

MEETING OF THE

Clutha District Council

Thursday 9 May 2024

Commencing at 1.30pm

At the Council Chambers

1 Rosebank Terrace

BALCLUTHA

CLUTHA DISTRICT COUNCIL

Notice is hereby given that a Meeting of the Clutha District Council will be held in the Council Chambers, 1 Rosebank Terrace Balclutha on Thursday 9 May 2024, commencing at 1.30pm.

Steve Hill
CHIEF EXECUTIVE OFFICER

Committee Members

Mayor: Bryan Cadogan

Councillor Kevin Barron
Councillor Dane Catherwood
Councillor Wayne Felts
Councillor Gaynor Finch
Councillor Bruce Graham
Councillor John Herbert
Councillor Michele Kennedy

Councillor Alison Ludemann
Councillor Simon McAtamney
Councillor Dean McCrostie
Councillor Brent Mackie
Councillor Jock Martin
Councillor Ken Payne
Councillor Bruce Vollweiler

CLUTHA DISTRICT COUNCIL

Thursday 9 May 2024

APOLOGIES

None at the time of printing this agenda.

DECLARATIONS OF INTEREST

None at the time of printing this agenda.

PUBLIC FORUM

None at the time of printing this agenda.

Item	Page #	Title
1	6	Milton Reserve Management Plan <i>(For Council's Decision)</i> Report presents the Milton Reserve Management Plan for adoption.
2	9	Future options for relocation of Taylor Park Cabins <i>(For Council's Decision)</i> Report requests a decision on relocation of the Taylor Park Cabins.
3	34	Balclutha Community Library – Budget Update <i>(For Council's Decision)</i> Report informs Council of renewal work in the Balclutha Community Library and a request to bring budget forward from 2024/25 to 2023/24.
4	37	Clutha Delta Natural Hazards Adaption Project <i>(For Council's Decision)</i> Report advises of the project that has been initiated by ORC and requests that CDC agree to work collaboratively with ORC on this.
5	104	100% Rates Remission on Māori Freehold Land Chaslands Highway – 28831 416 01 <i>(For Council's Decision)</i> Report details an application from the owners of a property on Chaslands Highway for remittance of rates.
6	107	Confirmation of Council Minutes <i>(For Council's Confirmation)</i> Minutes of the Council Meetings held on 27 March 2024 and 11 April 2024.

7	124	Committee of the Whole Minutes <i>(For Council's Confirmation)</i> Minutes of the Committee of the Whole meeting held on 24 April 2024.
8	127	Corporate & Policy Committee Minutes <i>(For Council's Confirmation)</i> Minutes of the Corporate & Policy Committee meeting held 24 April 2024.
9	132	Infrastructure Strategy & Operations Committee Minutes <i>(For Council's Confirmation)</i> Minutes of the Infrastructure Strategy & Operations Committee meeting held 24 April 2024.
10	136	Regulatory & Community Committee Minutes <i>(For Council's Confirmation)</i> Minutes of the Regulatory & Community Committee meeting held 24 April 2024.
11	142	West Otago Community Board Minutes <i>(For Council's Information)</i> Unconfirmed minutes of the West Otago Community Board meeting held 10 April 2024.
12	149	Lawrence/Tuapeka Community Board Minutes <i>(For Council's Information)</i> Unconfirmed minutes of the Lawrence/Tuapeka Community Board meeting held 10 April 2024.
13	156	Risk and Assurance Committee Minutes <i>(For Council's Information)</i> Unconfirmed minutes of the Risk and Assurance Committee meeting held 24 April 2024.
14	162	Youth Council Minutes <i>(For Council's Information)</i> Unconfirmed minutes of the Youth Council meeting held 8 April 2024.
15	168	Mayoral Report <i>(For Council's Information)</i>
16	173	Chief Executive's Report <i>(For Council's Information)</i>
17	178	Documents for Consent and Seal <i>(For Council's Confirmation)</i>

		This report presents the Documents for consent and seal.
18	179	<p>Reasons to move into Public Excluded <i>(For Council's Decision)</i></p> <p>The Council may upon resolution or upon motion being made, exclude the public from the whole or any part of the proceedings of any meeting.</p>

Clutha District Council

Item for DECISION

Report	Milton Reserve Management Plan
Meeting Date	9 May 2024
Item Number	1
Prepared By	Mike Goldsmith – GHC Consulting
File Reference	894135

REPORT SUMMARY

This report presents an amended Milton Reserve Management Plan which incorporates feedback from submitters, as well as previous Council direction. A minor amendment to the extent of the Taylor Park campground is requested.

The Reserve Management Plan is recommended for adoption. If approved, the plan will be effective immediately.

RECOMMENDATIONS

- 1. That Council receives the Milton Reserve Management Plan report.**
- 2. That Council adopts the Milton Reserve Management Plan 2024-34.**

REPORT

1 Background

Clutha District Council is the administering body appointed under the Reserves Act 1977 (the Act) to control and manage reserves within the district for the particular purpose for which those reserves were classified.

The Act requires the administering body to prepare management plans for all reserves under its control. The management plans are to be reviewed regularly to ensure they reflect changing circumstances or increased knowledge. The Milton Reserve Management Plan 2024-34 is the second version to be developed for Council-administered reserves in the Milton urban area.

Clutha District Council as the administering body can approve reserve management plans for reserves under its control, management, or administration.

2 Consultation

The pre-consultation or 'notice of intent' consultation stage lasted from 23 August until 28 September 2023. A total of 173 submissions were received during this initial stage.

The draft Milton Reserve Management Plan was then approved for formal consultation by Council on 23 November 2023. The formal submission phase started on 1 December 2023 and finished on 2 February 2024. Council received 186 submissions, and ten submitters made verbal submissions on 15 February 2024.

A report summarising all of the above submissions was presented to the Infrastructure Strategy & Operations (ISO) Committee on 14 March 2024.

3 Discussion

Based on the 14 March 2024 report to the ISO Committee, elected representatives gave direction that the following amendments be made to the draft Reserve Management Plan:

1. That the cabins at Taylor Park be removed.
2. That a dog park be provided for on the old tennis court area.
3. That Fire and Emergency NZ activities be provided for in Taylor Park using the existing structure.
4. That a campground with a footprint comparative to Option A (i.e. the status quo) be provided for.

The Reserve Management Plan has been amended to incorporate the committee's direction for items a – c above. A separate item to this Council meeting relates to future options for the cabins which are to be removed from Taylor Park.

A minor amendment in regard to item d. is requested. This is to include an additional area within Taylor Park that is currently being used as part of the campground. This was missed in the initial Option A drawing due to a miscommunication. The requested amendment aligns with the committee's direction, in that the additional space does form part of the campground status quo – i.e., it was, and continues to be used as part of the campground. The requested amendment to the campground is shown in Figure 1.

The requested amendment would increase the campground footprint from 3,500m² to 4,300m².

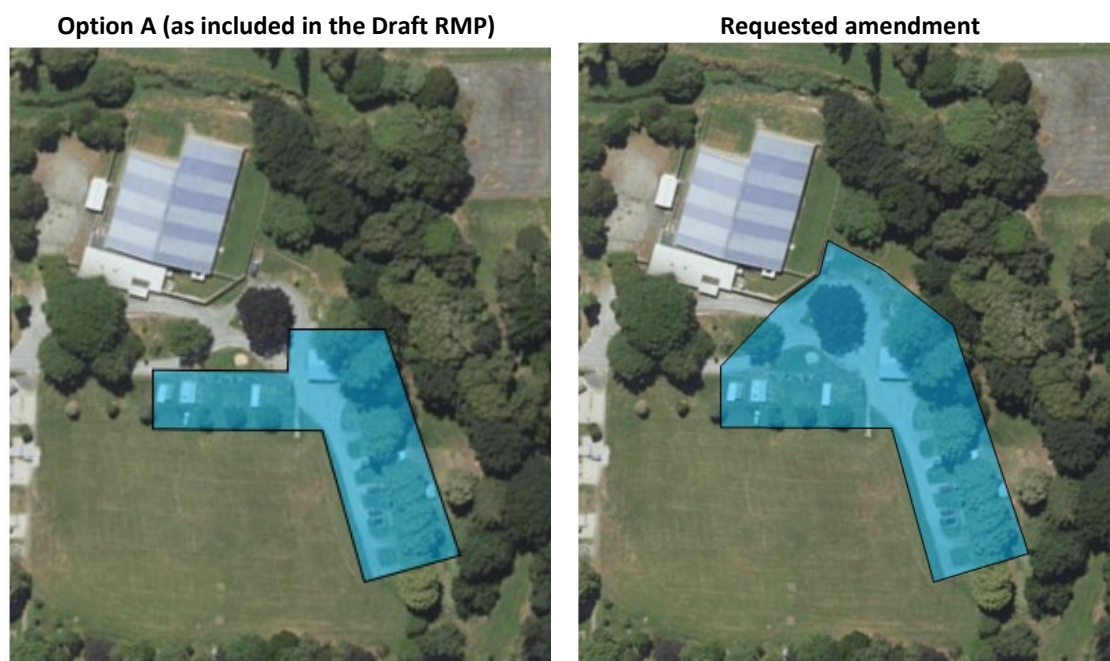


Figure 1. Original extent of Option A, and requested amendment.

The amended Reserve Management Plan, including the requested amendment to the campground footprint, is attached.

4 Assessment of options

The options available to Council include:

1. To adopt the Milton Reserve Management Plan, as attached.
2. To delay adoption of the Milton Reserve Management Plan until further consultation has been undertaken, or further amendments have been made.

5 Financial Impact

If approved, the Milton Reserve Management Plan 2024-34 will be implemented in accordance with its objectives and policies, and within approved annual budgets.

6 References – Tabled/Agenda Attachments

- Milton Reserve Management Plan 2024-34 – attached under separate cover.

Clutha District Council

Item for DECISION

Report	Future options for relocation of Taylor Park Cabins
Meeting Date	9 May 2024
Item Number	2
Prepared By	Mike Goldsmith – GHC Consulting
File Reference	894161

REPORT SUMMARY

The report requests a decision on how to manage four cabins currently located at Taylor Park in Milton, as well as six additional cabins being completed at the Otago Corrections Facility. It should be read in conjunction with the attached GHC Consulting assessment report.

RECOMMENDATIONS

- 1 That Council receives the ‘Future options for relocation of Taylor Park Cabins’ report.**
- 2 That Council agrees to the method outlined in the attached report for the four cabins to:**
 - a. Sell the four cabins at Taylor Park, AND/OR**
 - b. Offer the four cabins for sale to Clutha District Campgrounds first, OR**
 - c. Store the four cabins at (insert location)**

AND/OR

- 3 That Council adopt in principle one of the alternative methods outlined in the attached report. These include:**
 - a. Sale of all cabins as they become available,**
 - b. Reconfiguring remaining cabins for different uses, or**
 - c. Construction of additional cabins at some point in the future.**

Noting that options 3b and 3C above will require further investigation and to come back to Council.

OR

- 4 That Council adopts in principle a different purpose for the cabins, to be confirmed.**

REPORT

1 Background

The Infrastructure Strategy & Operations Committee meeting on 14 March 2024 directed that the cabins currently located on Taylor Park should be removed. The attached report by GHC Consulting collates relevant information to inform a decision by elected representatives on what should happen with these cabins, as well as the cabins still being completed the Otago Corrections Facility.

A potential method is outlined in the attached report, along with alternative options and variations which could be considered.

2 Strategic Goals and Outcomes

The relevant Community Outcomes within the *Living and Working Strategy* are 'Vibrant Rural Towns and Communities' and 'Healthy Sustainable Environment'.

The relevant Priority Areas are 'Healthy Safe Communities', 'Invest in Infrastructure', and 'Enough Quality Housing'.

3 Assessment of Options

The options available for Council to consider include:

1. agrees to the method outlined in the attached report for the four cabins to:
 - a. Sell the four cabins at Taylor Park, AND/OR
 - b. Offer the four cabins for sale to Clutha District Campgrounds first, OR
 - c. Store the four cabins at (insert location)

AND/OR

2. Adopt in principle one of the alternative methods outlined in the attached report, such as:
 - a. Selling all cabins as they become available,
 - b. Reconfiguring remaining cabins for different uses, or
 - c. Constructing additional cabins at some point in the future,

OR

3. Adopt some other action not identified in the attached report.

The 'do nothing' approach is not an option, as Council has previously decided that the cabins must be removed from Taylor Park.

4 Consultation

Significant community consultation was undertaken for the review of the Milton Reserve Management Plan, and this has been reported on previously. The information in the attached report has been collated through research, as well as informal consultation with Council staff, elected representatives and members of the community.

5 Policy Considerations

Council's *Policy on Community Housing* and the *Strategic Direction on Housing* both relate to this decision, as discussed in the attached report.

6 Financial Impact

An estimation of financial impacts of the various options is included in Table 1 below:

Table 1: Financial Impacts

Option	Impacts
Selling the four Cabins	Recovery of build costs with the possibility of generating a surplus over the individual build costs
Storing the cabins	Holding costs, transportation costs, repairs if vandalised, maintenance if required, presumably to be recovered assuming use in some form
Reconfiguring	Additional costs per cabin presumably to be recovered assuming use in some form
Additional Cabins	Cost recovery is assumed

7 References – Tabled/Agenda Attachments

- GHC Consulting, 2024. *Future Options for Relocation of Cabins*. Report prepared for Clutha District Council, April 2024.



Clutha District Council

Future Options for Relocation of Cabins

M.J. Goldsmith

GHC Consulting Report 2024/07

April 2024

DISCLAIMER

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BIBLIOGRAPHIC REFERENCE

Goldsmith, M.J. 2024. Clutha District Council - Future Options for Relocation of Cabins, *GHC Consulting Report 2024/07*.

CONTENTS

1.0	INTRODUCTION	3
1.1	BACKGROUND	3
2.0	ASSET DESCRIPTION.....	4
3.0	FINANCIAL INFORMATION.....	6
3.1	COST TO BUILD THE CABINS.....	6
3.2	CABIN SETUP COSTS	6
3.3	COST TO REMOVE, TRANSPORT AND STORE CABINS	7
4.0	LEGISLATIVE AND POLICY SETTING	8
4.1	REQUIREMENTS OF A ‘HOUSE’.....	8
4.1.1	Kitchen.....	8
4.2	COUNCIL POLICY ON COMMUNITY HOUSING.....	8
4.3	STRATEGIC DIRECTION ON HOUSING	9
4.4	MILTON RESERVE MANAGEMENT PLAN (RMP)	9
5.0	PROPOSED METHOD	10
5.1	SELL THE FOUR CABINS CURRENTLY AT TAYLOR PARK.....	10
5.1.1	Store the four cabins currently at Taylor Park.....	10
5.1.2	Offer the cabins for sale to campgrounds in the Clutha District.....	11
5.2	ALTERNATIVES TO SELLING THE FIRST FOUR CABINS	11
5.2.1	Sell all cabins.....	11
5.2.2	Reconfigure remaining cabins to provide for different uses.....	11
5.2.3	Construct additional cabins	12
5.3	MANAGE REMAINING CABINS AS PART OF COUNCIL’S HOUSING PORTFOLIO..	12
5.3.1	Community housing.....	12
5.3.2	Emergency or temporary housing	13
6.0	SUMMARY	14
7.0	REFERENCES	15

FIGURES

Figure 2-1	Cabin floor plan.	4
Figure 2-2	Internal cabin layout (as constructed).....	4
Figure 2-3	Cabins currently located at Taylor Park.....	5
Figure 2-4	Diagram showing the location / status of cabins, as at April 2024.....	5
Figure 3-1	Aerial view of Taylor Park in September 2023 showing earthworks and foundations in place, in preparation for the placement of the first four cabins.	7
Figure 4-1	Map showing the extent of Taylor Park Campground, to be included in the Milton RMP. 9	9
Figure 5-1	Map showing the location of Council’s community housing blocks. The numbers refer to the total number of units currently available within each town.....	13
Figure 6-1	Summary diagram showing a potential method for managing cabins.	14

TABLES

Table 3-1	Material and design costs to construct each cabin.	6
Table 3-2	Fit-out costs to complete each cabin.	6
Table 4-1	Relevant policies from Council's <i>Policy on Community Housing</i>	8
Table 5-1	Current waiting lists for towns with Council community housing blocks	13

APPENDICES

A1.0	APPENDIX 1: POLICY ON COUNCIL COMMUNITY HOUSING.....	16
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1.0 INTRODUCTION

This report provides an assessment of potential options for the sale or relocation of cabins owned by the Clutha District Council. The options have been informed by discussions with Council staff and elected representatives. Suggestions have also been received from members of the public who were aware that these cabins may become available, due to a previous decision by Council to remove them from Taylor Park.

This report does not make recommendations on which option is most suitable. However, it brings together relevant information which will enable Clutha District Council elected representatives to make informed decisions and provide direction to staff for further work.

1.1 BACKGROUND

In June 2021, elected representatives gave approval for the Clutha District Council to enter a partnership with the Department of Corrections, with the goal of providing additional accommodation at the Taylor Park Camping Ground in Milton.^[see Reference 1] A partnership agreement between Corrections and Council was subsequently signed in October 2021.^[2] The agreement is for ten relocatable studio cabins to be built at the Otago Corrections Facility (OCF) in Milburn, on behalf of Council. Key elements of the agreement include:

1. That Council will provide all materials for construction of the cabins, with labour, workshop, tools and equipment to be provided by Corrections at OCF.
2. That during the construction of the cabins, Corrections will deliver Level 3 Building, Construction and Allied Trade Skills (BCATS) to trainees in the carpentry workshop at the OCF facility, and that the cabins will meet minimum Building Code compliance requirements.
3. That Council will arrange for removal of the cabins from OCF, upon their completion.

The first four cabins were completed in mid-2023 and, as provided for by the previous Council decision,^[1] were transported to Taylor Park in September and connected to three waters and electrical infrastructure which had previously been installed (Figure 2-3).

At about the same time, and due to the high level of public interest in the cabins now placed at Taylor Park, and the lack of clarity provided by the 2017 Milton Reserve Management Plan,^[3] Council agreed to review the Taylor Park section of the Milton RMP. The review was completed in March 2024 and included a direction from elected representatives that the existing cabins be removed from Taylor Park and that no new cabins be placed there (see also section 4.4).

Consequently, a decision is required on what should be done with the four cabins currently located at Taylor Park, the remaining six cabins to be completed by Corrections, and potentially any further cabins which may be constructed. This report provides information to assist Clutha District Council to assess the available options, and to make an informed decision on the future of the cabins.

2.0 ASSET DESCRIPTION

The design and layout of the cabins was agreed between Council and Corrections as part of the partnership agreement signed in October 2021. They have an internal floor area of approximately 15.6m², separated into a sleeping/kitchen/living space and a bathroom (Figure 2-1). The size and layout is typical of campground cabins found across New Zealand, and this reflects the original intent of the agreement, as described above.

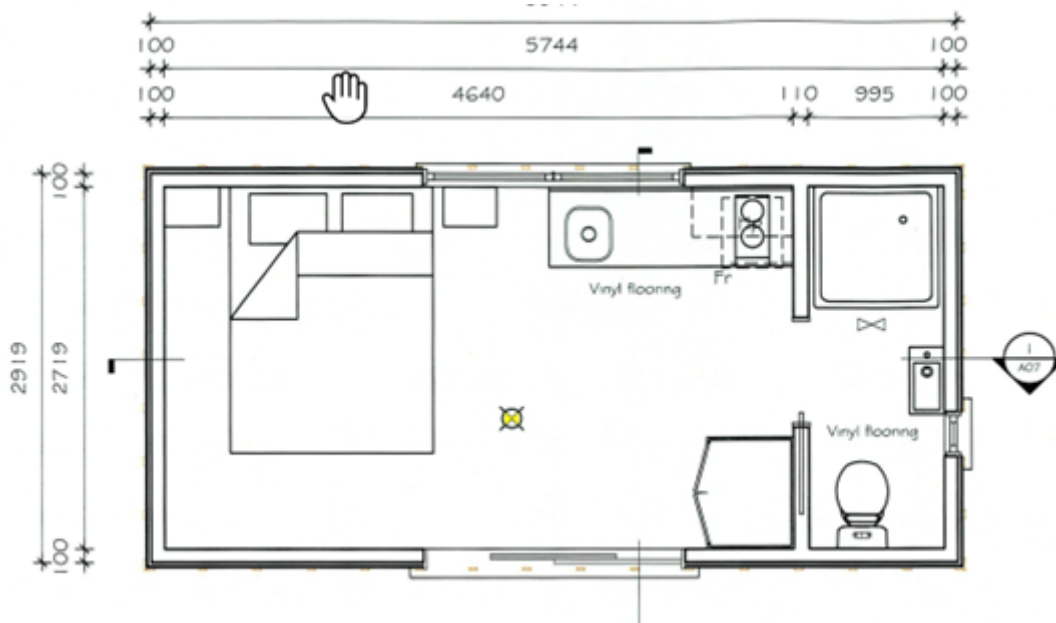


Figure 2-1 Cabin floor plan.

The cabins have been built to a reasonably high specification, with features including:

- Double-glazed windows & sliding door.
- Well insulated – ceiling, walls and floor.
- Good quality facilities and appliances including kitchen, shower, toilet, cooktop, rangehood and microwave (Figure 2-2).
- Higher quality interior lining and board & batten cladding (Figure 2-3).
- Built-in bed and storage.

The four cabins currently installed at Taylor Park have also had a wooden deck constructed at the front of each cabin to provide additional living space during warmer weather.



Figure 2-2 Internal cabin layout (as constructed)



Figure 2-3 Cabins currently located at Taylor Park

Of the ten cabins specified in the 2021 agreement, there are currently:

- four cabins located at Taylor Park,
- four cabins being completed at the OCF,
- two cabins which are yet to be built (Figure 2-4).

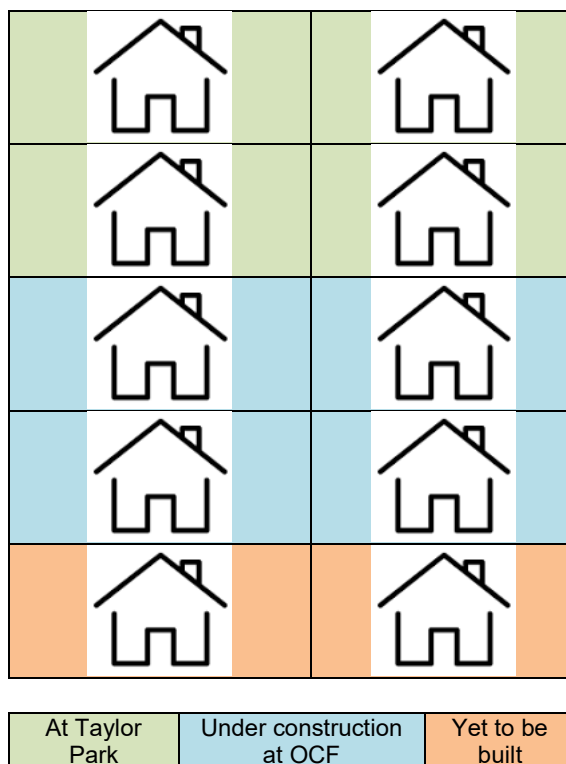


Figure 2-4 Diagram showing the location / status of cabins, as at April 2024

3.0 FINANCIAL INFORMATION

This section provides information about the cost to build the cabins, and the cost to transport and/or store the cabins if needed. These costs are as of April 2024, when this report was prepared. Prices are subject to change over time. All prices in this section are GST exclusive.

3.1 COST TO BUILD THE CABINS

The average cost to design and purchase the materials for each cabin is shown in Table 3-1. This is the total cost to get a cabin completed, up to a point where it is ready to leave OCF. It does not include the cost of the labour, tools and machinery needed to construct the cabins, as this was supplied by OCF at no cost to Council. The cost to build each cabin to this stage was approximately \$50,500.

Table 3-1 Material and design costs to construct each cabin.

Materials	Building materials	\$33,353.84
	Windows	\$5,067.43
	Pre-wiring (electrical)	\$1,652.04
	Pre-plumbing	\$3,327.19
	Spouting/materials	\$1,008.95
	Timber skirting	\$973.78
Professional Services		\$5,104.81
Total build cost for each cabin:		\$50,489

3.2 CABIN SETUP COSTS

In addition to the cost to design and construct the cabins, Council incurred additional set-up (or 'fit-out') costs to get the cabins to a standard where they are ready to be lived in. These costs are shown in Table 3-2, and come to a total of approximately \$6,700. These costs do not include transport or site preparation costs (including foundations and site levelling ^a).

Table 3-2 Fit-out costs to complete each cabin.

Electrical fit-off	\$2,221.27
Toaster & jug	\$69.55
Mattress protector	\$52.17
Microwave	\$155.65
TV brackets, TV, rangehood	\$2,329.94
Heat pump	\$1,362.61
Bargeboards (gas)	\$278.80
Curtains	\$256.93
Total setup cost for each cabin:	\$6,727

By combining the design, material and fit-out costs, a reasonable assessment of the cost of each cabin to Council can be determined. This could form the basis of a minimum or reserve price for the cabins, if they were to be sold 'as is'. This cost is approximately \$57,200.

If any cabins were to be put up for sale, Council could specify that the purchaser would need to arrange for collection of the cabin, transportation to its new site, and pay for setup costs on site (including foundations and connection to services).

^a see for example Figure 3-1

3.3 COST TO REMOVE, TRANSPORT AND STORE CABINS

There would be additional costs if Council chose to remove the four cabins currently at Taylor Park and store them off-site. The estimated cost to disconnect the services from these cabins, transport them to a commercial storage facility, and store them for up to six months is \$15,000 (i.e., about \$3,750 per cabin). The cabins currently being completed at OCF could also be transported to a temporary storage facility if required.



Figure 3-1 Aerial view of Taylor Park in September 2023 showing earthworks and foundations in place, in preparation for the placement of the first four cabins.

4.0 LEGISLATIVE AND POLICY SETTING

Relevant legislation, council policy and strategic direction are discussed below.

4.1 REQUIREMENTS OF A 'HOUSE'

The Housing Improvement Regulations 1947 sets out the national minimum standards of fitness for houses, to ensure that residential buildings are suitable and safe places for people to live in. The minimum requirements include the following:

- (a) an adequate room used, or capable of being used as a living room;
- (b) a kitchen;
- (c) a room used, or capable of being used as a bedroom;
- (d) a bathroom;
- (e) a water closet [toilet], for the exclusive use of the occupants of the house.

Although small, the cabins, as described in section 2.0, meet these requirements.

4.1.1 Kitchen

Advice from Council's Building Control team is that, so long as the kitchen was fitted with an oven and cooktop, the cabins would also be compliant as a house under the Building Act 2004. The cabins completed to date are only fitted with a microwave and a cooktop with two hotplates, so the kitchen space would need to be altered to provide an oven to fully meet the Building Act requirements. This would require a limited consent change from CDC Building Control.

4.2 COUNCIL POLICY ON COMMUNITY HOUSING

Council last reviewed its *Policy on Community Housing* in September 2020,^b and the full policy is attached as Appendix 1. The policies which are particularly relevant to this matter are listed in Table 4-1.

Table 4-1 Relevant policies from Council's *Policy on Community Housing*

Policy No.	Policy
1.1	Council is committed to providing Council community housing in the Clutha District.
2.5	Council will consider creating additional units at <u>existing</u> community housing blocks where: <ul style="list-style-type: none"> • There is sufficient space available; and • There are funds available for this purpose; and • The development can be undertaken as a rates neutral activity; and • There is sufficient demand for additional units.
2.6	Council will consider creating additional <u>new</u> community housing blocks where: <ul style="list-style-type: none"> • Land is available; and • There are funds available for this purpose; and • The development can be undertaken as a rates neutral activity; and • There is sufficient demand for an additional block; and • Services are available.
3.4	The cost of undertaking improvements may result in a higher rental rate for community housing units once this work has been completed. New tenancies shall be charged the new rate immediately.

^b It is currently overdue for review.

4.3 STRATEGIC DIRECTION ON HOUSING

The *Strategic Direction for Housing in the Clutha District* ^[4] was prepared in February 2020. This strategy acknowledges that Council has an important role in leading change in the housing space and contains four principles which are relevant to future decisions on the development of cabin-type accommodation in the Clutha District.

Principles:

1. Council will play an active leadership role to enable housing solutions.
2. Council will continue to build on existing partnerships with...communities. We will be easy to do business with and remove any unnecessary obstacles.
3. Council will make informed decisions that are strategic and coordinated.
4. Council acknowledges that housing has broader context and is key to supporting a resilient and sustainable district.

The strategy notes that it is critical that the needs of all segments of the population are understood and met, so that appropriate responses can be implemented where appropriate. Small cabins can form part of the broader housing mix and can be a stepping stone for people as they move onto more permanent accommodation.

4.4 MILTON RESERVE MANAGEMENT PLAN (RMP)

The Milton Reserve Management Plan (RMP) was reviewed in 2023/24. A key part of the review was whether a campground should be provided for at Taylor Park, the extent of any campground facility, and whether cabins should be included as part of any campground facility.

A large amount of public feedback was received, and this was presented to the Infrastructure Strategy & Operations Committee on 14 March 2024.^[5] The Committee made the following decisions (by majority) on the Taylor Park campground:

- a. To remove the present cabins from Taylor Park.
- b. To provide for a camping ground with a footprint comparative to the status quo [i.e., prior to any cabins being placed at Taylor Park].

Based on this direction, the extent of the Taylor Park Campground is shown in Figure 4-1.^c



Figure 4-1 Map showing the extent of Taylor Park Campground, to be included in the Milton RMP.

^c The campground extent shown in Figure 4-1 includes a minor amendment to also include an area to the north of the utility block, which also forms part of the status quo campground area.

5.0 PROPOSED METHOD

A potential method for managing the existing cabins, as well as those yet to be built, is outlined below. As noted above, this method is based on input from a range of stakeholders, and could provide a practical approach to:

- address community concerns about the cabins currently located at Taylor Park, and
- enable the remaining cabins to be used in a way that will benefit residents of the Clutha community.

Alternative options, or potential variations to this method are also discussed below.

5.1 SELL THE FOUR CABINS CURRENTLY AT TAYLOR PARK

The first step in this process would be to conduct a public tender process for the sale and removal of the four cabins currently located at Taylor Park. A reserve price for the cabins could be set, based on the information in section 3.0.

The benefits of this step include:

- A clear response to the community feedback received through the Milton RMP review process that the cabins should be removed.
- Would provide decisive action to address the negative public response to cabins being located at Taylor Park.
- Likely be the quickest and most cost-effective way to have the four cabins removed from Taylor Park.
- Reduced costs - Council would not need to remove and then store these four cabins.
- Would help to offset the cost of this project to date.

This step would still allow for the remaining six cabins to be used by Council to provide additional accommodation options in the Clutha District – as discussed in sections 5.2.2 and 5.3.

Box 1: Buried infrastructure at Taylor Park

It is noted that Council could potentially decide to place cabins back at Taylor Park at some time in the future (although this would likely require a further review of the Milton RMP). Retaining the buried infrastructure services at Taylor Park could therefore be considered as a possible investment in the camping ground's future development, if this activity was to be revisited at some time in the future. The alternative is to remove the buried infrastructure at the same time the cabins are removed.

Whether the infrastructure is removed or not, the cost to reinstate the ground beneath the cabins at Taylor Park is likely to be significant.

Two alternative options (or variations) within this first step are discussed below.

5.1.1 Store the four cabins currently at Taylor Park

Storing the four Taylor Park cabins temporarily until a decision is made on their future was put forward as a possible option. The storage location would require good visibility to reduce the likelihood of vandalism or graffiti. Suggestions included the Taylor Park Sports Ground, or on Union Street where the new library and pool is to be located.

There would be additional costs associated with this option, including transport to the storage site and ongoing storage and maintenance costs.^d Although this option would provide additional time to make a final decision on the future of these cabins, it would not provide a clear response to the community feedback received and may appear indecisive.

5.1.2 Offer the cabins for sale to campgrounds in the Clutha District

A variation on this step would be to only offer the four cabins at Taylor Park to other camping grounds in the Clutha District. This could be considered if there was a strong preference to see the cabins used for their original purpose, which was to increase the amount of camping ground accommodation in the district.

Privately-run campgrounds on Council-administered land include Taieri Mouth, Kaka Point, Waihola, Balclutha, and Pounaweia. Campgrounds located on privately-owned land include the Goldpark Campground at Lawrence, Newhaven Holiday Park, and the Hillview camp site in The Catlins. DOC also operates campgrounds in The Catlins area.

5.2 ALTERNATIVES TO SELLING THE FIRST FOUR CABINS

These alternatives can also be carried out in conjunction with the options in 5.1 above. If decisions were taken to sell the first four cabins, more time could be allowed for further work on the following options.

5.2.1 Sell all cabins

An alternative option is for Council to offer all cabins for sale as they are completed and become available. The benefits of this option would be like those listed in section 5.1 above, and it would likely provide the best return on the investment that has been made in this project to date (noting that Council would still likely make a net loss however).

However, this option may mean that none of the cabins built under the partnership agreement with OCF were used for their intended purpose. Instead, they could be relocated out of the district, used as huts in remote rural areas, or simply used for purposes other than accommodation (e.g., storage or office space).

A further disadvantage of this option is that it would likely rule out any similar initiatives which have helped to train prisoners at OCF and also provided low-cost accommodation units to help alleviate housing shortages in the Clutha District.

5.2.2 Reconfigure remaining cabins to provide for different uses

It would be possible to reconfigure the remaining six cabins which are either under construction or are yet to be built. As noted in section 4.1.1, modifying the kitchen cabinetry would allow for an oven to be installed. Other modifications might include:

- Providing a small dining table – could be collapsible.
- Remove the built-in double bed (to provide more flexibility on bed size and location within the cabin)
- Additional storage.

These relatively minor changes would provide for a greater range of usage options – from campground cabins to community housing or single worker accommodation. Any modifications could be made before the cabins leave OCF, and Corrections have indicated that cabins can be stored onsite for another four to five months.

^d Storage costs at a commercial facility are described in section 3.3.

5.2.3 Construct additional cabins

The partnership agreement between Council and Corrections ^[2] includes a clause which states that:

“The parties may mutually agree to renew this agreement, for a period or periods of up to five years. Renewals will be documented in writing, as a variation to this agreement.”

This clause confirms the common agreement of both parties that the construction of cabins for use as some form of accommodation in the Clutha District provides several positive outcomes and helps to meet strategic objectives for both parties. Therefore, the option for Council to purchase, and Corrections to build additional cabins in the future may remain as a distinct possibility. Before this was to happen, Council would need to decide where the cabins were to go, and how they were to be used - see section 5.3.

5.3 MANAGE REMAINING CABINS AS PART OF COUNCIL’S HOUSING PORTFOLIO

If the remaining cabins were reconfigured (as described in section 5.2.2), they could then be used to expand Council’s housing portfolio. This step would:

- Increase Council’s housing stock – adding six cabins would take the total to 104 units.
- Provide small, but relatively low-cost housing units.
- Enable the cabins to be located in the areas where demand is greatest.
- Align with the *Policy on Community Housing* and the *Strategic Direction on Housing*.

This step could see the cabins used as part of existing community housing arrangements (section 5.3.1) or to provide an alternative type of housing designed to meet other needs within the community (section 5.3.2). As part of any development involving the cabins, service connection costs could be minimised by locating cabins close to existing services.

It is noted that the cabins are considerably smaller than Council’s existing housing units, which range from 30 to 50m². Despite this, anecdotal evidence is that there is still demand for this type of housing in the Clutha District.^e

This step will form the subject of a future Council Agenda Item which is currently being prepared. Feedback on community housing is also being sought through the 2024/34 Long Term Plan consultation. This step would therefore serve as a holding position, until a final decision is made on the future of community housing. As noted in section 5.2.3, it is possible that Council may look to purchase additional cabins in the future, to increase its housing portfolio.

5.3.1 Community housing

The cabins could be used to provide additional capacity for tenants which meet the existing criteria in the *Policy on Community Housing*. Where there is sufficient land, cabins could be co-located with existing community housing blocks, and an assessment in 2020 ^[6] noted there may be sufficient space at blocks in Balclutha, Milton, Waiholā, and Clinton.

The location of Council’s community housing blocks, and the number of units located in each town is shown in Figure 5-1, and the current waiting list for each town is shown in Table 5-1

^e This statement is informed by previous comments or reports from the Mayor, Council’s Freedom Camping Officer, and staff at Project Bruce.

