

Minutes of the meeting of the Audit & Risk Committee of the Clutha District Council held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday 27 July 2017, commencing at 10.31am.

Present
His Worship the Mayor Bryan Cadogan, Councillors, John Cochrane, Stewart Cowie and Bruce Vollweiler.

In Attendance
Steve Hill (Chief Executive), John Scott (Group Manager Corporate Services), Russell Bond, (Infrastructure Strategy Manager), Miles O’Connor (Bancorp Treasury) and Karen Piercy (Corporate Services Administrator).

Apologies
Councillor Hilary McNab, Stephen Halliwell (Chairperson).

Moved Councillors Cochrane / Vollweiler and Resolved:
“That the apologies be sustained.”

URGENT BUSINESS
There was no urgent business.

PUBLIC FORUM
There was no public forum.

1. CONFIRMATION OF MINUTES
The minutes of a meeting of the Audit & Risk Committee held on 4 May 2017 were presented for the Committee’s confirmation.

Moved Councillors Cowie / Vollweiler and Resolved:
“That the Audit & Risk Committee confirms as a true and correct record, the minutes of the Audit & Risk Committee meeting held on 4 May 2017.”

2. INVESTMENT PORTFOLIO UPDATE REPORT
The Group Manager Corporate Services presented the Investment Portfolio for the months of April to June 2017.
Moved Councillors Cochrane / Cowie and Resolved:

“That the Audit & Risk Committee receives the Investment Portfolio Update report.”

3. MAJOR PROJECTS UPDATE REPORT (Item No 2 on the agenda)

The Group Manager Corporate services provided an update on projects identified for risk reporting.

Moved Councillors Cochrane / Cowie and Resolved:

“That the Audit & Risk Committee receives the Major Projects Update report.”

3.1 Development of Activity Management Policy
3.2 Rosebank Industrial Subdivisions
3.3 North Balclutha Subdivision – Plantation Heights
3.4 Kaitangata House & Land Packages
3.5 Rural Drinking Water Treatment Upgrades Programme
3.6 Sewerage Treatment & Upgrade Programme
3.7 Water Services Contract Review
3.8 Bridge Renewals: Hina Hina, McLennan, Tahakopa Valley
3.9 Roading Professional Services Contract Review –
This project has been completed and can be removed.
3.10 Roading Maintenance Contract Review –
This project has been completed and can be removed.
3.11 Enterprise Reporting System/Website

The Business Analyst/IT gave a verbal update on the work undertaken in order to bring data across into the new system successfully. Mayor Cadogan acknowledged the work undertaken by the IT team.

3.12 Insurance
3.13 Community Planning
3.14 Development of Long Term Plan
3.15 Section 17A Reviews
4. RISK REGISTER UPDATE REPORT

The Group Manager Corporate Services, Infrastructure Strategy Manager and the Risk Management Support Officer submitted an update on the Clutha District Council Risk Register.

Moved Councillors Cowie / Vollweiler and Resolved:

“That the Audit & Risk Committee receives the Risk Register Update report.”

5. HEALTH & SAFETY UPDATE REPORT

The Risk Management Support Officer submitted a summary of the activities in Health and Safety to meet the requirements of the Health and Safety at Work Act, 2015.

Moved Councillors Vollweiler / Cochrane and Resolved:

“That the Audit & Risk Committee receives the Health & Safety Update Report.”

6. PROCUREMENT REVIEW PROGRAMME REPORT

The Infrastructure Strategy Manager submitted a report on a review of the current procurement policy, advising of suggested changes to procurement processes. The report summarised the work Resource Coordination Partnership (RCP) has done to date and the potential improvements council can make to procurement processes.

Moved Councillors Cochrane / Vollweiler and Resolved:

“That the Audit & Risk Committee receives the Procurement Review Work Programme report.”

7. AUDIT RECOMMENDATIONS TRACKING REGISTER REPORT

The Group Manager Corporate Services submitted a report outlining the recommendations Deloitte has made to enhance Council’s internal controls, processes and financial statement preparation.

Moved Councillors Cochrane / Cowie and Resolved:

“That the Audit & Risk Committee receives the Audit Recommendations Tracking Register report.”

The following items have been addressed since the last meeting:

- Duplicate rates strike run between Pathway and new Ozone system with differences identified on reconciliation and signed off. Gore water rates now invoiced under fees and charges. Contents of rates assessment and rates invoice checked against S45 and S46 of LG (Rating) Act - July.

- Completed an exercise on the 30 June 2017 Sundry Debtors and Rates Debtors and accurately calculated what the bad debt provision should be - July.
8. **AUDIT & RISK COMMITTEE WORK PROGRAMME**

The Group Manager Corporate Services presented a report on a work programme in order to discharge responsibilities reflected in its Terms of Reference.

_Moved Councillors Cowie / Vollweiler and Resolved:_

“That the Audit & Risk Committee receives the Audit & Risk Committee Work Programme update.”

9. **REASONS TO MOVE TO PUBLIC EXCLUDED SESSION**

The Corporate Services Administrator presented the Reasons to Move to Public Excluded Session report.

_Moved Councillors Cochrane / Cowie and Resolved:_

“That the Audit & Risk Committee resolves to exclude the public on the grounds contained in Appendix A, Section A2 of the Clutha District Council’s Standing Orders as follows:

1. Audit & Risk Minutes 4 May 2017
2. Council Insurance Update
3. **Indirect tax Compliance Targeted Review**
4. **Internal Borrowing Rate and LGFA Report**

The meeting moved to public excluded session at 11.25 am.

The meeting moved out of public excluded session and closed at 12.25 pm.

Read and Confirmed

Mayor Bryan Cadogan

**ACTING CHAIRPERSON**
REPORT SUMMARY

Attached are the minutes of the meeting of the Youth Council held on 21 June 2017. This meeting date was originally scheduled for 14 June 2017 but was moved back a week as it clashed with Standing Committee meetings that day.

RECOMMENDATIONS

1. That the unconfirmed minutes of the meeting of the Youth Council held on 21 June 2017 be noted.
Youth Council

Minutes of the meeting of the Youth Council of the Clutha District Council held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Wednesday 26 July 2017, commencing at 6.05pm.

**Present**
Youth Councillors Amy Morrison (Chairperson), Roy Devereux, Jack Johnston, Ella-Rose Lawrence, Annie McLaughlin, Alice Melvin, Matthew Michie, Isla Pringle, Keegan Tunnage, Jonty Wylaars, Nicole Young, Meghan Woodrow and Councillors Rachel Jenkinson and Ken Payne.

**In Attendance**
Jean Proctor, (Community Support and Development Advisor), Ruth Ratcliffe (Clutha District Youth Worker) and Wendy Copeland (Regulatory Services Administrator).

**Apologies**
Nil

**Non Attendance**
Youth Councillor Brooke Rutherford

**URGENT BUSINESS**
There was no urgent business.

**PUBLIC FORUM**
There was no public forum.

1 **CONFIRMATION OF MINUTES**
The minutes of a meeting of the Youth Council held on 21 June 2017 were presented for confirmation.

*Moved Youth Councillors Pringle / Devereux and Resolved:*

“That the Youth Council confirms as a true and correct record, the minutes of the meeting held on 21 June 2017.

2 **CONFIRMATION OF YOUTH DEVELOPMENT FUND PANEL MINUTES**
The minutes of a meeting of Youth Council’s Youth Development Fund Panel held on 21 June 2017 were presented for confirmation.

*Moved Youth Councillors Young / Johnston and Resolved:*

“That the Youth Council’s Youth Development Fund Panel confirms as a true and correct record, the minutes of the meeting held on 21 June 2017.”
3 YOUTH COUNCIL MEMBER UPDATE

The Corporate Services Administrator submitted a report asking all Youth Councillors to give a brief verbal report to the meeting on any community events and activities in their area, including any youth issues.

Youth Councillors and Councillors gave a brief description of events and activities, both that had occurred and were upcoming in their areas.

4. CLUTHA DISTRICT YOUTH DEVELOPMENT PROGRAMME

The Clutha District Youth Worker presented a report on the various youth development programmes in schools across the district.

4.1 Dunedin City Youth Council

The Dunedin City Youth Council will be attending the Youth Council meeting on 6 September. Youth Councillors will be asked to speak about what Youth Council means to them.

It was decided to hold the workshop prior to the meeting on 6 September at 4.30pm instead of 5.00pm.

Moved Youth Councillors Johnston / Pringle and Resolved:

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

5 FRIDAY NIGHT FIVES

The Community Support and Development Advisor presented a report updating preparations for the Friday Night Five event to be held on Friday 4 August at the Cross Recreation Centre. Youth Councillors were advised that only one entry had been received and that they had until 5pm on Friday to bring in at least 30 entries across both sections for this event to be able to go ahead. Youth Councillors were also reminded to collect in prizes from sponsors.

Moved Youth Councillors Devereux / Johnston and Resolved:

“That the Youth Council receives the Friday Night Fives Report.”

7. NATIONAL YOUTH WEEK 2017

The Community Support and Development Advisor and the Clutha District Youth Worker give an update on National Youth Week, 26 May – 4 June 2017.

Moved Youth Councillors Tunnage / Dickie and Resolved:

“That the Youth Council receives the Youth Week Activity Report.”

8 YOUTH COUNCIL MEETING DATES 2017

The Corporate Services Administrator presented a report outlining the meeting dates for 2017.
Moved Youth Councillors Devereux / Dickie and Resolved:

“That the Youth Council receives the Youth Council Meeting Dates 2017 report.”

The meeting closed 6.50 pm.

Confirmed

Amy Morrison
CHAIRPERSON
REPORT SUMMARY

The Local Electoral Act 2001 provides for Council, in 2017, to consider for the 2019 elections (i) the electoral system, (ii) whether Māori representation should be introduced and (iii) a representation arrangements review (a review is mandatory every six years, with the last representation review being undertaken in 2012 for the 2013 elections). Dale will be in attendance to answer questions and do a presentation.

The review of the electoral system must be completed by 12 September 2017 and is to consider whether:

- The First Past the Post (FPP) electoral system is retained; or
- The Single Transferable Voting (STV) electoral system is introduced; or
- A poll of electors is held on which electoral system is to be used for the next two triennial elections; or
- Simply 'do nothing' (mandating status quo of FPP).

The introduction of Māori representation is optional, but if it is to be implemented for the 2019 elections, a decision is required by 23 November 2017. If introduced, and assuming a total of 14 councillors remain, there would be one councillor elected from a Māori ward, and 13 councillors elected from one or more general wards.

A representation arrangements review is required to be undertaken in 2018 for the 2019 elections. The process is to commence shortly with an initial ‘overview’ workshop of councillors scheduled to be held on 10 August 2017. The electoral system and Māori representation decisions ‘set the scene’ for the following representation arrangements review.
RECOMMENDATIONS

1. That the report titled `Electoral System, Māori Representation and Representation Arrangements Reviews’ be received.

2. That pursuant to section 27 of the Local Electoral Act 2001 Council resolves for the 2019 Clutha District Council triennial elections to either:

   (i) Retain the First Past the Post electoral system; or

   (ii) Change to the Single Transferable Voting electoral system; or

   (iii) Undertake a poll of electors on the electoral system to be used for the 2019 and 2022 elections; or

   (iv) ‘Do nothing’ (mandating the status quo of FPP);

   and that public notice be given by 19 September 2017 of the decision and of the right of electors to demand a poll on the electoral system to be used.
1 **Background**

The Local Electoral Act 2001 (LEA) provides for greater flexibility and local choice in several electoral related matters. The principal matters requiring consideration by local authorities in 2017/2018 for the 2019 elections are (i) the choice of electoral system (between FPP and STV), (ii) whether or not to introduce Māori representation and (iii) to undertake a representation arrangements review.

Consideration of the electoral system is required by 12 September 2017; consideration of Māori representation is required by 23 November 2017 (optional); and the representation arrangements review is required by 31 August 2018.

The last representation arrangements review was undertaken in 2012 (for the 2013 elections) with the following arrangements:

- 8 wards electing a total of 14 councillors - plus the Mayor elected at large;
- 2 community boards electing a total of 12 members.

Consideration of the three reviews will commence with an initial ‘overview’ workshop of councillors on 10 August 2017.

2 **Legislative Requirements**

The LEA requires a local authority, when considering certain electoral matters, to comply with set requirements and timeframes. These are detailed in Appendix 1.

The dates contained in Appendix 1 are generally the last compliance dates and it is anticipated that most of the matters can be completed prior to these dates.

3 **Electoral System**

Council is required under section 27 of the LEA to consider the electoral system to be used for the 2019 elections, by 12 September 2017.

Council has adopted the FPP electoral system since the choice was made available to local authorities in 2001.

The FPP electoral system was confirmed by Council for the 2016 elections and now Council has a further opportunity to review the electoral system to be used for the 2019 elections.