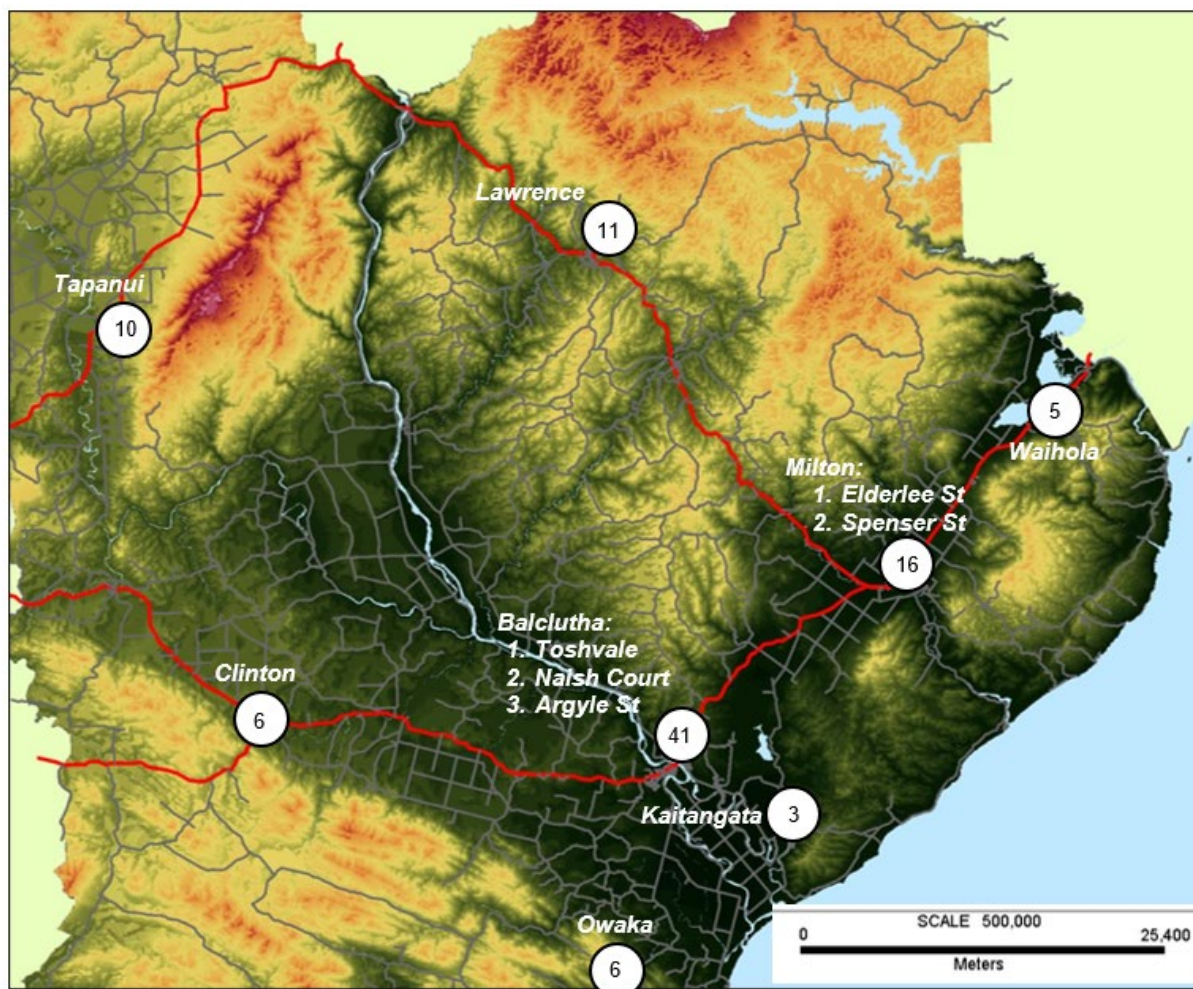


Figure 5-1 Map showing the location of Council's community housing blocks. The numbers refer to the total number of units currently available within each town.

Table 5-1 Current waiting lists for towns with Council community housing blocks

Town	Waiting list
Milton	11
Balclutha	10
Kaitangata	3
Owaka, Clinton, Lawrence & Waihola	1 each
Tapanui	0

5.3.2 Emergency or temporary housing

Alternatively, the cabins could be used as emergency housing, or as temporary worker accommodation. In this case, it may be more appropriate to locate clusters of cabins on bare land already owned by Council, or on land leased specifically for that purpose, as previous experience shows that mixing community housing with other types of tenants can result in tension due to differing lifestyles.

Potential locations for worker accommodation include Balclutha and Milton, as well as smaller, more remote towns such as Tapanui. Proponents of this option noted that people who are offered jobs in the district can find it hard to get accommodation, which can result in them not taking up the employment offer. Council-owned and managed cabins could be used as temporary accommodation for single workers (or potentially a couple) while they look for a more permanent housing solution.

6.0 SUMMARY

A potential method for managing the existing cabins, as well as those yet to be completed has been outlined in section 5.0 above. This method, along with alternatives or variations, is summarised in Figure 6-1. As noted, the method, as outlined, has been informed through input from a range of stakeholders, as well as the information summarised in sections 2.0 to 4.0.

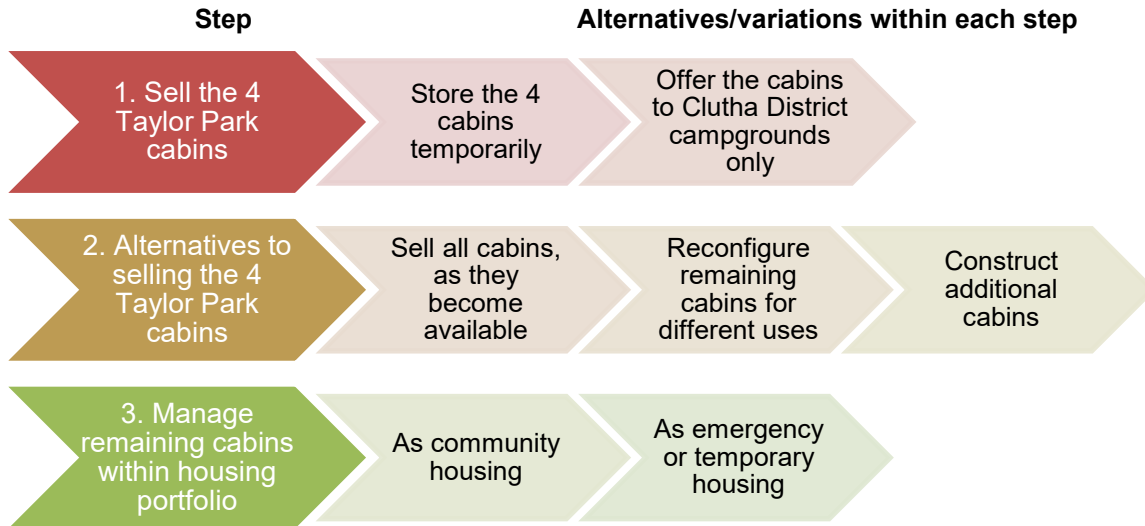


Figure 6-1 Summary diagram showing a potential method for managing cabins.

It is possible that there are other alternative options Council could consider which are not included in this report. However, it is considered that the proposed method would form a clear and practical solution, that still allows Council some flexibility in terms of future decision-making.

7.0 REFERENCES

[1] Guiguet, E., 2021. *Taylor Park Additional Camping Ground Accommodation*. Agenda Item prepared for Council by E. Guiguet, Senior Project Engineer. Clutha District Council Item for Decision, June 2021.

[2] Sales Agreement, 2021. *Partnership between Otago Corrections Facility and Clutha District Council (Cabin project)*.

[3] Clutha District Council, 2017. *Milton Reserve Management Plan 2017-2027*.

[4] Clutha Development, 2020. *Strategic Direction for Housing in the Clutha District*.

[5] Goldsmith, M., 2024. *Milton Reserve Management Plan Feedback and Amendments*. Agenda Item for Decision, Infrastructure Strategy & Operations Committee, 14 March 2024.

[6] Goldsmith, M. & Hanan, D., 2020. *Clutha District Community Housing Review*. GHC Consulting Limited Report 2020/2.

A1.0 APPENDIX 1: POLICY ON COUNCIL COMMUNITY HOUSING

M-Files ID: 483755

Version: 17



POLICY ON COUNCIL COMMUNITY HOUSING		ACTIVITY GROUP:	COMMUNITY SERVICES
Policy Type:	Council		
Approved by:	Council		
Department:	Service Delivery		
Date Approved:	17 September 2020	Next Review Date:	17 September 2023
Relevant Legislation:	Residential Tenancies Act 1986 Housing Improvement Regulations 1947 Healthy Homes Guarantee Act 2017		
Clutha District Council Documents referenced:	Clutha District Council Schedule of Fees and Charges Clutha District Council Significance and Engagement Policy Clutha District Council Policy on Market Rentals on Property Clutha District Long Term Plan		

PURPOSE

Council aims to provide community housing that is safe, secure and healthy, and to maintain it in accordance with current legislative requirements. Council's community housing units provide an affordable housing option for elderly and other vulnerable persons in the Clutha District.

The purpose of this policy is to outline:

1. Council's position regarding the future ownership and control of community housing blocks.
2. How Council will ensure that its community housing units meet legislative requirements.
3. How Council will set rental rates and fund renewal work.
4. Eligibility and tenancy selection criteria for Council's portfolio of community housing units.

SCOPE

This policy applies to all persons applying to reside in or who currently reside in Council's community housing and to Council staff and contractors who plan for, manage or maintain Council's community housing.

DEFINITIONS

Community housing block – A site where a number of community housing units are located. Currently there are 11 blocks, spread across eight towns in the Clutha District.

Single person - For the purpose of this policy a single person means one person without dependants.

M-Files ID: 483755

Version: 17

POLICY

1. Future ownership

- 1.1. Council is committed to providing Council community housing in the Clutha District.
- 1.2. Council will consider approaches from community organisations or similar concerning the future ownership and/or management of Council-owned community housing units.
- 1.3. If approved by Council, officers of Council will facilitate the development of proposals regarding the management and operation with interested groups, and also ensure that any proposals include the protection of the existing tenants.
- 1.4. Council will fulfil its obligations under the Local Government Act 2002 and conform with its Significance and Engagement Policy when considering future ownership options.

2. Level of service

- 2.1. Council's existing community housing units will be provided and maintained at a level that meets current legislative requirements.
- 2.2. Council will undertake work to ensure its existing units meet the requirements of the Healthy Homes Guarantee Act 2017 (HHS). This includes the installation of ceiling insulation in all existing units.
- 2.3. Improvements which exceed the requirements of the HHS may be undertaken where this can be done in a cost effective manner, and Council believes this will ensure the unit is more liveable (e.g. warmer, affordable to heat, meets modern standards).
- 2.4. Council will prepare plans and budgets for any required improvements or rebuilds in an Asset Management Plan, as part of its 3-yearly Long Term Plan process.
- 2.5. Council will consider the creation of additional new units at existing community housing blocks where:
 - There is sufficient space available; and
 - There are funds available for this purpose; and
 - The development can be undertaken as a rates neutral activity; and
 - There is sufficient demand for additional units.
- 2.6. Council will consider the creation of additional new community housing blocks where:
 - Land is available; and
 - There are funds available for this purpose; and
 - The development can be undertaken as a rates neutral activity; and
 - There is sufficient demand for an additional block; and
 - Services are available.

3. Setting rental rates

- 3.1. Council's community housing portfolio is run on a cost recovery basis. As such, it is a rates neutral activity in the Clutha District. Council does not subsidise the provision of Council community housing from general rates.
- 3.2. The rental rate for each block of community housing will be set at a level to ensure that it can be maintained for its anticipated habitable life at agreed service levels and replaced after this time.

M-Files ID: 483755

Version: 17

- 3.3. The rental rate will be determined by a review of current and anticipated maintenance and renewal costs every three years as part of Council's Long Term Plan process.
- 3.4. To remain consistent with Policy 3.1 the cost of undertaking improvements may result in a higher rental rate for community housing units, once this work has been completed. New tenancies shall be charged the new rate immediately. For existing tenancies any increase in rental rate shall be charged in accordance with the provisions set out in the Residential Tenancies Act 1986.

4. Funding of renewals

- 4.1. Council will operate a pool system for its Council community housing portfolio where all revenue generated by the operation of the units is used to offset the combined expenditure.
- 4.2. Any surplus or deficit will be carried forward as a combined account. Surplus funds will be used to replace existing units when the need arises, or to undertake renewal work on existing units.

5. Priority-based criteria for community housing tenants

- 5.1. All applicants for Council community housing must have a genuine need for housing.
- 5.2. The following priority based criteria applies to tenant selection in all community housing units:

Priority Level	Description
1	Applicant must be over 65 years of age and in receipt of a benefit.
2	The applicant must be between 25 and 64 years in age. The applicant must have an income that is considered to be low or be in receipt of a benefit, either of which, makes it difficult for them to enter the private rental market.

- 5.3. Where applicants that meet first priority criteria cannot be found to occupy units, lower priority criteria will be applied in order to maintain a high occupancy rate and to ensure Council's community housing portfolio remains rates neutral and run on a cost recovery basis.
- 5.4. Priority level 2 tenants shall only become eligible when the unit has been vacant for more than 1 month.
- 5.5. Each priority level 2 application will be considered on a case by case basis.
- 5.6. Council's existing community housing comprises relatively small, single-bedroom or studio units. They are suitable for single people or couples, but not families. If Council was to create additional new community housing (as described under policies 2.5 and 2.6), this would need to be of a different construction style, with multiple bedrooms, if it was to be suitable for other categories of tenants.

6. Tenant selection process

- 6.1. Council will consider the suitability of applicants applying to live in a community housing environment. In particular, Council shall consider the risk of damage to community housing units and the impact on other tenants in a community housing environment.

M-Files ID: 483755

Version: 17

- 6.2. Compatibility with existing tenants is a criteria for all applicants and can be a reason for declining applications or placing applicants on the waiting list until a suitable placement becomes available.
- 6.3. The following measures will be used to assess prospective tenants:
- **Meeting/Interview** – Council staff will meet with all prospective tenants to show them the flats and an interview may be requested on a case by case basis.
 - **Landlord reference** – Council requires a minimum of one previous landlord reference or equivalent (feedback regarding current housing arrangements) i.e. a letter from neighbours for a home owner or a letter from a residential House Manager etc.
 - **Credit check** – Council will assess all applicants' financial history and ability to keep up with rent payments.
 - **Support** – If the applicant requires support services from an external agency as assessed by Council Staff, then the details of any on-going support will be required in writing.
- 6.4. Tenancy agreements between the Council (as the landlord) and the tenant shall be periodic tenancies, with either party able to give notice as required under the *Residential Tenancies Act 1986*.

7. Transfer of tenants

- 7.1. Tenant requests to move (TRM) units will be at Council's discretion, and will be considered subject to the following conditions:
- The tenant requesting to move must have a good payment record and keep their units clean and tidy as per the annual maintenance inspections.
 - Moving units requires the termination of the tenancy agreement and the commencement of a new tenancy agreement. All arrangements for the new tenancy shall be the responsibility of the tenant (e.g. termination of the current contract, reapplying for the new tenancy, redirection of automatic payments, WINZ involvement, electricity, phone).
 - All associated shifting costs will be borne by the tenant, including an administration fee of one week's rent payable to Council.
 - Where more than one tenant applies for a vacant unit, priority will be given to the tenant that currently has longest continuous tenancy with Council.
 - Requests to move units must be made within three weeks of a unit becoming vacant to ensure all residents have an equal opportunity to request to move.
- 7.2. Council may require tenants to temporarily move to alternative accommodation where significant renewal work is to be undertaken on their existing unit. In this case, all associated shifting costs will be borne by Council. Council will attempt to minimise disruption for tenants during this process.

8. Smokefree housing

- 8.1. All new tenancy agreements shall require that all new tenancies shall be smokefree for all indoor areas. This includes tenants and any visitors to the units. Failure to comply with this requirement may result in the tenancy being terminated and cleaning of the unit with all costs to be recovered from the tenant. This includes where tenants elect to shift units.

M-Files ID: 483755

Version: 17

9. Carparks and Carports

- 9.1. Car parking spaces are provided at Council's community housing blocks on a limited basis. The car parking spaces are not allocated to individual tenants.
- 9.2. Carports are allocated to specified units and are paid for by those tenants.

10. Version Control

Version History			
Date:	Action:	Name:	Version:
15 December 2011	Policy Issued		1
17 September 2020	Policy reviewed and adopted by Council	M. Goldsmith	2

Clutha District Council

Item for DECISION

Report	Balclutha Community Library – Budget Update
Meeting Date	9 May 2024
Item Number	3
Prepared By	Hebe Juan – Project Manager Debbie Duncan – Head of Libraries and Visitor Information
File Reference	892889

REPORT SUMMARY

This report informs Council of the renewal work in Balclutha Community Library and requests to bring forward budget of \$175,000 from 2024/25 to 2023/24. These funds will be used to progress the building weather tightness aspect of this project.

RECOMMENDATIONS

- 1 That Council receives the ‘Balclutha Community Library – Budget Update’ report.**
- 2 That Council approve/decline bringing forward Balclutha Library Capital budget of \$110,000+GST from 2024/25 to 2023/24.**

REPORT

1 Background

The Balclutha Library has been experiencing numerous water leaks across various areas of the building for many years. Although there has been some remedial work to address the worst of these, our local roofing contractor has advised that the point has been reached where significant roof renewal is required to make the building watertight.

The library also suffers from poor ventilation, with no current external extraction, including within the bathroom facilities. Measurement of the air change rate (ACH) showed 0.084 changes per hour, which is far short of acceptable levels. Recommended air change rates are 2-3 for office spaces and approx. double this for schools, which are more in line with many activities within the library.

This lack of ventilation, the historic nature of the leaks and the roofing contractors concern that the roof renewal may uncover rotten timber and mould, led to the commissioning of a Health and Safety Report from consultants WSP, New Zealand (formerly Opus) who have undertaken this work on Council buildings previously.

The scope of the report was focussed on determining the extent of the issues and what, if any impact these may have on health and safety of staff and visitors.

The report assessed the condition of the building to identify areas with watertightness issues and included an environmental assessment to determine the impact of these on health of the building. This included a mould investigation and asbestos survey, which revealed that asbestos is likely present within contained roof and flooring cavities, although it is safe if undisturbed.

The survey also obtained seven building samples to check for mould, with five proving positive. The report highlights the severity of the mould within the building and the need for this to be addressed alongside the watertightness and installation of an adequate ventilation system. While the water ingress and lack of ventilation exists, mould and fungi will continue to grow.

Taking into consideration the impact this has on the health and well-being of staff and the community, the very real risks that the building might need to be vacated if something wasn't urgently done, the Chief Executive acted to agree that the Building Weather Tightness remediation work be completed as a priority.

This project was created to remediate the water tightness issue at Balclutha Library (23 John Street, Balclutha). The project is divided into 3 main areas: **Ventilation System**, **Roofing Renewal** and **Building Weather Tightness**.

As part of the LTP development Council have approved a budget for this project for the draft 2024/34 LTP of \$500K to address these health and safety issues.

Local contractors have priced this work and confirmed they are able to start on the roof in mid-May and the ventilation system in June once the building consent has been issued.

As these are health and safety issues, this project was initiated in 2024 and commenced with existing available renewal budgets of approximately \$70K.

2 Strategic Goals and Outcomes

The most relevant priority areas within Council's Living and Working Strategy are 'Healthy Safe Communities', and 'Invest in Infrastructure'. The outcome will be that the council library staff will be working and the public visiting Balclutha Community Library in a safe and sustainable environment, which promotes the Council's vision – 'Clutha is a great place to live, work and play'.

3 Assessment of Options

Due to this being watertightness and H&S work this work is considered urgent. It also makes sense for this work to be undertaken before we get into the depths of winter later in July 2024. The options available are for Council to:

1. Bring forward budget of \$110,000 from 2024/25 to 2023/24 year to enable as much of this urgent work to be completed as soon as it can be.
2. Do not approve the budget being brought forward. This means that much of the work will be delayed until July 2024 at the earliest other than the work that can be undertaken from the existing \$70K budget. This would also mean living with health and well-being risks that could include the risk of having to vacate the building.

4 Policy Considerations

There are no specific policies that relate to this project however Council has an obligation to provide appropriate build spaces for staff and customers.

5 Legal Considerations

The renewal works will be conducted as per Building Act 2004. A building consent is required for the ventilation system. The roof replacement does not require a building consent.

6 Financial Impact

There will be an impact on the 2024/25 year from bringing the budget forward. This would be a change in timing of when the loan repayments start for a component of this project. This would potentially require additional rates of \$8,001+GST for the 2024/25 year if the \$110K was funded over a 25-year loan.

Clutha District Council

Item for DECISION

Report	Clutha Delta Natural Hazards Adaption Project
Meeting Date	9 May 2024
Item Number	4
Prepared By	Jules Witt – Deputy Chief Executive
File Reference	893290

REPORT SUMMARY

This report provides background information regarding the Clutha Delta Natural Hazards Adaption project that has been initiated by the Otago Regional Council. This is going to be an ongoing project that looks at the impacts of the changing environment on the Clutha Delta into the future and proposes that CDC work collaboratively on this project due to potential impacts on our community and potentially infrastructure.

RECOMMENDATIONS

- 1 That Council receives the ‘Clutha Delta Natural Hazards Adaption Project’ report.**
- 2 That Clutha District Council agrees to enter into a Memorandum of Understanding (MOU) to work collaboratively with the Otago Regional Council on the Clutha Delta Natural Hazards Adaptation Project and the Mayor & Chief Executive are delegated to confirm and agree the details of the MOU with the Otago Regional Council.**

REPORT

1 Background

The Otago Regional Council have been working on the background data in relation to the Clutha Delta Natural Hazards Adaption project. This is a multi-year project and is described in the ORC report at looking into the risks described as:

The low-lying plains of the Clutha Delta are exposed to a range of coastal, fluvial, and seismic natural hazard risks. Coastal hazard and flooding hazard risks are projected to be exacerbated by potential impacts of ongoing or projected geomorphic and climatic changes.

The intention would be to work collaboratively with the ORC to understand these risks and engage with our community to look at adaption strategies and impacts. The Milton 2060 Project provides a blueprint where the two Councils have worked together successfully in the past.

Copies of a recent presentation on this topic as well as reports to the ORC on this project in November 2023 and the draft May 2024 report are attached for your information.

2 Strategic Goals and Outcomes

This report relates to the Community Outcomes of Vibrant Towns and Communities and a Healthy Sustainable Environment. It particularly relates to the key Priority area of Adapting to Climate Change.

3 Assessment of Options

A significant work programme is already underway by the ORC with regard to this issue. This means that Council only has two options:

1. leave the ORC to continue with their existing work programme and engage with them when they present findings to the community; or
2. work collaboratively with the ORC and engage with them and our communities as more information and options become available – through an agreed MOU.

4 Consultation

No particular consultation is required at this stage.

5 Policy Considerations

There are no specific policy considerations for this report.

6 Financial Impact

There is no financial impact as a result of the decisions in this report. Information from this project may inform future work plans and budgets/AMPs as more information becomes available.

7 References – Agenda Attachments

Presentation - dated 11 April 2023

ORC Report – dated November 2023

ORC Draft Report – dated May 2024

An aerial photograph of a river delta, showing a network of waterways and surrounding land. The image is semi-transparent, allowing the text to be clearly visible. The text is centered and reads:

CLUTHA DELTA

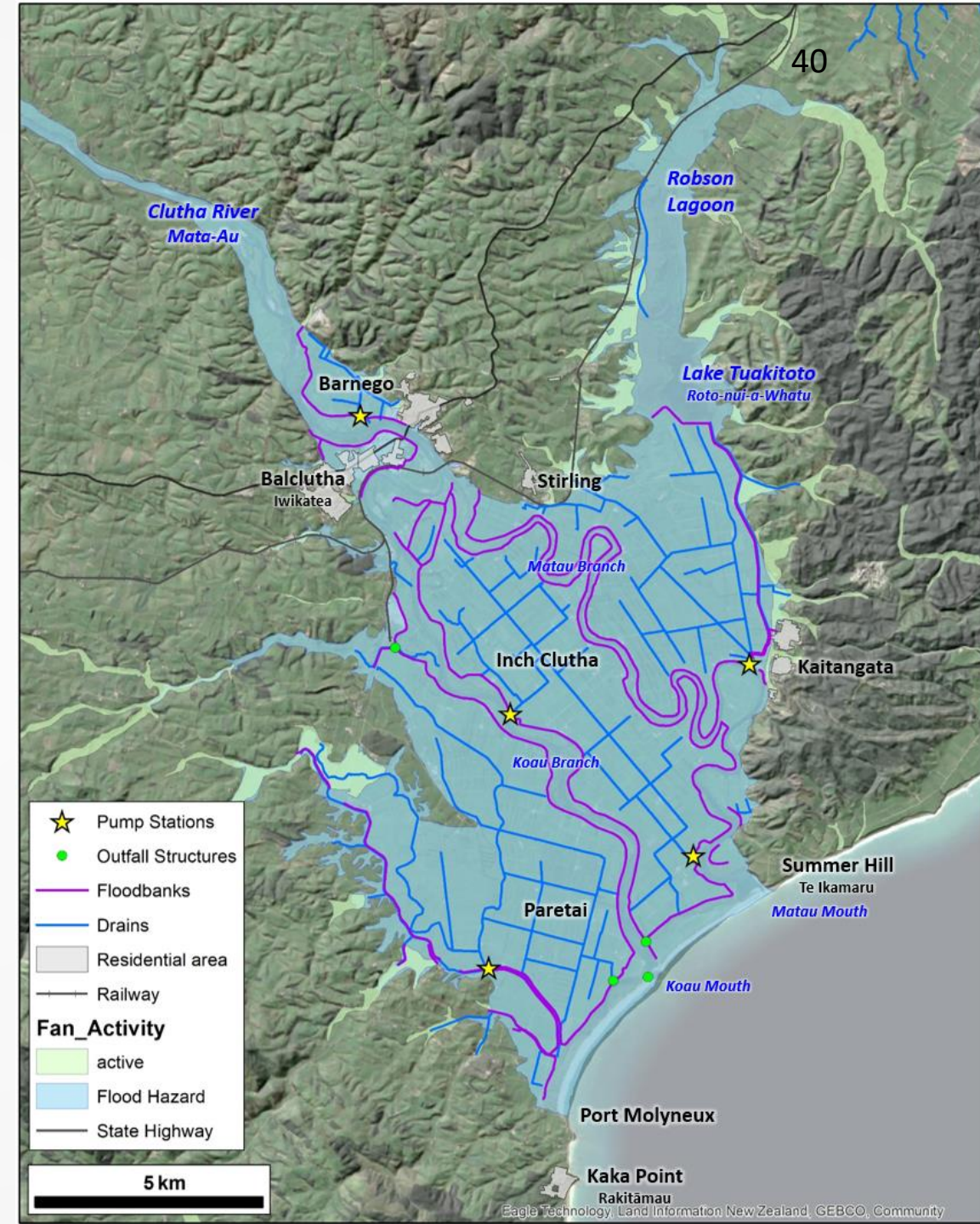
NATURAL HAZARDS ADAPTATION

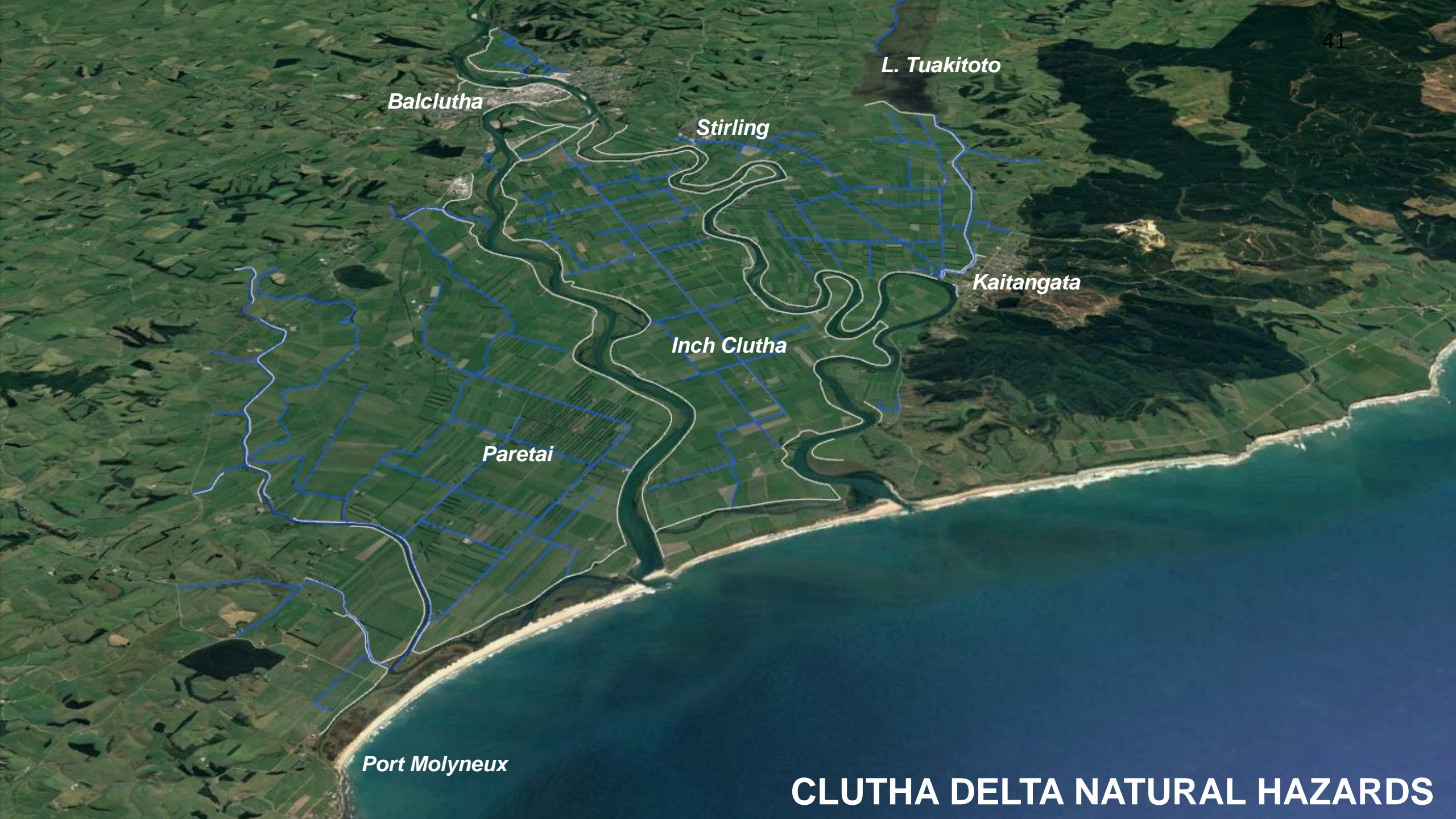
ORC-CDC MEETING, 11 April 2024

Gavin Palmer, GM Operations
Ann Conroy, Team Leader Natural Hazards Adaptation
Tim van Woerden, Senior Natural Hazards Analyst
Jamie MacKenzie, Natural Hazard Adaptation Specialist
Toan Nguyen, Senior Natural Hazard Adaptation Specialist

MEETING AGENDA

1. Introductions
2. Quick backgrounder
3. Updates on key workstreams
 - Natural hazard investigations
 - LCFPD Scheme and engineering
 - Community engagement planning
4. Key questions about collaboration between councils
5. Discussion





Balclutha

Stirling

L. Tuakitoto

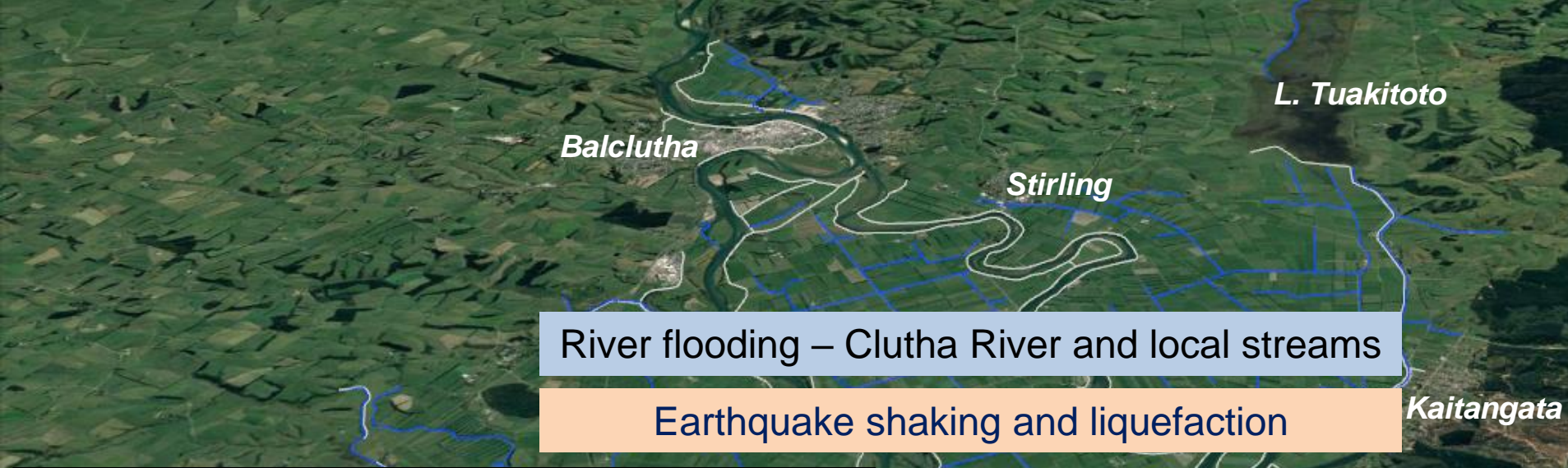
Kaitangata

Inch Clutha

Paretai

Port Molyneux

CLUTHA DELTA NATURAL HAZARDS



KEY MESSAGES⁴²

1. Complex range of interacting coastal and fluvial hazard types
2. Relatively frequent hazard impacts or 'near-miss' events
3. Ongoing or projected geomorphic and climatic changes expected to have a strong influence on natural hazards
4. Some changes may have impacts on hazards within short timeframes (years-decades)

Exacerbating factors and future changes

- Climate change effects on river flows, flood frequency and extreme rainfall
- Sea level rise effects on storm surge height, groundwater levels, rates of coastal erosion, salt water intrusion
- Geomorphic change to Clutha River channels (aggradation/scour) or river mouths (offsetting)
- Liquefaction causing ground subsidence or floodbank damage
- Vertical ground movements (subsidence) effects on groundwater and drainage?
- Erosion of dune systems reducing natural protection of land and infrastructure from storm surge, tsunami, and salt water intrusion



CLUTHA DELTA NATURAL HAZARDS

ADAPTATION WORK PROGRAMME

Five key areas identified for natural hazards focus

1. Balclutha township flooding risks, safety and resilience.	Critical reliance on flood protection infrastructure, with potentially catastrophic consequences and a relatively-high residual risk present.
2. Flooding risk to the wider delta area, including Stirling, Kaitangata and other rural communities	These areas are also reliant on flood protection infrastructure, and have a lower level of protection than Balclutha township.
3. Rising groundwater levels and agricultural sustainability.	<p>Groundwater levels are expected to correspondingly rise in response to changes in sea level. A large proportion of the lower delta has an elevation near to sea level and is reliant on continued pumped drainage.</p> <p>Increased groundwater levels will affect drainage efficiency → challenges in maintaining the current level-of-service, and possible decrease in land suitability for the existing agricultural uses. Rising sea level may also cause occurrence of saline intrusion, which would also impact on agricultural viability in affected areas.</p>
4. Management of the coastal interface and coastal infrastructure and landuse.	Ongoing erosion causing shoreline retreat is impacting on ORC-owned flood protection and drainage infrastructure. Implementation of any larger-scale response such as infrastructure modifications will likely involve a significant expense, and a long lead time for additional assessments.
5. Seismic hazards, particularly liquefaction or lateral spreading	<p>Geologically-young sediments which are susceptible to shaking or liquefaction impacts. Lateral spreading may occur near the 'free face' developed at riverbanks.</p> <p>Direct impacts of shaking or liquefaction on residents and buildings, horizontal infrastructure. Also cascading impacts which could significantly increase vulnerability to flooding hazard.</p>

ORC NATURAL HAZARDS – CURRENT ACTIVITIES

1. Koau Mouth and Puerua outfall investigations

In progress, expected completion in Sept 2024	Natural hazard/engineering investigation focussing on the July 2023 coastal erosion event; modelling and drainage performance studies; and engineering investigations.
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2. Flood hazard assessment

Commencing in May 2024. Currently procuring first preparatory studies	Hydraulic modelling of the Clutha River delta, and significant tributary catchments. Modelling for flow magnitudes including a “maximum credible” event. Model scenarios to consider the effects of climate change on river flows, the impacts of sea level rise, and potential breaches of floodbank structures.
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3. Liquefaction hazard assessment

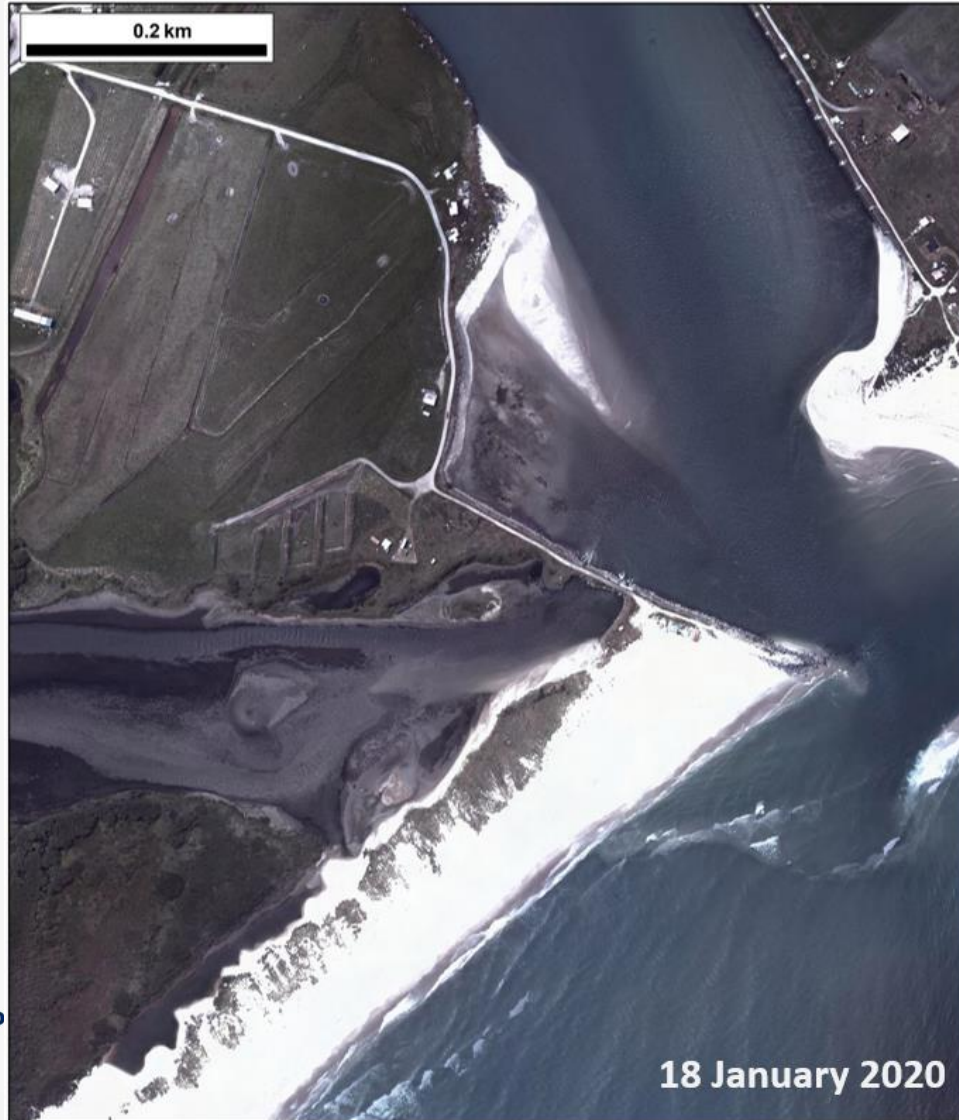
Currently in procurement, aiming to commence by June 2024	Collection of additional geotechnical data; geotechnical analysis of liquefaction hazard; qualitative risk assessment for seismic hazards
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4. Coastal monitoring and forecasting

Ongoing (monthly)	Collection of aerial imagery and survey data for Koau mouth area
In discussion with MetService	Forecasting for coastal hazards (for locations across Otago) To include wave characteristics (height, period, direction), sea height (storm tide), and wind characteristics (speed, direction).

KOAU MOUTH COASTAL EROSION

Significant coastal erosion event in July 2023, causing shoreline retreat of about 100 metres



KOAU MOUTH COASTAL EROSION

Significant coastal erosion event in July 2023, causing shoreline retreat of about 100 metres

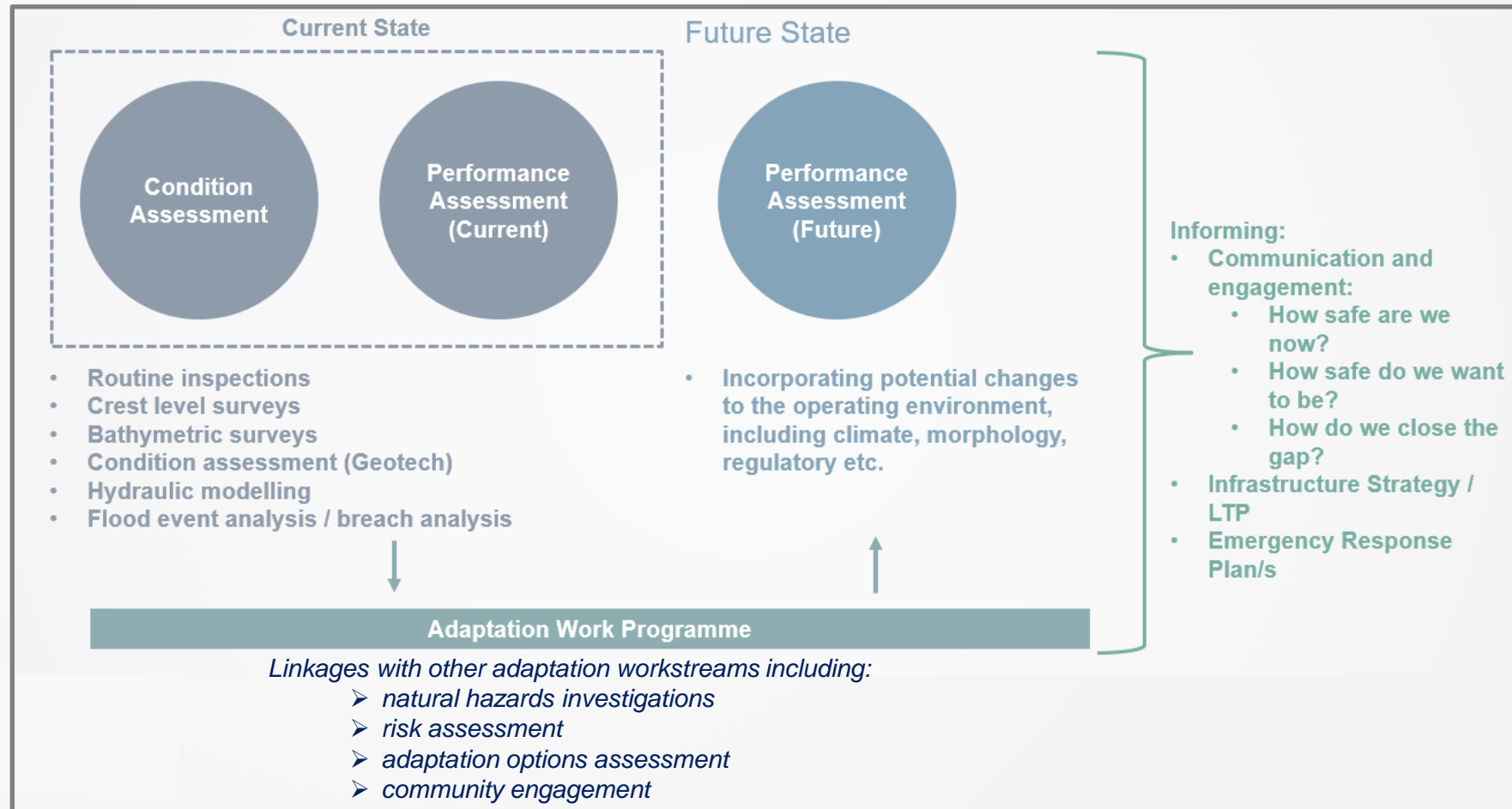


Tactical maintenance for Koau Mouth and Puerua River (until longer-term adaptation is investigated)

- 'Hold the line' with the training line structure and ensure the remaining culverts have functionality
- Monitoring includes monthly drone surveys, and increased inspections during higher risk weather and coastal conditions
- Tactical responses include replacing rock armouring (using existing rock that is dislodged from tidal action where possible) and works to maintain open egress to the culverts

Clutha scheme performance and risk assessments

- Performance and risk assessments commencing in 2024/25.
- Scheme impacts and options assessments commencing in 2026/27



COMMUNITY ENGAGEMENT PLANNING UPDATE

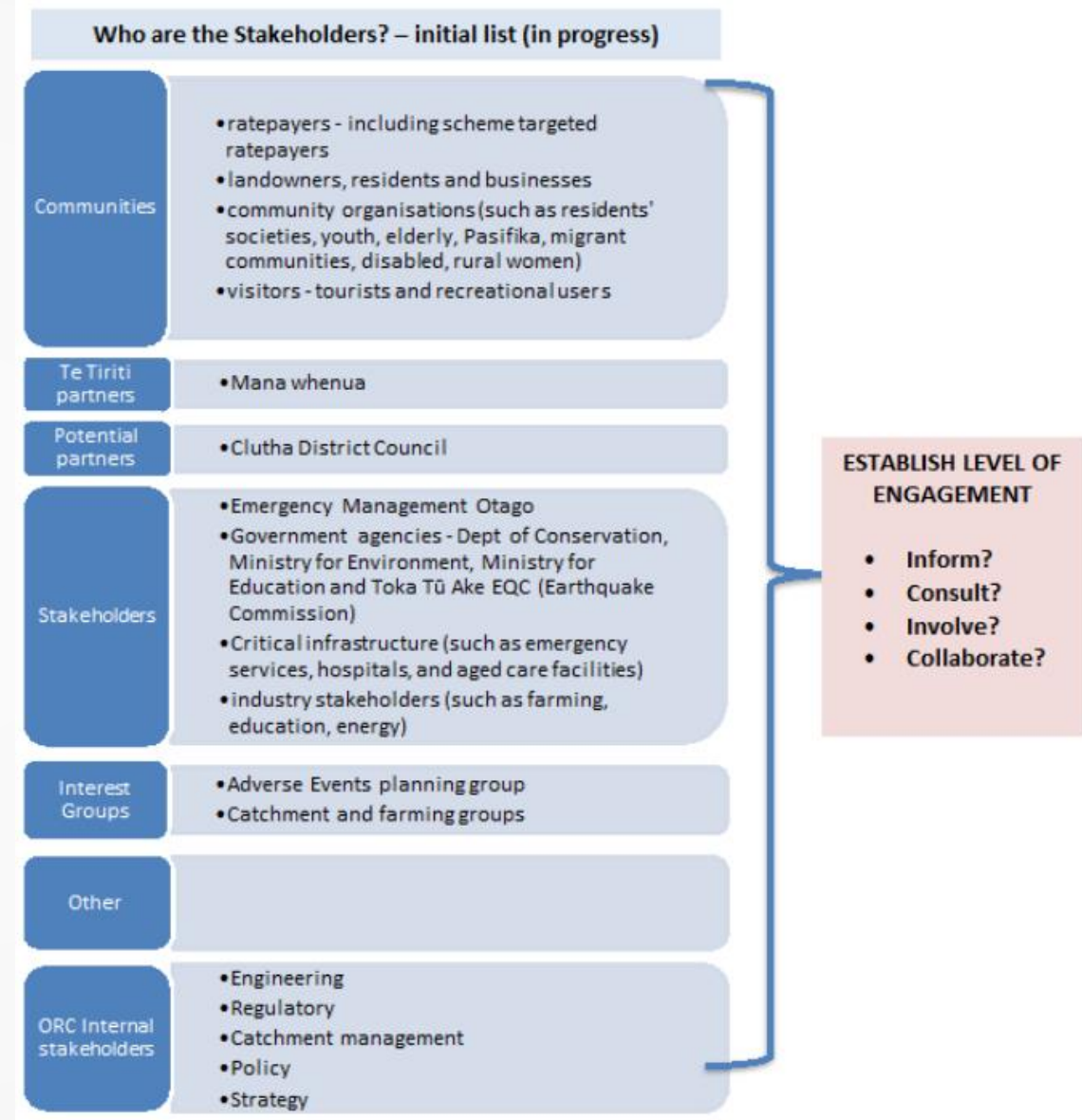
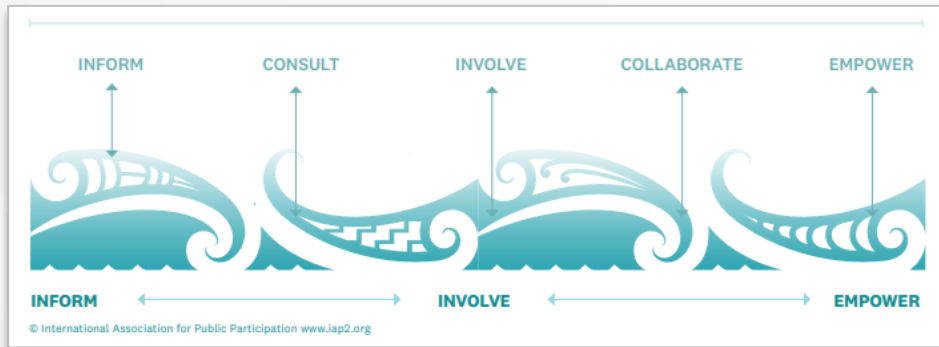
Community engagement planning based on International Association for Public Participation (IAP2) and best practice

Community engagement crucial for successful adaptation action

Focus so far has been on exploration discussions and early planning

Next steps

- Further explore existing relationships and networks
- Whakawhanaukataka – Relationship building and establish level of engagement with partners, iwi, stakeholders and community
- Share draft engagement plan and stakeholder analysis for CDC input (or co-design?)



KEY QUESTIONS ABOUT COLLABORATION BETWEEN COUNCILS

How would CDC like to participate in the programme?

- **Partnership** – which could include joint governance, co-design and decision-making
- **Informed/consulted** – for example, ORC leads and provides opportunities for CDC to provide feedback/comment/input

Are there any aspects of the programme that CDC is especially interested in?

- Natural hazard investigations
- Community engagement planning and activities
- Scheme and engineering studies
- Communications and media
- Partnership with iwi

How would CDC ELT and councillors like to be kept informed?

Who are the key contacts at CDC that we can work with day-to-day to co-ordinate the work effectively? For example,

- Regular catch-up emails / meetings
- Information requests and sharing
- Review of drafts
- Coordination of workstream activities

What are the preferred arrangements for coordinating any communications and media enquiries?



Next two slides are backup info

Diagram 3: Lower Clutha Flood Protection and Drainage Scheme

Year	Estimated Expenditure \$,000's													
	Y1 2024/25	Y2 2025/26	Y3 2026/27	Y4 2027/28	Y5 2028/29	Y6 2029/30	Y7 2030/31	Y8 2031/32	Y9 2032/33	Y10 2033/34	Y11-15 2035-39	Y16-20 2040-44	Y21-25 2045-49	Y26-Y30 2050-54
Routine / Business as Usual Activities														
Scheduled Maintenance and Inspections					5,343						3,065	3,307	3,548	3,790
Reactive Maintenance					553						317	342	367	392
River Channel Maintenance					4,109						2,475	2,670	2,865	3,060
Routine Condition Assessments and Monitoring					1,093						190	205	220	235
Risk Management (Ongoing Performance and Risk Assessments)					166				298		317	342	367	392
Flood Preparedness and Response Plan	81			86			92				159	171	184	196
Designation / Bylaw Renewal			212							242	254	274	294	314
Culvert Renewal Programme					1,106						635	685	735	785
Crest Levelling Programme						451					317	342	367	392
Contact Energy Consent Renewal												41		
Projects														
Fish Passage Adaptation					553									
Puerua Outfall Tactical Maintenance		307												
Public Safety Assessment	10													
Pump Station Weed Management - Research and Development		156												
Balclutha Township Relief Well Replacements			262			279			297				1102	
Pump Station Communications Upgrade		257												
Puerua Outfalls Culvert (Training Line) Adaptation	C		1,490											
Lake Tuakitoto / Robson Lagoon Trail Reinstatement		104												
Lower Clutha Drain 222 Bridge Improvements		615												
Lower Clutha Drainage Model Build	100													
Provision for Floodbank Track Development Contribution						684								
Scheme Performance and Risk Assessments		410												
Scheme Impacts and Options			267											
Managed Relocation of Infrastructure							4,130				6,346	6,846	7,346	7,846
Clutha Delta Split Lagoon Enhancement: Feasibility	203													
Clutha Delta Split Lagoon Enhancement: Construction			E	1,088										
Floodbank realignment: Feasibility	101													
Floodbank realignment: Construction			F	1,670										
Pump Station Upgrades (Pumps)											6,981	9,584	10,284	8,631



NATURAL HAZARDS ADAPTATION PROGRAMME

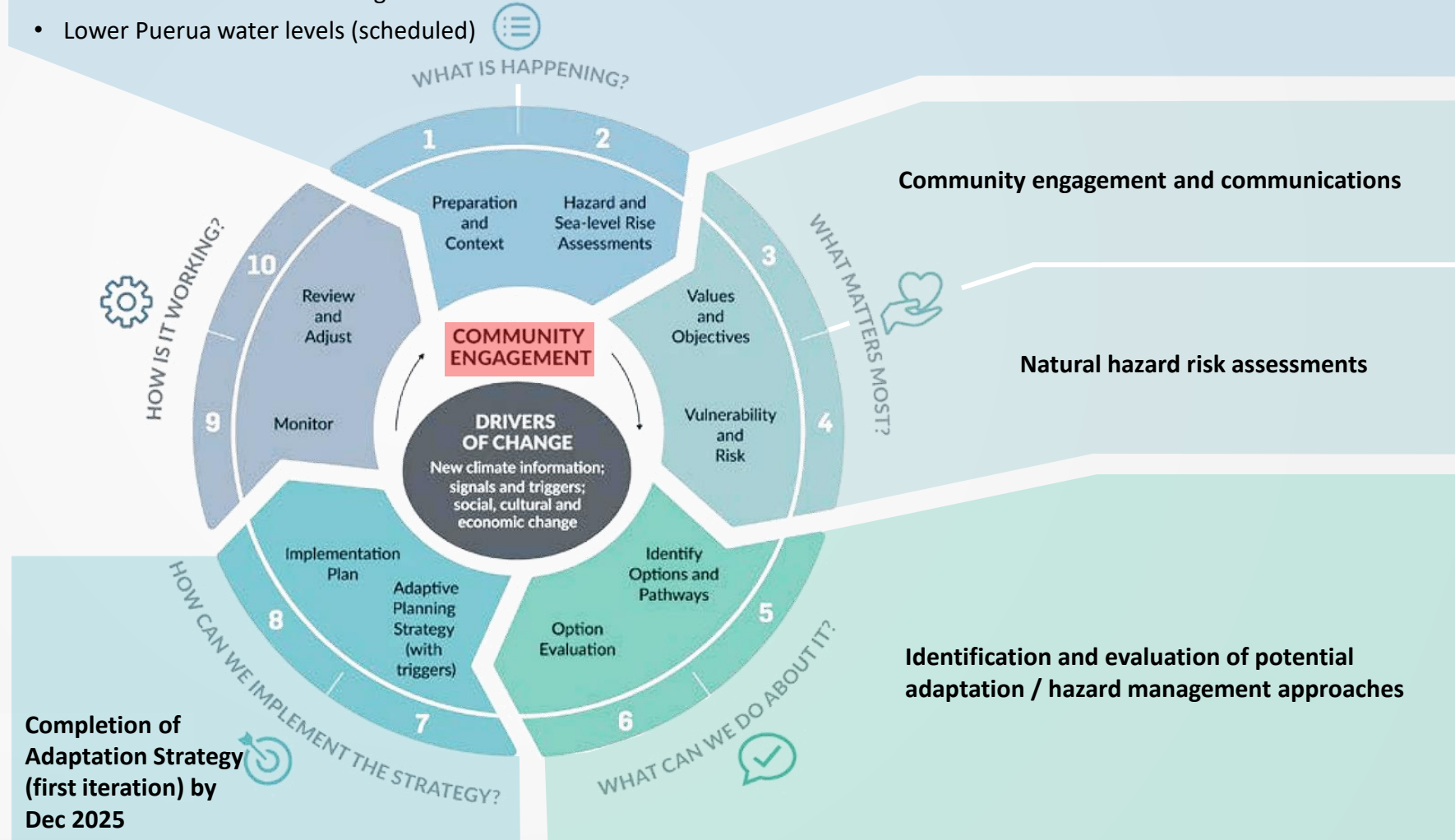
Natural hazards adaptation strategy aiming for completion by end of 2025

Adaptation for some natural hazards or geographic areas may require an accelerated timeframe

Adaptation programme to be integrated with a review of the ORC flood protection & drainage scheme

- Programme planning**
- Discussions with project partners**
- Data collection**
 - LiDAR and cross-section surveys, and aerial imagery
- Environmental monitoring network additions**
 - Groundwater level monitoring
 - Lower Puerua water levels (scheduled)

- Otago region climate change projections** (NIWA, Oct 2019) 53
- Coastal hazards investigations** (Jacobs, July 2021)
- Geological interpretation and dating of delta sediments** (GNS, Dec 2022)
- Liquefaction hazard assessments** (preparation stage in progress)
- Flood hazard assessment** (preparation stage in procurement)
- Coastal erosion and inundation assessments for Puerua/Koau** (scoping)



Remaining slides are hidden

9.3. Clutha Delta Natural Hazards Adaptation

Prepared for:	Safety and Resilience Committee
Report No.	OPS2341
Activity:	Governance Report
Author:	Tim van Woerden, Senior Natural Hazards Analyst Ann Conroy, Team Leader Natural Hazards Adaptation Jean-Luc Payan, Manager Natural Hazards
Endorsed by:	Gavin Palmer, General Manager Operations
Date:	9 November 2023

PURPOSE

- [1] To update Council on progress with the Clutha Delta natural hazards adaptation programme.

EXECUTIVE SUMMARY

- [2] The low-lying plains of the Clutha Delta are exposed to a range of coastal, fluvial, and seismic natural hazard risks.
- [3] Coastal hazard and flooding hazard risks are projected to be exacerbated by potential impacts of ongoing or projected geomorphic and climatic changes.
- [4] A strategic and holistic approach is needed to address these natural hazards issues in the longer term, which needs to also consider future climate change, landscape changes, and multiple and cascading natural hazards.
- [5] The Clutha Delta natural hazards programme is included in the 2021-2031 Long-Term Plan (LTP) and the 2023-2024 Annual Plan (AP) as a key Natural Hazards work activity. The AP specifies the project as 'Planning and strategy development for managing natural hazards risk for Lindsay Creek and Clutha Delta.'
- [6] The approach selected by Otago Regional Council (ORC) to develop a holistic, longer term natural hazards management plan is a method known as Dynamic Adaptive Pathways Planning (DAPP), which has been developed by the Ministry for the Environment as a blueprint for community-influenced decision making in areas affected by natural events and climate change. ORC is using the same approach for the Head of Lake Whakatipu Natural Hazards Adaptation Project.
- [7] The project area includes the communities of Balclutha, Kaitangata and Stirling, and performance of ORC's Lower Clutha Flood Protection and Drainage Scheme.
- [8] This report describes the programme background and approach in more detail and summarises the work which will be completed by ORC in order to develop, and in the future implement, an adaptation strategy to address natural hazards issues in the longer term.

RECOMMENDATION

That the Safety and Resilience Comm:

- 1) **Notes this report.**

BACKGROUND

Physical environment and natural hazard overview

- [9] The Clutha River/Mata-Au is the largest New Zealand river by catchment area and river flow volume. The catchment has an area of around 21,000 km², extending from the main divide of the Southern Alps in the sub-catchments which feed lakes Wanaka, Hawea and Whakatipu.
- [10] At the river's outfall to the Pacific Ocean, the Clutha River has deposited an extensive sequence of Quaternary sedimentary deposits which form the low-lying alluvial plains of the Clutha Delta. The delta is approximately 130 km² in size, surrounded by rolling hills to the north, east and west, and Molyneux Bay to the southeast.
- [11] The low-lying plains of the Clutha Delta have a complex natural hazard setting, being exposed to a range of coastal,¹ ² fluvial³ and seismic⁴ ⁵ natural hazards, with these hazards also expected to be exacerbated by potential impacts of ongoing or projected geomorphic and climatic changes.
- [12] The potential natural hazard impacts on the delta are influenced by the combination of the natural processes that have helped form the delta and the land uses that have developed since the mid-19th century.
- [13] Many centuries before European settlement, the mouth of the Mata-Au was home to southern Māori, populated with both permanent and temporary settlements located along the lower parts of the river.⁶ ⁷ The coastal areas at the river mouth offered a bounty of mahika kai, including kaimoana and sea fishing, harvesting of eels and other freshwater fish from the lagoons and river, and waterfowl and forest birds.⁸
- [14] Historical gold mining of alluvial gravels by sluicing and dredging caused introduction of significant volumes⁹ of additional sediments into the Clutha River system, increasing sediment supply by about 50% for a period of several decades. [2] This sediment input was estimated to have caused 3 metres of bed level aggradation in the upper reaches of the river and about one metre of aggradation in the lower reaches of the river system. [2]

¹ Jacobs (NZ) Ltd, 2021. *Molyneux Bay and Clutha Delta Morphology Investigation*. Prepared for Otago Regional Council.

² van Woerden T & Payan J, 2021. *Clutha Delta and Molyneux Bay coastal morphology and natural hazards*. Report to the ORC Data & Information Committee, 8 December 2021.

³ ORC, 2016. *Natural hazards on the Clutha Delta, Otago*.

⁴ Barrell DJA, 2019. *Assessment of liquefaction hazards in the Queenstown Lakes, Central Otago, Clutha and Waitaki districts of the Otago Region*. GNS Science Consultancy report 2018/67. Prepared for Otago Regional Council.

⁵ Barrell DJA, 2021. *General distribution and characteristics of active faults and folds in the Clutha and Dunedin City Districts, Otago*. GNS Science Consultancy report 2020/88. Prepared for Otago Regional Council.

⁶ ORC, 2016. *Natural hazards on the Clutha Delta*.

⁷ Aukaha. <https://aukaha.co.nz/discoverable-narratives/mata-au/>

⁸ Kai Tahu ki Otago Ltd, *Cultural impact assessment – Mata-au/Clutha catchment*.

⁹ It was estimated by the Rivers Commission (1920) that gold mining activities moved about 230M m³ of sediments, of which one third had remained within the river system, or had been transported out to sea.

- [15] The hydroelectric power dams on the Clutha River trap sediment and therefore have a significant effect on the amount of sediments moving down the river system into the lower parts of the catchment. NIWA (2000)¹ state that the construction of the Roxburgh (1956) and Clyde (1992) dams has reduced the sediment yield to the coast by 95%, compared to a natural regime. The presence of the dams been identified as a factor that contributes to channel stability problems in the lower alluvial reaches of the river due to factors such as reduced sediment input and an unnatural flow regime.
- [16] Human intervention such as vegetation clearance and drainage works have significantly modified the Clutha Delta environment from the early-mid 1800s, when the delta was described² as being covered in covered in dense swamp vegetation, such as flax and rush, with narrow strips of forest and scrub on the margins of the Clutha River/Mata-au. The river channels and river mouths positions are now largely fixed in place, where previously they had been allowed to move across the delta and at the coastal interface.
- [17] These natural hazards, alone and in combination, have the potential to significantly impact the delta area, including the communities of Balclutha, Kaitangata, Stirling and wider rural areas. These impacts could affect the health and wellbeing of residents, critical infrastructure including Lower Clutha Flood Protection and Drainage Scheme, and sustainability of land use and economic activities.
- [18] Land use on the delta includes rural, residential, commercial and industrial activities. The predominant land use is agriculture, on highly productive land with fertile soils providing ideal conditions for pasture growth.
- [19] Balclutha township is the largest settlement in the Clutha District, with a population of approximately 4,000, and is the main service centre for the south Otago area. The main areas of industry are located on the periphery of the Balclutha settlement and provide a major source of employment within the area. These industrial areas include the Silver Ferns Farm Meat Processing Plant at Finegand, the Fonterra cheese factory at Stirling, and the Kaitangata coal mining facilities.
- [20] Paragraphs 21-57 summarise the natural hazards context for the Clutha Delta and recent natural hazards activities completed.

Flooding

- [21] Flooding is the most recognised and most frequent natural hazard on the delta, with potential for extensive flooding across the entire delta area (Figure 2).
- [22] The three largest recorded flooding events in the delta area have been those of January 1878 (5,600 cumecs river flow at Balclutha), October 1978 (4,580 cumecs, Figure 4), and November 1999 (4,160 cumecs)(Figure 1).
- [23] Clutha River flood peaks at Balclutha may remain at elevated levels for long durations. For example, in the November 1999 flood event the Clutha River remained at flows greater than 3,000 cumecs for a period of about 60 hours.

¹ NIWA, 2000. *Clutha River sediment budget*. Prepared for Contact Energy Ltd.

² Department of Scientific and Industrial Research (DSIR), 1957. *Soils of the Lower Clutha Plains*.

- [24] Heavy rainfall in the headwaters of the Kawarau and upper Clutha catchments can contribute to flooding in the Clutha Delta area. There is a travel time of approximately 36 hours for high outflows from the upper catchment lakes (Whakatipu, Wanaka, Hawea) to reach the lower parts of Clutha River system.
- [25] ORC owns and manages the Lower Clutha Flood Protection and Drainage Scheme (LCFPDS) on the Clutha Delta. The scheme provides flood management benefit for Balclutha township, Kaitangata, and the wider rural areas of the delta, with the highest levels of protection for the Balclutha area (Figure 2).
- [26] The Scheme comprises 110.9 km of flood banks and associated structures located on the Clutha delta around and downstream of Balclutha, most of the current scheme was constructed between 1957 and 1991.
- [27] Much of the Balclutha CBD and residential areas are developed on low-lying floodplain areas which are consequently flood-prone (Figure 6). Located within a bend in the river, these lower parts of the township are reliant on flood protection from flood banks infrastructure to the north, east and south. Locally sourced flooding from Hospital Creek may also contribute to flooding in the township (e.g., Figure 4).
- [28] There is a relatively high residual flood risk to Balclutha, as in a larger magnitude super-design event or a structural failure of flood banks, the flooding consequences are potentially very severe. The flood bank structures at Balclutha are up to about 3-4 metres in height above the floodplain and township area (e.g., Figures 5, 6). A previous flood hazard assessment¹ concluded that, *“A piping failure of the stop bank on the North side of Balclutha township would be catastrophic and cause great loss of life if the township were not evacuated.”*
- [29] Recent analysis by ORC has estimated that approximately 1,950 people and 2,400 buildings are exposed to a potential flooding hazard in the wider Clutha Delta area, including about 1,300 people exposed in Balclutha township.
- [30] Key assets within the Balclutha area receiving flood protection include the township’s central business district, the healthcare centre, fire and ambulance stations, supermarkets, several schools, and the recently opened Clutha District War Memorial and Community Centre - Te Pou ō Mata-Au. The Silver Ferns Farm Meat Processing Plant at Finegand and the CDC wastewater treatment plants at Balclutha and Kaitangata are also located within flood-prone areas receiving flood protection.
- [31] Climate change in the Clutha catchment is projected to cause increases in precipitation variables (e.g., annual mean rainfall, Figure 5), and therefore an increase in flooding hazard for the Clutha River system, including the Clutha Delta.

¹ NIWA, 2005. *Clutha Delta flood hazard study*. Prepared for Otago Regional Council.

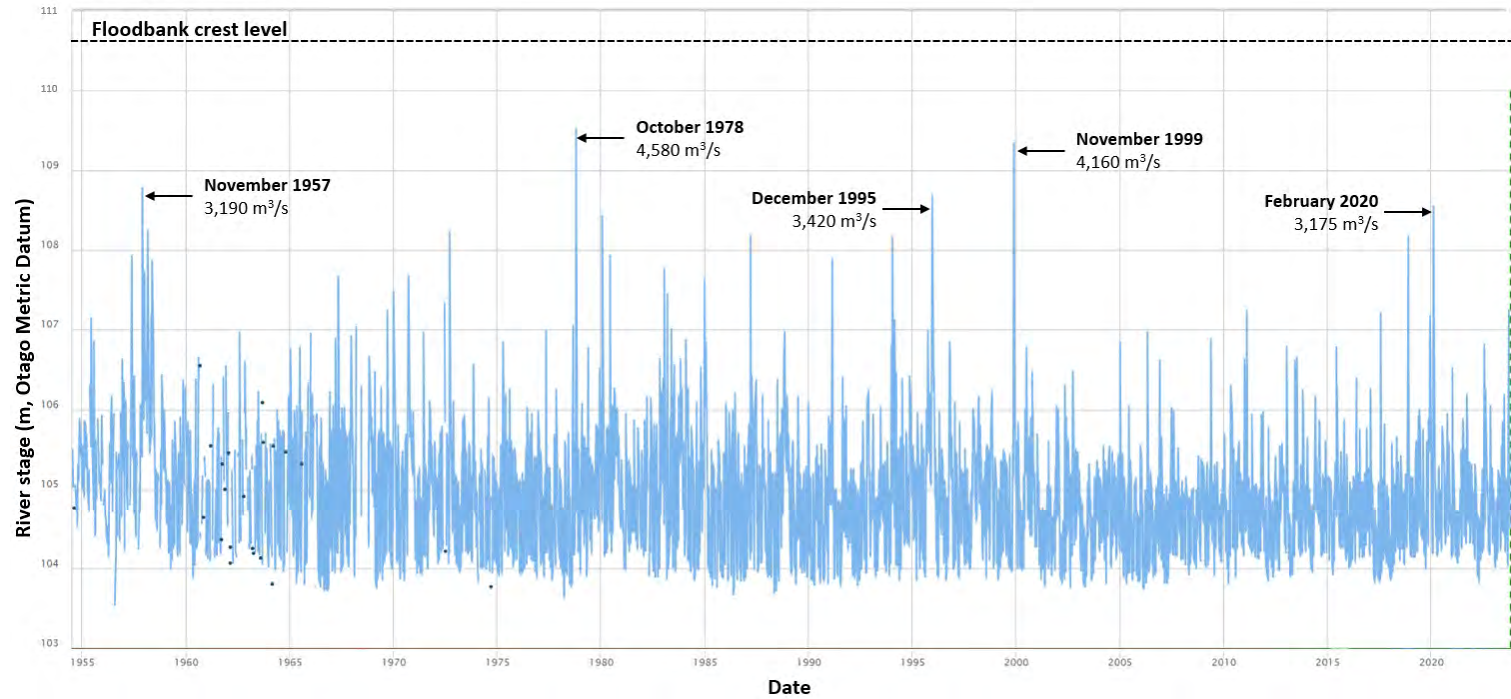


Figure 1: River stage height for the Clutha River at Balclutha, for the 69 years from July 1954 to October 2023. The five highest river flows within this time period are labelled, all of which are >3,000 cumecs. River flows of greater than 3,000 cumecs were also estimated or recorded in July 1866 (3,700 m³/s), September 1878 (5,600 m³/s), May 1917 (3,350 m³/s) and January 1919 (3,950 m³/s). The flood bank crest level indicated is for the Balclutha flood bank at the same chainage as the flow monitoring station (ORC cross section C3).