The process that Council can follow to determine its electoral system for 2019 is:

Council can resolve which electoral system is to be used, with the required public notification to follow;

- (ii) five per cent of electors can demand a poll on the matter;
- (iii) Council can choose to hold a poll on the matter, irrespective of whether or not a poll is demanded by electors.
3.1 Council to resolve which electoral system is to be used

Council can resolve to retain the current electoral system (FPP) or resolve to change the electoral system to STV. Such a resolution must be made no later than 12 September 2017 (two years prior to the next triennial election), unless it decides to hold a poll of electors.

Any such resolution changing the electoral system would take effect for the 2019 and 2022 elections, and continue in effect until either Council resolves otherwise, or a poll of electors is held.

Council may also simply choose to retain the current electoral system (FPP).

3.2 Electors’ right to demand a poll

Under section 28 of the LEA, Council must give public notice, by 19 September 2017, of the right of electors to demand a poll on the electoral system to be used for the 2019 elections. If Council passes a resolution under section 27 of the LEA to change the electoral system from FPP to STV the public notice must include:

(a) notice of that resolution; and

(b) a statement that a poll is required to countermand that resolution.

Section 29 of the LEA allows 5% of the electors enrolled at the previous triennial election to demand a binding poll be held on which electoral system is to be used for the next two triennial elections. The poll demand must be made in writing to the Chief Executive by a number of electors equal to or greater than 5% of the electors (595 electors) and can be made anytime, but to be effective for the 2019 elections, must be made by 21 February 2018.

3.3 Council may decide to hold a poll of electors

Council can decide to hold a poll of electors at any time (section 31 of the LEA), but to be effective for the 2019 elections, must decide no later than 21 February 2018, irrespective of whether a valid demand has been received, or the time has expired for electors to demand a poll.

Public notice of the poll must be given no later than 21 February 2018 and the poll itself must be completed by 21 May 2018 (to be effective for the 2019 elections).

The results of the poll are binding and will determine whether FPP or STV is to be used for at least the next two triennial elections (2019, 2022), and for all subsequent elections until either a further resolution takes effect or a further poll is held.

4 Māori Representation

Council may consider (it is optional), under section 19Z of the LEA, whether or not to introduce Māori representation for the 2019 and 2022 elections, by 23 November 2017.

Should Māori representation be introduced, a formula to determine the number of Māori and general councillors is contained in Schedule 1A of the LEA and is:
nmm = mepd x nm
   mepd + gepd

where nmm = Number Māori ward members
    mepd = Māori electoral population
    gepd = General electoral population
    nm = Total number members

For the Clutha District Council, the Māori electoral population is 1,100 and the general electoral population is 16,350 (as at the 2013 Census, with estimations as at 30 June 2016).

Assuming a total of 14 councillors (plus Mayor) remain, the formula when populated would require one (0.88 rounded up to 1) councillor elected from a Māori ward and 13 councillors elected from one or more general wards.

The process that Council can follow to consider Māori representation for 2019 and beyond is:

(i) Council may make a decision to introduce Māori representation, but if it does, public notice must be given;

(ii) Five per cent of electors can demand a poll on the matter;

(iii) Council may choose to hold another poll on the matter, irrespective of whether or not a poll is demanded by electors.

4.1 Council to resolve to adopt Māori representation

Council may resolve to introduce Māori representation for the next two triennial elections (2019, 2022). If it decides to introduce Māori representation in time for the 2019 elections, it must do so no later than 23 November 2017 (two years prior to the next triennial election), unless it decides to hold a poll of electors.

Any such resolution would take effect for the 2019 and 2022 elections, and continue in effect until either Council resolves otherwise, or a poll of electors is held.

Council may also simply choose to do nothing, in which case no public notice is required.

4.2 Electors’ right to demand a poll

If Council resolves to adopt Māori representation by 23 November 2017, it must give public notice of the right of electors to demand a poll on the matter. If Council passes a resolution under section 19Z of LEA to introduce Māori representation, the public notice must include:

(a) Notice of that resolution; and

(b) A statement that a poll is required to countermand that resolution.
Section 19ZB of the LEA allows 5% of the electors enrolled at the previous triennial election to demand a binding poll to be held on a proposal whether or not Māori representation is to be introduced for the next two triennial elections. The poll demand must be made in writing to the Chief Executive by a number of electors equal to or greater than 5% of the electors (595 electors) and can be made anytime, but to be effective for the 2019 elections, it must be made by 21 February 2018.

4.3 Council may decide to hold a poll of electors

Council can also decide to hold a poll of electors at any time (but must decide no later than 21 February 2018 to be effective for the 2019 elections), irrespective of whether a valid demand has been received, or the time has expired for electors to demand a poll.

Public notice of the poll must be given no later than 21 February 2018 and the poll itself must be completed by 21 May 2018 (to be effective for the 2019 elections).

The results of the poll are binding and will determine whether Māori representation is to be introduced for at least the next two triennial elections (2019, 2022), and subsequent elections until either a further resolution under section 19Z of the LEA takes effect or a further poll is held.

Consultation with Māori on whether Māori representation is desirable should be undertaken. For many local authorities, such consultation has resulted in Māori representation not being introduced, with many Māori believing there are better ways of achieving representation for their people (for example Māori Standing Committees or Iwi Partnership models e.g. Rotorua District Council/Te Arawa Partnership).

5 Representation Arrangements Review

A representation arrangements review must be undertaken at least once every six years (section 19H of the LEA). The last review was undertaken in 2012, and accordingly a review is required in 2018.

If Māori representation is introduced, a representation review is required, irrespective of when the last representation arrangements review was undertaken.

A recommended timetable is set out in Appendix 1, noting that an initial ‘overview’ workshop of councillors is to be held on 10 August 2017.
## APPENDIX 1

### 2017/2018 ELECTORAL SYSTEM, MĀORI REPRESENTATION & REPRESENTATION ARRANGEMENTS REVIEW TIMETABLE

**LEGISLATIVE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Requirement</th>
<th>Section of LEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 12 September 2017*</td>
<td>A local authority <strong>MAY</strong> resolve to change the electoral system (from the system it used at the 2016 general election) for the next two triennial elections.</td>
<td>27 of LEA</td>
</tr>
<tr>
<td>By 19 September 2017*</td>
<td>A local authority <strong>MUST</strong> give public notice that electors may at any time demand that a poll be held on the future electoral system to be used by the local authority for the next two triennial elections, and if a poll outcome is to apply to the next triennial election, a demand for a poll must be received by 21 February 2018. If a resolution has been made by a local authority by 12 September 2017, this must be included in the notice.</td>
<td>28 of LEA</td>
</tr>
<tr>
<td>By 23 November 2017*</td>
<td>A local authority <strong>MAY</strong> resolve to introduce Māori representation for the next two triennial elections.</td>
<td>192 of LEA</td>
</tr>
<tr>
<td>By 30 November 2017*</td>
<td><strong>IF</strong> a resolution has been made by a local authority to introduce Māori representation, a local authority <strong>MUST</strong> give public notice that electors may at any time demand that a poll be held on Māori representation, and if a poll outcome is to apply to the next triennial election, a demand for a poll must be received by 21 February 2018.</td>
<td>192A of LEA</td>
</tr>
<tr>
<td>By 21 February 2018*</td>
<td><strong>IF</strong> a demand for a poll that a specified electoral system be used for the next two triennial elections is received by 21 February 2018, a poll must be held by 21 May 2018.</td>
<td>Sections 29 and 30 of LEA</td>
</tr>
<tr>
<td>By 21 February 2018*</td>
<td>A local authority <strong>MAY</strong> also resolve to undertake a poll of electors that a specified electoral system be used for the next two triennial elections.</td>
<td>31 of LEA</td>
</tr>
</tbody>
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**Clutha District Council – 10 August 2017**  
**Electoral System, Maori Representation and Representation Arrangements Reviews**
Clutha District Council
Item for DECISION

REPORT SUMMARY
Council engaged the consulting firm Resource Coordination Partnership (RCP) to review the current procurement policy and advise changes to our procurement processes. This report recommends the adoption of the reviewed Procurement Policy and the recommends further improvements CDC can make to its processes in regard to procurement.

RECOMMENDATIONS
1. That the Council receives the Procurement Policy Review report.

2. That Council approve the Policy on Procurement.

3. That Council approve a budget of $50,000 for the development of a Procurement Strategy, Procurement Guidelines and Procedures Manual from the General Reserve

Or

1 Background

The aim of this report is to summarise RCP’s review and recommendations for the CDC Procurement Policy of Clutha District Council (CDC), dated 10 December 2009. This report sets out the following:

- The legal obligations of CDC, with regards to procurement;
- Proposed contents of the procurement policy, guidelines, procedures and strategy;
- Proposed amendments to the Procurement Policy;
- Overall recommendation for managing procurement; and
- Adoption of the Procurement Policy

2 Legislative Procurement Obligations

The New Zealand Government Rules of Sourcing state, under Rule 6, that Clutha District Council, as a ‘Public Sector’ agency, is ‘encouraged’ to regard the Government Rules of Sourcing as Good Practice and, thus, will be referred to as the “Good Practices”.

RCP recommended that CDC align their procurement policy and procedures with these Good Practices, where appropriate.

3 Contents of the Procurement Documentation

Currently CDC has a Procurement Policy that details the following:

- Purpose.
- Policy – Principles, ethical considerations, economic considerations, decisions not to subject a contract to a tender process, financial delegations, specific procurement process, risk management, monitoring and reporting, sharing, contracts no subject to this policy.
- Procedures.
- Definitions.
- Relevant legislation.
- Legal compliance.
- Related policy and documents.
- Key words.

RCP recommended that the information that is included in the policy is limited to purpose, objectives and governing principles, and the following documents are developed:

- **Procurement guidelines** that provide clarity and practical guidance on how the principles of the Policy are to be interpreted, as demonstrated by Auckland and Queenstown Lakes District Councils;
• **Procurement procedures** that details the processes and templates that are to be followed by all staff and third parties when undergoing procurement; and

• **Procurement Strategy** that provides a holistic overview of the CDC proposed procurement in accordance with the Council’s Long Term Plan (LTP).

Note that the guidelines, procedures and strategy should be short, concise and user friendly; Flow charts and visual representation focused, rather than word heavy. They should assist in the management of risk, not developing process for the sake of process.

Appendix 1 lists the 66 items/practices, which are detailed in the Good Practices, and provides a recommendation of which are applicable to CDC and which procurement document should detail the requirements (e.g. Policy, guidelines, procedures and strategy).

### 4 Proposed Amendments to the Procurement Policy

As proposed above, it is recommended that the Procurement Policy is limited to:

- Purpose;
- Objectives; and
- Governing principles.

Limiting the scope will have the following benefits:

- The policy will be clear short and concise;
- Amendments to procedural details will not require the approval of the Councillors, as long as the policy principles are still being adhered to;
- The guidelines and procedures can contain practical and pragmatic guidance to procurement processes that are not bound to the generic language required in a policy.

The policy is updated to align with the latest Good Practices.

The key amendments include:

- Update the purpose in accordance with rule 2 of the Government Rules of Sourcing;
- Update of the principles in accordance with the Government Rules of Sourcing, with the addition of the “Buy Local”;
- Addition of a “context” section that summaries the overall procurement process;

**Appendix 2** contains the Draft Procurement Policy for Council’s consideration and adoption.

The development of the Procurement Guidelines and Procedures Manual will provide a robust process to help deliver best practise procurement procedures. This will help Council in achieving programme deadlines, providing more accurate, timely reporting and transparency. This will improve the management of risk associated with large and complex projects and improve cost control. With key reporting and milestone processes
in these projects Council will be able to manage the key decisions at the critical points of the projects.

The process of developing the guidelines and manual will also include a number of staff workshops and training. The training will provide a consistent approach to managing projects and improve our risk management related to our works programme.

![Diagram: Project & Procurement Gateway Process]

Figure 1: Project & Procurement Gateway Process

The manuals will develop a process of milestone or gateway points that will guide staff through a process which is governed by the complexity of the project being delivered. If the project is a low risk and low cost, the process will reflect this and a low level of management and reporting will be required. The projects with high risk and/or high costs will require a higher level of management and reporting.

5 Procurement Guidelines

Further to the details included in Appendix 1 and the items suggested to be removed from the policy into the guidelines, the following is recommended to be included in the procurement guidelines:

- Legal review of the contracts or have a range of legally reviewed contract templates/standard contract special conditions; and
- Development and implementation of item 52, 53 & 54 into the policy that enables the use of registered, pre-qualified and panel of suppliers, which is recommended for faster procurement processes. This is currently in practice for work with lower costs; however this can be developed further.

6 Financial Impact

The next stage of this process is currently unbudgeted. The proposed budget of $50,000 can be either funded from reserves or deferred until the LTP budget process. The risk associated with deferring this work is in the delay of implementing further process improvements.

7 Policy Considerations

This Policy review has been considered against the Significance and Engagement Policy. The level of consultation has been determined to be low. The Council has previously discussed this as part of the last Annual Plan process and agreed to the review and a “Buy Local” component to the policy.
### Appendix 1

### Procurement Policy, Guidelines, Procedures and Strategy Review against the Good Practice for CDC

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<thead>
<tr>
<th>Good Practice - Rules</th>
<th>Policy</th>
</tr>
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<tr>
<td>Principles</td>
<td>Recommend that CDC Principles updated align with the rules. However, additional principles need to be included that are specific to the Council.</td>
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<tr>
<td>Integrity</td>
<td>Recommend that the purpose is updated to align with rules.</td>
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<tr>
<td>Offset</td>
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<tr>
<td>Non Discrimination</td>
<td>CDC will not meet the requirements, as the council has a responsibility to the local market.</td>
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<tr>
<td>Protection of supplier information</td>
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<tr>
<td>Who the Rules apply to</td>
<td>The CDC council is apart of the Public Sector and is encouraged to have regard to the rules as a good practice guidance.</td>
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<tr>
<td>Where the rules apply to - goods or services or refurbishment works</td>
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<td>Non Procurement Activities</td>
<td>The definition could be updated to included this, but not deemed necessary.</td>
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<td>Opt out procurements</td>
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<td>Requirements to openly advertise</td>
<td>Policy will meet this requirements, but the threshold values will differ.</td>
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<td>Minimum time periods by process</td>
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<td>Additional Information</td>
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Policy on Procurement

1. Purpose
The Clutha District Council is a territorial authority as defined in the Local Government Act 2002 and is required to give effect to the purpose of local government as defined in section 10 of the Act, which is:

To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Whereby good quality is defined as efficient, effective and appropriate to present and anticipated future circumstances.

The purpose of the procurement policy is to ensure all procurement of goods, works and services for council business are undertaken in accordance with the above mandate and that the Council and all staff involved in procurement:

- Can justify all procurement decisions;
- Remain impartial;
- Act in a fair, equitable and honest manner; and
- Act responsibly, lawfully and with integrity.

2. Objective
The objective of the procurement policy is that procurement practices will support the procurement principles set out in this policy.

It is important that these principles are considered at the outset of the project, at the business case stage. It is also recognised that there can be tensions between the principles. Thus, where possible, the procurement process must be documented and transparent as to how any such tensions are resolved and managed during the procurement and decision process. The business case preparation stage must provide clear information on the options and their impacts to assist and inform decision making.
3. Principles
Council staff and its departments are to be trained and guided by the following principles, based on the All of Government Rules of Sourcing, when procuring goods, works and services on behalf of the Clutha District Council.

- PLAN AND MANAGE FOR GREAT RESULTS
  - Identify the need and then plan how best to procure it.
  - Clarify Council’s role in the process, including the benefits to the broader community.
  - Set up a team with the right mix of skills and experience.
  - Involve suppliers early – let suppliers know what is needed and keep talking.
  - Take the time to understand the market and the Council’s effect on it. Be open to new ideas and solutions.
  - Choose the right process – proportional to the size, complexity and any risks involved.
  - Encourage e-business (for example, tenders sent by email).

- BE FAIR TO ALL SUPPLIERS
  - Create competition and encourage capable suppliers to respond.
  - Give local suppliers a full and fair opportunity to compete.
  - Use the All of Government Contract as a sourcing method, where appropriate.
  - Make it easy for all suppliers (small to large) to do business with the Council.
  - Be open to subcontracting opportunities in big projects.
  - Clearly explain how the Council will assess suppliers’ proposals – so the suppliers know what to focus on.
  - Talk to unsuccessful suppliers so the suppliers can learn and know how to improve next time.

- BUY LOCAL
  - Encourage the procurement from suppliers within the Clutha District, except where “value for money” is better achieved by providers from outside of the region.
  - Apply the agreed “Buy Local” premium of 5% or up to $5,000 per any contract that is not local.

- GET THE RIGHT SUPPLIER
  - Be clear about what the need is and fair in how suppliers are assessed – don’t string suppliers along.
  - Choose the right supplier who can deliver what is required, at a fair price and on time.
  - Build demanding, but fair and productive relationships with suppliers.
  - Make it worthwhile for suppliers – encourage suppliers to deliver great results.
  - Identify relevant risks and get the right team member to manage them.
### GET THE BEST DEAL FOR EVERYONE
- Get best “value for money” – account for all costs and benefits over the lifetime of the goods or services.
- Make balanced sustainable decisions – consider the social, environmental and economic effects of the contract.
- Encourage and be receptive to new ideas and ways of doing things – don’t be too prescriptive.
- Take calculated risks and reward new ideas.
- Have clear performance measures – monitor and manage to make sure the Council get great results.
- Work together with suppliers to make ongoing savings and improvements.
- It’s more than just agreeing the contract – be accountable for the results.

### PLAY BY THE RULES
- Be accountable, transparent and reasonable.
- Make sure everyone involved in the process acts responsibly, lawfully and with integrity.
- Stay impartial – identify and manage conflicts of interest.
- Protect suppliers’ commercially sensitive information and intellectual property.

---

### Procurement Approach

**4. Context**
Phases of the procurement process are as follows:

<table>
<thead>
<tr>
<th>Why are Council procuring?</th>
<th>1. Outcomes, strategies &amp; policies</th>
<th>Ensure procurement is achieving outcomes stated in relevant strategies, plans and policies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Activities, functions &amp; projects</td>
<td></td>
</tr>
<tr>
<td>What are Council procuring?</td>
<td>3. Specifications of what is being procured</td>
<td>Define what is being procured by way of goods/services/works</td>
</tr>
<tr>
<td>How are Council procuring?</td>
<td>4. In sourcing versus outsourcing</td>
<td>Consider advantages/disadvantages of various procurement methods</td>
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<td></td>
<td>5. Use of All of Government Contract</td>
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<td></td>
<td>6. Procurement methodology</td>
<td></td>
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<tr>
<td></td>
<td>7. Procurement plan</td>
<td></td>
</tr>
<tr>
<td>Who are Council procuring from?</td>
<td>8. Evaluation of suppliers</td>
<td>Decide on the appropriate supplier once “What” and “How” have been established</td>
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<td></td>
<td>9. Negotiation with suppliers</td>
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<td></td>
<td>10. Development of supplier lists</td>
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<tr>
<td></td>
<td>11. Supplier selection</td>
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<tr>
<td></td>
<td>12. Contract &amp; delivery management</td>
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</tbody>
</table>
5. Procurement Strategy & Long Term Plan Relationship (LTP)
Procurement decisions are to be aligned with the CDC broader aims, such as Council strategies, plans, goals and the objectives documented in the LTP and/or Annual Plan. In order that community outcomes are achieved the relationship of CDC’s long term goals to procurement methods is to be detailed in the Procurement Strategy.

6. Risk Management
Council will implement risk management practices to ensure that risk is managed effectively throughout the procurement process. These practices include:

- involving competent people to manage the procurement process
- ensuring Council officers avoid inadvertently and/or prematurely creating a contractual situation during, for example, a tender process.
- contracts shall only be entered with contractors who have approved health and safety management plans.

7. Monitoring and Reporting
Procurement decisions will be subjected to monitoring and reporting systems that ensure resources are used to achieve the outcomes sought. This will be done through various methods depending on the significance of the procurement decision. These methods can include the following examples:

- Management reports to Council
- Reporting via the Annual Report

8. Sharing
Council encourages the concept of shared services with other local authorities.

9. Contracts not subject to this policy
Roading contracts
Roading contracts, which attract subsidy from Land Transport New Zealand, shall be let according to the specific procedures laid down by that organisation.
Definitions

Procurement
‘Procurement’ is the term used for the full range of goods and services Clutha District Council requires and delivers. From the identification of a need to provide the service to sourcing and appointment of the service provider and thereafter, the management of those services or goods provided.

Emergency Procurement
In an emergency, it may not be possible to satisfy the principle of open and effective competition throughout the procurement process. Council may therefore do away with parts of the procurement process, so that it can react quickly to unforeseen events.

Emergency procurement should be used only in genuinely unforeseen circumstances, e.g. Life, property or equipment is immediately at risk or standards of public health, welfare or safety need to be re-established without delay, such as in the case of disaster relief.

Emergency procurement should not be used because of poor planning.

Local
“Local” shall be defined as a resident or ratepayer in the Clutha District or an organisation that employs Clutha District residents.

Value for money
“Value for money” means the best possible outcome for the total cost of ownership. “Value for money” does not necessarily mean selecting the lowest price; rather, the right combination of quality, quantity and price at the right place and time.

Whole of Life
‘Whole of life’ in terms of procurement means the cycle from initial concept and definition of business needs through to the end of the useful life of an asset or end of a service contract.

Selective Purchase
A purchase is “selective” when it is made from a supplier without having invited competing tenders from any other supplier.

Tenders
A process of calling for suppliers to make their best offers in writing to supply goods, works and/or services by a set date. Tenders can be "open" (anyone can make an offer) or "closed" where only some prospects are invited to submit a tender.
Relevant Legislation

Council must comply with all applicable legislation and Council policies throughout the procurement process. This includes, but is not limited to, the:

- Local government Act 2002
- Local Government Official Information and Meetings Act 1987
- Fair Trading Act 1986
- Commerce Act 1986
- Land Transport Management Act 2003

Legal Compliance

The New Zealand Government Rules of Sourcing state, under Rule 6, that Clutha District Council, as a ‘Public Sector’ agency, is ‘encouraged’ to regard the Government Rules of Sourcing as good practice and, thus, will be referred to as the “Good Practices”.

Related Policy and Documents

- Office of the Controller and Auditor General ‘Procurement – A Statement of Good Practise’
- Land Transport New Zealand – Procurement Manual
- Council’s Financial Delegations
- Council Policy on Sensitive Expenditure
- Council Policy on Fraud
- Council Policy on Purchase of Council Vehicles

Key Words

Procurement, value for money, whole of life, contract, open tender, closed tender, emergency procurement, selective purchase, tenders, ethics, open and fair competition
Clutha District Council

Item for DECISION

Report
Strategic Case

Meeting Date
10 August 2017

Item Number
11

Prepared By
Christian Bopp – Senior Infrastructure Engineer

File Reference
A166200

REPORT SUMMARY

This report provides Councillors with information on the Strategic Case required to be included in Council’s 2018/21 Land Transport Programme application for funding assistance to the New Zealand Transport Agency.

RECOMMENDATIONS

1. That Council receives the “Strategic Case” report.

2. That Council adopts the Strategic Case, for use in Council’s application to the New Zealand Transport Agency for funding of Clutha’s 2018/21 Land Transport Programme.

REPORT

1 Background

It is a requirement of the NZTA for Road Controlling Authorities to apply the Better Business Case approach to future funding applications and accordingly prepare/review its Transport Activity Management Plan and have it finalised by applying Business Case Approach Activity Management Planning. The Transportation Activity Management Plan is due with the NZTA by 31 August 2017.

2 Strategic Goals and Outcomes

Roading infrastructure that sustainably supports the community and economy.

3 Assessment of Options

Council did have the option of not applying the Business Case approach but as this would most likely jeopardize funding of approximately $7.5 million dollars per annum this was not considered to be a viable option.

4 Consultation

Any consultation will be carried out as part of Council’s 2018/28 Long Term Plan, which will incorporates the Programme Business Case (budget) as support by and derived from the Strategic Case.
5 **Policy Considerations**
- New Zealand Transport Strategy
- Government Policy Statement
- Regional Land Transport Plan
- Safer Journeys 2020

6 **Legal Considerations**
- Local Government Act
- Land Transport Management Act

7 **Financial Impact**
The adoption of the Strategic Case will support Council’s application to the New Zealand Transport Agency for the funding of the Clutha District Council’s 2018/21 Land Transport Programme.

8 **Discussion**
The Strategic Case is one of the first key steps in applying the Business Case Approach Activity Management Planning. The required Strategic Case has been developed with key Council staff members and elected officials through two Investment Logic Mapping workshops, with the New Zealand Transport Agency invited and participated in a final third workshop, setting the direction for the development of the Programme Business Case which is in essence the Land Transport Programme (budget).

The draft Strategic Case, discussed at the Long Term Plan 2018/28 workshop on 19 July, had an incorrect target reflected in “Figure 2: Investment Logic Map”. This may have been set on the basis of Council investing in more investigation of crashes and establishing a focused programme of interventions. However, there is no evidence that the target was achievable without the completion of the investigation and more detailed understanding of the cause of the crashes. This target was therefore inserted in error.