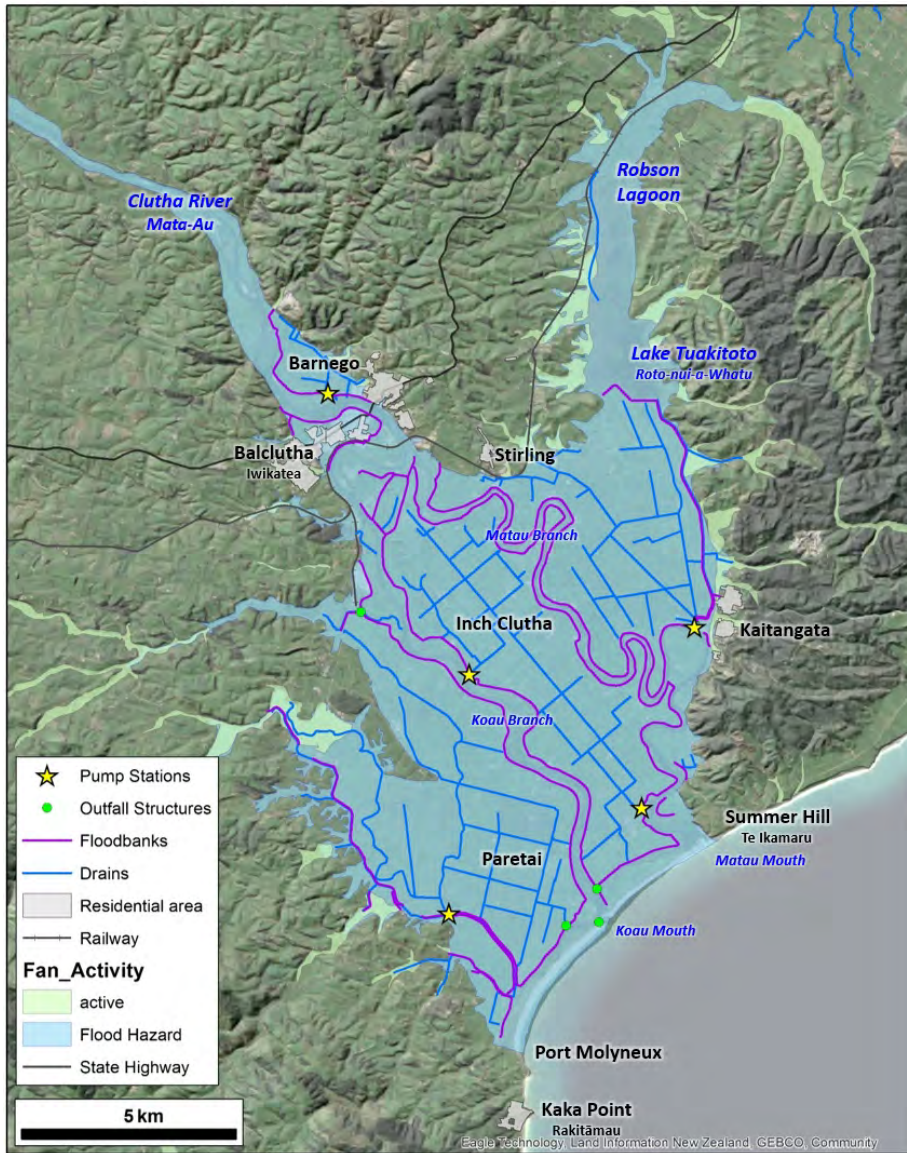


Figure 2: Mapped flooding hazards in the Clutha Delta area. ORC flood protection scheme infrastructure is shown (flood banks, drains and pump stations).

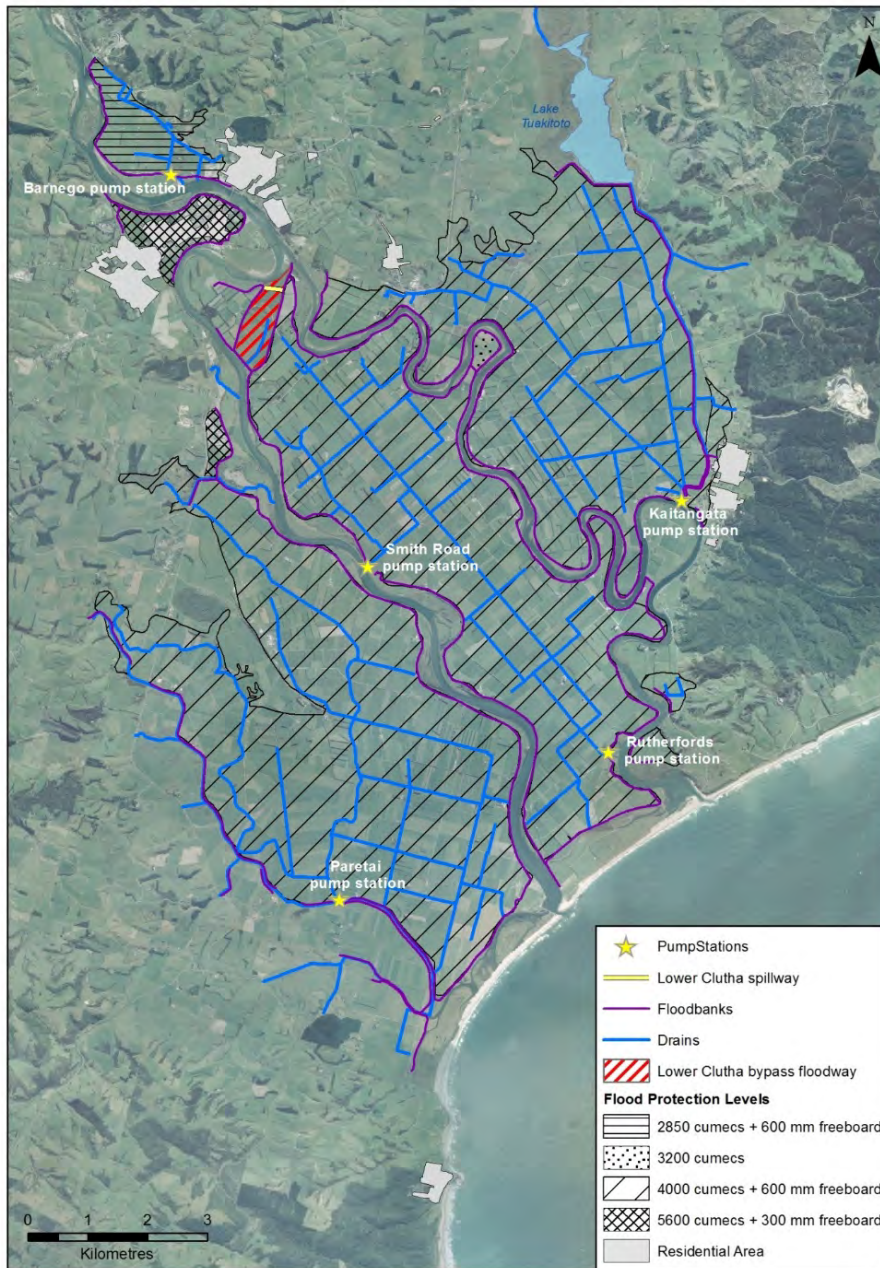


Figure 3: Lower Clutha Flood Protection and Drainage Scheme, showing the design flood protection levels for the scheme area.



Figure 4: Flooding in Balclutha during the October 1978 flood event (estimated peak flow of 4,580 m³/s at Balclutha). Upper photo is looking southwards towards the coast, lower photo is looking north (upriver). Note ponding behind the flood bank in the southern part of the township, and ponding to the northeast from Hospital Creek and/or rainfall accumulation.



Figure 5: Example of ORC flood banks in the Balclutha township area, showing the scale of these flood protection structures. This location is upstream of the SH1 bridge.

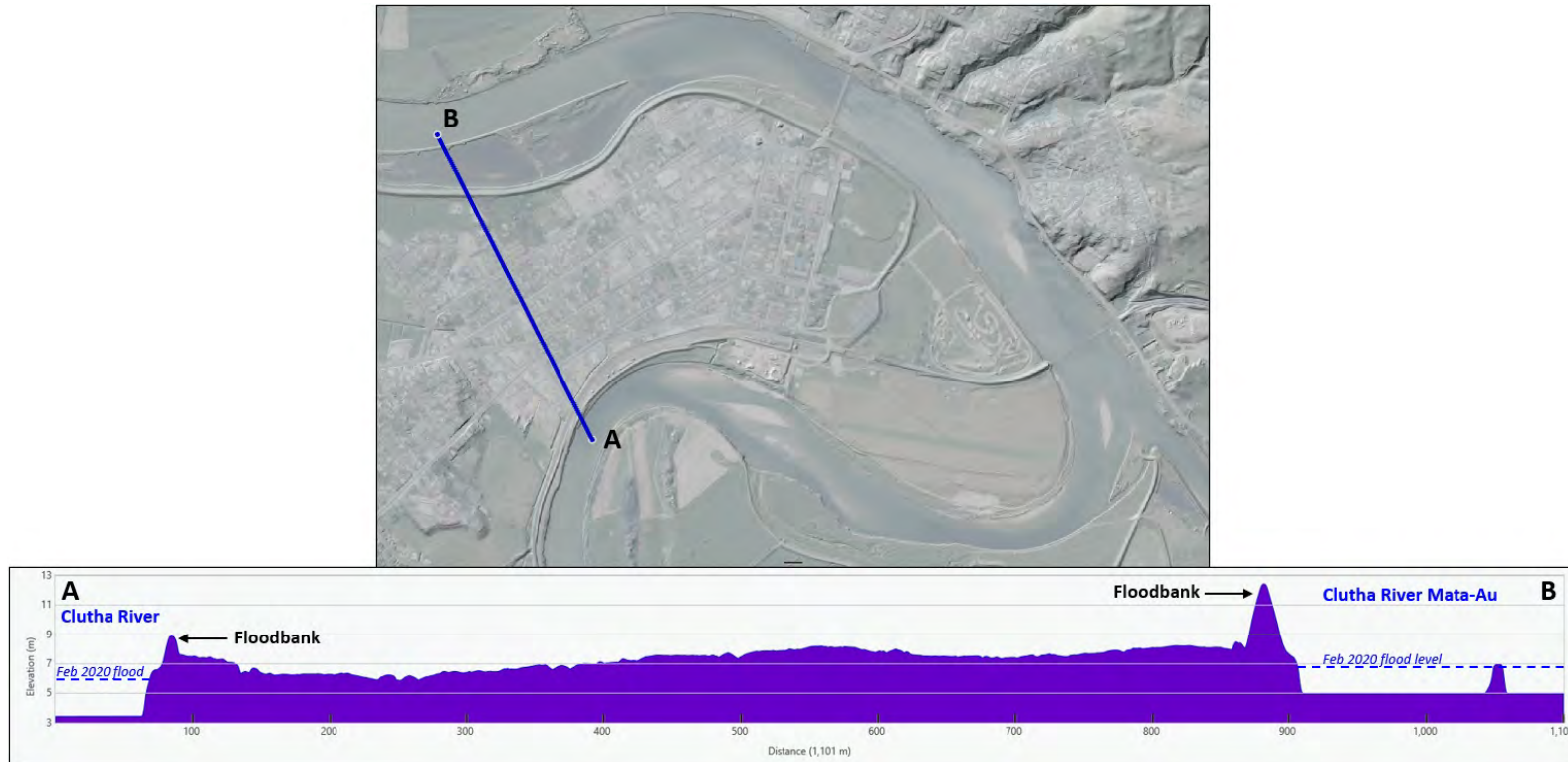


Figure 6: LiDAR-derived transect across Balclutha township, showing ground elevations relative to river levels and flood bank locations. At this location, the crest of the northern flood bank structure has a height of about four metres above the floodplain and township area. Elevations are in terms of NZVD2016 vertical datum. The approximate floodwater levels for the February 2020 flooding event (3,175 m³/s) are shown, based on surveyed elevation of flood debris following the event.

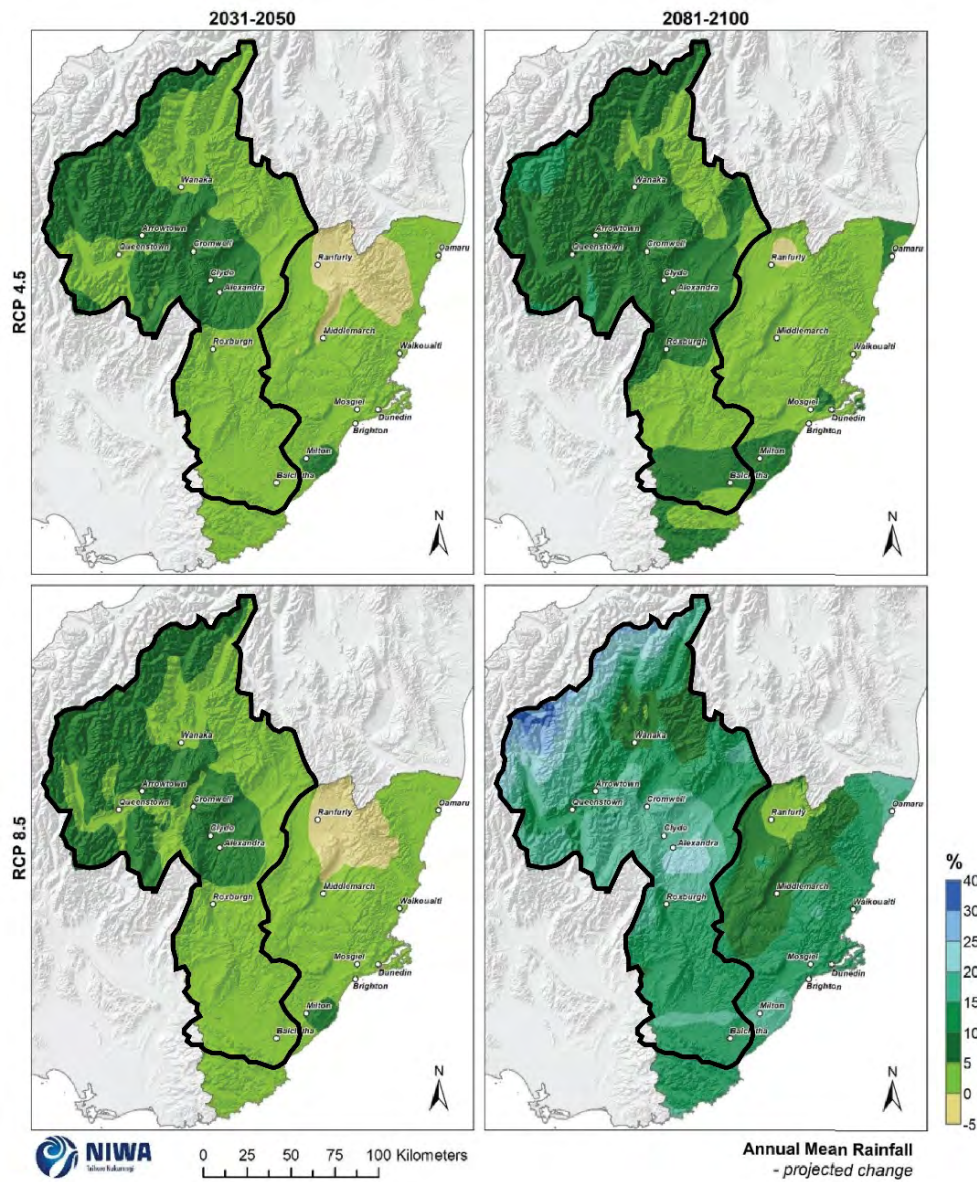


Figure 7: Projected annual mean rainfall changes by 2040 (panels on left) and 2090 (panels on right), under RCP4.5 (top panels) and RCP8.5 (bottom panels) scenarios. These images show percentage increases in annual mean rainfall relative to the 1986–2005 average, the Clutha catchment is outlined (modified from NIWA, 2019). □

Coastal hazards

- [32] The Clutha River/Mata-au reaches the Pacific Ocean at Molyneux Bay, a 7 km embayment extending from Summer Hill in the north to Port Molyneux in the south.
- [33] The delta shoreline has been formed and shaped over millennia by the dynamic interaction of coastal and fluvial processes, such as sediment movements, storm surges and wave action, and changes in mean sea level. These processes continue to shape the delta shoreline and contribute to the natural hazards which impact the coastal margin: coastal erosion and inundation from storm surge or tsunamis.

- [34] Shoreline retreat has been ongoing at the Clutha Delta shoreline for many decades, with coastal erosion of up to about 300 metres occurring since the mid-20th century.¹ Modelling of projected future shoreline positions² has estimated that the ‘most likely’ erosion scenario for the year 2070 is a shoreward retreat of about 330-570 m, with variation in projected shoreline position depending on assumptions regarding extrapolation of historical shoreline retreat rates, and sea level rise scenarios (Figure 10).
- [35] In 2022³ and 2023⁴ there were notable erosion damages to the ORC training line structure and outfall culverts at the Clutha River’s Koau mouth (Figures 8, 9). ORC’s next investigations being completed to assess the impacts of this erosion event, and to inform future decision-making, are summarised in the Next Steps section and Appendix 1.
- [36] As shoreline retreat continues, erosion is projected to have increasing impacts on the performance of ORC’s coastal margin flood protection and drainage infrastructure, with potential consequences for land use, agriculture, and other infrastructure in the coastal margin area.
- [37] The low-lying coastal margins of the delta are vulnerable to inundation from storm surge or tsunami. ^{5 6 7} The natural dune system and the ORC coastal flood bank structures currently provide a buffer and protection from coastal inundation, however the vulnerability to these hazards is expected to increase as coastal erosion continues and as sea levels rise in the future.



¹ Based on the analysis of historical shoreline positions (1946-2020) by Jacobs (NZ) Ltd, 2021.

² Jacobs (NZ) Ltd, 2021. *Molyneux Bay and Clutha Delta Morphology Investigation*. Prepared for Otago Regional Council.

³ Jacobs (NZ) Ltd, 2023. *Clutha River Mouth Optioneering Assessment*. Prepared for Otago Regional Council.

⁴ Paterson B & Mifflin M, 2023. *Programme Update; Climate Resilience, Flood repairs and Projects*. Report OPS2324 to the Otago Regional Council Safety and resilience Committee, 10 August 2023.

⁵ Jacobs (NZ) Ltd, 2021. *Molyneux Bay and Clutha Delta Morphology Investigation*. Prepared for Otago Regional Council.

⁶ NIWA, 2007. *Otago region hazards management investigation: tsunami modelling study*. Prepared for Otago Regional Council.

⁷ ORC, 2012. *Community vulnerability to elevated sea level and coastal tsunami events in Otago*.

Figure 8: Erosion damages to the northern (Clutha River) side of the Koau mouth training line structure (March 2022). In the course of undertaking repairs the labelled culvert collapsed, leaving four remaining operational culverts through the training line structure.



Figure 9: Erosion damages to the southern (Puerua River) side of the Koau mouth training line structure (June 2023).

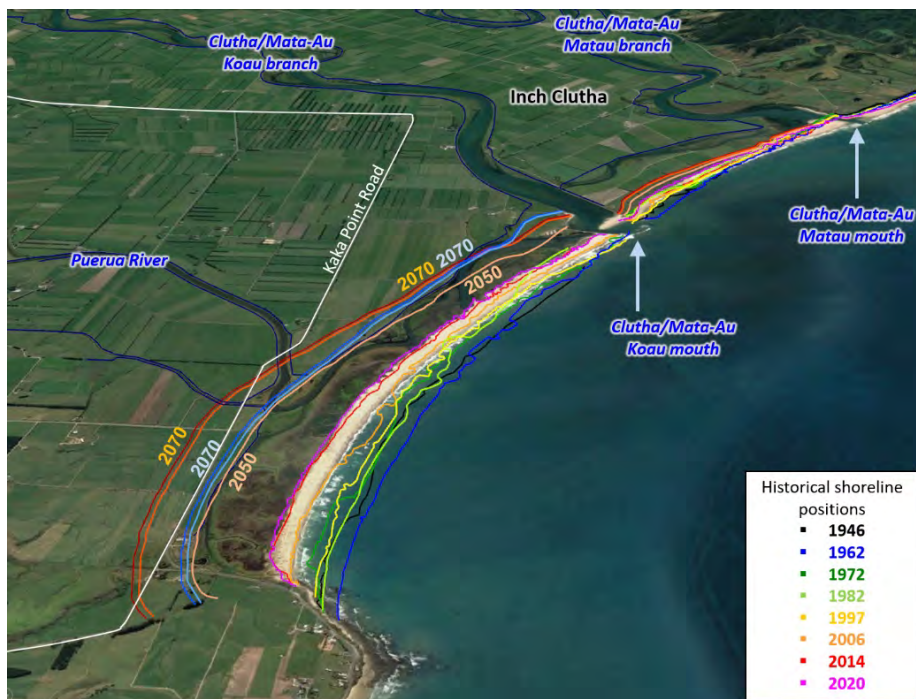


Figure 10: Molyneux Bay and the lower Clutha Delta annotated with historical shoreline positions (1946-2020), and projected future shoreline positions for 2050 (30-year) and 2070 (50-year) timeframes. Only the 'most likely' (P50) projected future shorelines are shown, with variation in 2070

projections dependent on assumptions regarding extrapolation of historical shoreline retreat rates and sea level rise scenarios (background image: Google Earth, dated March 2016).

Sea level rise

- [38] The current sea level rise projections for New Zealand are shown in Figure 11. There is a projected increase of up to about 1 metre of sea level rise by 2100 in the highest scenario (SSP5-8.5 H).
- [39] Where groundwater is hydraulically linked to the ocean, a rise in sea level will cause a corresponding rise in groundwater levels, although the magnitude of rise in groundwater levels will also depend on local influences such as the performance of any drainage infrastructure.
- [40] Much of the lower Clutha Delta is low-lying and at elevations near to sea level (Figure 12) and maintained dry through the extensive drainage and pumping infrastructure of the LCFPDS. An area of approximately 45 km² is within 1 metre elevation of sea level.
- [41] Sea level rise will impact on the efficiency of the ORC drainage scheme as sea levels and associated groundwater levels rise in relation to the land which the drains, outfall structures and pump stations are designed to protect from flooding. The lower lying parts of the delta could in future require continuous pumping in order to remain dry. This would increase the criticality of the pump station and drainage network and increase the dependency on the power supply network.

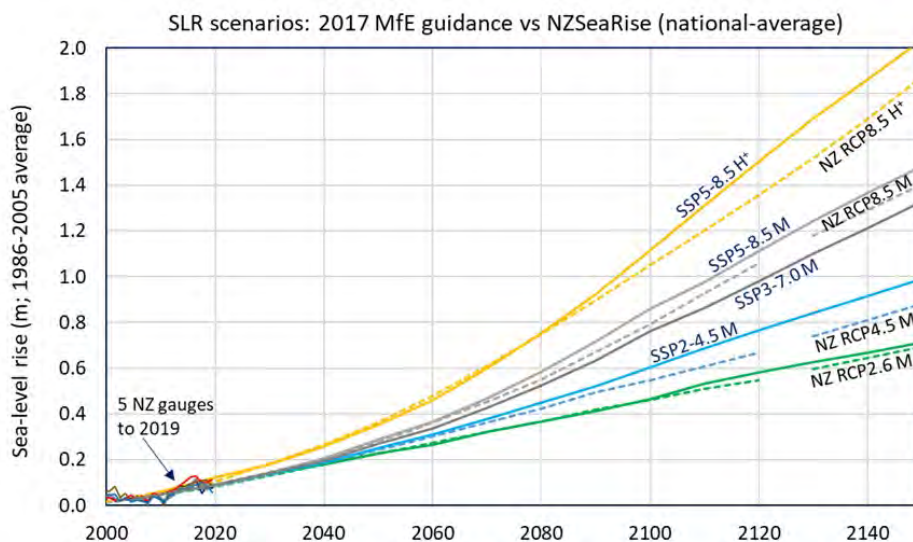


Figure 11: Sea level rise guidance from MfE (2022) for a range of climate change scenarios. Changes are shown relative to a common zero baseline period (1986-2005). Solid lines represent the most recent projections (2022), dashed lines are from the earlier (2017) guidance.

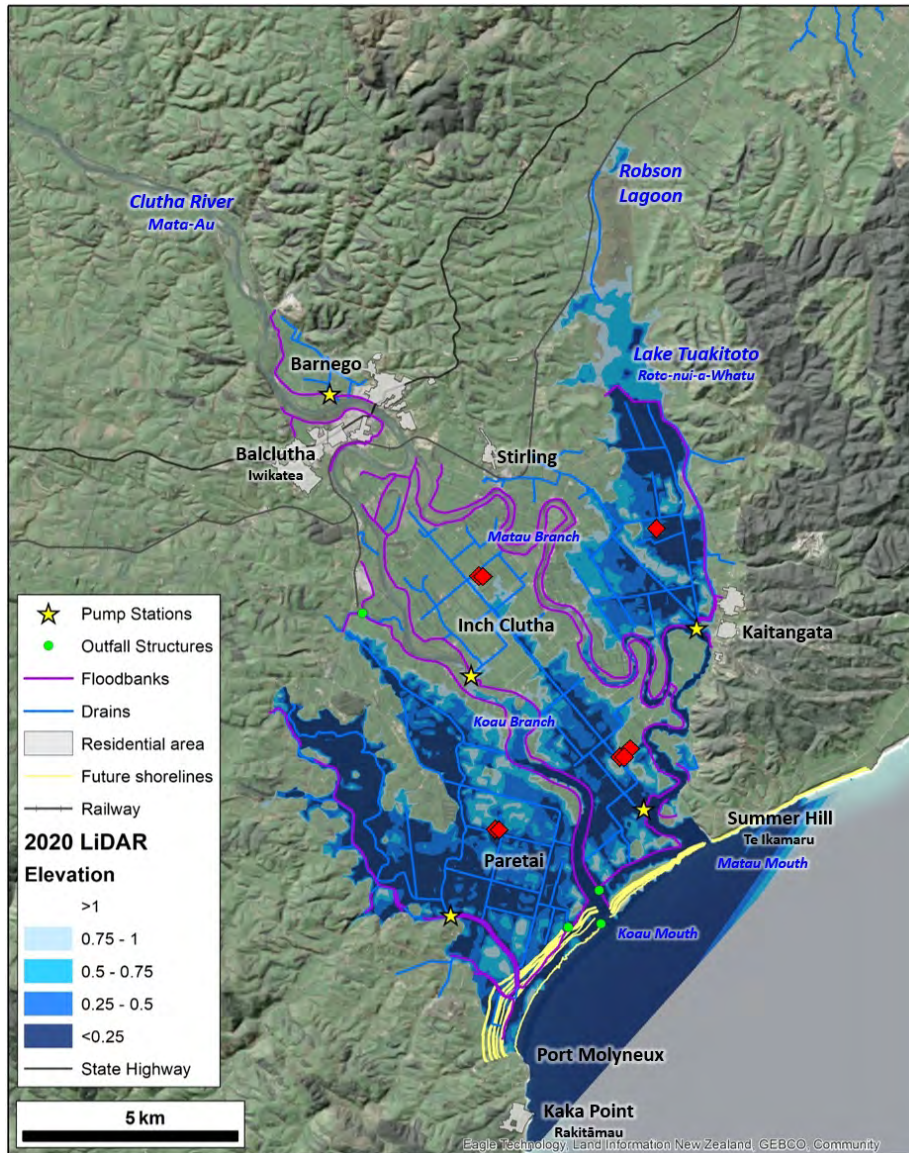


Figure 12: The Clutha Delta showing areas within 1 metre of sea level shaded blue. The bores in ORC’s groundwater level monitoring network are indicated by red diamonds.

Seismic hazards

- [42] The Clutha Delta area is exposed to a wide range of potential seismic hazards: ground shaking, surface rupture, liquefaction and lateral spreading and seismically triggered landslides.
- [43] Because the delta comprises geologically young, saturated poorly consolidated fine-grained sediments,¹ the area has a relatively high potential for the occurrence of liquefaction and lateral spreading triggered by major earthquake shaking.²

¹ Barrell DJA & Crundwell MP, 2022. *Radiocarbon dating and geological assessment of sediments associated with the Clutha River delta, South Otago*. GNS Science Consultancy Report 2022/108, prepared for ORC.

- [44] Ground shaking, liquefaction and lateral spreading would be of particular concern for delta area due to the potential cascading impacts likely to exacerbate flooding hazards. For example, through damages to flood banks or pump station infrastructure, or through inducing widespread ground subsidence. Lateral spreading of open drains would impact on land drainage functionality which, as noted above, is likely to become more critical over time.
- [45] A previous assessment¹ concluded that *“extensive liquefaction and associated ground surface damage is expected to occur where liquefaction susceptible soils are present, as a result of earthquakes with a return period of 500 years or more on both the Taieri Plains and Clutha Delta.”*
- [46] With sufficient ground shaking, the five ORC pump stations in the Clutha Delta scheme *“would likely be rendered inoperable for a prolonged period of time as none of the stations was expressly designed to withstand significant ground shaking.”* ²

² Barrell DJA, 2019. *Assessment of liquefaction hazards in the Queenstown Lakes, Central Otago, Clutha and Waitaki districts of the Otago Region*. GNS Science Consultancy report 2018/67. Prepared for Otago Regional Council.

¹ Tonkin + Taylor, 2018. *Floodbank Condition and Structural Integrity Assessment*. Prepared for Otago Regional Council.

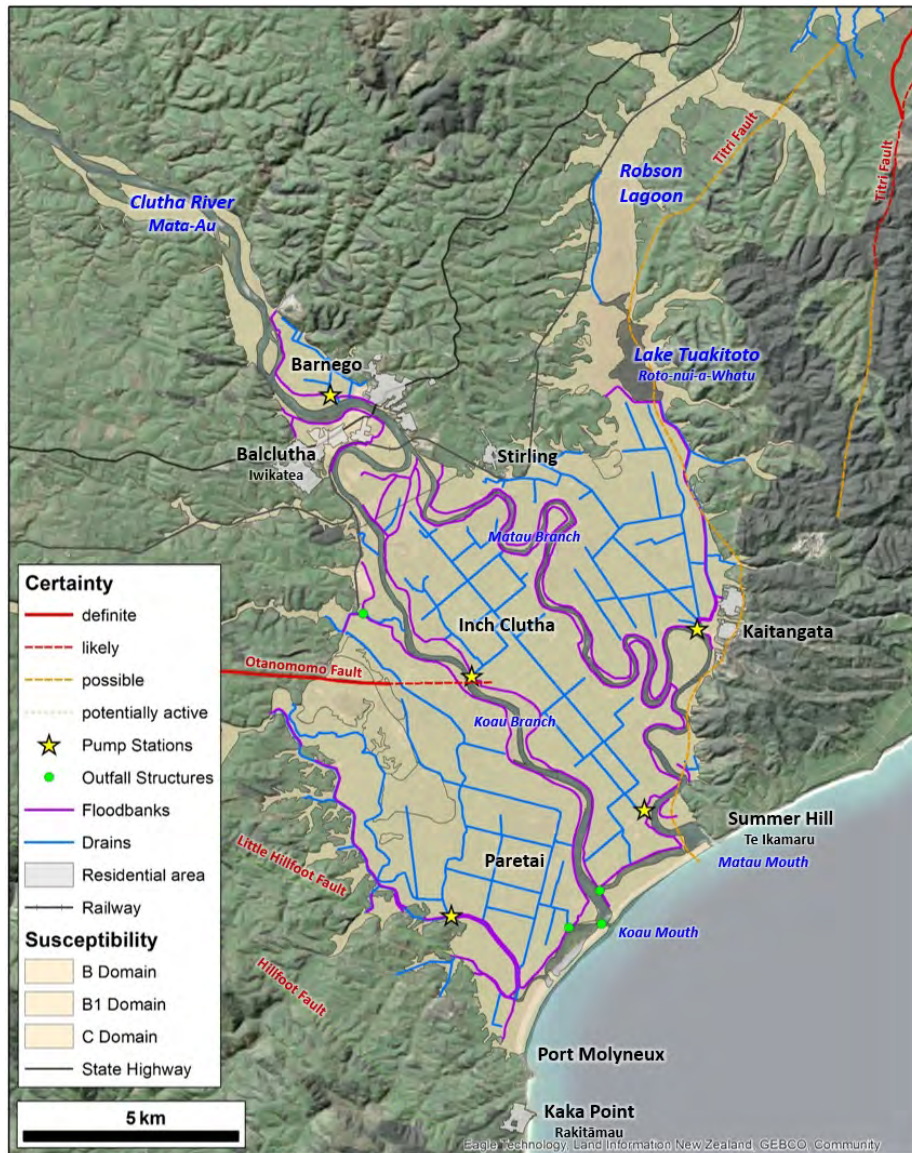


Figure 13: Mapped active faults and liquefaction hazards in the Clutha Delta area. Areas categorised as Domain B, B1 or C correspond to the liquefaction vulnerability category¹ ‘Liquefaction damage is possible’. ORC flood protection scheme infrastructure is shown (flood banks, drains and pump stations).

Recent natural hazards assessments

[47] Since 2020, a number of new natural hazards assessments have been completed in the Clutha Delta area, these are summarised in paragraphs 36-45.

[48] LiDAR-derived topography was acquired for the delta in 2020 and 2021. High-resolution aerial imagery has been captured for the delta in January 2020, and again in February 2020 during high-flow conditions. Cross-section surveys were acquired for nine sections in the Balclutha area in May 2023.

¹ Categorised using the national guidance for liquefaction-prone land (MBIE & MfE, 2017. *Planning and Engineering Guidance for Potentially Liquefaction-prone Land*. New Zealand Ministry of Business, Innovation and Employment, Building System Performance Branch).

- [49] An assessment of coastal hazards on the Clutha Delta/Molyneux Bay coastline, including coastal erosion and storm surge, was completed in 2021. ² A follow-up coastal hazards study, completed in early 2023,¹ has assessed in more detail the management of coastal erosion impacts at the Koau Mouth training line and Puerua River outfall culverts.
- [50] A groundwater monitoring network has been implemented to provide baseline information on groundwater level and characteristics. This network comprises 8 groundwater level monitoring bores and piezometers at locations across the Clutha Delta; at Paretai, Inch Clutha, and Kaitangata (Figure 12). These are five shallow (~6 m depth), and three deeper (35-40 m depth) boreholes, all of which have groundwater level loggers installed. Two coastal bores also have conductivity sensors installed.
- [51] This monitoring is the first continuous monitoring of groundwater levels in the Clutha Delta area, and will allow for better understanding of groundwater levels, temporal and spatial fluctuations, and influences on these fluctuations. Obtaining this baseline groundwater data and increased understanding is a key first step towards developing a simple groundwater model and interpretations which can be integrated into other assessments such as flood modelling or evaluations of the LCFPDS performance.
- [52] Groundwater levels have been recorded at these monitoring sites since August 2022. Although this is a relatively short-duration dataset, the monitoring data is valuable to give an indication of the typical range in groundwater levels and their depths below surface. Data plots for these groundwater monitoring bores are shown as Figure 14.
- [53] These figures show that groundwater levels are relatively shallow, and in some monitoring locations (e.g., Paretai, Kaitangata) can be within ~1 metre of the ground surface. These bores are located within areas of pumped drainage, so groundwater levels are lower than they would be if land drainage was through gravitational processes only.
- [54] Groundwater levels show a clear response to rainfall, for example the events in early October 2022, mid-May 2023 and late June 2023. The groundwater levels over January-March 2023 were relatively low at all monitoring sites, a response to very low summer rainfall totals.
- [55] Vertical land movement is a factor which influences the relative level of sea level rise. If land in coastal areas is subsiding, then this will then exacerbate the rate of sea-level rise. The NZSeaRise project² has used analysis of satellite radar and GNSS/GPS data to estimate the rates of vertical land movement around the country. For the Clutha Delta area, this analysis interprets the delta coastline to be subsiding by ~0.3 - ~1.6 mm per year.
- [56] GNS Science³ have carried out assessments of sediments from Clutha Delta drill cores, including radiocarbon dating of seven samples of organic material. The dated samples

¹ Jacobs (NZ) Ltd, 2023. *Clutha River Mouth Optioneering Assessment*. Prepared for Otago Regional Council.

² <https://www.searise.nz/>

³ Barrell DJA & Crundwell MP, 2022. *Radiocarbon dating and geological assessment of sediments associated with the Clutha River delta, South Otago*. GNS Science Consultancy Report 2022/108, prepared for ORC.

have consistent relationships between depth and age and provide insights into the recent geological evolution of the delta area, and evidence for long-term rates of vertical land movements over geological timescales.

- [57] The geological evidence indicates negligible rates of net long-term vertical land movement at the delta, in the range of -1.0 to +0.3 mm per year over the past ~7,500 years. At most, this rate of vertical land movement would amount to about 0.12 m of downwards land movement by the year 2100, smaller than the projected rise in sea level over the same time period (e.g., Figure 11).