In view of this, the Investment Objectives for “Reduced Social impact of crashes” has been updated to reflect the target used in Council’s Long Term Plan and supporting the Department of Internal Affairs mandatory measure of “Change from previous financial year in number of fatal and serious crashes expressed as a number”.

9 **Attachment 1**
Attachment 1 – “Strategic Case for Transport Activity Management Plan” has been appended for ease of reference.
Strategic Case for Transport Activity Management Plan
Strategic Case for Transport Activity Management Plan

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1. Strategic Context
Organisational outcomes, impacts and objectives

Clutha District Council Long Term Plan 2015-25

The Long Term Plan has a strong focus on promoting growth by attracting people to live and work in Clutha District, and to support businesses and encourage sector growth e.g. tourism. This is reflected in the Council’s Economic Development Strategy (2015), and Living and Working in Clutha (2015). A medium growth scenario forecasts a stable and then declining resident population, but with growth in the number of dwellings as a result of smaller households and holiday homes. Visitor numbers are also expected to continue growing.

Clutha District is rural and therefore the key growth and demand on the majority of the transport infrastructure is primary production land use (transporting inputs and outputs to market). There is no significant change to land use expected for the District, and therefore no noticeable increase in primary production is anticipated. However, there is variability of demand over time as different forestry blocks are logged, and seasonal changes to transport demand by dairy and pastoral land uses. There is also potential change to the management of farms as they become under increasing corporate ownership demanding increased productivity leading to higher rates of return; this has the potential to increase or change demand across the transport network but there is no evidence yet to support that this will happen.

The plan includes a commitment to reduce overall spending on roads and target investment, in order to balance ratepayer expectations with meeting national standards for roads. As a result there is an expectation that there will be less work on lower volume sealed roads and instead investment will be targeted towards sealed roads with the biggest economic benefit to the district. It is noted that, as a result, sealed roads will not be as smooth as they are now, but will still be safe and fit for purpose.

The relevant Community Outcome is for: Roading infrastructure that sustainably supports the community and economy.

The Long Term Plan identifies the following goals for transport:

- provide an effective and sustainable local roading network
- monitor safety and invest in improving the local road network
- provide an effective and sustainable network of footpaths throughout the district

Relevant improvements or changes identified in the Long Term Plan:

- aligning to One Network Road Classification levels of service
- targeted investment via the Economic Network Plan
- sealing of The Nuggets Road – Completed March 2017
- targeted minor safety improvements and safety education
- continuing Balclutha streetscape improvements – Stage 1 ($3.1M completed February 2016)
- footpath upgrades

The Transport Activity Management Plan (TAMP) contributes to the overall community outcome for roading, which is to provide infrastructure that sustainably supports the community and economy. It sets out the current performance measures for roading infrastructure and provides a snapshot of current performance.

Clutha Infrastructure Strategy 2015-45

The Infrastructure Strategy recognises that Clutha District has significant infrastructure to maintain, particularly for roading and water supply, especially when compared to the relatively low population. A substantial portion of infrastructure exists to support the primary production sector. Generally the core infrastructure is in good condition, as illustrated in Table 1.

**Table 1: Summary of Clutha Road/Footpath Infrastructure**

<table>
<thead>
<tr>
<th>Core Infrastructure</th>
<th>Vital Statistics</th>
<th>Value ($M)</th>
<th>Remaining Life*</th>
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<tr>
<td>Roads and Footpaths</td>
<td>840km sealed roads 2060 unsealed roads 141km footpaths (87%) sealed 362 bridges</td>
<td>859.4</td>
<td>68%</td>
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</table>

*Remaining life is the current value of the assets divided by the replacement cost. This is an estimate of the remaining life the assets have.

The Strategy is as follows:

- Implement the ONRC system and associated customer and technical levels of service by 2018/19.
- Start taking greater risks on the timing of maintenance and renewals, i.e. by not carrying out works even if the asset is not in an ideal condition but is still useable.
- Reduce spending by reducing road rehabilitation and reseal work (expect the average reseal life will extend from 14 years to 15 years).
- Assess area wide pavement treatments on a case-by-case basis and make decisions about committing funding depending upon the economic benefit of the road, including traffic volumes. This is supported by our current sealed road ‘roughness’ being significantly better and urban roads being about right when compared to national standards.
• Mitigate the greater risk (including financial risk) being taken on by earmarking existing reserve funds of $753K to a roading deferred renewal/maintenance fund to fund work should any unforeseen failures take place.
• Consider the option to use weight and speed restrictions to extend the life of bridges and refine the forward works programme to target spending where there is the greatest economic benefit. This may mean removal of bridges or a lower level of service for some bridges where there are alternatives or little value for the district in upgrading them.

Alignment to existing national and regional strategies and goals

NZ Transport Agency

Draft Government policy statement on land transport (2018/19-2027/28)
The three strategic priorities continued from the GPS 2015 are:

- Economic growth and productivity
  - A land transport system that addresses current and future demand for access to economic and social opportunities
  - A land transport system that is resilient
  - A land transport system that provides appropriate transport choice
  - A land transport system that increasingly mitigates the effects of land transport on the environment
  - A land transport system that is a safe system, increasingly free of death and serious injury
- Value for money
  - A land transport system that delivers the right infrastructure and services to the right level at the best cost

In terms of the NZ Transport Agency GPS objectives, the Clutha Transport Activity Management Plan will contribute to a safe transport system, increasingly free of death and serious injury. Using the business case approach to develop the Transport Activity Management Plan will ensure value for money. Economic growth and productivity will be supported.

Safer Journeys Action Plan 2016-20
This Plan focuses on specific aspects of safety. It includes the following actions which are relevant to Clutha District:

Action 2: To provide a safe environment for motorcycling

Action 3: To create safer roads and roadsides to reduce the likelihood of crashes, and to minimise the trauma when crashes occur. Reducing risk on:

- Urban arterial roads
- Related to head on, run off road crashes and intersection crashes
- Related to vulnerable road users
- Related to crashes on the open road

The Clutha Transport Activity Management Plan will contribute to achieving these actions.
One Network Road Classification

The One Network Road Classification (ONRC) system has been adopted by the sector for national consistency in the level of service delivered by the network. The system divides roads into six categories principally based on how busy they are, whether they connect to important destinations, or are the only route available. Using the ONRC, local authorities and the Transport Agency can compare the state of roads across the country, and direct investment where it is needed the most.

Performance measures and targets for the ONRC customer levels of service have just been developed and still need to be tested and integrated into the network, so for the 2015-18 National Land Transport Programme, local authorities will not be penalised based on any gap between ONRC customer levels of service and actual levels of service. However over time, it is expected that all roads in a particular category should offer an increasingly nationally consistent fit for purpose customer level of service for users.

For the 2015-18 National Land Transport Programme, it is expected that existing performance measures will continue to be the basis of determining transport network benefits for customers, and influencing maintenance programme development. For Clutha District the performance measures for roading are set out in the Long Term Plan.

Clutha District Council has been actively involved in applying ONRC to roads in the District, and in understanding the requirements going forward. A benchmarking tool was used in 2016 to allow any gaps to be identified, and the results of this support Problem 1. Going forward, it is expected that further work in specifying customer levels of service, along with benchmarking with like authorities will allow clear identification of gaps, and that a work programme can be developed that will, over time, reduce these gaps.

Otago Regional Council

Draft Otago/Southland Regional Land Transport Plan 2018-21

The Otago Regional Council have commenced strategic transport planning for the draft Otago/Southland Regional Land Transport Plan. Investment Logic Mapping commenced in January 2017 with an independently facilitated problem/benefit workshop with Regional Transport Committee members. An Investment Logic Map was completed and updated in June 2017 after consultation, as shown in Figure 1.
There is clear alignment between the regional problems and benefits and those that have been identified for Clutha District Council, particularly for the first problem statement. The Clutha TAMP will primarily contribute to addressing problem 1 and realizing benefits 1, 2 and 4.

**Otago Regional Land Transport Plan (adopted) 2015-21**
This Plan sets out long term strategic objectives for regional transport and priorities for the next ten years, as shown in Table 2. The Clutha Transport Activity Management Plan will contribute primarily to objectives 1-3 and the related priorities in the Regional Land Transport Plan.

**Table 2: Strategic Objectives and Priorities**

<table>
<thead>
<tr>
<th>Key strategic objectives for next 30 years</th>
<th>Priorities for next 10 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A transport system that is safe</td>
<td>The social cost of crashes and accidents is substantially reduced</td>
</tr>
<tr>
<td>2. A transport system that delivers appropriate levels of service</td>
<td>Right transport services and infrastructure delivered to right level at best cost</td>
</tr>
<tr>
<td>3. A transport system that supports economic activity and productivity</td>
<td>The network is reliable and resilient, helping community resilience</td>
</tr>
<tr>
<td>4. A transport system that provides appropriate transport choices</td>
<td>Transport services and infrastructure support economic productivity and growth</td>
</tr>
<tr>
<td>5. A transport system based on effective coordination</td>
<td>Being able to access the network, no matter what their mode, in a manner that is convenient and affordable to funders and users</td>
</tr>
<tr>
<td>6. Mitigating the effects of the transport system on the environment</td>
<td></td>
</tr>
</tbody>
</table>

**Investment KPI**

- Reduced deaths and serious injuries
- Reduced crash rate
- Increased road safety assessment rating
- Increased multi-modal access and usage
- Increased community satisfaction
- Increased throughput
- Increased availability and access
- TBC
2. Strategic Assessment

Problems, Benefits and Investment Objectives

An Investment Logic Mapping Workshop was held late on 13 December 2016, with a follow up workshop on 4 April 2017. The following transport problems and weightings were agreed, along with the main benefits.

Problem 1: The road environment combined with driver behaviour on rural access roads and low volume access roads contributes to a higher personal crash risk on these roads (35%)

Problem 2: The form of urban roads causes severance in areas of pedestrian and cycling use, resulting in poor connectivity and a lack of community cohesion (15%)

Problem 3: Use of rural access roads and low volume access roads by heavy vehicles from primary industry is resulting in localised deterioration of assets and the need for increased maintenance and replacement to ensure levels of service are achieved and the asset protected (50%)

The following benefits and opportunities were identified, which were used to develop Investment Objectives (see Figure 2):

Benefit 1: Reduced social impact of crashes

Benefit 2: Improved network performance and capability

Benefit 3: Improved community connectivity and wellbeing

Opportunity: Improve journey experience for tourists
FIGURE 2: INVESTMENT LOGIC MAP

PROBLEM | BENEFIT | INVESTMENT OBJECTIVES
--- | --- | ---
The road environment combined with driver behaviour on rural access and low volume access roads contributes to a higher personal crash risk on these roads. 35% | Reduced social impact of crashes 30% | Reduce total number of crashes on rural access and low volume roads

The form of urban roads causes severance in areas of pedestrian and cycling use, resulting in poor connectivity and a lack of community cohesion 15% | Improved network performance and capability 50% | Maintain annual fatal and serious injury crash total at no more than 10 per annum until 2025

Use of low volume access and rural access roads by heavy vehicles from primary industry is resulting in localised deterioration of assets and the need for increased maintenance and replacement to ensure levels of service are achieved and the asset protected. 50% | Improved community connectivity and wellbeing 20% | Achieve an average annualised whole of life cost for each ONRC road category at or below peer group averages by 2024

Improved connectivity and wellbeing 20% | Reduce vulnerable road user crashes in townships

OPORTUNITIES
- Improve journey experience for tourists

Key performance measures
Clutha District’s performance measures for the roading activity are in the Long Term Plan, as shown in Appendix B. Additional performance measures based on the problems identified in the Investment Logic Map are shown in the Benefits Map in Figure 3.

FIGURE 3: BENEFIT MAP

PROBLEM | INVESTMENT BENEFIT | MEASURE | BASELINE | TARGET
--- | --- | --- | --- | ---
The road environment combined with drive behaviour on rural access and low volume access roads contributes to a higher personal crash risk on these roads. 35% | Reduced social impact of crashes 30% | Total number of crashes on rural access and low volume roads | 148 in period 2011-15 (108 on access, 40 on low volume) | To be confirmed following investigation

The form of urban roads causes severance in areas of pedestrian and cycling use, resulting in poor connectivity and a lack of community cohesion 15% | Improved community connectivity and wellbeing 20% | Total number of fatal and serious injury crashes on local roads p.o. | 10 in 2015-16 | Maintain at no more than 1 (0.1) 2025 (LTP Target)

Use of low volume access and rural access roads by heavy vehicles from primary industry is resulting in localised deterioration of assets and the need for increased maintenance and replacement to ensure levels of service are achieved and the asset protected. 50% | Improved network performance and capability 50% | Numbers of vulnerable road user crashes in townships | 6 in period 2011-15 (4 Milton, 1 Lawrence, 1 Balclutha) | To be confirmed following investigation

Improved connectivity and wellbeing 20% | Visitor satisfaction with tourist routes | Average annual whole of life cost for each ONRC category | GAP | To be confirmed following investigation

Improved network performance and capability 50% | Residents satisfied with maintenance of unsealed roads | Residents satisfied with maintenance of unsealed roads | 52% in 2013/14 (LTP) | Maintain satisfaction levels at no less than 52%
The case for investment

The Clutha District LTP sets out performance measures for roads and footpaths, and presents target levels of service for the 10 year period (see Appendix B). Appendix B shows that overall Clutha District are meeting the following performance targets:

- Residents satisfied with maintenance of unsealed roads (52%)\(^1\)
- Residents satisfied with maintenance of sealed roads (77%)
- Average quality of ride on the rural sealed road network
- Percentage of the sealed network that is resurfaced
- Average speed residents feel they can safely travel at on sealed and unsealed roads
- Residents satisfied with footpaths

Note 1: However evidence from the customer request system shows a large number of defects in unsealed roads showing that there are localised issues that need to be addressed in the TAMP.

However Clutha District is close to or not meeting the following performance targets:

- Average quality of ride on the urban sealed road network (measured by smooth travel exposure)
- Number of fatalities and serious injury crashes (met in 2015/16, but not met for the 2 years previously)

The main focus of the TAMP is to maintain existing levels of service as reflected in existing performance measures. Clutha District are meeting the majority of their targets at a network wide level, and as such, there is no need to significantly alter the maintenance regime, although alternative programmes will be tested to ensure value for money is being achieved in all parts of the network. Further investigation is required into the average quality of ride on the urban sealed network, and the number of fatal and serious crashes. This information supports Problem 1 and 3 below which emerged from the stakeholder workshop and Investment Logic Mapping. In particular, an investigation into safety across the District is showing as an area of focus for the TAMP in the future. More evidence is provided in relation to safety in the discussion of problems below, which supports this approach.

Status of the evidence base

Problem 1: The road environment combined with driver behaviour on rural access roads and low volume access roads contributes to a higher personal crash risk on these roads (35%)

This problem was identified using the One Network Road Classification gap analysis tool, and the performance measures in the Clutha District Council Long Term Plan. Improving safety should be a focus of the TAMP, in order to provide a level of service for safety risk which is more appropriate for rural access roads and low volume access roads, and also to review options for overall safety improvements across the network.

Crash data

The total number of fatal and serious injury crashes per year on Clutha District local roads is shown in Figure 4. The data do not show a clear trend – crash numbers fluctuate year on year. Clutha District have set a
target for the next 10 years which is for no more than 11 such crashes per annum for the first 2 years of the LTP (2015-17), and no more than 10 per annum for the rest of the LTP period. The graph shows that these targets have been exceeded in recent years, although 2015/16 saw a return to a more acceptable level.

A gap analysis was completed for Clutha District Council rural roads, using the ONRC tool. This analysis used the ONRC levels of service to identify how roads were performing with regard to collective and personal risk. Table 3 shows the results of the analysis. Clutha District Council’s rural access roads and low volume access roads had a high personal risk, when compared to the ONRC level of service for this road type. There was no gap in level of service for the other rural roads in the Clutha District.

**TABLE 3: ONRC LEVEL OF SERVICE GAP ANALYSIS - SAFETY**

<table>
<thead>
<tr>
<th>ONRC metric</th>
<th>Calculation method</th>
<th>Rural Roads</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Primary Collector</td>
</tr>
<tr>
<td>Safety OM2 Collective Risk</td>
<td>Crashes/years</td>
<td>Low</td>
</tr>
<tr>
<td>Safety OM3 Personal Risk</td>
<td>Crashes/years/vkt</td>
<td>Low</td>
</tr>
</tbody>
</table>

84
A summary of crash severity by ONRC is shown in Table 4. The percentages show that the Primary Collector roads in Clutha District have a different crash profile to the lower order roads. They have a higher percentage of non-injury crashes, a lower percentage of serious and fatal crashes.

**TABLE 4: CRASH SEVERITY BY ONRC**

<table>
<thead>
<tr>
<th>Class</th>
<th>Non-injury</th>
<th>Minor</th>
<th>Serious</th>
<th>Fatal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>%</td>
<td>No.</td>
<td>%</td>
<td>No.</td>
</tr>
<tr>
<td>Access</td>
<td>138</td>
<td>52%</td>
<td>93</td>
<td>35%</td>
<td>31</td>
</tr>
<tr>
<td>Low Volume</td>
<td>61</td>
<td>53%</td>
<td>36</td>
<td>31%</td>
<td>15</td>
</tr>
<tr>
<td>Primary Collector</td>
<td>81</td>
<td>63%</td>
<td>39</td>
<td>30%</td>
<td>7</td>
</tr>
<tr>
<td>Secondary Collector</td>
<td>231</td>
<td>56%</td>
<td>138</td>
<td>33%</td>
<td>42</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>511</td>
<td>306</td>
<td>95</td>
<td>12%</td>
<td></td>
</tr>
</tbody>
</table>

The locations of crashes on rural access roads and low volume access roads are shown in **FIGURE 5**. The main tourist routes as determined by the Economic Network Plan are also shown on the map in orange.

**FIGURE 5: LOCATION OF ALL INJURY CRASHES ON RURAL ACCESS ROADS AND LOW VOLUME ACCESS ROADS (LOW VOLUMES ROADS ARE YELLOW, ACCESS ROADS ARE GREEN, TOURIST ROUTES ARE ORANGE)**
The percentage of crashes by vehicle type is shown in Table 5. Again, the Primary Collector roads have a different crash profile when compared to the lower order roads, with a higher percentage of crashes involving heavy vehicles, and a lower percentage of crashes involving motorcycles. There is little difference in crashes by vehicle type on access roads and low volume access roads and secondary collector roads.

**Table 5: Percentage of crashes by vehicle type**

<table>
<thead>
<tr>
<th>ONR Class</th>
<th>Car</th>
<th>Heavy</th>
<th>Motorcycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>94%</td>
<td>3%</td>
<td>3%</td>
</tr>
<tr>
<td>Low Volume</td>
<td>92%</td>
<td>3%</td>
<td>4%</td>
</tr>
<tr>
<td>Primary Collector</td>
<td>88%</td>
<td>11%</td>
<td>1%</td>
</tr>
<tr>
<td>Secondary Collector</td>
<td>91%</td>
<td>5%</td>
<td>4%</td>
</tr>
</tbody>
</table>

**Communities at Risk (C@R) Register 2015**

The Transport Agency’s C@R Register was considered, to see whether Clutha District featured in the high or medium concern groups for any of the communities. Figure 6 shows Clutha District’s 2015 ranking for each of the communities at risk (shown by a bar), as well as the ranking for 2014 (shown by a square) and 2013 (shown by a triangle). This allows the change over the last 3 years to be better understood.

For 2015, Clutha District only featured as a high concern for one area (high concern is assigned to communities with risk profile between 0.5 and 1 standard deviation from the mean), which was crashes involving older road users (75 years plus). Clutha District was ranked 7th highest risk out of all the local authorities for crashes involving this emerging strategic priority for the NZ Transport Agency.

More investigation is required into why these drivers are over-represented in Clutha District, and what if anything can be included in the TAMP to reduce crashes involving this age group.
For all other priorities identified in the Communities at Risk register, Clutha was below 0.5 standard deviation from the mean. For rural roads (loss of control and head-on, speed zones <70km/hr or more) it was noted that Clutha District is only just below the threshold for medium concern, ranking 17th highest risk out of all local authorities. Figure 6 demonstrates that Clutha’s ranking for older road users, rural roads (loss of control) and for all fatal and serious crashes has improved over the last 2 years.


![Communities at Risk Register 2015 - Clutha District](image)

Overall, the evidence for Problem 1 shows that there is a high personal risk on rural access roads and low volume access roads, and that the number of fatal and serious crashes per year has exceeded the target set by Clutha District Council in the Long Term Plan. For this reason it is recommended that the TAMP include an investigation of safety issues across the network, followed by the development of an improvement plan for safety. The investigation should include consideration of the emerging problem with older drivers and how this risk could be mitigated.

**Problem 2: The form of urban roads causes severance in areas of pedestrian and cycling use, resulting in poor connectivity and a lack of community cohesion (15%)**

Townships are a key focus of the TAMP for Clutha District as this supports the focus on attracting new residents to the District, and retaining existing ones. Severance is difficult to measure, but indicators such as pedestrian and cyclist injury crashes, complaints from the community about pedestrian and/or cycle network
connectivity, speed in town centres, the number of trucks on the road, difficulties crossing the road and turning out of side roads are all indicators of severance. With an ageing population, such severances will become more problematic i.e. more mobility scooters etc. negotiating existing "substandard" infrastructure

Pedestrian safety in townships
The distribution of pedestrian crashes in Clutha is shown in Figure 7 below. In Clutha District, the data shows increased risk for pedestrians in the urban centres of Milton and Lawrence. Pedestrian crashes are an indicator of severance, which can be caused by traffic volumes and speeds, combined with inadequate pedestrian facilities. The evidence indicates that Milton should be the initial focus of work to address issues of severance caused by SH1, followed by Lawrence. Clutha District will need to work closely with the NZ Transport Agency on this issue, as the owner and manager of SH1 and SH8 through these townships.

**Figure 7: Pedestrian heatmap - risk locations for pedestrians (2011-2015)**

The population of Clutha District is forecast to experience significant growth in the number of people aged over 65 years. An ageing population will exacerbate the severance issue and will also lead to different demands for facilities within town centres, such as provision for mobility scooters, and more frequent formal pedestrian crossings. Figure 8 shows the Stats New Zealand population forecasts for age groups in Clutha District, demonstrating the expected increase in the 65-84 year age group, and in the 85+ age group. Numbers in all other age groups are expected to decline.
Features of roads passing through townships
Table 6 shows the speed limit and pedestrian facilities in the key town centres where severance is potentially an issue. Comments that the Council have received from the community are also included.

**TABLE 6: ROAD FEATURES THROUGH TOWN CENTRES**

<table>
<thead>
<tr>
<th>Township</th>
<th>Pedestrian facilities</th>
<th>Speed limit</th>
<th>Community Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balclutha (SH1)</td>
<td>Footpaths, 7 zebras</td>
<td>50km/hr</td>
<td>Heavy vehicle bypass</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cycling connections. Crossing bridge.</td>
</tr>
<tr>
<td>Lawrence (SH8)</td>
<td>Footpaths, no crossings</td>
<td>50km/hr</td>
<td></td>
</tr>
<tr>
<td>Milton (SH1)</td>
<td>Footpaths, 5 zebras</td>
<td>50km/hr</td>
<td></td>
</tr>
<tr>
<td>Clinton (SH1 &amp; 93)</td>
<td>Some footpaths, no crossings</td>
<td>50km/hr</td>
<td>School want crossing</td>
</tr>
<tr>
<td>Waihola (SH1)</td>
<td>Some footpaths, no crossings</td>
<td>70km/hr (changing to 60km/hr)</td>
<td></td>
</tr>
<tr>
<td>Owaka (SSR)</td>
<td>No crossings</td>
<td>50km/hr</td>
<td></td>
</tr>
<tr>
<td>Tapanui (SH90)</td>
<td>Footpaths, 1 zebra</td>
<td>50km/hr</td>
<td>School wants active warning lights</td>
</tr>
</tbody>
</table>

This shows that the provision of pedestrian facilities within the town centres varies. Speed limits are 50km/hr, with the exception of Waihola, where the speed limit is being reduced from 70km/hr to 60km/hr. Higher speeds and higher freight volumes can cause pedestrians to feel intimidated by traffic and unsafe. Combined with poor pedestrian facilities this effect is compounded.
Satisfaction/residents – Annual plan consultation

There is an evidence gap relating to residents satisfaction with town centres. It is recommended that further data be collected on an ongoing basis to provide more information about satisfaction with town centres.

Overall the evidence for Problem 2 indicates a pedestrian safety issue in Milton and Lawrence, and some demand from the communities for improved crossing facilities and lower speeds, especially around schools. These problems will need to be approached collaboratively with the Transport Agency. The specific issue of vulnerable user safety in townships should be further investigated and it is expected that as a result the Council will look to develop a consistent approach to speeds and provision of crossing facilities in townships. It is likely that minor improvements in the town centres would address many of the problems.

Problem 3: Use of rural access roads and low volume access roads by heavy vehicles from primary industry is resulting in localised deterioration of assets and the need for increased maintenance and replacement to ensure levels of service are achieved and the asset protected. Expenditure on maintenance and renewals represents a significant investment and generates user and stakeholder complaints if levels of service are not being achieved.