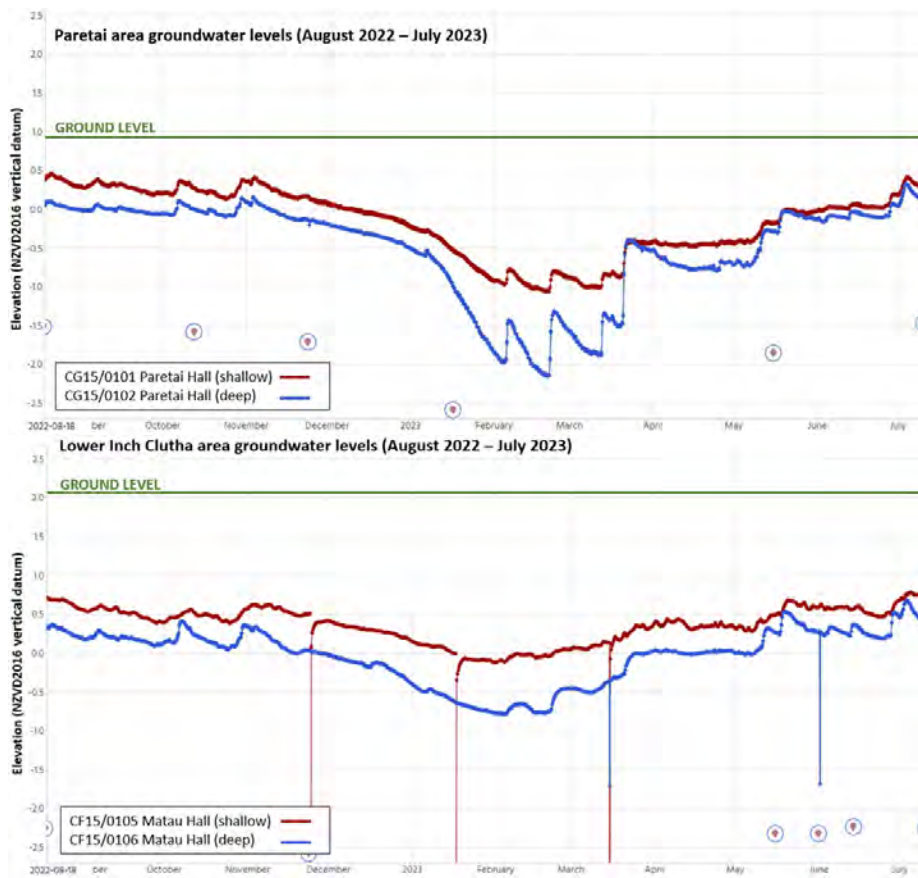




Figure 14: Groundwater level data from the lower Clutha Delta at Paretai, Inch Clutha and Kaitangata (August 2022 to July 2023), all levels are relative to NZVD2016 vertical datum. Bore locations are shown in Figure 12. These bores are all located within pumped drainage areas, so groundwater levels are lower than they would be if drainage was through gravitational processes only. Sharp downward dips in some plots are due to the taking of water samples in wells with a low yield.

Natural hazard adaptation

- [58] The natural hazards issues on the Clutha Delta are challenging to manage, due to the complex inter-relationships between natural hazards and environmental processes, land use and infrastructure.
- [59] Adaptation decision-making may be required in relatively short timeframes, for example in the Koau mouth area where coastal erosion is already having an impact on the performance of ORC's river mouth and drainage infrastructure.
- [60] Although there is uncertainty in the rates of change (and therefore the timing of impacts), climate change, sea level rise and shoreline retreat are expected to have inevitable and increasing impacts on the lower delta area.
- [61] A strategic and holistic adaptation approach is needed to address these natural hazards issues in the longer term, which needs to also consider future climate change, landscape changes, and multiple and cascading natural hazards.
- [62] The Clutha Delta programme area of interest is shown as Figure 18, this extent is based on the catchment area for the Clutha Delta area.
- [63] The approach selected by Otago Regional Council (ORC) to develop a holistic, longer term natural hazards management plan is a method known as Dynamic Adaptive Pathways Planning (DAPP) or 'Adaptation Pathways,' which has been developed by the Ministry for the Environment¹ as a blueprint for community-influenced decision making in areas affected by natural events and climate change. This adaptation approach is often shown as a circular 10-step decision cycle (Figure 15) and can also be simplified as the sequence of five phases shown in Figure 16. A conceptual outline of the adaptation pathways decision-making process is included as Figure 17.
- [64] ORC is already using this approach in natural hazards adaptation planning for the South Dunedin Futures and the Head of Lake Whakatipu work programmes. We will draw on our experience in those programmes, as well as other national and international guidance, as programme design is refined for the Clutha Delta adaptation programme.
- [65] It is very important that this strategic adaptation approach is developed collaboratively with the local community and other project stakeholders and partners, and that their values, views and knowledge are incorporated into this planning.

¹ Ministry for the Environment, 2017. Coastal Hazards and Climate Change: Guidance for local government.

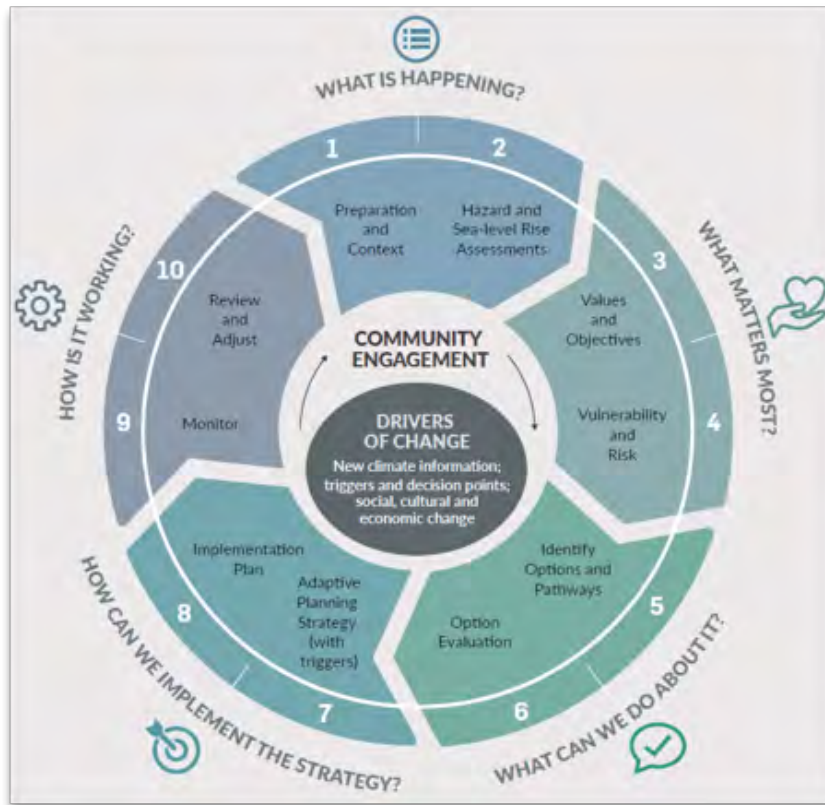


Figure 15: The 10-step decision cycle framework of the Dynamic Adaptive Pathways Planning (DAPP) approach (MfE 2017).



Figure 16: A simplified sequence of activities making up the Adaptation Pathways (DAPP) cycle.

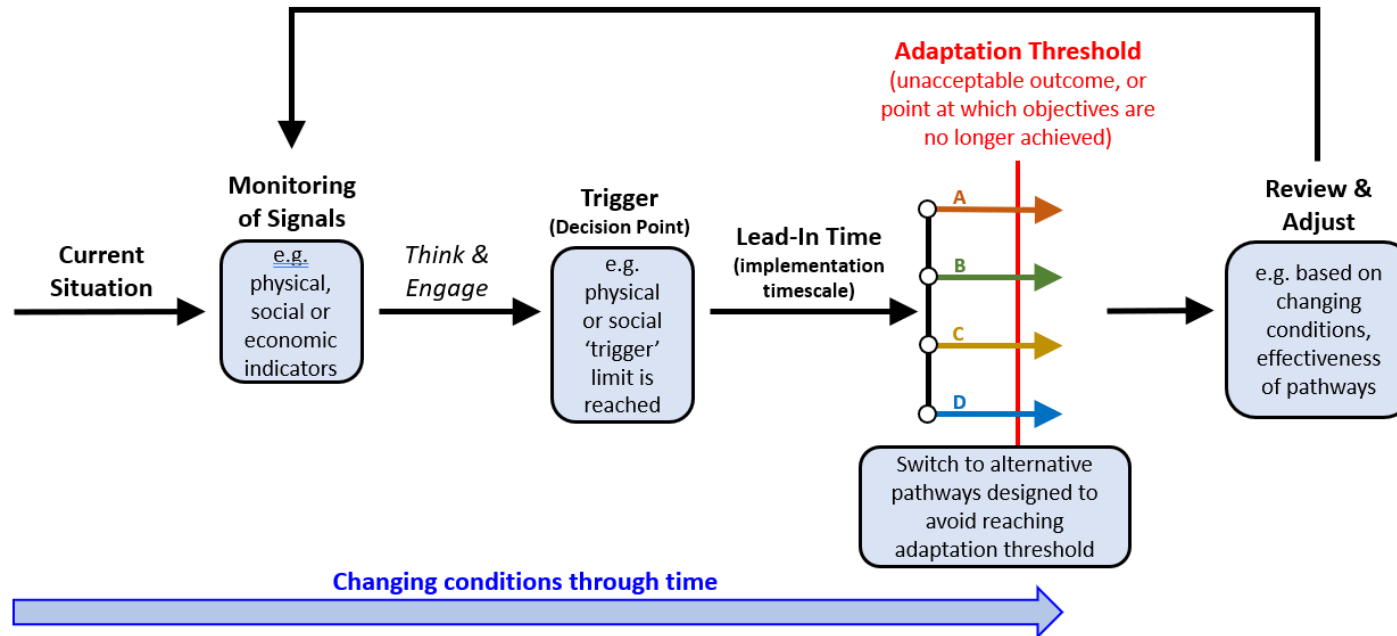


Figure 17: Conceptual outline of the adaptation pathways decision-making process. □

[66] At this stage, it is expected there will be at least five key areas of natural hazards focus for the programme (Table 1).

Table 1: Key areas of natural hazards focus for the Clutha Delta natural hazards adaptation work programme.

1.	Balclutha township flooding risks, safety and resilience.
2.	Flooding risk to the wider delta area, including Stirling, Kaitangata and other rural communities (e.g., Paretai, Inch Clutha).
3.	Rising groundwater levels and agricultural sustainability.
4.	Management of the coastal interface and coastal infrastructure and land use.
5.	Seismic hazards, particularly liquefaction or lateral spreading

The work programme is currently in the first phase (*“what is happening?”*), and we are scoping or in the early stages of investigations to increase our understanding of the key natural hazards on the delta. The new investigations underway or planned for flooding, coastal hazards and liquefaction hazard are described in the Next Steps section of this paper.

[67] The first iteration of a natural hazards adaptation strategy for the Clutha Delta is proposed to be completed by the end of the 2025 calendar year. This strategy document will then be used to inform the next LTP cycle (2027-2037).

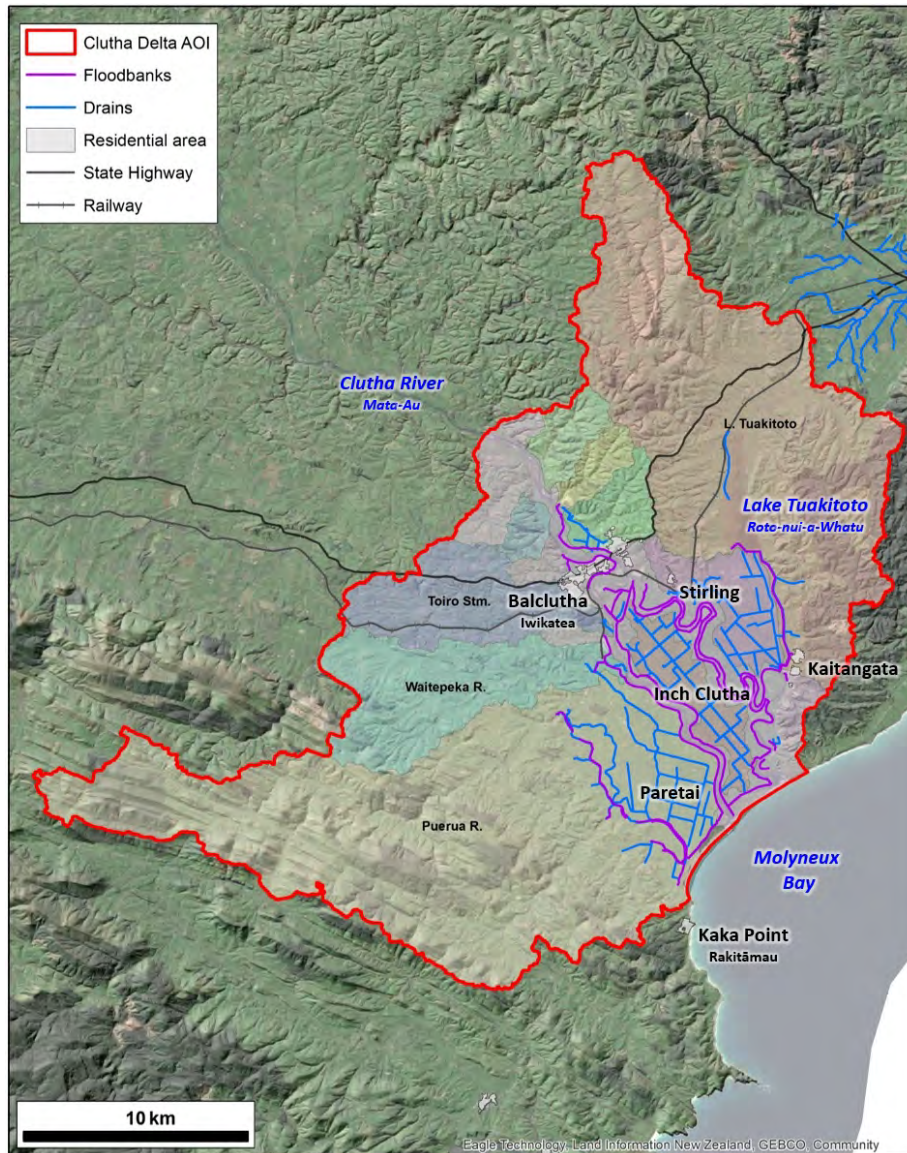


Figure 18: Clutha Delta adaptation proposed area of interest, key locations of interest, and LCFPDS infrastructure networks. The main Clutha Delta sub-catchments are labelled.

Engagement and stakeholders

- [68] It is very important that this strategic adaptation approach is developed collaboratively with the local community and other project partners and stakeholders, and that their values, views and knowledge are incorporated into this planning.
- [69] The proposed work programme will be discussed with potential programme partners (e.g., EMO, CDC, mana whenua) to understand how they wish to be involved in the programme, and then to decide the approach for delivery of the programme and the governance structure required.
- [70] It is critical to integrate Te Ao Māori, partnership with Māori and Te Tiriti into the programme. Initial conversations with mana whenua representatives through Aukaha Ltd will guide mana whenua participation in governance and management of the

programme and inform further work to accurately represent and integrate Te Ao Māori and mana whenua aspirations across different phases of the programme.

- [71] Collaboration with the Clutha District Council (CDC) will be a critical success factor for the programme. They will require input into programme development, and to have a clearly defined role and responsibilities within the programme. ORC's learning from establishment of our current collaborative adaptation work programmes²⁸ with district councils can help inform the most appropriate type of relationship. CDC staff were briefed on the work on 11 August 2023.
- [72] Similarly, community input and involvement will be critical, and will require comprehensive engagement activities to be carried out to ensure decisions accurately represent community views. ORC and CDC have agreed to develop a joint community engagement plan setting out the proposed communications and engagement activity.
- [73] Community stakeholders are expected to include;
- Balclutha, Kaitangata, Stirling communities
 - Farmers and landowners (within the ORC scheme)
 - Businesses and commercial operations
 - Recreational users
 - Critical infrastructure operators
- [74] Contact Energy Ltd (CEL) are another stakeholder in the adaptation programme as owner and operator of the hydropower dams at Roxburgh and Clyde and the conditions attached to the operating consents.

DISCUSSION

- [75] Development of a natural hazards adaptation strategy for the Clutha Delta area will include comprehensive natural hazards and risk assessments, and the identification and review of adaptation options and pathways approaches (e.g., the PARA framework; Protect, Accommodate, Retreat, Avoid).
- [76] Following completion of this project phase to identify and develop a strategy of preferred adaptation options and pathways approaches, the next phase will consist of planning towards implementation of those options and pathways.
- [77] Implementation of any larger-scale adaptation options will require significant investment in further investigations, for example these may include feasibility studies, cost-benefit analysis and business case development, investigations of potential funding options, and consideration of environmental, legal, technical, and planning factors.
- [78] Scoping for the scheme performance and risk assessments for the Lower Clutha FPD Scheme will commence early in 2024 and will be an important component of the natural hazards adaptation programme. This adaptation work programme and the scheme performance and risk assessments will be closely interlinked and intended to complement each other.

²⁸ Head of Lake Whakatipu (with QLDC), and South Dunedin (with DCC).

- [79] The scheme performance and risk assessments are focused on understanding the hydraulic performance of the LCFPD scheme. Outside of this narrower focus of the scheme review, the adaptation programme can consider wider issues related to adaptation, land use and safety.
- [80] Another separate, but closely interlinked, workstream will focus on Emergency Management planning. This can include improving flood warning and preparedness capability and processes.
- [81] The adaptation programme will be focused on the core natural hazards concerns (Table 1), but broader aspects such as environmental outcomes (biodiversity/ecology) will be considered as important factors in assessment of adaptation approaches, and the programme will have regard to potential opportunities in these areas.

CONSIDERATIONS

Strategic Framework and Policy Considerations

- [82] The currently operative Regional Policy Statement for Otago provides for regional, city and district councils the opportunity to prepare strategies or other similar documents to assist in the management and reduction of natural hazard risk and adaptation to, and mitigation of climate change.
- [83] This adaptation programme will contribute towards the vision statement included in ORC's Strategic Directions: communities that are resilient in the face of natural hazards, climate change and other risks.
- [84] The 2021-2031 LTP includes Clutha Delta adaptation as key work for years 1-3 of the LTP. This programme is listed in the LTP as, "Planning and strategy development for managing flood risk for Lindsay Creek and Clutha Delta".²⁹

Financial Considerations

- [85] The budget in the 2023/24 Annual Plan provides for the forward work programme described in this paper. The budget for the 2023/24 financial year for the Clutha Delta natural hazards adaptation programme is \$187,000 (professional services and staff time).

Significance and Engagement Considerations

- [86] Refer to the description in the Engagement and Stakeholders section.

Legislative and Risk Considerations

- [87] The work described in this paper helps ORC fulfil its responsibilities under sections 30 and 35 of the RMA and the Soil Conservation and Rivers Control Act 1941

- [88] The likely reforms of the Resource Management system³⁰ and strengthening of provisions to do with local authority leadership for climate change adaptation are noted.

□

²⁹ Page 31 of the 2021-31 LTP (<https://www.orc.govt.nz/media/10139/orc-longtermplan-web-144dpi.pdf>).

³⁰ A summary of reform work programmes is outlined here: [https://www.dia.govt.nz/diawebsite.nsf/Files/Local-Government-2023/\\$file/Central-government-reformsimpacting-on-local-government-July-2023.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Local-Government-2023/$file/Central-government-reformsimpacting-on-local-government-July-2023.pdf)

Climate Change Considerations

[89] Climate change and sea level rise are key factors influencing natural hazards in the Clutha Delta area. These factors will be considered in natural hazard and risk assessments, particularly for flooding and coastal hazards.

Communications Considerations

[90] This paper does not trigger ORC's policy on Significance and Engagement.

NEXT STEPS

[91] The new investigations in progress or planned for flooding, coastal hazards and liquefaction hazard are described in Paragraphs 92-97.

[92] A high-level timeline for natural hazards and risk investigations, and development of an adaptation strategy, is given in Table 2.

Table 2: High-level timeline for natural hazards and risk investigations, and development of an adaptation strategy, for the Clutha Delta programme.

Date	Milestone
December 2023	Scoping completed for all new natural hazards investigations
December 2024	All new natural hazards investigations completed
June 2025	Natural hazard risk assessment completed
June 2025	Adaptation option assessments completed
December 2025	Natural hazard adaptation strategy (first iteration) completed

[93] Procurement is in progress for a natural hazards assessment focused on the Koau mouth and Puerua-Paretai areas of the Clutha Delta, in response to the July 2023 coastal erosion event. The proposed investigation scope includes;

- Analysis of the July 2023 event, including reassessment of earlier projections for longer-term shoreline change.
- Hydraulic modelling studies to support the development of an understanding of the scale of impact of the July 2023 event on land drainage and flood risk.
- Engineering assessments to review, at a high level, the range of potential hard and soft engineering interventions for management of ORC scheme in the Koau mouth and Puerua areas.

[94] A liquefaction hazard assessment is planned to understand in more detail the hazard and potential impacts of liquefaction and lateral spreading in the Clutha Delta area. A technical review of the existing datasets has been completed³¹ and expert advice is assisting to better understand potential approaches and scope required for this assessment.

[95] A comprehensive hydraulic modelling study and flood hazard assessment is planned to further develop ORC's flood hazard mapping and understanding, to inform evaluation the flood protection scheme performance, and to guide Emergency Management planning for flooding events. This will be first update of flood hazard assessments for the Clutha Delta since 2005. [\[2\]](#)

³¹ Tonkin + Taylor Ltd, 2023. *Evaluation of base information available for the Clutha Delta: Future liquefaction vulnerability assessments*. Prepared for Otago Regional Council.

- [96] Flood hazard assessment is expected to include consideration of the impacts of climate change and sea level rise, flood bank breach scenarios, and potential extreme flooding scenarios (e.g., overtopping/overdesign events).
- [97] A natural hazard risk assessment will be required following completion of new natural hazards investigations. It is expected this assessment would include detailed assessments of the main natural hazard risks in the delta area, and include consideration of the changing future risk profile, and of residual risks for the scheme areas.
- [98] A wide range of partners and stakeholders will have an interest in, or influence over, natural hazards and climate adaptation options for the Clutha Delta. It is expected detailed stakeholder profiles will be developed as part of programme management, to help ensure engagement is tailored accordingly.
- [99] Engagement with partners will be guided by initial conversations as referred in paragraphs 59-61. Next steps are to discuss with programme partners (CDC, mana whenua, EMO) this proposed work programme identify and provide meaningful opportunities for participation in programme governance, management, and delivery. It is expected that a programme governance and management structure will then be developed to reflect the approach.
- [100] The development of an engagement and communications plan is necessary to guide the first two phases of the adaptation programme (“*what is happening?*” and “*what matters most?*”). This plan will outline key principles, expectations and intended outcomes of engagement, in alignment with the strategic direction of the programme. It will build off existing relationships and draw on a stakeholder analysis to identify a range of communication approaches and engagement activities tailored for the programme. The objectives of the engagement plan for these two phases include:
- identify and connect with partners, affected communities and stakeholders.
 - undertake engagement on community values, views, knowledge, and objectives.
 - build community understanding of natural hazards and climate change information.

ATTACHMENTS

1. Proposed Koau mouth and Puerua investigations [9.3.1 - 4 pages]

Appendix 1: Koau mouth and Puerua outfall Natural Hazards and Engineering investigations

Background

The Clutha delta coastline has been undergoing long-term shoreline retreat for many decades, particularly the section of beach between the Clutha River/Mata-Au's Koau mouth and Port Molyneux.^{1,2}

The Koau mouth is managed by 'training line' rock wall structures designed to prevent the occurrence of mouth offsetting (formation of a beach-parallel sandbar). A mouth offset may impede the passage of floodwaters from the lower Koau branch, exacerbating flooding hazards in the lower parts of the delta. The Puerua River drains to the Clutha's Koau branch through a series of culverts in the training line structure.

In recent years, several coastal storm events have caused significant damages to the true right (southern) Koau training line structure, notably those in March 2022 and July 2023.

The March 2022 event caused significant erosion and scour to the Clutha River side of the structure, and in the course of undertaking repairs, one of the culverts was collapsed, leaving four remaining operational culverts. Following the March 2022 erosion event, an optioneering assessment³ was undertaken to identify general management approaches and short-listed options. The recommended approach at that stage was to continue with the existing reactive management approach until; *"the functionality of the culverts is compromised by sand over washing into the Puerua Estuary."*

In early July 2023, a coastal storm event caused significant change to the coastal morphology of the Koau mouth area. The event caused a large (~100 m) landward retreat of the shoreline and extensive sediment deposition into the Puerua estuary (Figures 1 and 2). The main impacts of this event were;

- Damages to several culverts (caused by river flows)
- Increased exposure of the training line to wave action from the southern side

Since the time of the early July 2023 storm event, there have been regular high-tide inflows overtopping the beach into the Puerua estuary, and the culverts have required maintenance to clear sand build up which has impeded outflows through the culverts.

It does not appear that this current reactive management approach will be sustainable in the longer-term, due to the likelihood of ongoing (and potentially accelerating) shoreline retreat and the volumes of sediment involved. This approach would amount to 'fighting nature' and attempting to delay an inevitable impact of the natural coastal processes.

Because ongoing 'reactive management' does not appear sustainable, and may not be in the best interests of the longer-term functioning of the river mouth/s, ORC will need to make decisions regarding the future management of their coastal infrastructure (training line and culverts), and to consider the natural hazard impacts of potential changes in their management approach.

¹ ORC, 2016. *Natural Hazards on the Clutha Delta*.

² Jacobs Ltd, 2021. *Molyneux Bay and Clutha Delta morphology investigation*. Prepared for Otago Regional Council.

³ Jacobs Ltd, 2023. *Clutha River Mouth Optioneering Assessment*. Prepared for Otago Regional Council.

Changes in management approach could be either proactive interventions such as re-configuration of coastal infrastructure, or a 'do nothing' approach with limited ongoing interventions. The expected responses to these approaches are summarised in Jacobs (2023).

Proposed Natural Hazards and Engineering Investigations

ORC is in the process of procuring additional natural hazard and engineering investigations in order to allow for thorough consideration of the potential benefits and challenges in potential infrastructure management decisions.

Proposed investigations will be structured around three key focus areas;

1. Understanding coastal processes and the July 2023 coastal erosion event.

This section will include analysis of the conditions which led to the 2023 coastal erosion event, a re-assessment of previously developed estimates of future shoreline positions, and development of plausible morphological scenarios for the river mouth environment of the next 30 years.

2. Modelling and drainage performance studies.

Hydraulic and hydrodynamic modelling studies will be used to support development of an understanding of recent events on land drainage and flooding risks. This modelling will help to understand the current performance of the scheme, and the impacts of anticipated future coastal changes.

3. Engineering Investigations.

The results of hydraulic and hydrodynamic modelling studies will be used to develop a high-level assessment of the pros and cons of potential hard and soft engineering interventions which could be undertaken in the Koau mouth coastal margin. These assessments will include focus on both the river mouth infrastructure (training line) and the gravity and pumped drainage network.



Figure 1: Comparison of 2020 and 2023 aerial imagery for the Clutha River’s Koau mouth, showing the scale of geomorphic changes to the shoreline in this area.

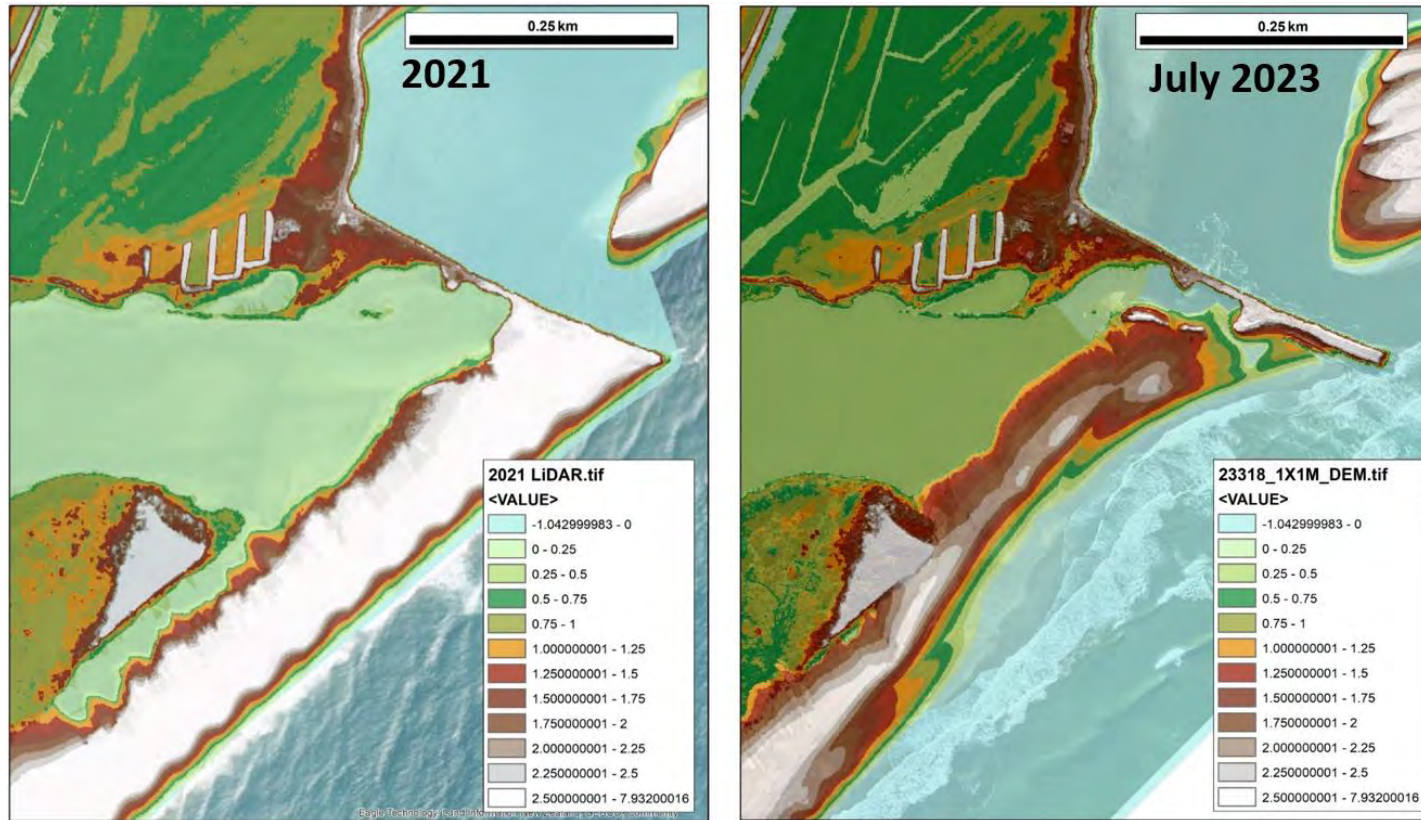


Figure 2: Comparison of 2021 and 2023 LiDAR topography for the Clutha River's Koau mouth, showing the scale of geomorphic changes to the shoreline in this area. Elevations are in terms of NZVD2016 vertical datum.

9.2. Clutha Delta Natural Hazards Adaptation

Prepared for:	Safety and Resilience Comm
Report No.	OPS2410
Activity:	Governance Report
Author:	Ann Conroy, Team Leader Natural Hazards Adaptation Jamie MacKenzie, Natural Hazards Adaptation Specialist Tim van Woerden, Senior Natural Hazards Analyst Jean-Luc Payan, Manager Natural Hazards
Endorsed by:	Gavin Palmer, General Manager Operations
Date:	8 May 2024

PURPOSE

- [1] To update Council on progress with the Clutha Delta natural hazards adaptation programme including engagement planning and natural hazards assessments.

EXECUTIVE SUMMARY

- [2] The low-lying plains of the Clutha Delta are exposed to a range of coastal, fluvial, and seismic natural hazard risks. Coastal hazard and flooding hazard risks are projected to be exacerbated by potential impacts of ongoing or projected geomorphic and climatic changes.
- [3] Otago Regional Council (ORC) is following the Dynamic Adaptive Pathways Planning approach (DAPP, or 'Adaptation Pathways') as a framework for development of a Clutha Delta natural hazards adaptation programme.
- [4] This paper provides an update on activities since the previous committee papers on this work programme, presented in November 2023¹ and February 2024.²
- [5] The development of an engagement plan is underway. This programme is piloting aspects of the in-development ORC engagement framework. This paper presents the 'Develop' phase of the engagement planning process, which focuses on determining key stages, objectives and risks of engagement.
- [6] Several natural hazard investigations are being procured or are underway, to inform the programme. These include a natural hazard and engineering investigation at the Koau Mouth and Puerua outfall, a flood hazard assessment and a liquefaction hazard assessment.
- [7] Other related activities are being undertaken to improve coastal monitoring and forecasting; and gather additional data to inform assessments and modelling.

RECOMMENDATION

¹ van Woerden T, Conroy A and Payan J, 2023. Clutha Delta Natural Hazards Adaptation. Report OPS2341 to the Otago Regional Council Safety and Resilience Committee, 9 November 2023.

² Conroy A, MacKenzie J, van Woerden T, Robinson S and Payan J, 2024. Clutha Delta Natural Hazards Adaptation. Report HAZ2307 to the Otago Regional Council Safety and Resilience Committee, 8 February 2024.

That the Committee:

- 1) **Notes** this report.
- 2) **Notes** the Clutha Delta natural hazards adaptation work programme and community engagement planning.

BACKGROUND

- [8] Otago Regional Council (ORC) is leading a programme of work to develop a natural hazard adaptation strategy for the Clutha Delta area (Figure 1).
- [9] The hazards context and the proposed natural hazards adaptation work programme for the Clutha Delta were summarised in the November 2023 update paper to the Safety and Resilience Committee.
- [10] The February 2024 update to the Safety and Resilience Committee summarised this programme's approach to engagement. This programme is piloting aspects of the in-development ORC engagement framework, including practical kete/toolkits and templates, and is informed by best practice research and policy.
- [11] The work programme is currently in the first phase of the 10-step DAPP cycle ("*what is happening?*") outlined in Figure 2, with progress on the scoping or early stages of investigations to increase our understanding of the key natural hazards on the delta, and early engagement planning.

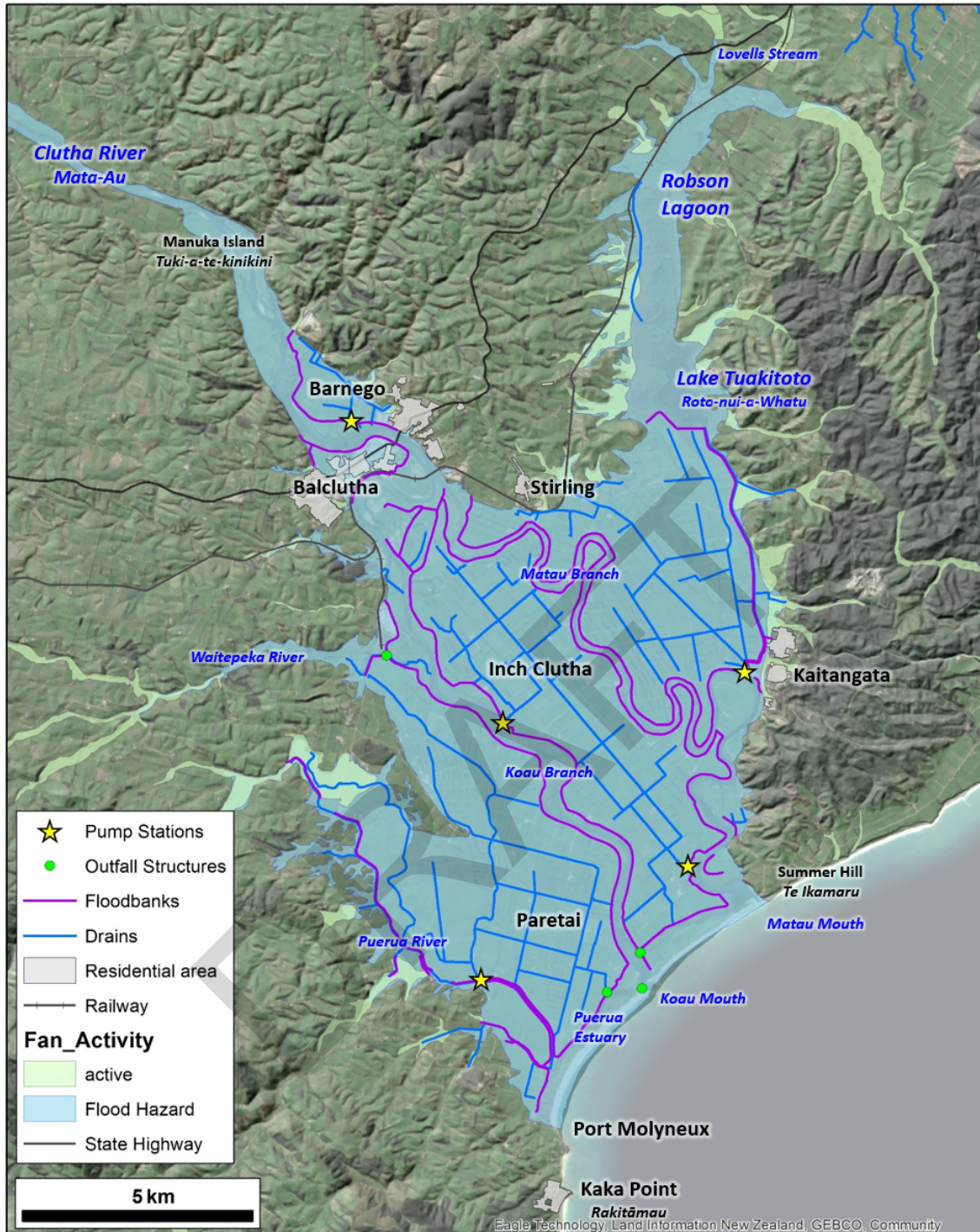


Figure 1: Overview map of the Clutha Delta, showing the main locations and ORC scheme infrastructure (e.g. floodbanks, drains). The blue shaded area is the mapped flood hazard area, and the green shaded areas are mapped as active floodwater-dominated alluvial fans. Maori place names are from the Ngāi Tahu atlas Kā Huru Manu.