The peer group analysis shown in Figure 9 shows that Clutha District is below the national three yearly average for rural districts in maintenance and operations expenditure.

Figure 9: Peer Group Analysis - Maintenance Operations and Renewal

A similar peer group analysis is not available against levels of service; however, an analysis of faults reported by customers over the past five years is shown in Figure 10.
A large number of the above faults can be grouped into three core road maintenance activities:

- Drainage;
- Dust; and
- Road surface issues (sealed and unsealed).
Trends in fault requests by type of fault for these groups is shown in Figure 11. Overall, there is an increasing trend in the number of faults reported by customers. There are fewer complaints for drainage issues and more for dust in 2015/16, which was a year of low rainfall. The location of the faults reported has not been mapped across the network but it is assumed that with over 85% of the road network fitting in to the rural access roads and low volume access roads categories, these sets of data are relevant for this extent of the network. Spatial fault records would greatly enhance the Council’s ability to gain certainty regarding cause and effect. This would allow the Council to identify potential cost effective solutions to these problems.

**FIGURE 11: FAULT SERVICE REQUEST NUMBERS BY GROUP**

Primary industries, particularly dairy, sheep and forestry, are major economic contributors to the District. Vehicle use associated with these primary industries comprise heavy vehicles with destinations located in the rural areas. These heavy vehicles potentially have a high impact on those roads least able to cope with the loading from these vehicles. i.e. those roads classed as rural access roads and low volume access roads.

It is considered that the impact of these vehicles on rural access roads and low volume access roads is resulting in the localised deterioration of these roads. In this context, ‘localised’ relates to specific roads rather than isolated sections of road. The increased rate of deterioration may also related to a specific sector, such as forestry, and a specific time of year, such as winter. This level of detail is an information gap that needs investigating further to help understand specific value for money strategies that will help mitigate the effects on levels of service.

**Economic Network**
The economic importance of the road network has been determined through the development of the Economic Network Plan (ENP) model. This analysis shows the economic importance of routes for the primary
industries (see Figure 12: Economic network for primary industries) and international tourism. There is a direct linkage between the primary production routes and their use by heavy vehicles. It is evident that many of the rural access roads and low volume access roads have a high economic value and will subsequently be subjected to use by heavy vehicles.

**FIGURE 12: ECONOMIC NETWORK FOR PRIMARY INDUSTRIES**
Correlating faults with the type of land use associated with the road that has the fault helps the Council determine an appropriate strategy to respond to the ongoing deterioration of the road. For example, forestry routes and demand can be singled out and routes with high demand over long sustained periods typically require a different investment strategy to routes with short duration peak demands.

**Maintenance Intervention Strategy**

The condition of a road is primarily affected by vehicle use. If the road is not strong enough to carry the vehicles that are using it, the road will deteriorate at a faster rate. The rate of deterioration is dependent on the degree of deficiency on any part of the road.

For a sealed road this deterioration will initially show as cracking or deformation of the road surface, followed by the development of pot holes and larger failures. These failures are usually addressed by maintenance activities until a tipping point is reached where it is no longer considered economic (or financially efficient) to continue to maintain the road. At this point renewal of the road is typically undertaken.

For an unsealed road the deterioration will usually become evident through the development of surface corrugations or development of instabilities and other deformations. Over time and use the metalled surface of the road will disappear. These failures are usually addressed by re-grading of the surface or remetalling (renewal).

Although the deterioration of an individual section of road may occur relatively quickly due to localised effects and can result in relatively high maintenance or even renewal costs, at a network level this deterioration can easily be hidden within aggregated or averaged data reports.

This is particularly relevant if a maintenance strategy focuses on maintaining the good assets as the poor asset will still deteriorate whilst the ‘average’ condition remains unchanged.

The philosophical approach to management and prioritisation of work is defined by an overall maintenance intervention strategy. This strategy defines the triggers and intervention points between both maintenance and renewals. The maintenance intervention strategy effectively defines the risk profile to be adopted for the management of the network.

**Condition**

There is currently an evidence gap regarding the condition of rural access roads and low volume access roads. ONRC metrics used to assess the condition are smooth travel exposure and average roughness.

However, only 7% of the low volume roads and 34% of the low volume access roads currently have any roughness data available. Therefore comparisons of these metrics with other regions is not currently relevant. Without detailed and historic condition information it is difficult to determine whether the condition of these roads is getting worse over time and untoward deterioration is occurring. Further detailed analysis of existing inventory information may be able to fill some of this gap. In the meantime, maintenance contractors undertake regular inspections of the whole network and the Council maintains a register of customer service complaints. An alternative to proactive monitoring and intervention is to wait for roads to fail and increase the level of reactive maintenance in the interim; this has commonly been called ‘sweating the asset’ across the local government sector. The degree to which this risk based approach is
taken is tempered by the importance of roads. For Clutha, this means both the number of vehicles using the road (reflected in its ONRC status) and the economic importance of the road (based on the ENP).

In recent years the Council’s approach has significantly reduced pavement rehabilitations. A contingency fund has been established to mitigate the effects of asset failures that are expected to result. This fund has been growing rather than shrinking, showing that the strategy is currently delivering financial benefit for the Council. This demonstrates that the risk is currently paying off, but the true impact will only be known over a much longer time period. There has also been a corresponding slight increase in maintenance expenditure through this period. This has been a conscious strategic decision by the Council to further offset the risk of increased deterioration across the network as a whole, rather than an increase in the cost of reactive maintenance as a result of reduced renewals and tangible increased deterioration of the assets.

Expenditure
The historic (5 year) expenditure is shown in Figure 13. This shows the significant reduction in the renewals budget and gradual increase in maintenance in response. This is aligned with the current maintenance intervention strategy approach of ‘sweating the asset’. Further analysis is required to determine on which category of road expenditure has been spent on, but given the proportional split of the network (approximately 85% of the road network fits into the rural access roads and low volume access roads) it would seem most likely that these have attracted the majority of the funding.

**Figure 13: 5 Year Roading Expenditure**

![Figure 13: 5 Year Roading Expenditure](image)

**Maintenance / Renewal Strategies**
The overarching maintenance and renewal intervention strategy may be influenced by many factors such as affordability and local road use. For example, a direct consequence of reducing renewals expenditure can result in an overall long term deterioration of the network asset in line with the current ‘sweating the asset’ philosophy. This strategy results in increasing the life of individual assets and may result in an overall
increase in maintenance. However, there are many different options available for maintenance intervention strategies that define the intervention triggers and prioritisation factors used.

Some simple examples of these may be

- Continue ‘sweating the asset’ e.g. low level of renewals with potential increase in maintenance
- Proportional distribution of funding by ORNC categories. e.g. 25% expenditure on primary and secondary roads and 85% expenditure on rural access roads and low volume access roads or vice versa.
- The alignment of historic intervention strategies with ONRC categories
- Prioritisation by road user or economic value e.g. utilising ENP
- Wholly reactive based on failure (may not provide best whole of life approach)
- Change in current level of service e.g. reinstatement of gravel roads or seal extensions, divesting parts of network which only serve one or two properties.

All of these come with varying degrees of risk and affordability implications. The philosophical approach of the maintenance intervention strategy must first be determined. Works programmes can then be developed based on these principles and the financial implications and long term effects on the road network understood. The overall philosophical approach represents a current knowledge gap and it is recommended that this needs to be worked through with stakeholders.

Opportunity: The road environment along tourist routes provides a poor journey experience for visitors

The tourism sector is a key opportunity for growth in the Clutha District. Improving tourist routes will mean that drivers have a better experience when travelling in the District, contributing to a more enjoyable stay – more likely to recommend the area to others, and return themselves. The other benefit is that improving tourist routes will allow Clutha to showcase the District, encouraging visitors to stay longer. The medium growth projections forecast an increase in overall visitor numbers, from a peak day total of 8,148 in 2018, to 11,824 by 2048. The expected rate of increase is 1.2% per annum, with day visitors being the most significant sector.

Tourist Routes

The key tourist routes are identified on Clutha’s Economic Network Plan. Additional feeder routes have been added, as shown in Figure 14: Tourist routes and changes to international tourism as relates to Clutha between 2014 ENP and 2017 ENP. Note that Clutha is a popular destination for motorcycle tourists, and motorcycle safety is a focus of the Road Safety Action Plan.

The impact of the changed tourist flows and the updates to the tourist routes are shown on the Tourist ENP maps below:
Figure 14: Tourist routes and changes to international tourism as relates to Clutha between 2014 ENP and 2017 ENP.
Figure 15 shows all crashes on tourist routes (as at 2014). It appears there may be some correlation in the southern part of the District with crashes on key tourist routes. This would indicate that these routes may need some improvement to make them safer and therefore more comfortable for visiting drivers; more investigation is required to validate this conclusion.

**Figure 15: Tourist Routes and all crashes (2011-16)**

Tourist satisfaction
There is some information available relating to tourist satisfaction with transport available from the Destination Clutha Visitor Survey 2017. In the general comments section, 46 comments were noted, three of which related to transport/facilities. These were: a request for information signage about appropriate
passing distances when overtaking cyclists; rubbish bins; and a complaint about lack of cellphone reception. There were also some relevant comments submitted under a question about information provision. There were 69 responses to this question. The results are summarized in Table 7.

**TABLE 7: FEEDBACK FROM DESTINATION CLUTHA SURVEY 2017**

<table>
<thead>
<tr>
<th>Comment</th>
<th>Number of responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve road signage</td>
<td>6</td>
</tr>
<tr>
<td>More paved roads</td>
<td>2</td>
</tr>
<tr>
<td>Provide information on cell phone coverage</td>
<td>2</td>
</tr>
<tr>
<td>Fill potholes</td>
<td>1</td>
</tr>
<tr>
<td>Provide information on gravel roads</td>
<td>1</td>
</tr>
</tbody>
</table>

This feedback shows that tourists have some issues with the roading network. There is some evidence that they find gravel roads difficult to drive on, and would prefer paved roads. It also indicates that signage across the District should be reviewed.

These comments were made in response to a general question, asking a more specific question about roading would be likely to invite more wide-ranging and targeted responses. For this reason it is recommended that information on this matter is collected in the future via visitor centre surveys, to better understand the main issues for tourists, and so that the effect of any improvements on visitor journey experience can be measured. Information should be collected on:

- Suitable and frequent signage
- Adequate parking at destinations
- Adequate parking and rest areas en route
- Consistent road form so they know what to expect
- Straightforward road alignment which is easy to drive for range of driving skills and experience
- Clean stopping areas
- Easy and safe to cross the road in townships

It is recommended that further work is completed to understand the needs of tourists and current levels of satisfaction. There is a data gap in terms of tourist satisfaction with routes and facilities and data will be collected to fill this gap during the period of the TAMP. Key tourist routes identified in the Economic Network Plan should be audited in the early years of the TAMP, and an improvements programme developed. This will ensure suitable signage and parking is provided, as well as improving levels of service along tourist routes, and helping to improve safety (addressing Problem 1).
3. Key Findings/Conclusions (and Next Steps)

The key findings from the Strategic Case are:

- There is evidence to support further investigation of safety issues across the whole local road network and also in townships, on ONRC rural access roads and low volume access roads, for motorcyclists, and on the key tourist routes e.g. Southern Scenic Route, with a view to developing a safety improvement programme. The evidence indicates that completing this work is important, but not urgent. It is therefore recommended that years 1-3 of the TAMP include provision for a thorough safety investigation including auditing e.g. through KiwiRap risk mapping or similar comparative analysis. An analysis of intervention options to address the issues should then be developed into a safety improvement programme to be implemented over the remainder of the TAMP period.

- It is important to address the issue of severance in the town centres however it is expected that improvements can be made to ensure appropriate speeds and adequate pedestrian crossing facilities particularly near schools and in town centres through minor improvement projects developed collaboratively with the Transport Agency. The proposed safety investigation will assist in prioritising the townships and determining interventions. Specific consultation on these matters should be undertaken and a consistent approach developed.

- More information is required about visitor satisfaction with roads and facilities. This should be collected through the early years of the TAMP and monitored at regular intervals.

- More information is required to determine and quantify the condition of the rural access roads and low volume access roads on the network. The philosophical approach of a maintenance intervention strategy, that addresses the perceived maintenance issues on the rural access roads and low volume access roads, should be discussed with stakeholders.

- A status quo programme for maintenance should be developed, along with alternative programmes that can be tested against the investment objectives. The alternative programmes should consider optimizing investment in appropriate levels of service for each ONRC category, and/or by importance as demonstrated by the ENP.
Appendix 1

Partners and Key Stakeholders

Record of engagement

Clutha District Council have developed this Strategic Case for the Clutha District Activity Management Plan, in collaboration with the NZ Transport Agency and the Otago Regional Council.

Workshop 1: Problems and Evidence

Workshop 1 was held on 13 December 2016 and attended by 12 people, inclusive of the 2 facilitators. A wide-ranging discussion of issues in the district was facilitated by an independent consultant. Issues were grouped into themes, and initial problem statements drafted, which were further refined following the workshop. Possible evidence for each problem area was discussed at the workshop.

Workshop 2: Review problems, benefits, investment objectives, and generate long list of options

Workshop 2 was held on 4 April 2017 and attended by 10, inclusive of the 3 facilitators.
Appendix 2: Roading Performance Measures (Clutha District Activity Management Plan 2015-25)

**WHAT WE’RE AIMING FOR**

**STRATEGIC GOAL — COUNCIL OUTCOME: ROADING INFRASTRUCTURE THAT SUSTAINABLY SUPPORT THE Community AND ECONOMY**

### ROADS

<table>
<thead>
<tr>
<th>WHAT WE’RE WORKING TOWARDS (level of service)</th>
<th>HOW WE’LL MEASURE PROGRESS</th>
<th>HOW WE’RE PERFORMING NOW</th>
<th>WHAT WE’RE AIMING FOR 2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing an effective and sustainable local roading network</td>
<td>Residents satisfied with maintenance of unsealed roads</td>
<td>52%</td>
<td>52%</td>
</tr>
<tr>
<td></td>
<td>Residents satisfied with maintenance of sealed roads</td>
<td>77%</td>
<td>76%</td>
</tr>
<tr>
<td></td>
<td>Average quality of ride on the urban sealed road network (as per smooth travel exposure)*</td>
<td>90%</td>
<td>91%</td>
</tr>
<tr>
<td></td>
<td>Average quality of ride on the rural sealed road network (as per smooth travel exposure)*</td>
<td>99%</td>
<td>99%</td>
</tr>
<tr>
<td></td>
<td>Average quality of ride on the rural sealed road network (as per smooth travel exposure)*</td>
<td>97%</td>
<td>97%</td>
</tr>
<tr>
<td></td>
<td>Percentage of the sealed local network that is resurfaced*</td>
<td>7.5%</td>
<td>6.7%</td>
</tr>
<tr>
<td></td>
<td>% of customer service for roads and footpaths responded to within timeframe*</td>
<td>NM</td>
<td>90%</td>
</tr>
</tbody>
</table>

* Also a Department of Internal Affairs mandatory measure

**FOOTPATHS**

<table>
<thead>
<tr>
<th>WHAT WE’RE WORKING TOWARDS (level of service)</th>
<th>HOW WE’LL MEASURE PROGRESS</th>
<th>HOW WE’RE PERFORMING NOW</th>
<th>WHAT WE’RE AIMING FOR 2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing an effective and sustainable network of footpaths throughout the district</td>
<td>% footpaths that fall within level of service condition standards 3*</td>
<td>NM</td>
<td>945%</td>
</tr>
<tr>
<td></td>
<td>Residents satisfied with footpaths</td>
<td>71%</td>
<td>70%</td>
</tr>
</tbody>
</table>

* Before 2015, footpath condition standard ratings, where 1 h is poor, 2 h is below average, 3 h is good, 4 h is very good and 5 h is near new or new new

Status — Final

July 2017

Project Number —

Strategic Case for Clutha Transport Activity Management Plan
REPORT SUMMARY

The report seeks to gain the Council’s approval of the Balclutha, Stirling and Milton zoning plan changes under the RMA.

RECOMMENDATIONS


2. That the Council adopts Plan Change 39 Balclutha, Plan Change 40 Stirling and Plan Change 41 Milton, along with the supporting section 32 reports.

REPORT

1 Background

The Regulatory Services Committee passed the following resolution at its last meeting:

“That the Regulatory Services Committee recommends that the proposed maps, with the changes discussed at the meeting, be incorporated into plan changes, along with a supporting section 32 report for Council to consider.”

The maps have been amended to incorporate some minor adjustments arising from the committee meeting which is attached to this report. The supporting section 32 report is to be finalised, which will be made available prior to the meeting.

2 Strategic Goals and Outcomes

This matter relate to the community outcomes of a “Safe and supportive community” and “An economic environment that encourages growth in a way that sustainably supports the community”.

3 Assessment of Options

There are two options available to the Council at this stage. Option 1 would be to approve the plan change process. Option 2 would be to abandon the plan changes.
Option 1 is preferred because of the stage at which the process has reached, with endorsement from the last Regulatory Services Committee meeting.

The supporting section 32 documents provides reasons why the plan changes should proceed, in particular the cost benefit analysis.

4 Consultation

Two rounds of consultation have taken place leading up to this stage and the issues have been well canvassed with affected landowners and key stakeholders. The plan change process involves a fully notified submission process, followed by hearings, allowing further consultation, as required under the RMA.

5 Policy Considerations

N/A.

6 Legal Considerations

The plan change process must follow the RMA requirements.

7 Financial Impact

The 2017/18 budget for District Plan review makes provision for this work.

8 References – Tabled/Agenda Attachments

Plan change zoning maps – Balclutha, Stirling, Milton

Section 32 report (to be provided before the meeting)
The information shown on this map is indicative only. The Clutha District Council accepts no responsibility for incomplete or inaccurate information.

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LEGEND
- Proposed Resource Area Change
- District Plan Flood Prone Area

RESOURCE AREAS
- Coastal Resource Area
- Industrial Resource Area
- Rural Resource Area
- Rural Settlement Resource Area
- Transitional Resource Area
- Urban Resource Area

Balclutha/Kakapuaka/Finegand

Transformation shown on this map is indicative only. The Clutha District Council accepts no responsibility for incomplete or inaccurate information.

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SEE STIRLING MAP

Attachment 1
The information shown on this map is indicative only. The Clutha District Council accepts no responsibility for incomplete or inaccurate information.
The information shown on this map is indicative only. The Clutha District Council accepts no responsibility for incomplete or inaccurate information.

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REPORT SUMMARY

The following candidates will be in attendance to participate in a New Zealand citizenship ceremony at approximately 2.45pm.

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Oath or Affirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Simon Johannes BROEKHUIZEN</td>
<td>Dutch</td>
<td>Oath</td>
</tr>
<tr>
<td>Miss Regula FISCHLI</td>
<td>Swiss</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Peter Joseph KNAPTON</td>
<td>Australian</td>
<td>Affirmation</td>
</tr>
<tr>
<td>Mrs Susan Wendy PARKER</td>
<td>British</td>
<td>Affirmation</td>
</tr>
<tr>
<td>Mr Christopher PARKER</td>
<td>British</td>
<td>Affirmation</td>
</tr>
<tr>
<td>Ms Fania TAAVILI</td>
<td>Samoan</td>
<td>Oath</td>
</tr>
<tr>
<td>Miss Athena Tania Pauline TAAVILI</td>
<td>Samoan</td>
<td>No Oath (Minor)</td>
</tr>
<tr>
<td>Mrs Imelda Estillore YEUNG</td>
<td>Filipino</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Nico Freerk VOS</td>
<td>Dutch</td>
<td>Affirmation</td>
</tr>
<tr>
<td>Mrs Mirjam Bernadette SPRONK</td>
<td>Dutch</td>
<td>Affirmation</td>
</tr>
</tbody>
</table>
REPORT SUMMARY

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

RECOMMENDATIONS

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

REPORT

1 Mayoral Attendances

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 June 2017</td>
<td>Met with tenant from Rosebank Sawmill.</td>
</tr>
<tr>
<td></td>
<td>Travelled to Milton to attend the “Our Place Milton” Conversation held at Café Lola.</td>
</tr>
<tr>
<td>3 July 2017</td>
<td>Travelled to Takahopa to take part in the Takahopa School judging for speeches.</td>
</tr>
<tr>
<td>4 July 2017</td>
<td>Regular weekly meeting with Chief Executive.</td>
</tr>
<tr>
<td></td>
<td>Teleconference with Mark Campbell from Be Collective as part of the Mayors Taskforce for Jobs.</td>
</tr>
<tr>
<td></td>
<td>Pathways to Jobs held at South Otago High School.</td>
</tr>
<tr>
<td>5 July 2017</td>
<td>Met with ratepayers.</td>
</tr>
<tr>
<td></td>
<td>Travel to Milton Corrections facility for “Our Place Milton” engagement.</td>
</tr>
<tr>
<td></td>
<td>Travel to Wellington for the Mayors Taskforce For Jobs Core.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6 July 2017</td>
<td>Mayors Taskforce for Jobs Core Group Meeting in Wellington.</td>
</tr>
<tr>
<td>7 July 2017</td>
<td>Staff and Councillor mid-year event and farewell for Ingrid Keating.</td>
</tr>
<tr>
<td>10 July 2017</td>
<td>Met with Clutha Development Trust.</td>
</tr>
<tr>
<td></td>
<td>Attended Briefing on Tourism Infrastructure Fund in Invercargill.</td>
</tr>
<tr>
<td>11 July 2017</td>
<td>Regular weekly meeting with Chief Executive.</td>
</tr>
<tr>
<td></td>
<td>Travelled to Milton to attend Our Place Milton conversation held at Fidelis Café.</td>
</tr>
<tr>
<td></td>
<td>Met with ratepayer.</td>
</tr>
<tr>
<td></td>
<td>Balclutha Women’s Refuge Opening event held at St John’s.</td>
</tr>
<tr>
<td>12 July 2017</td>
<td>Big River Radio Interview</td>
</tr>
<tr>
<td>13 July 2017</td>
<td>Met with Balclutha Motorcamp owner.</td>
</tr>
<tr>
<td></td>
<td>Met with Development House staff regarding Clutha District Training Awards.</td>
</tr>
<tr>
<td>17 July 2017</td>
<td>Attended South Island Green keeper seminar.</td>
</tr>
<tr>
<td></td>
<td>Staff meeting regarding Long Term Plan Workshop.</td>
</tr>
<tr>
<td>18 July 2017</td>
<td>Regular weekly meeting with Chief Executive.</td>
</tr>
<tr>
<td></td>
<td>Met with representative from KiwiCamp regarding public facilities.</td>
</tr>
<tr>
<td></td>
<td>Travelled to Milton to attend the “Our Place Milton” event held at Milton RSA.</td>
</tr>
<tr>
<td>19 July 2017</td>
<td>Attended the first Long Term Plan Workshop held at the Town and Country Club Balclutha.</td>
</tr>
<tr>
<td>20 July 2017</td>
<td>Attended a Civil Defence meeting.</td>
</tr>
<tr>
<td></td>
<td>Attended Civil Defence Initial Contact Group meeting.</td>
</tr>
<tr>
<td></td>
<td>Met with Councillor McNab and a ratepayer.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>21 July 2017</td>
<td>Collected for Women’s Refuge.</td>
</tr>
<tr>
<td>21-23 July 2017</td>
<td>Civil Defence for South Otago as part of the Otago Civil Defence activation, for the flooding.</td>
</tr>
<tr>
<td>26 July 2017</td>
<td>Attended Civic Defence Event Debrief meeting.</td>
</tr>
<tr>
<td></td>
<td>Attended Southland Federated Farmers Executive meeting in Gore.</td>
</tr>
<tr>
<td></td>
<td>Attended Youth Council meeting.</td>
</tr>
<tr>
<td>27 July 2017</td>
<td>Audit &amp; Risk Committee meeting.</td>
</tr>
<tr>
<td></td>
<td>Standing Committees meetings.</td>
</tr>
<tr>
<td>28 July 2017</td>
<td>Visited Milton Service Centre following flooding event.</td>
</tr>
<tr>
<td></td>
<td>Met with Arthur Graves – Taratahi.</td>
</tr>
<tr>
<td>29 July 2017</td>
<td>Visited Lawrence following flooding event.</td>
</tr>
<tr>
<td>31 July 2017</td>
<td>Travel to Dunedin for Ministry of Social Development meeting.</td>
</tr>
<tr>
<td></td>
<td>Meet and greet with International students at South Otago High School.</td>
</tr>
<tr>
<td>1 August 2017</td>
<td>Regular weekly meeting with Chief Executive.</td>
</tr>
<tr>
<td></td>
<td>Attended Telford Clearing Sale.</td>
</tr>
<tr>
<td>2 August 2017</td>
<td>Group phone call for Zone 5 &amp; 6 meeting.</td>
</tr>
<tr>
<td></td>
<td>Attended Kai Promotions meeting.</td>
</tr>
<tr>
<td>3 August 2017</td>
<td>Met with Police Superintendent Southern District.</td>
</tr>
<tr>
<td></td>
<td>Met with ratepayer Bruce Graham’s delegation.</td>
</tr>
<tr>
<td>4 August 2017</td>
<td>Attended West Otago Community Discussion Session on residual surface water flows.</td>
</tr>
<tr>
<td></td>
<td>Attended Youth Council Fives Night.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8 August 2017</td>
<td>Regular weekly meeting with Chief Executive.</td>
</tr>
<tr>
<td></td>
<td>Met with National Village Manager at Heritage Lifecare Limited re Clutha Life Views villas.</td>
</tr>
<tr>
<td></td>
<td>Met with NZ First candidate for Clutha-Southland MP election.</td>
</tr>
<tr>
<td>9 August 2017</td>
<td>Big River Radio Interview.</td>
</tr>
<tr>
<td>10 August 2017</td>
<td>Attended Council Meeting.</td>
</tr>
<tr>
<td></td>
<td>Travel to Queenstown for Otago Mayoral Forum.</td>
</tr>
</tbody>
</table>
REPORT SUMMARY