Figure 2: Overview of the 10-step decision cycle from Ministry for Environment (2024) guidance for Adaptation Pathways planning.

- [12] The first iteration of a natural hazards adaptation strategy for the Clutha Delta is proposed to be completed by December 2025. This strategy document will then be used to inform planning for the next ORC Long-Term Plan cycle (2027-2037) and review of the 2024-54 Infrastructure Strategy.
- [13] This paper provides an update on current and proposed programme activities including engagement planning, and natural hazards investigations.

DISCUSSION

- [14] ORC and Clutha District Council (CDC) staff met on April 11 to discuss the programme of work, and governance and partnership arrangements. CDC confirmed their preferred level of involvement in the strategy programme is as a partner. CDC would like to further explore the following possible arrangements and their utility for programme governance:
- documenting the relationship between councils in a joint agreement or memorandum of understanding.
 - oversight and direction by a joint steering group
 - how councillors would be updated
 - integrated approach to partnership with iwi
- [15] Regarding involvement in key workstreams, CDC wishes to collaborate closely on community engagement.

NATURAL HAZARDS INVESTIGATIONS

- [16] The November 2023 and February 2024 papers to the Safety and Resilience Committee noted as next steps several natural hazards investigations for the Clutha Delta area which were in progress or planned. This section provides an update on progress towards completion of those studies. The investigations noted here are targeted for completion by December 2024.
- [17] These investigations will be externally peer reviewed to provide assurance of the robustness of findings.
- [18] All investigation findings will be made publicly available, and opportunities given for discussion of findings with community, partners/stakeholders and councillors.

Koau Mouth and Puerua Investigations

- [19] A natural hazard and engineering investigation project focusing on the Koau mouth of the Clutha River/Mata-Au and Puerua-Paretao area is being undertaken by Jacobs (NZ) Ltd.
- [20] The project is being carried out in response to the coastal erosion event of July 2023, which was described in the August 2023³ paper to the Safety and Resilience Committee.
- [21] The management response to coastal erosion impacts on ORC's coastal infrastructure at the Koau Mouth and Puerua River was described in the February 2024⁴ paper to the Safety and Resilience Committee and this tactical maintenance is ongoing.
- [22] Technical assessments are being undertaken to allow for thorough consideration of the potential benefits and challenges in potential infrastructure management decisions, and is structured around three key focus areas;
- a. Understanding coastal processes and the July 2023 coastal erosion event.
 - b. Modelling and drainage performance studies.
 - c. Engineering Investigations.
- [23] The consultant team carried out a site visit to the Koau Mouth training line and Paretao area in March 2024. This site visit was an opportunity for the consultants to gather first-hand observations of coastal processes and their geomorphic/infrastructure impacts.
- [24] Analysis for the first focus area (understanding the July 2023 erosion event) is largely completed. Hydraulic model development is underway, and the model will be used to assess impacts of geomorphic changes to flooding hazard and drainage processes.
- [25] The finalised technical report for this investigation is expected to be completed mid-September 2024.
- [26] Other related activities (outlined in paragraphs 27-30) are being undertaken to improve coastal monitoring and forecasting; and gather additional data to inform assessments and modelling.

³ Report OPS2324, 10 August 2023. Paragraphs 82-91.

⁴ Report HAZ2307, 8 February 2024. Paragraphs 60-66.

- [27] Periodic aerial imagery and survey data are being captured at approximately monthly intervals to allow observation and interpretation of geomorphic coastal changes in the Clutha's Koau mouth area. The most recent aerial imagery, captured in February and March 2024, is shown in Figure 4. For comparison, Figure 3 shows the same river mouth location prior to (January 2020), and shortly after the July 2023 coastal erosion event.
- [28] A temporary water level monitoring station was installed in the lower Puerua River channel in October 2023 to measure water levels in the Puerua estuary about 700 metres upstream from the outlet culverts. The station will allow for analysis and comparison of relative water levels to those at the monitoring station located at the Paretai Pump Station (>5 km upstream from the outlet).
- [29] Procurement is underway for additional survey data of culverts, bridges and drains within the modelled area. This data will support improvements in the representation of structures in the hydraulic model.
- [30] Procurement is underway with MetOcean, the oceanographic branch of MetService, to provide forecasting of key parameters influencing coastal hazards (inundation and coastal erosion) in the Otago region. Coastal forecast information will also be provided for ten locations spaced along the Otago coastline.
- Forecast parameters will include wave characteristics (height, period, direction), sea height (storm tide), and wind characteristics (speed, direction).
 - For Clutha Delta, forecasts will be provided for an offshore location in Molyneux Bay to provide early awareness of sea conditions which may cause potential impacts, and enable proactive monitoring of the coastal morphology and ORC's coastal infrastructure at the Clutha Delta.
 - Forecasts will also benefit ORC's flood response activities and allow early warning for territorial authorities and Emergency Management Otago.



Figure 3: Aerial imagery showing the Koau Mouth of the Clutha River / Mata-Au in January 2020 (left), and July 2023 following the coastal erosion event (right).



Figure 4: Aerial imagery showing the Koau Mouth of the Clutha River / Mata-Au in February (left) and March (right) 2024.

Flood Hazard Assessment

- [31] A comprehensive flood hazard assessment for the Clutha Delta has been scoped and the first preparatory studies are being procured. The project findings will be used to further develop ORC's flood hazard mapping and understanding, to inform evaluation of the flood protection scheme performance, and to guide Emergency Management Otago planning for flooding events.
- [32] The proposed scope will include hydraulic modelling of the Clutha River/Mata-Au and significant tributary catchments, for a range of flow magnitudes including a "maximum credible" event. Modelling scenarios will consider the effects of climate change on river flows, the impacts of sea level rise, and potential breaches of floodbank structures.
- [33] Procurement is underway for external technical advice to assist with selecting the most suitable approaches to considering climate change effects on river flows, geomorphic changes in the Clutha River channels, and storm surge and sea level influences on flood hazard.

Liquefaction hazard assessment

- [34] A high-level liquefaction hazard assessment for the Clutha Delta is in procurement. The project findings will be used to inform the local community, ORC, and other project partners/stakeholders of the potential risks posed by these hazards.
- [35] This new study will add increased understanding of this hazard type, beyond the regional-scale liquefaction hazards information previously published and publicly available. For example the hazard mapping by GNS Science (2019) which can be viewed online through ORC's Natural Hazards Portal,⁵ and the CDC's mapping portal.⁶
- [36] The proposed investigation scope includes;
- a. Collection of additional geotechnical data within the Clutha Delta area,
 - b. Geotechnical analysis including liquefaction vulnerability categorisation mapping and estimation of key liquefaction hazard descriptors,⁷ and
 - c. Qualitative risk assessment for seismic hazards in the Clutha Delta area, including fault rupture, seismic shaking and liquefaction/lateral spreading.
- [37] In preparation for the assessment, ORC has collaborated with geotechnical consultants to compile existing geotechnical data so it can be available for use in analysis. This data has been made available online through the New Zealand Geotechnical Database (NZGD),⁸ an online database that provides a searchable repository for new and existing geotechnical information across the country.
- [38] A total of 77 existing geotechnical records for the Clutha Delta have been located and recently uploaded to the NZGD. This has included 15 geotechnical boreholes and 62 cone penetrometer tests (CPTs). The spatial distribution of all geotechnical records now available is shown in Figure 5.

⁵ ORC Natural Hazards Portal: <http://hazards.orc.govt.nz>

⁶ <https://gis.cluthadc.govt.nz/CluthaMaps/Viewer/?map=7f0906d94c2b4c8989359590591de879>

⁷ e.g. Estimation of Liquefaction Severity Number (LSN), liquefaction triggering thresholds, cumulative thickness of liquifiable material, magnitude of shaking-induced reconsolidation settlement, and the expected lateral displacement at the ground surface due to lateral spreading and/or lateral stretch.

⁸ <https://www.nzgd.org.nz/>

- [39] Utilizing existing geotechnical data may reduce the number of new geotechnical tests required for the assessment, with corresponding cost and efficiency benefits.

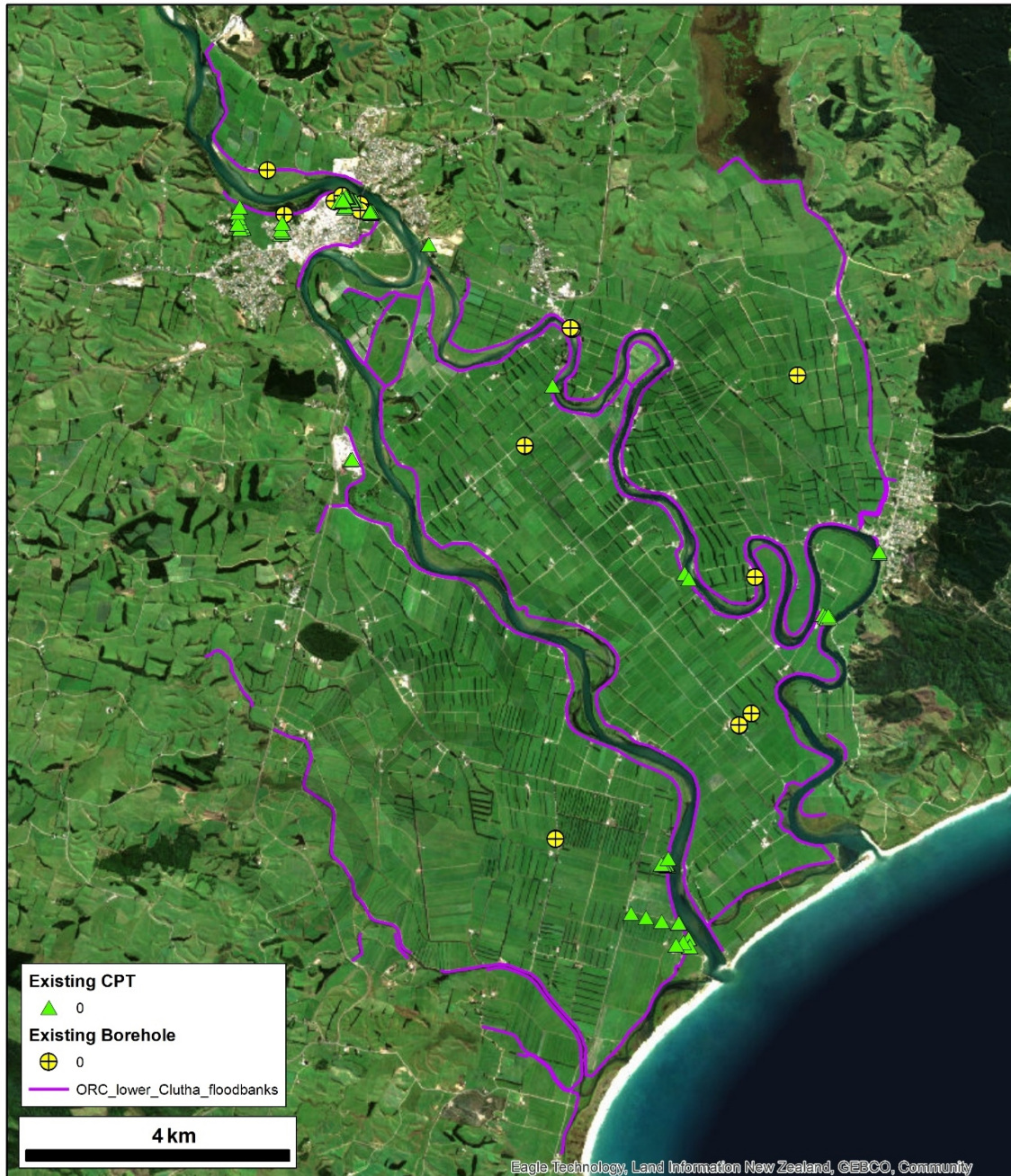


Figure 5: Locations of publicly available geotechnical information in the Clutha Delta area, from the New Zealand Geotechnical database (NZGD), including those recently compiled and added to the database.

ENGAGEMENT PLANNING

- [40] The development of an engagement plan is currently underway. Engagement planning is piloting resources from Council's in-development community engagement framework.
- [41] An update to the Safety and Resilience Committee in February 2024 noted the 'Discover' phase is now complete and the current phase of engagement planning is 'Develop', as shown in Figure 6. In the discovery phase, work was completed to understand the context, scope of engagement, audience, purpose, and leadership.
- [42] As an outcome of the discovery phase, 'collaborate' was recommended as the level of engagement for the work programme (see spectrum of participation in Figure 7). This is because adapting to natural hazards and a changing climate at the Clutha Delta is a highly complex issue, which will require the integration of local knowledge, science and mātauraka Māori to develop solutions. It is anticipated that this programme is of high interest and significance to affected communities, stakeholders and Council and the purpose of engagement will be to come up innovative solutions and gain community support for the programme, decisions made and implementing successful adaptation actions.

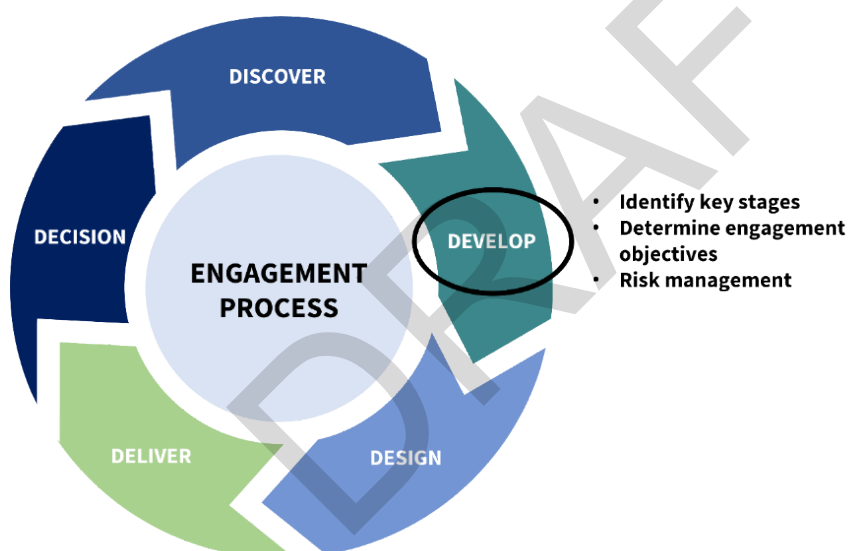


Figure 6: Phases identified in the engagement planning process and key steps for the current 'develop' phase.

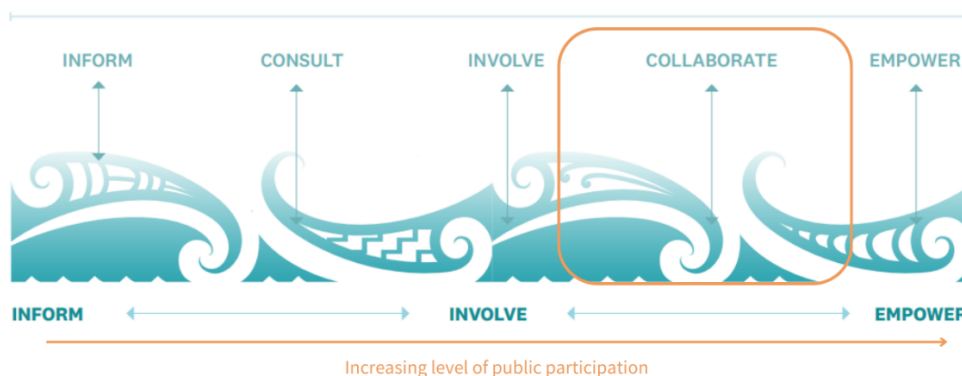


Figure 7: Public Participation Spectrum, adapted from He Mahi Rau Rika: Significance, Engagement and Māori Participation Policy.

[43] The aim for the current ‘Develop’ phase is to identify the different stages of engagement needed across the programme, determine engagement objectives and begin risk management planning (Figure 6).

[44] A high-level overview of key stages and purpose of engagement are identified in Table 1. More detail around the key stages for 2024 is provided below.

Table 1: High-level timeline for engagement activities and development of an adaptation strategy, for the Clutha Delta programme.

	Programme Milestone	Stage of community engagement	Purpose of engagement
2023	December - Scoping completed for all new natural hazards investigations	Early engagement planning and discovery stage	➤ <i>Gain a baseline understanding of previous engagement, local context, existing relationships</i>
2024	December - All new natural hazards investigations completed	Engagement planning Focus areas for community engagement activities in 2024: <ul style="list-style-type: none"> Whakawhanaukataka / relationship building (Q2, Q3) Co-develop engagement plan (Q2, Q3) “what is happening?” (Q3, Q4) “what matters most?” (Q3, Q4) Updates about technical studies and programme progress (ongoing) 	<ul style="list-style-type: none"> ➤ <i>Build trust and relationships</i> ➤ <i>Understand level of engagement</i> ➤ <i>Share knowledge</i> ➤ <i>Social learning</i> ➤ <i>Build community capacity, capability and resilience</i>
2025	<ul style="list-style-type: none"> Natural hazard risk assessment completed Adaptation option assessments completed December - Natural hazard adaptation strategy (first iteration) completed	Engagement planning Focus areas for community engagement activities in 2025: <ul style="list-style-type: none"> “what can we do about it?” Pathways, triggers and thresholds Updates about technical studies and programme progress (ongoing) “Make it happen” -feedback on draft strategy 	<ul style="list-style-type: none"> ➤ <i>Share knowledge</i> ➤ <i>Generate new ideas and innovative solutions</i> ➤ <i>Contribute to decision-making</i> ➤ <i>Build community capacity, capability and resilience</i>

Key Community Engagement Stages for 2024

- [45] Key community engagement stages for 2024:
- Whakawhanaukataka/Relationship building
 - Co-develop engagement plan
 - What is happening?
 - What matters most?
 - Updates about technical studies and programme progress (ongoing)
- [46] Whakawhanaukataka is the process of getting to know one another, or to build relationships. Building genuine and meaningful relationships is a key principle for effective engagement in natural hazard and climate change adaptation contexts⁹.
- [47] The aim of the whakawhanaukataka stage is to establish relationships with partners, stakeholders and affected communities early in the engagement process. This will help to understand the community and their expectations, as well as the level of interest or capacity of different agencies and organisations to engage with the work programme.
- [48] It is important to firstly establish a relationship between the programme team and Clutha District Council (CDC) staff to ensure a coordinated and aligned approach to engagement with iwi and community. Relationship building will then extend to mana whenua and additional kaitiaki, key stakeholders and affected communities as identified in a stakeholder analysis exercise (see February 2024 update).
- [49] Whakawhanaukataka will help support the next stage of engagement to co-develop an engagement plan. An objective of this stage is for CDC, iwi, communities and stakeholders to contribute (should they be interested and have capacity) into the 'Design' stage of engagement, particularly around their preferred ways of engaging with Council and planning evaluation. This approach demonstrates how we seek to collaborate with partners, stakeholders and community so engagement activities reflect what works best for this community and place.
- [50] The next stages of engagement 'what is happening?' and 'what matters most?' reflect the stages of the DAPP cycle for adaptation planning.
- [51] Engagement as part of the 'what is happening?' stage will centre on two-way knowledge sharing, to build an understanding of the local area and hazardscape. Findings from ORC's technical studies, combined with mātuaraka Māori and local knowledge, will form a shared understanding of the risks and potential impacts of natural hazards and climate change, and the changing landscape of the Clutha Delta.
- [52] 'What matters most?' stage aims to better understand the diverse views, values and aspirations for the future of affected, communities, stakeholders, iwi and partners. Key objectives of this stage of engagement will be to understand what is most important about their place and community, their view of the adaptation programme and what

⁹ Barth, J., Bond, S., & Stephenson, J. (2023). Community engagement for climate change adaptation. Centre for Sustainability, University of Otago. Retrieved from <http://hdl.handle.net/10523/15157> and; Let's Talk About Risk Team (Brown, C., Horn, C., Horsfall, S., Kilvington, M). 2023. Natural hazard and climate change risk community engagement: A framework to aid engagement design. Let's Talk About Risk, <https://www.resorgs.org.nz/our-projects/risk-and-resilience-decision-making/lets-talk-about-risk/>

they envision it needs to deliver. This will inform the overarching vision and strategic direction of the Strategy.

- [53] ORC Councillors play an important role throughout these stages of engagement to actively participate in the knowledge sharing process, act as a touch point in their communities, advocate for the programme and attend community engagement activities.
- [54] Consideration has been given to different communication channels to inform audiences about programme updates, including technical updates and engagement opportunities. This programme intends to broaden its reach as wide as possible amongst affected communities and stakeholders to ensure an inclusive approach to engagement.
- [55] Communication channels may include a programme webpage on the ORC website and programme updates via existing publications (e.g. Clutha Leader). Appropriate communication channels will be identified with local community organisations as part of the co-development stage.
- [56] A key risk identified in engagement planning, is potential community concern that the adaptation programme is something being done ‘to them’, rather than ‘with them’. To mitigate this risk, ORC will foster true collaboration, and be open and transparent throughout all steps of the programme.
- [57] Another consideration is of other community engagement activities across the Clutha District, or that local communities may be interested in over the same time period (i.e. ORC and CDC Long-Term Plans). Clear messaging will help to provide clarity of the purpose, aims and scope of engagement as part of the adaptation programme. ORC will also consider how best to avoid engagement fatigue and better support alignment across ORC engagement activities.

CONSIDERATIONS

Strategic Framework and Policy Considerations

- [58] The information presented in this paper reflects ORC’s Strategic Direction to achieve its vision, for Otago *“communities that are resilient in the face of natural hazards, climate change and other risks”*.
- [59] The proposed Otago Regional Policy Statement June 2021¹⁵, notified in late March 2024, states that ORC and territorial authorities are both responsible for specifying objectives, policies and methods in regional and district plans for managing land subject to natural hazard risk. ORC specifically is responsible for *“identifying areas in the region subject to hazards and describing their characteristics as required by Policy HAZ–NH–P1, mapping the extent of those areas in the relevant regional plan(s) and including those maps on a natural hazard register or database.”*¹⁰
- [60] The ORC Infrastructure Strategy 2024-2054 was released in late-March 2024 for Long-Term Plan consultation.¹¹ Diagram 3 of the Infrastructure Strategy outlines the timeline of proposed management activities for the Lower Clutha Flood Protection and Drainage

¹⁰ ORC Natural Hazards Portal: <http://hazards.orc.govt.nz>

¹¹ From page 194 at: <https://www.orc.govt.nz/media/16381/council-agenda-2024-03-20.pdf>

Scheme over the coming three decades. The natural hazards adaptation work programme will complement and help guide these activities.

Financial Considerations

- [61] The budget in the 2023/24 Annual Plan provides for some of the forward work programme described in this paper. The budget for the 2023/24 financial year for the Clutha Delta natural hazards adaptation programme is approximately \$300,000 (professional services and staff time).
- [62] The remainder of the forward work programme is included in the draft 2024-34 Long-Term Plan (LTP) budget, which provides funding towards delivery, implementation and monitoring of the Clutha Delta natural hazards adaptation strategy. The total proposed budget for the 2024/25 and 2025/26 financial year is \$600,000.

Significance and Engagement Considerations

- [63] Engagement planning considers and is designed to be consistent with organisational commitments made through He Mahi Rau Rika: ORC Significance, Engagement and Māori Participation Policy.
- [64] Engagement involves a two-way interaction where the organisation actively seeks input, feedback, and participation from the community and stakeholders. It aims to foster knowledge sharing, collaboration, and relationships by involving stakeholders in decision-making processes and activities.

Legislative and Risk Considerations

- [65] The work described in this paper helps ORC fulfil its responsibilities under sections 30 and 35 of the RMA and the Soil Conservation and Rivers Control Act 1941.
- [66] Engagement planning will include a risk management plan for engagement related activities throughout the delivery of the programme.

Climate Change Considerations

- [67] Climate change and sea level rise are key factors influencing natural hazards in the Clutha Delta area. These factors will be considered in natural hazard and risk assessments, particularly for flooding and coastal hazards.
- [68] The adaptation programme will be referenced in the upcoming climate change strategies for ORC and CDC.
- [69] A revised version of the national coastal hazards and climate change guidance was published in February 2024,¹² updating the earlier 2017 guidance document. This guidance is a key reference for ORC in climate change and adaptation planning.

Communications Considerations

- [70] The development of a communications plan is underway. Communications typically involves the one-way exchange of information from an organisation to the community and stakeholders. It focusses on delivering messages through various channels. The

¹² Ministry for the Environment. 2024. Coastal hazards and climate change guidance (<https://environment.govt.nz/assets/publications/Coastal-hazards-and-climate-change-guidance-2024-ME-1805.pdf>)

programme team are working with the Communications team to ensure communications and engagement planning are integrated, complementary and build off each other.

NEXT STEPS

- [71] A high-level timeline for natural hazards and risk investigations, engagement activities and development of an adaptation strategy, is given in **Table 1**.
- [72] The three current natural hazards investigations (Koau Mouth and Puerua investigations, flood hazard assessment and liquefaction hazard assessment) are scheduled to be completed by December 2024. Following this a natural hazard risk assessment will be required. It is expected this assessment would include detailed assessments of the main natural hazard risks in the delta area, and include consideration of the changing future risk profile, and of residual risks for the scheme areas.
- [73] ORC is taking a Te Tiriti partnership approach with iwi. Next steps include contacting appropriate representatives from mana whenua and additional kiatiaki to begin the whakawhanaukataka process. Early discussions with mana whenua and kiatiaki will be an important step for the work programme to develop relationships and identify opportunities for Te Tiriti partnership and participation in programme governance, management, and delivery.
- [74] Next steps for engagement focus on building relationships with partners, stakeholders and communities as discussed in **paragraphs 46-49**. This will help guide the co-development of the engagement planning, working through the 'Design' stage (see Figure 6) to identify preferred methods, evaluation, resourcing and risk management for the engagement process.
- [75] The development of an engagement plan is underway, and is anticipated to be completed and brought to the Safety and Resilience Committee for its next quarterly update for endorsement.
- [76] Engagement planning is an iterative process and planning will be regularly revisited as the programme moves forward into a new stage, or if there are any notable changes.
- [77] Next steps include the development of strategic and operational objectives to guide the direction of the programme and will be informed by engagement with partners, iwi, communities and stakeholders.

ATTACHMENTS

Nil

Clutha District Council

Item for DECISION

Report	100% Rates Remission on Māori Freehold Land Chaslands Highway – 28831 416 01
Meeting Date	9 May 2024
Item Number	5
Prepared By	Debra Tobin-Alexander – Senior Rates Officer
File Reference	892689

REPORT SUMMARY

The report details an application from the owners of a property on Chaslands Highway (names withheld due to confidentiality) for rates remission of 100% on their property on Māori Freehold Land. This application is made in accordance with the *Policy on the Remission and Postponement of Rates on Māori Freehold Land*:

2. The objectives for the remission of rates:

2.1. To provide rates remissions on Māori freehold land to assist landowners to achieve the implementation of the following objectives:

(a) To promote the retention of Māori freehold land in the hands of its owners, their whānau, and their hapū, and to protect wāhi tapu.

(b) To facilitate the occupation, development, and utilisation of Māori freehold land for the benefit of its owners, their whānau, and their hapū.

The application meets the requirements of Schedule 11 of the Local Government Act 2002

RECOMMENDATIONS

- 1. That the Clutha District Council received the '100% Rates Remission on Māori Freehold Land Chaslands Highway – 28831 416 01' report.**
- 2. That the Clutha District Council grants/does not grant a 100% Rates Remission for the property at Chaslands Highway.**
- 3. That the Clutha District Council writes off \$936.34 for the rating year 2023/2024, this includes any penalties.**

REPORT

1 Background

The Rates Department received email correspondence from the owners of property on Chaslands Highway, requesting remission of rates under the policy for Remission and Postponement of Rates on Māori Freehold Land.

There is no income generated from the land and there are no plans for there to be in the future, the owners are now requesting 100% Rates Remission for the Chaslands Highway property on this basis.

The following is an excerpt from an email received by the Senior Rates Officer.

Our whenua has never been connected to community services such as water, electricity, refuse collection, and roading. Remission of rates would support our whānau to continue to finance these services for ourselves, as we have done since the land was repatriated in 1906.

Remission of rates would provide support and certainty for the Papakainga Housing arrangements on our whenua, that is whānau living communally on ancestral land. This is particularly so for our kaumatua (elders) who live permanently on the whenua, and our Rakatahi (youth) who occupy the whenua periodically in order to support them. Remission of rates increases the feasibility for our whānau to maintain ahi kā (continuous occupation). Practice of ahi kā is the essential element which allow our whānau to participate in and maintain:

- *Kaitiakitanga of whenua and indigenous wildlife through pest management, invasive weed control, regenerative planting of indigenous species, and preservation of existing indigenous vegetation.*
- *A cultural relationship with wāhi tapu (sacred sites) and wāhi tīpuna (ancestral sites) located on and adjacent to our whenua. Maintaining this relationship allows us to regularly monitor these sites and pursue any necessary protective measures given the challenges of climate change, tourism, and invasive species.*
- *Mahika kai (customary food gathering practices and sites) such as fishing, māra kai (harvesting cultivated and uncultivated crops), rokoā (medicinal practices), and hunting.*
- *Other forms of mātauraka Māori (traditional Māori knowledges) such as maramataka (lunar/stellar/seasonal systems of time keeping), toi Māori (traditional art practices), whakapapa (genealogy), and kōrero tuku iho (traditional stories).*

Our whenua carries great significance to our whānau about the practices outlined above. However, our whenua is also recognized as having a high cultural, ecological, and economic value to the wider community, and as such is designated as a Coastal Resource Area within the district plan. This prevents our whānau from undertaking certain forms of development activity that would otherwise be accessible to us. Remission of rates would go some way towards mitigating this economic impact.

- 95% covered in native bush.
- There are no future plans for the land.
- There is nil source of income on the land.

Current rates (2023/24) for the property are:

Total Rates	Water, Sewer & Waste	Balance
\$913.50	0.00	\$913.50

2 Policy Considerations

[Policy on Remission and Postponement of Rates for Māori Freehold Land](#)

The application meets the requirements of the criteria laid out in Schedule 11 of the Local Government Act 2002.

3 Legal Considerations

Local Government Act 2002

Local Government (Rating) Act 2002

Local Government (Rating of Whenua Māori) Amendment Act 2021

Te Ture Whenua Māori Act 1993

4 Financial Impact

100% remission (excluding water, sewer, and solid waste collection which are unavailable due to location) amounts to \$913.50 (2023/2024).

Clutha District Council

Item for CONFIRMATION

Report	Confirmation of Council Minutes
Meeting Date	9 May 2024
Item Number	6
Prepared By	Julie Gardner – EA/Governance Advisor
File Reference	893578

REPORT SUMMARY

Attached for confirmation are the minutes of the meetings of the Clutha District Council held on 27 March 2024 and 11 April 2024.

RECOMMENDATION

- 1. That the minutes of the meeting of the Clutha District Council held on 27 March 2024 and 11 April 2024 be approved as a true and correct record.**

Clutha District Council

Minutes of the meeting of Clutha District Council held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Wednesday 27 March 2024 commencing 1.30pm.

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

In Attendance Steve Hill (Chief Executive), Jules Witt (Deputy Chief Executive), Donna McArthur (Head of Infrastructure Strategy & Delivery), Mike Goldsmith (Project Manager – Community Plan Implementation), Diane Byars (Communications Manager), Beki McCabe (Communications Coordinator) and Wendy Copeland (Regulatory Services Administrator)

Apologies Councillors Simon McAtamney and Kevin Barron

Moved Councillors Mackie / Vollweiler and Resolved:

“That the apologies be sustained.”

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

Mayor Cadogan said a Whakatauki in place of the Karakia.

DECLARATIONS OF INTEREST

There were no declarations of interest.

LATE ITEM

Moved Councillors Finch / Ludemann and Resolved:

“That the “Request to Accept Late Items to the Council Meeting Agenda” report be received.

“That Council accepts the following items as late items:

- ***PUBLIC EXCLUDED - Owaka Pump Station Renewal Contract Budget”***

PUBLIC FORUM

- Phil Barrett – Clutha Concerned Citizens

CHANGE OF AGENDA ORDER

Moved Mayor Cadogan / Councillor Herbert and Resolved:

“That Item 2 on the agenda be taken before Item 1 to allow the Quotable Value representatives to give their presentation first.”

1. QUOTABLE VALUE REVALUATION UPDATE REPORT (Agenda Item 2)

Sharon Jenkinson – Chief Financial Officer reported that Quotable Value New Zealand had completed the Clutha District’s General Revaluation dated 1 September 2023.

Melanie Halliday and Ian Harvey from Quotable Value were in attendance to provide a verbal update on the process and outcomes of the revaluation.

Moved Councillors Payne / Herbert and Resolved:

“The Council receives the ‘Quotable Value Revaluation Update’ report, dated 27 March 2024.”

Melanie and Ian left the meeting at the conclusion of this item.

2. OUR PLACE TAIERI MOUTH FEEDBACK REPORT (Agenda Item 1)

Mike Goldsmith was in attendance for this item which provided feedback from the Our Place Taieri Mouth community consultation process. Direction was sought for bringing back further information about priority projects.

Councillors Ludemann & Martin thought the process was being rushed.

Moved Councillors Vollweiler /Finch and Resolved:

“That Council receives the Our Place Taieri Mouth Community Plan Feedback Report dated 27 March 2024.”

“That Council approves the following projects, or as amended, for full project information to be developed.”

Focus Area:	Potential projects:
1. Community facilities	<ul style="list-style-type: none"> ○ <i>Improved maintenance of existing community facilities.</i> ○ <i>Knarston Park improvements: assess options to mitigate shoreline erosion, roading & parking, other facilities.</i> ○ <i>Livingstonia Park improvements or additional facilities.</i>
2. Opportunities for development	<ul style="list-style-type: none"> ○ <i>Investigate potential 3 waters and roading infrastructure upgrades.</i>
3. Landscape & environment	<ul style="list-style-type: none"> ○ <i>Methods to support environmental / pest management projects.</i> ○ <i>Review the Taieri Mouth Reserve Management Plan.</i> ○ <i>With ORC, monitor river water quality & share findings with the community.</i>
4. Taieri River access	<ul style="list-style-type: none"> ○ <i>Investigate potential improvements to the boat ramp area.</i> ○ <i>Additional water safety initiatives.</i>
5. Roading	<ul style="list-style-type: none"> ○ <i>Initiatives to improve road safety and traffic management.</i> ○ <i>Engage with Riverside Road residents on potential improvements.</i>
6. Walking and cycling	<ul style="list-style-type: none"> ○ <i>Improvements to the existing footpath network, and/or walking trails within Taieri Mouth</i>
7. Waste management	<ul style="list-style-type: none"> ○ <i>Investigate whether additional recycling initiatives, or a Council rubbish collection service are viable options.</i>

3. CONFIRMATION OF COUNCIL MINUTES

The minutes of a meeting of the Clutha District Council held on 15 February 2024 were submitted for confirmation.

Moved Councillors Catherwood / Felts and Resolved:

“That the minutes of a meeting of the Clutha District Council held on 15 February 2024 be approved as a true and correct record.”

4. INFRASTRUCTURE STRATEGY AND OPERATIONS COMMITTEE MINUTES

The minutes of the meeting of the Infrastructure Strategy and Operations Committee held on 14 March 2024 were submitted for confirmation.

Moved Councillors Graham / Herbert and Resolved:

“That the minutes of the meeting of the Infrastructure Strategy and Operations Committee held on 14 March 2024 be approved as a true and correct record.”

5. REGULATORY AND COMMUNITY COMMITTEE MINUTES

The minutes of the meeting of the Regulatory and Community Committee held on 14 March 2024 were submitted for confirmation.

Moved Councillors Finch / Payne and Resolved:

“That the minutes of the meeting of the Regulatory and Community Committee held on 14 March 2024 be approved as a true and correct record with the addition of Councillor Payne as present and amendment of the Chair’s name from Hayes to Finch on page 3.”

6. CORPORATE AND POLICY COMMITTEE MINUTES

The minutes of the meeting of the Corporate and Policy Committee held on 14 March 2024 were submitted for confirmation.

Moved Councillors Ludemann / Felts and Resolved:

“That the minutes of the meeting of the Corporate and Policy Committee held on 14 March 2024 be approved as a true and correct record.”

7. COMMITTEE OF THE WHOLE

The minutes of the meeting of the Committee of the Whole held on 14 March 2024 were submitted for confirmation.

Moved Mayor Cadogan / Councillor Vollweiler and Resolved:

“That the minutes of the meeting of the Committee of the Whole held on 14 March 2024 be approved as a true and correct record.”

8. WEST OTAGO COMMUNITY BOARD MINUTES

The unconfirmed minutes of the meeting of the West Otago Community Board held on 28 February 2024 were submitted.

Moved Councillors Herbert /Kennedy and Resolved:

“That the unconfirmed minutes of the West Otago Community Board meeting held on 28 February 2024 be noted.”

9. LAWRENCE/TUAPEKA COMMUNITY BOARD MINUTES

The unconfirmed minutes of the Lawrence/Tuapeka Community Board meeting held on 28 February 2024 were submitted.

Moved Councillors Martin / Herbert and Resolved:

“That the unconfirmed minutes of the Lawrence/Tuapeka Community Board meeting held on 28 February 2024 be noted.”

10. RISK & ASSURANCE COMMITTEE MINUTES

The unconfirmed minutes of the Risk & Assurance Committee meeting held on 14 March 2024 were submitted.

Moved Councillors Kennedy / McCrostie and Resolved:

“That the unconfirmed minutes of the Risk & Assurance Committee meeting held on 14 March 2024 be noted.”

11. YOUTH COUNCIL MINUTES

The unconfirmed minutes of the meeting of the Clutha District Youth Council held on 26 February 2024 were submitted.

Moved Mayor Cadogan / Councillor Vollweiler and Resolved:

“That the unconfirmed minutes of the Clutha District Youth Council meeting held on 26 February 2024 be noted.”

12. 2024-27 LAND TRANSPORT PROGRAMME UPDATE

Christian Bopp – Senior Asset Management Engineer presented a report advising Council of the status of the 2024-27 Land Transport Programme as submitted to NZTA in view of the draft Government Policy Statement on Land Transport 2023-34 and its impact on the 2024-27 National Land Transport Programme.

Jules Witt was in attendance for the item.

Moved Councillors Finch / Ludemann and Resolved:

“That the Clutha District Council receives the ‘2024-27 Land Transport Programme Update’ report dated 27 March 2024.”

“That the Clutha District Council notes the Activity Classes proposed in the Draft Government Policy Statement on Land Transport 2024-34.”

“That the Clutha District Council notes the allocation of Work Categories within the National Land Transport Programme as a result of the draft Government Policy Statement on Land Transport 2024-34.”

“That the Clutha District Council notes the timeframes for the development of the 2024-27 National Land Transport Programme.”

13 MAYORAL REPORT

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

Mayor Cadogan acknowledged Stephen Halliwell's time as Chair of the Risk & Assurance Committee (formerly the Audit & Risk Committee).

Moved Councillors Finch / Herbert and Resolved:

"That the 'Mayoral Report' dated 27 March 2024 be received."

14 CHIEF EXECUTIVE'S REPORT

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

Moved Councillors Finch / Payne and Resolved:

"That the 'Chief Executive's Report' dated 27 March 2024 be received."

15 DOCUMENTS FOR CONSENT AND SEAL

Documents for consent and seal were presented for Council's information.

Moved Mayor Cadogan/Councillor Vollweiler and Resolved:

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

1	WARRANT OF APPOINTMENT
1.1	The following Water Staff are warranted under the Local Government Act 2002, Clutha District Council Water Services Bylaw 2019 and the General Bylaws of Council: John Shepherd Nicholas McBride Daniel Pickup Emma Hutton Brendon Smith Mark Thomas Connan Negus
2	AGREEMENT FOR SALE
2.1	Clutha District Council agree to sale of Kaitangata Swimming Pool to Kaitangata Swimming Pool Incorporated

3	LEASE AGREEMENTS
3.1	20 Riverside Road sub-lease from Ronald David Pierce to Michelle Hamilton and Dayle Stephen
3.2	Wangaloa Recreation Reserve Section 16 Block VII Coast Survey District Lesse between Clutha District Council and The Kaitangata Golf Club Incorporated
3.3	Lease of Section of land at the Toko Mouth Beach Resort known as Section 54 from David John Gerken and Brenda Marie Gerken to Fiona Ruth Lomax
3.4	Lease between Clutha District Council and The Vintage Car Club of New Zealand (South Otago Branch) Incorporated
4	RESOURCE MANAGEMENT ACT 1991
4.1	Agreed between Clutha District Council and Stuart Graeme Sayer and Sebrina Jane Durrant that Lots 3 Deeds Plan 577110 Tokomairiro Survey District is not transferred or otherwise disposed without the consent of Council
5	RECORD OF TITLE
5.1	Lot 1A DP 2480 (Recreation reserve) and Sussex Street accepts and consent to the boundaries for LT 600128 for Record of Title OT1C/877

16 REASONS TO MOVE TO PUBLIC EXCLUDED SESSION

Moved Mayor Cadogan / Councillor Felts and Resolved:

“That Council receives the ‘Reasons to Move to Public Excluded Session’ report dated 27 March 2024.”

“That if required, Council excludes the public from the following part of the proceedings of this meeting pursuant to the provisions of the Local Government Official Information and Meetings Act 1987 namely:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Deloitte LTP Audit Engagement Letter Report	A2(c)(i) Protect information which is subject of an obligation of confidence where the making available of the information would be likely to prejudice the supply of similar	S48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

	<p>information, or information from the same source, and it is in the public interest that such information should continue to be supplied.</p> <p>Our Auditors are unlikely to be as free and frank with information if it was in public.</p>	
Contract 670 – Solid Waste Contract Tender Update	<p>A2(b)(ii)</p> <p>Protect information where the making available of the information would:</p> <p>Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>A2(i)</p> <p>Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p> <p>This relates to confidential tender information and pricing.</p>	<p>S48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>
Public Excluded Council Minutes – 15 February 2024	<p>A2(c) Protect information which is the subject to an obligation of confidence.</p>	<p>S48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good</p>

	<p>The matter is the subject of a confidential court settlement agreement.</p> <p>A2(c)(i) Protect information which is subject of an obligation of confidence where the making available of the information would 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.</p> <p>The information contained in the report includes information about commercial decisions.</p>	<p>reason for withholding exists under section 7.</p>
<p>Public Excluded Committee of the Whole Minutes – 14 March 2024</p>	<p><i>Section A2 (a)</i> 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 protect the privacy of natural persons, including that of deceased natural persons.</p> <p>The information contained in the report includes information about private individuals.</p>	<p>S48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown after each item.”

LATE ITEM – REASONS TO MOVE TO PUBLIC EXCLUDED SESSION

Moved Councillors Finch / Kennedy and Resolved:

“That Council receives the ‘Late Item - Reasons to Move to Public Excluded Session’ report, dated 27 March 2024.”

“That if required, Council excludes the public from the following part of the proceedings of this meeting pursuant to the provisions of the Local Government Official Information and Meetings Act 1987 namely:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Public Excluded – Owaka Pump Station - Request for Additional Funding	<p><i>Section A2 (i)</i> Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>This item refers to a contract tender award process that has not been concluded and as such contains commercially sensitive information.</p>	S48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding

of the whole or the relevant part of the proceedings of the meeting in public are as shown after each item.”

The meeting moved into public excluded session at 3.14pm.

The meeting moved out of public excluded session and closed at 4.51pm.

Read and Confirmed

**B A Cadogan
MAYOR**

Clutha District Council

Minutes of the meeting of Clutha District Council held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday 11 April 2024 commencing 1.30pm.

Present His Worship the Mayor Bryan Cadogan, Councillors Kevin Barron, Dane Catherwood, Wayne Felts, Gaynor Finch, Bruce Graham, John Herbert, Michele Kennedy, Alison Ludemann, Dean McCrostie, Simon McAtamney, Brent Mackie, Jock Martin and Ken Payne

In Attendance Steve Hill (Chief Executive), Jules Witt (Deputy Chief Executive), Sharon Jenkinson (Chief Financial Officer) and Wendy Copeland (Regulatory Services Administrator)

Apologies Councillor Bruce Vollweiler

Moved Councillors Finch / Graham and Resolved:

“That the apology be sustained.”

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

Mayor Cadogan said a Whakatauki in place of the Karakia.

DECLARATIONS OF INTEREST

There were no declarations of interest.

16 REASONS TO MOVE TO PUBLIC EXCLUDED SESSION

Moved Councillors Payne / Felts and Resolved:

- 1. “That Council receives the ‘Reasons to Move to Public Excluded Session’ report dated 11 April 2024.”***

2. *“That if required, Council excludes the public from the following part of the proceedings of this meeting pursuant to the provisions of the Local Government Official Information and Meetings Act 1987 namely:*

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Deloitte LTP Audit	<p>A2(c)(i) Protect information which is subject of an obligation of confidence where the making available of the information would 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.</p> <p>Our Auditors are unlikely to be as free and frank with information if it was in public.</p>	<p>S48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>
General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Deloitte LTP Audit	<p>A2(c)(i) Protect information which is subject of an obligation of confidence where the making available of the information would 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</p>	<p>S48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>

	<p>should continue to be supplied.</p> <p>Our Auditors are unlikely to be as free and frank with information if it was in public.</p>	
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This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown after each item.”

4. ***“That as required, Council at the conclusion of the public excluded business referred to in Recommendation 3, closes the Public Excluded Session and resumes normal business open to the public.”***

The meeting moved into public excluded session at 1.31pm.

The meeting moved out of public excluded session at 2.00pm.

1. **LONG-TERM PLAN 2024/34 RELEASE FOR CONSULTATION**

The Chief Executive and Chief Financial Officers presented the Long-Term Plan 2024/34 Consultation Document and supporting information for adoption.

Moved Mayor Cadogan / Councillor Ludemann and Resolved:

1. ***“That Council receives the ‘Long-Term Plan 2024/34’, report dated 11 April 2024.”***

Long Term Plan Consultation Document and Supporting Document Package

2. ***“That Council adopts the Consultation Document for the Proposed Long-Term Plan 2024/34 (Attachment A).***
3. ***“That Council adopts the supporting information for the Consultation Document for the Proposed Long-Term Plan 2024/34 as follows:***
- ***Clutha District Council Draft Infrastructure Strategy 2024/54 (Attachment B).***
 - ***Clutha District Council Draft Financial Strategy 2024/34 (Attachment C).***
 - ***Clutha District Council Draft Living & Working in Clutha 2024 Strategy (Attachment D).***

- *Clutha District Council Draft Financial Statements (Attachment E)*
- *Clutha District Council Draft Rates Information (Attachment F)*
- *Draft Clutha District Council Climate Change Strategy 2024 (Attachment J)*
- *Draft Clutha District Council Waste Minimisation Management Plan 2024 and Statement of Proposal (Attachment K).*

Statement of Proposals

4. “That Council adopts the Statement of Proposals for the following:

- **Proposed Rating Policies (Attachment G) including.**
 - **Revenue and Financing Policy 2024/34**
 - **Policy on Remission of Rates 2024**
 - **Policy on Rates Postponement**
 - **Policy on Remission and Postponement of Rates on Maori Freehold Land**
- **Proposed Schedule of Fees and Charges 2024/25 (Attachment H)**
- **Proposed Significance & Engagement Policy 2024 (Attachment I).”**

5. “That Council agrees to carry out a special consultative procedure in accordance with section 83 of the Local Government Act 2002 for the following.

- **The Long-Term Plan Consultation Package and Supporting Documents Package**
- **the Proposed Rating Policies**
- **the Proposed Schedule of Fees & Charges 2024/25**
- **the Proposed Significance & Engagement Policy, and**

6. That Council confirms the consultation period for special consultative procedure will take place from 15 April 2024 with submissions closing 15 May 2024.”

General matters

7. “That in accordance with section 100(2) of the Local Government Act 2002 Council resolves the proposed unbalanced budget in years 1 and 2 of the Draft Financial Strategy and Draft Financial Statements is considered by Council to be prudent.””

8. “That Council confirms verbal hearings dates of 23 and 24 May 2024.”

9. ***“That Council notes the decision to not receive an audit opinion on the Consultation Document and defer the adoption of the Long-Term Plan 2024/34 by up to three months.”***
10. ***“That Council delegates approval of final corrections and formatting for these documents to the Chief Executive.”***

- Mayor Cadogan thanked staff and councillors for their work on the LTP Project.
- Steve Hill thanked all involved with the LTP Project.
- Councillor Payne thanked everyone for their work on the document.
- Sharon Jenkinson acknowledged the staff input on what was a difficult project.

There being no further business the meeting closed at 2.09pm.

Read and Confirmed

**B A Cadogan
MAYOR**

Clutha District Council

Item for CONFIRMATION

Report	Committee of The Whole Minutes
Meeting Date	9 May 2024
Item Number	7
Prepared By	Julie Gardner – EA/Governance Advisor
File Reference	893580

REPORT SUMMARY

Attached for confirmation are the minutes of the meeting of the Committee of the Whole held on 24 April 2024.

RECOMMENDATION

1. That the minutes of the meeting of the Committee of the Whole held on 24 April 2024 be approved as a true and correct record.

Committee of the Whole

Minutes of the meeting of the Committee of the Whole held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Wednesday 24 April 2024, commencing at 4.08pm.

Present His Worship the Mayor Bryan Cadogan, Councillors Wayne Felts, Bruce Graham, John Herbert, Michele Kennedy, Alison Ludemann, Simon McAtamney, Brent Mackie, Jock Martin, Ken Payne, and Bruce Vollweiler

In Attendance Steve Hill (Chief Executive) and Julie Gardner (EA/Governance Advisor)

Apologies Councillors Kevin Barron, Dane Catherwood, Gaynor Finch, Dean McCrostie

Moved Mayor Cadogan/Councillor Felts and Resolved:

“That the apologies be sustained.”

Moved Councillors Ludemann/Kennedy and Resolved:

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

That if required, Council excludes the public from the following part of the proceedings of this meeting pursuant to the provisions of the Local Government Official Information and Meetings Act 1987 namely:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Kaitangata Housing Trust	A2(h) Enable any Council holding the information to carry out, without prejudice or	S48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

	disadvantage, commercial activities. Council is being asked to purchase land for a particular price.	
Cyber Security Training	A2(j) Prevent the disclosure or use of official information for improper gain or improper advantage. Elected members are being given cyber security training including information about Clutha District Council cyber security measures.	S48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown after each item.

The meeting moved into public excluded session at 4.09pm.

The meeting moved out of public excluded session and was closed at XXXX.

Read and Confirmed

**Bryan Cadogan
MAYOR**

Clutha District Council

Item for CONFIRMATION

Report	Corporate & Policy Committee Minutes
Meeting Date	9 May 2024
Item Number	8
Prepared By	Sonia Farquharson – Finance & Policy Administrator
File Reference	893768

REPORT SUMMARY

Attached are the minutes of the meeting of the Corporate & Policy Committee held on 24 April 2024.

RECOMMENDATIONS

1. That the minutes of the meeting of the Corporate & Policy Committee held on 24 April 2024 be approved as a true and correct record.

Corporate & Policy Committee

Minutes of the meeting of the Corporate & Policy Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha, on Wednesday 24 April 2024, commencing at 1.30pm

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

In Attendance Steve Hill (Chief Executive), Sharon Jenkinson (Chief Financial Officer), Mike Goldsmith (Project Manager - Community Plan Implementation), Greg Bowie (Financial Accounting Team Leader), Trey Willis-Croft (Financial Support Accountant), Sonia Farquharson (Finance & Policy Administrator, Linda Moore and Sarah Hayward – (Clutha Development), Beki McCabe (Communications Advisor), Kelly Gay (Head of Community & Facilities Operations)

Apologies Councillor Kevin Barron, Dane Catherwood, Gaynor Finch, Dean McCrostie

Moved Mayor Cadogan / Councillor Kennedy and Resolved:

“That the apologies be sustained.”

DECLARATIONS OF INTEREST

There were no Declarations of Interest

URGENT BUSINESS

There was no urgent business.

PUBLIC FORUM

There was no public forum.

1 OUR PLACE TAIERI MOUTH COMMUNITY PLAN PROJECT

This report seeks Corporate & Policy Committee approval to recommend the Our Place Taieri Mouth Community Plan, and to move forward with the priority projects identified as part of the Our Place Taieri Mouth consultation.

Mike Goldsmith – GHC Consulting was in attendance.

- A request was made to take a draft report to the Taieri Mouth Amenity Society meeting. Mike advised that this could be done and would be in draft and that this report could be provided also as it provides more detail than the final plan.
- The finalised Community Plan would be brought to Council for adoption in June. There will be a staff submission to the Long-Term Plan to ask for some funding in 2024/25 so the projects can get underway, including development of finalising the scope and any investigations required. Additional funding would then be included in the annual plan 2025/26.

Moved Councillors Graham / Vollweiler and Resolved:

“That the Corporate and Policy Committee receives the ‘Our Place Taieri Mouth Community Plan Project’ report dated 24 April 2024.

That the Corporate & Policy Committee recommends the following project groupings, as set out in the project information:

Community facilities, Landscape and environment, Taieri River access Roading, Walking and cycling.

2 CLUTHA DEVELOPMENT QUARTERLY REPORT

This report presents Clutha Development’s report for the period 1 January 2024 – 31 March 2024.

Linda Moore – CE Clutha Development was in attendance to speak to the report and highlighted the following:

- Continuing to do some work with communities around house ad land packages.
- Continuing with attraction and retention programs.
- Destination Management projects are continuing.
- Looking at upgrading website.
- The contract for Heartland services with the Ministry of Social Development has just been renewed for a further 4 years.

Mayor Cadogan left the meeting at 1.36pm

Mayor Cadogan returned to the meeting at 1.42pm

Moved Councillors Felts /Vollweiler and Resolved:

“That the Corporate & Policy Committee receives the Clutha Development Quarterly Report, dated 24 April 2024’.

Linda Moore and Sarah Hayward – (Clutha Development) left the meeting at 1.46pm

3 POLICY TEAM REPORT

This report provides updates on various matters of interest in the Policy area.

Sharon Jenkinson - Chief Financial Officer was in attendance to speak to the report and highlighted the following:

- Representation review arrangements that the pre-consultation is going to be from the 1 May to 31 May 2024
- Submissions and social pinpoint going well, submissions are coming in, there have been lots of views and it is working out well.

Moved Councillors Graham/ Herbert and Resolved:

“That the Corporate and Policy Committee receives the report titled ‘Policy Team Report’ dated 24 April 2024”.

4 MANAGEMENT ACCOUNTS REPORT

The Financial Support Accountant presented the Management Accounts for the period 1 February 2024 to 31 March 2024.

Moved Councillors Payne / Kennedy and Resolved:

“That the Corporate & Policy Committee receives the Management Accounts Report, dated 24 April 2024.”

5 INVESTMENT PORTFOLIO UPDATE REPORT

The Financial Accounting Team Leader presented a report showing the movement in Council’s investment portfolio from the months of April 2023 to March 2024.

- There was discussion on the year-to-date cumulative return of 14.36% – how much is committed and how much is discretionary. Initial calculations are showing approx. 2.2 million is discretionary, however this still needs to be finalised.
- It was mentioned that all committed funds have now been withdrawn.

Moved Councillors Kennedy/ Vollweiler and Resolved:

“That the Corporate & Policy Committee receives the Investment Portfolio Update Report, dated 24 April 2024.”

6 DEVELOPMENT PROPERTIES UPDATE REPORT

The Financial Accounting Team Leader presented a report updating the Committee on Council Development Properties.

- For 23 Fyall Drive Rosebank Industrial the \$125k proceeds received will be returned due to the sale ending because we are still working through consenting issues for Rosebank Industrial. We are working on consenting issues as they relate to the status of the land and we are getting resource consents with the Regional Council and Clutha District Council for the whole industrial site.
- From this there has been a follow up regarding 28 Fyall Drive – and that person is happy with the consenting process.
- There was discussion regarding the Stirling subdivision and when we decide on its future – the plan is to see what the marketing campaign produces for Rosebank Terrace before making any decisions.

Moved Councillors Payne /Herbert and Resolved:

“That the Corporate & Policy Committee receives the Development Properties Update Report, dated 24 April 2024.”

The meeting closed at 1.54 pm.

Read and Confirmed

Alison Ludemann
Chair

Clutha District Council

Item for CONFIRMATION

Report	Infrastructure Strategy & Operations Committee Minutes
Meeting Date	9 May 2024
Item Number	9
Prepared By	Angela Ferguson – Transportation Administrator
File Reference	893579

REPORT SUMMARY

Attached are the minutes of the meeting of the Infrastructure Strategy & Operations Committee held on 24 April 2024.

RECOMMENDATIONS

1. That the minutes of the meeting of the Infrastructure Strategy & Operations Committee held on 24 April 2024 be approved as a true and correct record.

Infrastructure Strategy & Operations Committee

Minutes of the meeting of the Infrastructure Strategy & Operations Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Wednesday, 24 April 2024, commencing at 1.57pm.

Present Councillor Bruce Graham (Chairman), His Worship the Mayor Bryan Cadogan, Wayne Felts, John Herbert, Michelle Kennedy, Alison Ludemann, Simon McAtamney, Brent Mackie, Jock Martin, Ken Payne and Bruce Vollweiler

In Attendance Steve Hill (Chief Executive), Jules Witt (Deputy Chief Executive), Donna McArthur (HoD Infrastructure Strategy & Delivery), Linda Till (HoD Three Waters), Kelly Gay (HoD Community & Facilities Operations), Jason Foster (HoD Infrastructure Operations), James Allison (Transportation Operations Manager), Julie Gardner (EA/Governance Advisor) and Angela Ferguson (Transportation Administrator)

Apologies Councillors Kevin Barron, Dane Catherwood, Gaynor Finch, Dean McCrostie

Moved Mayor Cadogan / Councillor Herbert and resolved:

“That the apologies be sustained.”

1. OPERATIONS UPDATE – TRANSPORTATION

The Transportation Operations Manager submitted a report advising on operational matters within the Department.

There was discussion on the following –

Councillor Herbert thanked James Allison for his report back regarding the public forum item from the previous meeting, commented that it was very good for the Councillors to hear the progress on this matter.

Mayor Cadogan is very encouraged by the positive feedback he has been getting on roading in the district.

Moved Councillors Kennedy / Herbert and Resolved:

“That the Infrastructure Strategy & Operations Committee receives the ‘Operations Update – Transportation’ report dated 24 April 2024.”

2. OPERATIONS UPDATE – GREENSPACE & WASTE

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

Moved Councillors Felts / Herbert and Resolved:

“That the Infrastructure Strategy & Operations Committee receives the ‘Operations Update – Greenspace & Waste’ report dated 24 April 2024.”

3. OPERATIONS UPDATE - WATER

The Head of Three Waters submitted a report advising on operational matters within the Department.

There was discussion on the following –

- Clinton telemetry readings and how they work after a recent outage. Linda Till will follow up with the team.
- Notification issues and whether they needed more information when they were publicised.
- Taumata Arowai review – bullet point actions have been received.
- I & I inspections were discussed, these are added to the property file and also added to LIM reports.
- Phoenix Dam bypass and timings, Linda Till reported that they are getting very good feedback on the contractor involved in the job and the job is progressing well.

Moved Councillors Kennedy / Vollweiler and Resolved:

“That the Infrastructure Strategy & Operations Committee receives the ‘Operations Update – Water’ report dated 24 April 2024.”

4. INFRASTRUCTURE STRATEGY & DELIVERY UPDATE

The Head of Infrastructure Strategy & Delivery submitted a report advising on matters within the Department.

There was discussion on the following –

- Greenfield water scheme - should be complete by the end of the year, work is ahead of schedule. plans should be back within the next 3 weeks for the treatment plants. The Chief Executive added that Taumata Arowai are chasing for this to be confirmed as well.
- Hospital Creek – work is completed and the area has been re-grassed.
- Milton-Waihola pipeline planned turning of tap will be June, pipeline completion is end of April and then commissioning.

Moved Councillors Ludemann / Vollweiler and Resolved:

“That the Infrastructure Strategy & Operations Committee receives the ‘Infrastructure Strategy & Delivery Update’ report dated 24 April 2024.”

5. COMPLIANCE UPDATE REPORT

The Senior Compliance Engineer and the Team Leader Compliance & Reporting submitted a report advising on all compliance-related issues across the Department.

Daniel Pickup was in attendance for this item.

Moved Mayor Cadogan / Councillor Felts and Resolved:

That the Infrastructure Strategy & Operations Committee receives the ‘Compliance Update’ report dated 24 April 2024.”

The meeting closed at 2.27pm

Read and Confirmed

Bruce Graham
CHAIRPERSON

Clutha District Council

Item for CONFIRMATION

Report	Regulatory & Community Committee Minutes
Meeting Date	9 May 2024
Item Number	10
Prepared By	Cheryl-Marie Moana – Community & Facilities Administrator
File Reference	894260

REPORT SUMMARY

Attached are the minutes of the meeting of the Regulatory & Community Committee held on 24 April 2024.

RECOMMENDATIONS

1. That the minutes of the meeting of the Regulatory & Community Committee held on 24 April 2024 be approved as a true and correct record.

Regulatory and Community Committee

Minutes of the meeting of Regulatory and Community Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha, on Wednesday 24 April 2024, commencing 2.30pm

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

In Attendance Steve Hill (Chief Executive), Malcolm Sinclair (Manager Building & Regulatory Services), Edita Babos (Head of Environmental Planning & Compliance) via Zoom, Olivia Restieaux, Kelly Gay (Head of Community & Facilities), Mike Goldsmith (Project Manager – Community Plan Implementation), Debbie Duncan (Head of Community Libraries & Visitor Information), Cheryl-Marie Moana (Community & Facilities Administrator)

Apologies: Councillors Kevin Barron, Dane Catherwood, Gaynor Finch, Dean McCrostie

Moved Mayor Cadogan / Councillor Graham and Resolved:

“That the apologies be sustained.”

DECLARATIONS OF INTEREST

There were no declarations of interest.

URGENT BUSINESS

There was no urgent business.

PUBLIC FORUM

There was no public forum.

1. COMMUNITY & FACILITIES UPDATE

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

Kelly Gay – Head of Community & Facilities was in attendance and provided the following updates.

- Poolsafe audit – compliant achieved in all categories for both pools.
- Milton pool – issues were highlighted regarding plant and infrastructure. A new filter system may be required.
- Issues with tenants at the Clinton community housing units were discussed. A report asking councils intent for housing and the criteria will be presented to council at a later date.
- Recycling bike project – this is being looked into.
- Youth Council are organising a pop up movie with sponsorship hopefully provided by local businesses.

Moved Councillors Graham / Volweiler and Resolved:

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

2. COMMUNITY LIBRARIES & VISITOR INFORMATION UPDATE

The Head of Libraries and Visitor Information updating the Committee on activities within the Community Libraries & Visitor Information department.

Debbie Duncan – Head of Community Libraries & Visitor Information was in attendance.

Updates:

- Lawrence library – open hours changed on Wednesday for staff to meet. Milton and Owaka to follow.
- General theme from all facilities was the need for more digital assistance, staff training will need to be provided to keep up with the many devices.

Moved Councillors Vollweiler / Ludemann and Resolved:

'That the Regulatory & Community Committee receives the 'Community Libraries & Visitor Information Update' report, dated 24 April 2024

3. COMMUNITY PROJECTS UPDATE

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

Mike Goldsmith – Project Manager, Community Plan Implementation was in attendance.

Update:

- Highlighted Milton projects – dog park and Taylor Park cabins
- Engaged with residents of Papatowai for new picnic area
- Kaitangata boat ramp – discussion on amount spent.
- Request that project status sheets contain acronym explanations, and that total council commitment and total spending be tallied across all projects.

Moved Councillors Herbert/Payne and Resolved:

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

4. BUILDING & REGULATORY MANAGER'S REPORT

The Manager - Building & Regulatory updating the Committee on activities within the Building & Regulatory department.

Malcolm Sinclair – Building & Regulatory Manager was in attendance.

The following was highlighted;

- Service will be low due to staff training, no live launch date as yet
- Animal control – additional complaints with dogs in Waihola area. social media being used to resolve these rather than council.

- Invite Dog team to Telford Rural Polytech to speak with students – free microchipping to encourage people to bring their dogs
- Staffing – actively seeking Building Inspector, manage Territorial Authority functions and increase staff. Trades perspective – mostly technical now as opposed to paperwork which can put applicants off applying. Encourage staff to defuse situations. Equip staff with tools for these situations.

Moved Councillors Ludemann / Mackie and Resolved:

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

5. ENVIRONMENTAL PLANNING & COMPLIANCE MANAGER'S REPORT

The Head of Environmental Planning & Compliance updating the Committee matters in the Environmental Planning & Compliance Department.

Edita Babos was available via Zoom and Olivia Restieaux was in attendance.

The following was highlighted:

- Security of staff – Freedom Camping Officer was recently assaulted, investigating the use of body cameras.
- Forestry – concerned locals & ORC/MP Simeon Brown met recently to discuss wilding tree calculator and how they are calculated.
- There is a need to support vulnerable people as there are more people sleeping in cars in the district.

Moved Councillors Vollweiler / Herbert and Resolved:

'That the Regulatory and Community Committee receives the report titled 'Environmental Planning & Compliance Update Report', dated 24 April 2024.'

6. CREATIVE COMMUNITIES COMMITTEE MEETING MINUTES

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

Moved Councillors Vollweiler / Payne and Resolved:

'That the Regulatory & Community Committee notes the minutes of the Creative Communities Scheme Assessment Committee meeting held on 28 March 2024.'

The meeting closed at 3.34pm

Read and Confirmed

Mayor Cadogan
ACTING CHAIR

Clutha District Council

Item for INFORMATION

Report	West Otago Community Board Minutes
Meeting Date	9 May 2024
Item Number	11
Prepared By	Julie Gardner –EA/Governance Advisor
File Reference	893581

REPORT SUMMARY

Attached are the unconfirmed minutes of the meetings of the West Otago Community Board held on 10 April 2024.

RECOMMENDATIONS

1. That the unconfirmed minutes of the meeting of the West Otago Community Board held on 10 April 2024 be noted.

West Otago Community Board

Minutes of the meeting of the West Otago Community Board held in the West Otago RSA, 51 Northumberland Street, Tapanui on Wednesday 10 April 2024, commencing at 10.30am.

Present Barbara Hanna (Chairperson), Cecil Crawford, Mark Diamond, Councillor John Herbert, Councillor Michele Kennedy, Linda Roulston, Bruce Robertson

In Attendance His Worship the Mayor Bryan Cadogan, Steve Hill (Chief Executive), Jules Witt (Deputy Chief Executive), Kelly Gay (Head of Community & Facilities Operations) and Cheryl-Marie Moana (Community & Facilities Operations Administrator)

Apologies Sonia Richardson

Moved Councillor M Kennedy/L Roulston and Resolved:

“That the apology be sustained.”

The Chairperson welcomed everyone to the meeting.

PUBLIC FORUM

Bushyhill Playground Group

- Start date – waiting for approval of pipes/concrete slab for basketball court, focusing on purchasing equipment, swings. On track with funding and grants, in total \$45,000 actively applied for. A lot of community support. Doing a great job, very positive.
- Upgrade - concrete wall quote – Simon Marshall covering some of the cost \$6,970, to the total of \$3,415. Great work and well done.

Triangle Area – James Stuart

- proposal for triangle outside the nursery be planted in miniature kowhai's. Blue Mountain nursery to maintain them. Unique living collection of dwarf/miniature kowhai trees.

Issue Raised with Water Treatment Plant

- not fully compliant with Taumata Arowai drinking water standards.

1 TAPANUI COMMONAGE INCOME

The report advises of the Tapanui Commonage Income and asks the Board to confirm the allocation of the income for the 2024/25, 2025/26 and 2026/27 years and residual funds.

Moved Councillor J Herbert /C Crawford and Resolved:

“That the West Otago Community Board receives the Tapanui Commonage Income report dated 10 April 2024.

That the West Otago Community Board agrees to amend the annual operation grants to \$17,000, \$10,000, and \$17,000 for the West Otago Community Centre, the West Otago Swimming Pool and the West Otago Health Trust respectively, with these to be reviewed on a three-yearly basis.

M Diamond requested his vote be recorded against the above recommendation.

That the West Otago Community Board considers projects and/or other uses for the residual Commonage Land Income (up to \$19,000) to the end of 2023/24.”

2 WEST OTAGO COMMUNITY BOARD MINUTES

The minutes of the meeting of the West Otago Community Board held on 10 April 2024 were presented for the Board's confirmation.

Moved L Roulston/Councillor M Kennedy and Resolved:

“That the West Otago Community Board confirms the minutes of the meeting held on 10 April 2024, with the amended spelling of ‘Stuart’ Timber, as a true and correct record.

3 WORK IN PROGRESS UPDATE

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

3.1 Projects

3.1.1 Triangle Area Plantings

No updates.

3.2 Items to stay on WIP.

3.2.1 Hancox Park

WIP.

3.3 Aitchison Runs Road Grade Adjustment

No updates.

3.4 Tree Removal – timber from Beech Tree

Stuarts Timber, meeting next week to decide if the tree is suitable for milling.

3.5 Kelso Settlement Road

WIP.

Moved Councillor J Herbert/M Diamond and Resolved:

“That the West Otago Community Board receives the ‘Work in Progress Update’ report dated 10 April 2024.”

4 INFRASTRUCTURE STRATEGY & OPERATIONS UPDATE

The report advises the West Otago Community Board of activities in respect to the Infrastructure Strategy & Operations Department.

Reticulation contract – waiting on local back-to-back contracts to come back to CDC. Main contractor has been established. Margin agreed.

- Moa Flat – continues to be under a boil water notice as the plant cannot work to a 100% capacity all the time and gain compliance under the new drinking water requirements, can't keep plant working optimally.
 - Community Housing – reviews will now happen twice a year instead of once.
 - Greenspace contract is working well, doing a great job.
 - Service Requests (SR) – to add how many SR's have been resolved within the timeframe.

Moved L Roulston /B Robertson and Resolved:

“That the West Otago Community Board receives the ‘Infrastructure Strategy & Operations Update’ report dated 10 April 2024.”

5 REVENUE & EXPENDITURE REPORT

Attached is a copy of the Revenue and Expenditure Statement for the West Otago Community Board's area for the period 1 July 2023 to 29 February 2024.

Revenue expenditure – purchase plants for Heriot gardens \$200 put aside. Solar lights need replaced.

Moved Councillor M Kennedy/M Diamond and Resolved:

“That the West Otago Community Board receives the ‘Revenue and Expenditure’ report dated 10 April 2024.”

6 COMMUNITY FUNDING AND GRANTS REPORT

The report covers funding schemes and general grant allocations administered by the Finance and Policy Administrator and Community & Facilities Operations Administrator.

Community Awards have been advertised.

Youth Development Fund – extended until 22 April 2024.

Creative Communities Scheme:

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

Moved Councillor J Herbert/L Roulston and Resolved:

“That the West Otago Community Board receives the ‘Community Funding and Grants Report’ dated 10 April 2024.”

7 BUILDING CONSENTS STATISTICS FOR FEBRUARY 2024

The Regulatory Administrator submitted a report on building consents for February 2024.

Moved Councillor M Kennedy/C Crawford and Resolved:

“That the West Otago Community Board receives the ‘Building Consents Statistics for February 2024’ report.”

8 OUR PLACE COMMUNITY PLAN PROJECTS UPDATE

This report provides an update on progress with Community Projects as outlined in the Our Place West Otago Community Plan.

Moved Councillor J Herbert/L Roulston and Resolved:

“That the West Otago Community Board receives the ‘Our Place Community Plan Projects Update’ report dated 10 April 2024.

That the West Otago Community Board approve \$16,331 of Community Plan funding to be used for Stage 1 of the Bushyhill St Playground upgrade project.

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

That the West Otago Community Board approve \$12,765 of Community Plan funding to be used for improvements to the Heriot Tennis Courts.

That the West Otago Community Board direct staff to continue working with the Heriot community to ensure that improvements to the Heriot Tennis Courts are completed in a professional and timely manner.”

9 MAYORAL UPDATE

The report is a placeholder for a verbal update from His Worship the Mayor Bryan Cadogan.

- 3 Waters – Met with MP Simeon Brown to discuss and made it clear to him of the Councils new regulator of 3 Waters, Taumata Arowai and meeting their regulations. Facilitator is Ngai Tahu, collaborating with them.
- Hardest LTP district will have to face. No efficiencies.
- 21 April 2024, 12.30 – 1.15pm would like support from the Community Board with the soap box session to prepare our community, to make informed consultation inputs.
- Thanked Councillors and staff for all their hard work heading into the LTP.