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

RECOMMENDATIONS

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

REPORT

1. Activities I have attended since the previous Council meeting.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 June 2017</td>
<td>Met with tenant from Rosebank Sawmill.</td>
</tr>
<tr>
<td>3 July 2017</td>
<td>Met with resident regarding road stopping in Kaitangata.</td>
</tr>
<tr>
<td>5 July 2017</td>
<td>Meeting with CE Clutha Development.</td>
</tr>
<tr>
<td>7 July 2017</td>
<td>Staff and Councillor mid-winter celebration and farewell for Ingrid Keating.</td>
</tr>
<tr>
<td>10 July 2017</td>
<td>Meeting with Chair and CE of Clutha Development.</td>
</tr>
<tr>
<td>11 July 2017</td>
<td>Travelled to Milton to attend Our Place Milton conversation held at Fidelis Café.</td>
</tr>
<tr>
<td>13 July 2017</td>
<td>Travelled to Queenstown to attend the Otago CE Forum Dinner hosted by Queenstown Lakes District Council.</td>
</tr>
<tr>
<td>14 July 2017</td>
<td>Attended the Otago Mayoral Forum CE’s Meeting hosted by Queenstown Lakes District Council.</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>18 July 2017</td>
<td>Met with representative from KiwiCamp regarding public facilities.</td>
</tr>
<tr>
<td>19 July 2017</td>
<td>Attended the first Long Term Plan Workshop held at the Town and Country Club Balclutha.</td>
</tr>
<tr>
<td>20 July 2017</td>
<td>Attended a Civil Defence Tsunami Mapping session at CDC Chambers. Met with business representatives from Guthrie Bowron.</td>
</tr>
<tr>
<td></td>
<td>Attended a Civil Defence Initial Contact Group meeting.</td>
</tr>
<tr>
<td>22-23 July 2017</td>
<td>Civil Defence for South Otago as part of the Otago Civil Defence activation.</td>
</tr>
<tr>
<td>26 July 2017</td>
<td>Long Term Plan workshop 2 planning.</td>
</tr>
<tr>
<td>27 July 2017</td>
<td>Audit &amp; Risk Committee meeting. Standing Committee Meeting.</td>
</tr>
<tr>
<td>28 July 2017</td>
<td>Travelled to Wellington to attend the SOLGM Executive Committee Meeting held at the Simpson Grierson Office.</td>
</tr>
<tr>
<td>31 July 2017</td>
<td>Recovery Civil Defence Meeting.</td>
</tr>
<tr>
<td>1 August 2017</td>
<td>Hosted LG Accelerated Leadership Programme and guest speaker.</td>
</tr>
<tr>
<td>3 August 2017</td>
<td>Met LG Datacom Manager.</td>
</tr>
<tr>
<td>10 August 2017</td>
<td>Council Meeting. Travel to Queenstown for Mayoral Forum.</td>
</tr>
</tbody>
</table>

2 Contracts Awarded

2.1 Contract 764 – Oxidation Pond Desludging 2017-20

This contract has been awarded to CW Glasgow Ltd in the sum of $1,143,970.00 (excl. GST).

Tender evaluation was on a “best value” basis, in which Council reserves the right to negotiate with tenderers (including on price and scope), and was carried out by Fluent Solutions on Council’s behalf.
CW Glasgow Ltd is a new tenderer to Council and is Auckland based. There were extensive discussions with CW Glasgow Ltd, and they consistently demonstrated a good understanding of the work and the contract requirements. Their tender price was less than 40% of the estimate and they were given the opportunity to reconsider their position but chose to confirm their tender.

Agreement has been reached with CW Glasgow Ltd that they will do the first two ponds which have to be done immediately, then both Council and CW Glasgow Ltd will have the opportunity to not proceed with the other 10 ponds thereby limiting the risk for both parties. An additional provisional sum has also been negotiated for the Balclutha pond to cover the possibility that their dewatering assumptions are not confirmed.

2.2 Contract 767 – Milton Water Treatment Plant Pre-Treatment Civil Works

This contract has been awarded to Wilfox Ltd trading as Roxburgh Excavation in the sum of $209,170.50 (excl. GST).

Four tenders were received with prices ranging from $209,170.50 to $255,765.88.

Tender evaluation was on a “best value” basis, in which Council reserves the right to negotiate with tenderers (including on price and scope), and was carried out by Harrison Grierson on Council’s behalf.

All tender prices were well above the engineer’s estimate of $169,118.40 prepared by Harrison Grierson, but they are clearly competitive and reflect the true market value of the work.

3 Staffing

My last report to Council advised a number of new staff appointments. These people are now on board and the focus for HR has been to get them inducted.

There is one current vacancy for a Lifeguard at the Balclutha Centennial Pool for which recruitment is progressing.

4 Requests received under the Official Information Act

- Mary Byrne requested information about water supplies in the district.
- Stuart Bayford asked about operating grants paid to the Cross Recreation Centre.
- A researcher, Jez Patridge wanted information on protected trees as designated by the District Plan.
- Glenmarie Investments requested information about the construction of a herd home shelter.
- Allen Little requested information about economic development in Milton
- The Funeral Directors Association of New Zealand requested information about funeral homes in our district.
5 Health and Safety

5.1 Health and Safety management plan.

The following elements of the intervention plan have been progressed this month:

- **Critical Risk Control:** Assessed as 92% completed. Initial gap audits for contract management and boiler safety have been completed. The required corrective action plans are being developed with the relevant managers.

- **Training and Induction:** Seven new staff have had health and safety inductions completed with a follow up written assessment, verifying their understanding.

The health and safety committee (HSC) have provided the following recommendation to the leadership team for approval for implementation:

- **Emergency Buzzer at the I-Site:** An alert button, manned 24 hours with a security person on call for concerning situations.

5.2 Learning and improvement

- **Incidents and accidents:** Over the July period there has been one minor injury, one incident for general staff safety and one for equipment damage. All issues have been followed up and closed out.

Table 1: Total incidences recorded for the year grouped via incident type.

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Total Incidences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Damage</td>
<td>2</td>
</tr>
<tr>
<td>General Staff Safety</td>
<td>4</td>
</tr>
<tr>
<td>Medical Injury</td>
<td>6</td>
</tr>
<tr>
<td>Minor Injury</td>
<td>8</td>
</tr>
<tr>
<td>Near Miss</td>
<td>10</td>
</tr>
<tr>
<td>Opportunity for improvement</td>
<td>12</td>
</tr>
<tr>
<td>Security Incident</td>
<td>6</td>
</tr>
<tr>
<td>Spills of hazardous substances or...</td>
<td>4</td>
</tr>
<tr>
<td>Unsafe Act</td>
<td>2</td>
</tr>
</tbody>
</table>

- **Training:** The risk management system briefing has been rolled out to 64 staff through workshops within group meetings. The briefings detail the requirements of the (General Risk and Workplace Management) Regulations 2016. All staff involved have completed follow up assessments and have access to the briefing paper.
The briefing was developed in response to the Health and Safety Performance Review which identified gaps in the understanding of risk management and hence risk control effectiveness.

5.3 Audit and Verification

Audits completed in July include the following:

- Job Safety: Swimming pool management of chemicals.
- Swimming pool boiler management.

6 Community Development

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 June 2017</td>
<td>Aspiring Leaders Forum meeting.</td>
</tr>
<tr>
<td>4 July 2017</td>
<td>Clutha Action on Alcohol Group meeting.</td>
</tr>
<tr>
<td>5 July 2017</td>
<td>Cosy Homes meeting Milton.</td>
</tr>
<tr>
<td></td>
<td>Mel Foster meeting Lawrence.</td>
</tr>
<tr>
<td>6 July 2017</td>
<td>Milton Health Trust meeting Milton.</td>
</tr>
<tr>
<td>10 July 2017</td>
<td>Chinese Camp Lawrence meeting with Anne Chen.</td>
</tr>
<tr>
<td>11 July 2017</td>
<td>Tokomairiro Community Development meeting with Lucy Hardy.</td>
</tr>
<tr>
<td>18 July 2017</td>
<td>Julie Woods meeting re Youth Panel.</td>
</tr>
<tr>
<td>19 July 2017</td>
<td>Xmas Parade planning meeting Highly Flammable.</td>
</tr>
<tr>
<td>20 July 2017</td>
<td>Civil Defence Initial Contact Group meeting.</td>
</tr>
<tr>
<td></td>
<td>Kaitangata Community Pool Group set up meeting.</td>
</tr>
<tr>
<td>26 July 2017</td>
<td>Youth Council.</td>
</tr>
<tr>
<td>4 August 2017</td>
<td>Friday Night Fives.</td>
</tr>
<tr>
<td>8 August 2017</td>
<td>Cosy Homes meeting Milton.</td>
</tr>
</tbody>
</table>
Clutha District Council
Item for CONFIRMATION

Report  Documents for Consent and Seal
Meeting Date  10 August 2017
Item Number  16
Prepared By  Hayley Barclay – Administration Assistant
File Reference  A162413

REPORT SUMMARY
Documents for consent and seal are scheduled hereunder.

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

<table>
<thead>
<tr>
<th></th>
<th>CONTRACT AGREEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Contract 760 between Clutha District Council and Stantec New Zealand.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>OTHER DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Pounawea Sewerage access to property at 12A Wratten Road.</td>
</tr>
<tr>
<td>2.2</td>
<td>Pounawea Sewerage access to property at 12 Wratten Road.</td>
</tr>
<tr>
<td>2.3</td>
<td>Subdivision Esurvey plan and documents relating to Lots 1-3 at DP512840.</td>
</tr>
</tbody>
</table>
Clutha District Council

Item for DECISION

Report Reasons to Move to Public Excluded Session
Meeting Date 10 August 2017
Item Number 17
Prepared By Valerie Bell – PA to Chief Executive
File Reference A162414

REPORT SUMMARY

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

RECOMMENDATIONS

1. That Council resolves to exclude the public on the grounds contained in Appendix 1 of the Clutha District Council’s Standing Orders under Sections A2 (a), A2 (b), A2 (b) (ii), A2 (d), A2 (h), A2 (i), A2 (j) and A2 (k).

REPORT

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

Items included in the public excluded section of this agenda and the reasons to consider them in public excluded session are:

1. Confirmation of Public Excluded Council Minutes 29 June 2017
   Under Sections A2 (a), A2 (b), A2 (h), A2 (j) and A2 (k).

2. Audit & Risk Committee Public Excluded Unconfirmed Minutes 27 July 2017
   Under Sections A2 (b) (ii), A2 (h), A2 (i) and A2 (j).

3. Adjudication
   Under Sections A2 (d) and A2 (h).
APPENDIX 1 - CLUTHA DISTRICT COUNCIL STANDING ORDERS

GROUNDS TO EXCLUDE THE PUBLIC FROM MEETINGS IN TERMS OF THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

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

A1
That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:

a. to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
b. to endanger the safety of any person.

A2
That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

a. Protect the privacy of natural persons, including that of deceased natural persons; or
b. Protect information where the making available of the information would:
   (i) disclose a trade secret; or
   (ii) be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or,
c. In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori i, or to avoid the disclosure of the location of waahi tapu; or
d. Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
   (i) be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
   (ii) be likely otherwise to damage the public interest; or
e. Avoid prejudice to measures protecting the health or safety of members of the public; or
f. Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
g. Maintain the effective conduct of public affairs through – the protection of such members, officers, employees, and persons from improper pressure or harassment; or
h. Maintain legal professional privilege; or
i. Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
j. Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
k. Prevent the disclosure or use of official information for improper gain or improper advantage.

Provided that where A2 of this Appendix applies the public may be excluded unless, in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable, in the public interest, that the public not be excluded.
A3
That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
   a. Be contrary to the provisions of a specified enactment; or
   b. Constitute contempt of Court or of the House of Representatives.

A4
That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).

A5
That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
   a. Any proceedings before a Council where
      (i) A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings; or
      (ii) The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
   b. Any proceedings of a Council in relation to any application or objection under the Marine Farming Act 1971.