10 COMMUNITY BOARD UPDATES

- Whiskey Gully – working with Greenspace, Stacy Ferguson, trees, toilets fixed, mowing completed. Tractor tyre tracks continuing to mark ground, to be investigated further, mural on toilets completed, final report to be given to Mike. Linda thanked Michelle for her work in getting this project completed.
- Cecil – Waikoikoi Domain Board will finance it for 3 years to keep the hall going, may ask for funding through CDC, to go through correct channels, LTP submission.
- John – Heriot – good progress, Moa flat water scheme, new reservoir. Farms planted out in trees; thousands of hectares planted with no consents. Who does the wilding tree calculator population? Level playing field, meeting with MP to discuss, need clear guidelines.
- Two Promotions Committee – letter of thanks read for support with contributions towards the annual Christmas parade in Tapanui.
- Clutha Valley Motor Home Assn – suggest monies Tapanui recreation following letter of funding – place on next agenda to be addressed.
- Reminder to the Community Board re Public Forum speakers - need to ask questions only, no comments, talk to the item.

The meeting closed at 11.39am

Confirmed

**Barbara Hanna
CHAIRPERSON**

Clutha District Council

Item for INFORMATION

Report	Lawrence/Tuapeka Community Board Minutes
Meeting Date	9 May 2024
Item Number	12
Prepared By	Julie Gardner – EA/Governance Advisor
File Reference	893583

REPORT SUMMARY

Attached are the unconfirmed minutes of the meetings of the Lawrence/Tuapeka Community Board held on 10 April 2024.

RECOMMENDATIONS

1. That the unconfirmed minutes of the meetings of the Lawrence/Tuapeka Community Board held on 10 April 2024 be noted.

Lawrence/Tuapeka Community Board

Minutes of the meeting of the Lawrence/Tuapeka Community Board held at the Lawrence Service Centre, Peel Street, Lawrence on Wednesday 10 April 2024, commencing at 3.00pm.

Present Geoff Davidson, Roger Cotton, Tim Dickey, Lindy Chinnery, Suzanne Stephenson, and Councillor Jock Martin (late)

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

Apologies Matt Little

Moved R Cotton / T Dickey and Resolved:

“That the apology be sustained.”

The Chairperson welcomed everyone to the meeting.

Moved T Dickey / S Stephenson and Resolved:

“That the Lawrence Tuapeka Community Board recommends that item 3 ‘Work in Progress Report’ be moved to item 1 in the agenda running order.”

LATE ITEMS

PUBLIC FORUM

Representatives of the Vintage Car club –

- Jules has requested the club makes a full submission to the LTP for their proposal.
- Proposal will involve, water, parking (road reserve), access though the vintage club land, sewerage, drainage, recent survey has been completed.
- Asking the Community Board for support to put a full submission into the Council.

Consultation starts from Monday, full comms coming out to the public and ways to be involved in process, 15 May 2024, 4-week submission period.

Mayor – submissions for 2024 for consideration start in May, explained process.

Representatives from Mountain Bike Group -

- Mountain Bike trail – 75% completed target trails.
- Asking support for Phase 2 – unformed road, open to rail trail riders, creating more business opportunities. Runs alongside the Vintage Car club submission. Single track that everyone can ride. Promoting our history. Full loop around Gabriels Gully, signage needed. Apply for funding through the Community Board. Submission needs to be made for the LTP.

Jess Weichler

- Presented Plaques for Lawrence Cemetery - make it more story-based.
- Also submitted Museum monthly report.

1. WAS ITEM 3 IN AGENDA RUNNING ORDER – WORK IN PROGRESS UPDATE

Peter Petchey (Archaeologist) presented to the Board regarding the area in the Lawrence Cemetery, clear vegetation, piles smoothed out, identify grave sites, tidy it up, beautification. Memorial placed at site. Chinese community would like support with some commemoration.

With the support of Denise Ng and Peter and the Chinese Community to put a submission to the LTP through the Community Board and define what rectifying might look like.

2. WAS ITEM 1 IN AGENDA RUNNING ORDER - OUR PLACE COMMUNITY PLAN PROJECTS UPDATE

This report provides an update on progress with Community Projects as outlined in the Our Place Lawrence-Tuapeka Community Plan. Decisions on proposed changes to the community plans were requested.

Moved L Chinnery/R Cotton and Resolved:

“That the Lawrence-Tuapeka Community Board receives the ‘Our Place Community Plan Projects Update’ report dated 10 April 2024.

That Residential Development be added as a priority project within the Lawrence-Tuapeka Community Plan.

That Community Dog Park is not added as a project within the Lawrence-Tuapeka Community Plan.

That the Community Hub Investigations project be removed from the Lawrence-Tuapeka Community Plan.

That a staff submission to the 2024/34 Long Term Plan be prepared requesting that existing funding for the Community Hub Investigations project be carried forward and allocated to:

Gabriels Gully Entrance Project which would include Car Park Reserve (Project 5) and Destination Toilets (Project 9).

That other projects within the Lawrence-Tuapeka Community Plan are reviewed and updated to reflect recent developments and progress.”

Also need to confirm relocation of old town hall toilet in next financial year’s budget and location as well as Engineers’ foundation design.

3. WAS ITEM 2 IN AGENDA RUNNING ORDER - LAWRENCE/TUAPEKA COMMUNITY BOARD MINUTES

The minutes of the meeting of the Lawrence/Tuapeka Community Board held on 28 February 2024 were presented for the Board’s confirmation.

Moved R Cotton/T Dickey and Resolved:

“That the minutes of the meeting of the Lawrence/Tuapeka Community Board held on 28 February 2024 be approved as a true and correct record.”

4. WORK IN PROGRESS

The Community & Facility Administrator submitted a report that updated the Community Board on progress in relation to issues that had been raised at previous meetings.

4.1 Gabriels Gully Walkway

Gateways can be done but will cost \$1, 500 for new gates. Available budget is currently \$1,021 which is \$500 short.

Signage of 25 orange arrows completed and another 11 in stock and purchased another 10.

It was agreed that Kate Leslie funds would be used to have this completed.

Moved R Cotton/L Chinnery and Resolved:

“That additional funds of \$500 be allocated from the Kate Leslie Fund for gates on the Gabriels Gully walkway.”

4.2 Zig Zag Track Maintenance

WIP – Stacy Ferguson recommended consent, liability of the council if someone was hurt. Engineers report needed.

4.3 Cemetery Kiosk Panels

Discussed in public forum - WIP

4.4 Cemetery Maintenance

Friends of the Cemetery – WIP

Paupers' area of the cemetery, bottom area should not be used for burials, not suitable, suggest paupers' area – extend the cemetery with only 9 plots left, 5 of them in the paupers' area which is not suitable.

4.5 Peace Garden

WIP

Lindy to approach Lions Club and Athenaeum to donate a chair each for garden.

4.6 Lights in Lawrence

WIP

4.7 Market Reserve – Beautification

Beautification was discussed.

Moved R Cotton/L Chinnery and Resolved:

“That the Lawrence/Tuapeka Community Board receives the Work in Progress Update report dated 10 April 2024.”

5. INFRASTRUCTURE STRATEGY & OPERATIONS UPDATE

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

There was discussion on the following:

Consent submitted to ORC for undertaking work as required as emergency work, at a critical state, level of water. Port Blakely will decommission the dam, applied to ORC emergency submission, mindful of the water supply, has not been approved as yet, under Section 3.30.

Spillway is the heritage part of the dam.

Fish and Game, recovery of eel from the local Runanga, placed back into the Tuapeka.

Greenspace – planting of Daffodils on the embankment. Chair asked for quote on tidying up the embankment, contractor has gone ahead with this, will advise if invoice presented.

Account to be paid when the invoice is received.

Moved L Chinnery/T Dickey and Resolved:

“That the Lawrence/Tuapeka Community Board receives the Infrastructure Strategy & Operations Update Report dated 10 April 2024.”

6. REVENUE & EXPENDITURE REPORT

Attached is a copy of the Revenue and Expenditure Statement for the Lawrence/Tuapeka Community Board’s area for the period 1 July 2023 to 29 February 2024.

Moved R Cotton/L Chinnery and Resolved:

“That the Lawrence/Tuapeka Community Board receives the Revenue and Expenditure report dated 10 April 2024.”

7. COMMUNITY FUNDING AND GRANTS REPORT

The report covers funding schemes and general grant allocations administered by the Finance and Policy Administrator and Community & Facilities Operations Administrator.

Community Awards have been advertised.

Youth Development Fund – extended 22 April.

Creative Communities Scheme:

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

Moved T Dickey/S Stephenson and Resolved:

“That the Lawrence/Tuapeka Community Board receives the Community Funding and Grants report dated 10 April 2024.”

8. BUILDING CONSENTS STATISTICS FOR FEBRUARY 2024

The Regulatory Services Administrator submitted a report on building consents for February 2024.

Moved S Stephenson/R Cotton and Resolved:

“That the Lawrence/Tuapeka Community Board receives the report titled ‘Building Consents Statistics for February 2024.’”

9. MAYORAL UPDATE

His Worship the Mayor Bryan Cadogan provided verbal updates on the following:

Sunday, 21 April 2024 at the Bistro, soapbox for LTP, support needed from the Community Board.

Rates rises – untenable for district.

The meeting closed at 5.13pm.

Confirmed

Geoff Davidson
Chairperson

Clutha District Council

Item for INFORMATION

Report	Risk & Assurance Minutes
Meeting Date	9 May 2024
Item Number	13
Prepared By	Sonia Farquharson – Finance & Policy Administrator
File Reference	893767

REPORT SUMMARY

Attached are the unconfirmed minutes of the meeting of the Risk & Assurance Committee held on 24 April 2024.

RECOMMENDATIONS

1. That the unconfirmed minutes of the Risk & Assurance Committee held 24 April 2024 be noted.

Risk & Assurance Committee

Minutes of the meeting of the Risk & Assurance Committee held in the Council Chambers, 1 Rosebank Terrace, Balclutha, on Wednesday 24 April 2024, commencing at 10.36 am.

Present Stephen Halliwell (Chairperson), His Worship the Mayor Bryan Cadogan, Councillors Bruce Graham, John Herbert, Michele Kennedy, Alison Ludemann, Ken Payne and Bruce Vollweiler

In Attendance Steve Hill (Chief Executive), Jules Witt (Deputy Chief Executive), Sharon Jenkinson (Chief Financial Officer), Christina Johnston (Manager Risk Management), Linda Till (Manager Three Waters), Daniel Pickup (Team Leader Compliance & Reporting), Greg Bowie (Financial Accounting Team Leader), Trey Willis Croft (Financial Support Accountant), Oscar Melad (Financial Support Accountant), Councillors Wayne Felts, Jock Martin, Simon McAtamney and Sonia Farquharson (Finance & Policy Administrator)

Apologies Councillor Gaynor Finch

Moved Mayor Cadogan / Councillor Kennedy and Resolved:

“That the apology be sustained.”

DECLARATIONS OF INTEREST

There were no Declarations of Interests

URGENT BUSINESS

There was no urgent business. no

PUBLIC FORUM

There was no public forum.

1. CONFIRMATION OF MINUTES

The minutes of the meeting of the Risk & Assurance Committee held on 14 March 2024 were submitted for confirmation.

Moved Councillor Payne / Graham and Resolved:

“That the Risk & Assurance Committee confirms as a true and correct record the minutes of the Risk & Assurance Committee held 14 March 2024.”

2. RISK STATUS PROGRESS REPORT – INEFFECTIVE PEOPLE LEADERSHIP

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

This papers focus is on the Risk: Ineffective People Leadership

Christina Johnston (Manager Risk Management) was in attendance to speak to her report, the following were key discussion points.

This risk is fifth on our register. Christina will be working with each activity and producing quarterly reports on performance, statutory targets, employer engagement, finances, safety, customer satisfaction, and leadership performance. When put all our actions in place we aim to reduce this risk as a result and that in a years’ time the risk is low. We will keep it on the risk register so we can keep focus on it as it remains important to us.

Moved Councillors Herbert / Graham and Resolved:

“That the Risk & Assurance Committee receives the ‘Risk Status Progress Report - Ineffective People Leadership’, dated 24 April 2024.”

Christina Johnston (Manager Risk Management) left the meeting at 10. 47am.

3. RISK AND ASSURANCE WORKPLAN REPORT

This report outlines the proposed workplan to the end of the 2024.

Sharon Jenkinson – (Chief Financial Officer) was in attendance to speak to her.

The Melville Jessop quarterly investment monitoring report was not available at the time of writing this report but will be distributed at the next meeting.

Moved Councillors Vollweiler / Payne and Resolved:

“That the Risk & Assurance Committee receives the ‘Risk and Assurance Workplan Report’, dated 24 April 2024.”

4. ANNUAL PLAN PERFORMANCE MONITORING REPORT

This report combines the Financial Management Accounts and the Non-Financial Key Performance Indicators (KPIs).

Trey Willis-Croft – (Financial Support Accountant) was in attendance to speak to his report. The following points were highlighted:

- Finance staff are working with Water team and the IT team to make the process more streamlined.
- Work is being done on data validation as there is a disconnect in the timing of Council and our contractors' reporting data.

Moved Councillors Herbert / Ludemann and Resolved:

“That the Risk & Assurance Committee receives the ‘Annual Plan Performance Monitoring Report’, dated 24 April 2024.”

5. PROTOZOAL AND BACTERIAL COMPLIANCE REPORT

This report provides an update for each Water Treatment Plant (WTP) and their compliance with the Drinking Water Quality Assurance Rules (DWQAR) for Bacterial and Protozoal treatment.

Daniel Pickup (Team Leader Compliance & Reporting) was in attendance to speak to the report and available to answer questions.

Moved Councillors Vollweiler / Kennedy and Resolved:

“That the Risk & Assurance Committee receives the ‘Protozoal and Bacterial Compliance Report’, dated 24 April 2024.”

6. 3 WATERS OPERATIONS 8 MONTH REPORT

This report displays the financial results for the 3 Waters activity for the first eight months of the 2023/24 financial year. This report combines high level financial results for the Urban Water, Rural Water, Wastewater, Stormwater, Water Management and Water Operations business units.

Linda Till – (Head of Three Waters) and Greg Bowie (Financial Accounting Team Leader) were in attendance to speak to the report.

There was considerable discussion around funding of capital and the importance of keeping a debt document live, so we are closely monitoring.

Moved Councillors Graham / Vollweiler and Resolved:

“That the Risk & Assurance Committee receives the ‘3 Waters Operations 8 Month Report’, dated 24 April 2024.”

7. AUDIT RECOMMENDATION MONITORING REPORT

This report provides an update on actions taken on recommendations from the Deloitte Final Report to Risk and Assurance Committee on 30 June 2023 Annual Report Audit.

Sharon Jenkinson – Chief Financial Officer, was in attendance to speak to her report.

There was considerable discussion about the signatory systems that are currently in place, with the CFO highlighting that the recommendations were inconsistent with each other, so staff were unsure about what was the best practice.

The general feeling was that further information needed to be obtained from the Auditor General to clarify exactly what they were requiring.

After a lengthy debate a motion was put to the Committee.

Moved Chair Halliwell / Graham:

“That the Risk & Assurance Committee receives the motion that the Risk & Assurance Committee recognised that staff have fully researched the segregation of duties and banking of online banking signatories and the committee accepts that the residual risk and that further investing are in minimising risk is inefficient dated 24 April 2024.”

The motion went to the vote –

For (2) – Stephen Halliwell (Chair), Councillor Bruce Graham

Against (6) – Mayor Cadogan, Councillors Ken Payne, John Herbert, Michele Kennedy, Alison Ludemann, Bruce Vollweiler

The motion was lost.

Moved Councillors Vollweiler / Payne and Resolved:

“That the Risk & Assurance Committee receives the ‘Audit Recommendation Monitoring Report’, dated 24 April 2024.”

8. TREASURY MANAGEMENT REPORT

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

At the end of this report, we have also included the quarterly report from Bancorp to 31 March 2024. The Melville Jessup Weaver quarterly report to 31 March 2024 is not yet available, so we will include this in the next agenda.

Greg Bowie – (Financial Accounting Team Leader) was in attendance to speak to his report.

The funds committed from previous years of 6.8 million has been withdrawn from the fund since this report was written.

Moved Councillors Kennedy /Herbert and Resolved:

“That the Risk & Assurance Committee receives the ‘Treasury Management Report’, dated 24 April 2024.”

As it was Stephen Halliwell’s last meeting, Mayor Cadogan thanked him on behalf of the Elected Members for his contribution to the Risk & Assurance Committee and the Clutha District and wished him well for the future. He also acknowledged the importance of the relationships that he had built with council staff during his tenure.

The meeting closed at 12.06pm

Read and Confirmed

Stephen Halliwell
CHAIRPERSON

Clutha District Council

Item for INFORMATION

Report	Youth Council Minutes
Meeting Date	9 May 2024
Item Number	14
Prepared By	Cheryl-Marie Moana – Community & Facilities Administrator
File Reference	894790

REPORT SUMMARY

Attached are the unconfirmed minutes of the meeting of the Clutha District Youth Council held on 9 May 2024.

RECOMMENDATIONS

1. That the unconfirmed minutes of the Youth Council meeting held on 9 May 2024 be noted.

Youth Council

Minutes of the meeting of Youth Council of the Clutha District Council held in the Council Chambers, 1 Rosebank Terrace, Balclutha, on Monday 8 April 2024 commencing at 6.30 pm.

Present	Youth Councillor Paige King (Chairperson), Youth Councillors Yui Nakajima, Sophie Crawford, Hollie Crawford, Mauosamoa Fatialofa, Priya Baskar, Te Aroha Goodlet, Caitlyn May, Nancy Antill, and Councillor Ken Payne
In Attendance	His Worship the Mayor Bryan Cadogan, Steve Hill (Chief Executive), Kelly Gay (Head of Community & Facilities Operations), Lilly Paterson (Community Support & Development Advisor), Cheryl-Marie Moana (Community & Facilities Administrator).
Apologies	Youth Councillors Lucas Hopkins, Brianna Stanbra, Nevaeah Hayward, AJ Nixon, Councillor Gaynor Finch, Tess King (Clutha District Youth Worker)
	<i>Moved Youth Councillors N Antill/Y Nakajima and Resolved:</i>
	<i>“That the apologies be sustained.”</i>

URGENT BUSINESS

There was no urgent business.

PUBLIC FORUM

There was no public forum.

1. INVESTITURE OF YOUTH COUNCILLORS

That Youth Council members are asked to make and sign the Declaration in the form:

- Nancy Antill - Workplace Representative
- Te Aroha Goodlet - Lawrence Area School Representative
- Caitlyn May - Lawrence Area School Representative

2. CONFIRMATION OF MINUTES

Attached are the minutes of the meeting of the Youth Council held on 26 February 2024 for confirmation.

Moved Youth Councillors Y Nakajima/P Baskar and Resolved:

“That the Youth Council confirms as a true and correct record the minutes of the meeting held 26 February 2024.”

3. FESTIVAL FOR THE FUTURE 2024

Clutha District Youth Council has been invited to send two Youth Councillors to attend the festival for the Future event in Wellington on the 17-19 July 2024.

Moved Youth Councillors M Fatialofa/S Crawford and Resolved:

“That the Youth Council receives the ‘Festival for the Future 2024’ report.

That the Youth Council send two representatives to attend the Festival for the Future event 2024.”

4. ASPIRING LEADERS FORUM 2024

The Community Support & Development Advisor submitted a report outlining details of the 2024 Aspiring Leaders Forum. The Clutha District Council would like to nominate up to two young people aged between 18 and 26 from the Clutha District to attend this four-day forum in Wellington from the 29th of August – 1st September 2024.

Moved Youth Councillors M Fatialofa/P Baskar and Resolved:

“That the Youth Council receives the ‘Aspiring Leaders Forum 2024’ report.

That the Youth Council send two representatives to attend the Aspiring Leaders.”

5. YOUTH COUNCIL YOUTH DEVELOPMENT FUND 2024

Clutha District Youth Council has established a Youth Development Fund of up to \$2,000 each financial year, so the Youth Council can support youth-related activities and projects in the Clutha District. There is \$2,000.00 up for allocation in 2024.

Applications extended until the 22 April 2024.

Moved Youth Councillors Y Nakajima/M Fatialofa and Resolved:

“That the Youth Council receives the ‘Youth Development Fund 2024’ report.”

6. CLUTHA DISTRICT YOUTH DEVELOPMENT PROGRAMME REPORT

The report provides an update on the work being delivered by the Clutha District Youth Worker through the Youth Development Programme.

Moved Youth Councillors N Antill/M Fatialofa and Resolved:

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

7. NATIONAL YOUTH WEEK ACTIVITIES 2024

National Youth Week 2024 is to be held from 20-26 May.

The theme for 2024 is “We may not have it all together, but together we have it all”.

Moved Youth Councillors S Crawford/ M Fatialofa and Resolved:

“That the Youth Council plans their activity for National Youth Week 2024.”

8. DIVERSITY CLUTHA

The Community Support & Development Advisor submitted the report on the delivery of “Diversity Delivers”.

Moved Councillors Y Nakajima/S Crawford and Resolved:

“That the Youth Council receives the DIVERSITY CLUTHA report.

That the Youth Council, continue to plan and deliver the DIVERSITY CLUTHA project.”

9. CULTURE OF ACCEPTANCE OF ALCOHOL IN CLUTHA DISTRICT

The Community Support & Development Advisor submitted the report as being a follow on from the pre meeting workshop discussing the topics of:

1. The culture of acceptance of alcohol within our district and concerns about this.

Moved Youth Councillors N Antill/H Crawford and Resolved

“That the Youth Council receives the ‘Culture of Acceptance of Alcohol in Clutha District’ report.

That the Youth Council continue to plan and deliver the Culture of Acceptance of Alcohol in Clutha District project.”

Lilly to contact Lindsay, video recording of her presentation, will send via email and group chat, have workshop after.

10. BALCLUTHA BRIDGE PARK

The Community Support and Development Advisor submitted a report outlining details of the Balclutha bridge destination park project.

Youth Council to be involved in creating a Pou and Koro design, and to assist Rotary with fundraiser.

Moved Youth Councillors M Fatialofa /Y Nakajima and Resolved:

“That the Youth Council receives the ‘Balclutha Bridge Park’ report.

That the Youth Council plan with Balclutha Rotary to move this project forward.”

11. BALCLUTHA RIVER JUMPING PLATFORM

The Community Support and Development Advisor submitted a report outlining details of the Balclutha River Jumping Platform report.

Like the idea of a multi jumping platform, safety, shade, moss, and algae to be considered.

Moved Youth Councillors P Baskar/Y Nakajima and Resolved:

“That the Youth Council receives the ‘Balclutha River Jumping Platform’ report.

That the Youth Council give feedback on the concept and designs for the platform.”

12. YOUTH COUNCIL MEMBERS UPDATE

Members of the Youth Council are asked to give a verbal report to the meeting.

Blue Mountain College – Olivia production

Paige organising Matariki festival for the district and activities for Māori Language week.

Lawrence Area School - Deputy Head Girl, Lawrence Area School is swimming the length of the Cook Strait on Friday to raise money for cancer; Area’s school tournament coming up.

Lions Club Foundation – fundraising for a new Heli pad in Owaka

ANZAC Day attendance – Ken would like as many of our Youth Councillors to attend as possible, a mentor will contact you.

Mauosamoa attending the Future Leadership Academy in Samoa and has been contracted to Bulldogs League team in Sydney.

13. YOUTH COUNCIL MEETING DATES 2024

The report outlines the meeting dates for the Youth Council meetings in 2024.

Moved Youth Councillors Y Nakajima/M Fatialofa and Resolved:

“That the Youth Council receives the ‘Youth Council Meeting Dates 2024’ report”.

The meeting closed at 7.13pm.

Confirmed

Paige King

CHAIRPERSON

Clutha District Council

Item for INFORMATION

Report	Mayoral Report
Meeting Date	9 May 2024
Item Number	15
Prepared By	Bryan Cadogan - Mayor
File Reference	893584

REPORT SUMMARY

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

RECOMMENDATIONS

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

REPORT

1 Mayoral Attendances

Date	Activity
27 March 2024	Attended Council Meeting
4 April 2024	Travelled to Queenstown for meeting with Minister Simeon Browne
5 April 2024	Meeting with Mike Goldsmith & Steve Hill
5 April 2024	Meet & greet at SOHS with visiting international students from Thailand

8 April 2024	Meeting with rate payer
8 April 2024	Attended Youth Council Meeting
8 April 2024	Attended Gore Women's Refuge monthly meeting via Zoom
9 April 2024	Jobbortunities meeting
9 April 2024	Weekly meeting with Steve Hill
10 April 2024	Attended Community Board meetings
11 April 2024	Attended Council Meeting and Workshop
12 April 2024	Jobbortunities meeting
12 April 2024	Met with Youth Council members and Councillor Jock Martin in Lawrence
12 April 2024	Attended Anna Harrex "swim for cancer" fundraiser at the Tuapeka Aquatic Centre in Lawrence
13 April 2024	Attended and spoke at Ramadan celebration in Balclutha
15 April 2024	Attended and facilitated consultation discussion with Aged Concern group

16 April 2024	Weekly meeting with Steve Hill
16 April 2024	Meeting with Mike Goldsmith
17 April 2024	Met with rate payer
17 April 2024	Attended and facilitated Milton Soapbox
18 April 2024	Attended briefing on Phoenix Dam
18 April 2024	Gave a media interview in Lawrence on Phoenix Dam
20 April 2024	Attended and travelled around the district facilitating Soapboxes in Waihola, Kaitangata, Kaka Point and Owaka
21 April 2024	Attended and travelled around the district facilitating Soapboxes in Clinton, Tapanui and Lawrence
22 April 2024	Travelled to Milton for a meeting with Bruce Community Pool Committee
22 April 2024	Jobbortunities meeting
23 April 2024	Weekly meeting with Steve Hill
23 April 2024	Attended open day and interagency meeting at Balclutha Transitional House

24 April 2024	Attending Standing Committee meetings
24 April 2024	Attended and facilitated Soapbox in Balclutha
25 April 2024	Attended and participated in Balclutha ANZAC dawn service
25 April 2024	Attended and participated in Milton ANZAC service
29 April 2024	Travelled to Mosgiel for meeting with Minister Mark Patterson
30 April 2024	Jobbortunities meeting in Milton
30 April 2024	Weekly meeting with Steve Hill
30 April 2024	Meet & greet at SOHS with visiting international students from Thailand
30 April 2024	Attended Contactors Evening
6 May 2024	Attended meeting via zoom for MTFJ
7 May 2024	Weekly meeting with Steve Hill
7 May 2024	Attended Clutha Development bi- monthly meeting with Steve Hill and Linda Moore

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Clutha District Council

Item for INFORMATION

Report	Chief Executive's Report
Meeting Date	9 May 2024
Item Number	16
Prepared By	Steve Hill – Chief Executive
File Reference	893586

REPORT SUMMARY

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

RECOMMENDATIONS

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

REPORT

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

Date	Activity
28 March 2024	Attend Online Union Negotiations Meeting
04 April 2024	Attend Citizenship Ceremony
08 April 2024	Attend Online meeting regarding Rosebank industrial Park Subdivision
	Attend Youth Council
11 April 2024	Attend Council Meeting to adopt LTP consultation document with Workshop to follow
15 April 2024	Met with Clutha Development
	Meeting regarding Greenfields Project
16 April 2024	Attend Regional Local Water Done Well (LWDW) Working Party Meeting

Date	Activity
17 April 2024	Meeting regarding Credit Rating
	Attended Milton Soapbox
19 April 2024	Met with resident regarding development opportunity on Johnston Road
	Attend ORC and CDC planning meeting – Rosebank Industrial Site Consents
22 April 2024	Meeting with Youth Council members to discuss Diversity Clutha Programme
23 April 2024	Met with potential buyer – Rosebank Industrial
24 April 2024	Attend PCG Meeting, Risk and Assurance and Standing Committees
	Attended Stirling and Balclutha Soapbox
25 April 2024	Attend ANZAC Day service
29 April 2024	Met with a Councillor and CFO to answer financial questions relating to the LTP
30 April 2024	Met with Real Estate Agent over sale of Pounawea Campground
	Attended Contractor's evening
1 May	Attended an LTP Public Meeting in Kaka Point
2 May	Attended an LTP Public Meeting in Owaka
3 May 2024	Online Meeting - Regional LWDW Working Party
07 May 2024	Attend Clutha Development Bi-Monthly Meeting
08 May 2024	Attend Meeting regarding the Draft Review Tokata/Nugget Point and Rakitamau/Kaka Point Integrated Masterplan
09 May 2024	Attend Council Meeting

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

2 Contracts Awarded

2.1 Contract 870 – Moa Flat Water Mains Renewal

This contract was awarded to Southern Trenching & Excavation in the sum of \$525,651.34 excl. GST.

Seven proposals were received from five tenderers, two of which were non-conforming with prices ranging from \$525,651.34 to \$1,942,842.01 excl. GST. The Engineer's estimate was \$671,645 excl. GST with a budget of \$580,000 excl. GST so it is pleasing to note that this tender came in under budget.

Southern Trenching & Excavation are currently working on the Greenfield Water Scheme Pipeline Installation project as such we are confident they will also do a good job on this contract.

2.2 Contract 883 – Mt Cooee Leachate Pump Station and Owaka Wastewater Pump Station

This contract was awarded to Isaac Construction Ltd in the sum of \$1,717,492 excl. GST.

Five proposals were received from four tenderers, ranging from \$1,630,789 to \$2,347,491 excl. GST. The Engineer's estimate for the supply and construction contract was \$2,423,363 excl. GST.

The Mount Cooee Landfill LPS tender came in significantly under budget, however the Owaka WWPS total project was over budget, with additional budget funding being approved at the Council meeting on 27 March 2024.

Isaac Construction Ltd has undertaken civil works in the past for Clutha District Council and Council is comfortable that they can complete this work as required by the contract.

3 Staffing

3.1 Staff Appointments

External Appointments

Sankar Ganesh – Water Treatment Operator – start date to be confirmed

Reymar Tiburcio – Project Management Team Leader as of 15 April 2024

Norton Shield – Water Treatment Operator as of 15 April 2024

Rosanna Ottaway – Customer Experience Officer (Fixed Term) as of 17 April 2024

Pauline Young – Communications Advisor (part-time) as of 27 May 2024

3.2 Internal Appointments

Imogen Barlow – Lifeguard as of 15 April 2024

Jessica Craik – Planning Officer as of 1 May 2024

Mike McArthur – Water Treatment Operator as of 13 May 2024

3.3 Staff Resignations

Rachal Fegan – Lifeguard (Milton) as at 16 April 2024

Barbara Fallis – Senior Project Engineer as at 24 April 2024

Raj Sharma – Water Treatment Operator as of 5 May 2024

Edita Babos – Head of Environmental Planning and Compliance as of 7 June 2024

4 Deputy Chief Executive

Activities I have attended since the last Council meeting.

Date	Activity
3 April	Meet with Audit team
5 April	Discussion re Taylor Park cabins options
9 April	Clutha Stars – Leading Others
10 April	West Otago Community Board meeting
11 April	Clutha Delta Adaption Plan update
11 April	Council meeting and workshop
15 April	Greenfields project discussion
16 April	Regional LWDW working group
17 April	Meeting regarding Credit Rating
19 April	Met with local land developer
23 April	Clutha Stars – Conscious Communicator
24 April	PCG meeting
24 April	Risk & Assurance meeting
24 April	Standing Committees meeting
26 April	Mt Cooee discussion
29 April	Civil Defence meeting
30 April	Milton/Balclutha streetscape project meeting
30 April	Contractors Evening
1 May	Balmoral 2 RWS annual meeting
2 May	Tuapeka RWS annual meeting
3 May	Regional LWDW working group
9 May	Clutha Stars – Courageous Communication
9 May	Council meeting

5 Requests received under the Official Information Act

Name	Request
Member of the public	Money subsidised through investment accounts
Member of the public	Council functions that hosted Rainbow Storytime
Stuff	Use of consultants

The Campaign Company Limited	Taituarā / SOLGM payments
Member of the public	Culvert/Bridge replacement - Walker Road Kelso
Member of the public	Taylor Park Camp Ground costs
Member of the public	Drag Queen related events
Member of the public	Taylor Park Cabins usage
Member of the public	Milton Car Recycling Business and McGills Flour Mill
Clinton Community Centre	Greenspace costings effecting Clinton rates
BusinessDesk	Copies of water safety plan(s) from 2020 to date (2024)
Member of the public	Council Debt
Member of the public	Clydevale Water Scheme
Access Security	Information on electronic office products and software usage
Member of the public	A copy of the recorded Soapbox Session held at TPŌMA War Memorial & Community Centre

6 Health and Safety –

Summary for this reporting period:

- 35 Health and Safety (H&S) events were reported in this period
- 0 notifiable to Worksafe
- A staff member was involved in a physical assault. Police were notified.
- A report was filed with Worksafe regarding an incident involving our contractor. The incident entailed a heavy vehicle losing power, resulting in it rolling backward and into a neighbouring property, resulting in moderate property damage.

Clutha District Council

Item for CONFIRMATION

Report	Documents for Consent and Seal
Meeting Date	9 May 2024
Item Number	17
Prepared By	Melanie Scott – Executive Assistant
File Reference	893587

REPORT SUMMARY

Documents for consent and seal are scheduled here under.

RECOMMENDATIONS

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

1	LEASEHOLD TITLE
1.1	Clutha District Council consents to transfer of Trustees for a block of farmland (Leasehold Title 750903)
2	RESOURCE MANAGEMENT ACT 1991
2.1	Amalgamation covenant 926652 cancelled that affects RT 1151005 legally described at Lot 2 DP 577110
3	LICENCE TO OCCUPY
3.1	Clutha District Council and Fire and Emergency New Zealand Lot 3, part section 133 Block VIII Glenomaru SD record in title 121053 Owaka

Clutha District Council

Item for DECISION

Report	Reasons to Move to Public Excluded Session
Meeting Date	9 May 2024
Item Number	18
Prepared By	Steve Hill – Chief Executive
File Reference	893588

REPORT SUMMARY

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

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

RECOMMENDATIONS

1. That Council receives the 'Reasons to Move to Public Excluded Session' report.
2. That Council agrees to allow '*specified*' persons to remain as they possess the following knowledge relating to *Item X*: **(IF REQUIRED)**.
3. That if required, Council excludes the public from the following part of the proceedings of this meeting pursuant to the provisions of the Local Government Official Information and Meetings Act 1987 namely:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Greenfield Rural Water Supply Project – Budget Update	A2(b)(i) Protect information where the making available of the information would disclose a trade secret;	S48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

	<p>A2(b)(ii)</p> <p>Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p>	
Public Excluded Council Minutes - 27 March 2024	<p>A2(b)(ii)</p> <p>Protect information where the making available of the information would:</p> <p>Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>A2(i)</p> <p>Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>This relates to confidential tender information and pricing.</p>	<p>S48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>
Public Excluded Council Minutes – 11 April 2024	<p>A2(c)(i)</p> <p>Protect information which is subject of an obligation of confidence where the making available of the information would be likely to prejudice the</p>	<p>S48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>

	<p>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.</p> <p>Our Auditors are unlikely to be as free and frank with information if it was in public.</p>	
<p>Public Excluded Committee of the Whole Minutes – 24 April 2024</p>	<p>A2 (h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities.</p> <p>Council is being asked to purchase land for a particular price.</p> <p>A2(j) Prevent the disclosure or use of official information for improper gain or improper advantage.</p> <p>Elected members are being given cyber security training including information about Clutha District Council cyber security measures.</p>	<p>S48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding

of the whole or the relevant part of the proceedings of the meeting in public are as shown after each item.

Appendix 1: Grounds to exclude the public

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

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) To endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. Disclose a trade secret; or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
 - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
 - (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. Be likely otherwise to damage the public interest.
 - (d) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (f) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (g) Maintain legal professional privilege; or
 - (h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - (i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

- (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

See s.7 LGOIMA 1987.

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

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

See s. 48 LGOIMA.

48 Right of local authorities to exclude public

- (1) Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:
 - (a) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist,—
 - (i) where the local authority is named or specified in [Schedule 1](#), under [section 6](#) or [section 7](#) (except section 7(2)(f)(i));
 - (ii) where the local authority is named or specified in [Schedule 2](#) of this Act, under [section 6](#) or [section 7](#) or [section 9](#) (except section 9(2)(g)(i)) of the Official Information Act 1982:
 - (b) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would—
 - (i) be contrary to the provisions of a specified enactment; or

- (ii) constitute contempt of court or of the House of Representatives:

- (c) that the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that local authority by an Ombudsman under [section 30\(1\)](#) or [section 38\(3\)](#) of this Act (in the case of a local authority named or specified in [Schedule 1](#)) or under [section 30\(1\)](#) or [section 35\(2\)](#) of the Official Information Act 1982 (in the case of a local authority named or specified in [Schedule 2](#) of this Act):

- (c) that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

See s. 48 LGOIMA.